

Work Plan Instructions

Local Health Jurisdictions (LHJ) are expected to implement the strategies outlined in the California Oral Health Plan and make progress toward achieving the California Oral Health Plan's goals and objectives. Funds are being made available through Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56). The activities may include convening, coordination, and collaboration to support planning, disease prevention, surveillance, education, and linkage to treatment programs.

The Scope of Work (SOW) submitted with your Grant Application package indicates which Objectives your LHJ will accomplish during the term of this grant. LHJ that will be focusing on the Planning Objectives only need to complete the Work Plan for Objectives 1-5. You may revise the Work Plan when you have completed Objectives 1-5 and related deliverables on or before December 31, 2018. The Work Plan will be submitted with the package of Supplemental Documentation. Your Work Plan will match your SOW and provide the details about how you will accomplish each of your selected SOW Objectives. However, if your LHJ has already completed the planning objectives with documentation and would like to move to the Implementation objectives (upon approval by CDPH OHP) the Work Plan should include required Objectives 6-7 and at least the minimum number of selected Objectives 8-11 as indicated in Table 2.

The supplemental documentation that must be submitted by each LHJ is **not** due with your application package. Instead, LHJ applicants will separately complete and submit their supplemental documentation to CDPH/OHP by October 4, 2017. The LHJ Work Plan is one of the documents that will be included with the supplemental documentation. The full list of the documents that must be submitted with the supplemental documentation is as follows:

- Document F, Supplemental Documentation Checklist
- Document G, Work Plan Template
- Document H, Detailed Budget and Budget Justification

On the Work Plan Template (*Document G*), you will provide the details for each Objective you will accomplish and ensure that the following components are included:

- Activity Description
- Time Frame
- Responsible Party
- Evaluation/Deliverable/Performance Measure

Please follow these steps when preparing your Work Plan for submission:

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Saving/Renaming the Document

The Work Plan Template is in table format, and has been prepared with all of the Objectives already embedded in the document. Your first step in working with the Work Plan Template will be to SAVE the document under a new name.

Document Header

In the document Header, replace “Grantee Name” with your LHJ name. You will leave the “Grant #” as-is. Then you will begin the process of customizing the document to reflect your SOW.

Objectives

You may not change the Objectives that have been embedded into the Template. However, you will delete from the table the Objectives that are not pertinent to your SOW plans. You will do this by selecting the text and rows that you want to delete, and then deleting them. PLEASE DO NOT CHANGE THE OBJECTIVE NUMBERS, even if you have deleted Objectives and it causes your Objectives to skip numbers. They should still be in chronological order. This way, all LHJs will have consistency when referring to “Objective 1” or “Objective 8,” for example.

Activity Description and Corresponding Activity

Suggested Activity Descriptions have been provided for you based on the Objective these activities support. You may change the Activity Descriptions that have been developed and embedded to instead better reflect how your LHJ intends to go about accomplishing each Objective. Please provide sufficient detail, and separate out the different steps needed to accomplish each Objective. Please number or renumber the corresponding Activities as needed in the “#” column for each Objective that will remain in your Work Plan, using the format of the already-embedded Activity numbers (i.e., 1.1, 1.2, etc.)

Time Frame

Please provide the month, day, and year by which you will begin each Activity in the Work Plan, and the month, day, and year by which you will complete each Activity. Be sure to give yourself sufficient time. Please use the following as an example of how to format your Time Frame.

Example: 01/01/18-06/30/19

Responsible Party

Please provide the position title (not the person’s name) of the person responsible for each Activity of each Objective that will remain in your Work Plan. If you will need to repeat that position title many times throughout the Work Plan, you may choose to write out the entire position title the first time, followed by parentheses with the initials of that position title. For example, if the Responsible Party is the Project Director, you could write “Project Director (PD)” the first time you use it, and thereafter use the initials “PD” in this column when the Project Director is the Responsible Party.

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Evaluation/Deliverable/Performance Measure

Suggested Evaluation/Deliverable/Performance Measures for each Activity have been provided for you based on the Activity that they support. You may change the Evaluation/Deliverable/Performance Measures that have been developed and embedded to instead better reflect how your LHJ intends to document the completion of each Activity and evaluate, deliver evidence of, and measure the performance of each Activity. Please provide sufficient detail, and ensure that they are attainable.