



Action Communities for Health, Innovation, and Environmental Change

Community Action Plan

INTRODUCTION

This plan is intended to be completed in sections as your CHART progresses through the phases of ACHIEVE. These phases are:

1. Commitment
2. Assessment
3. Planning
4. Implementation
5. Evaluation

Each section of this plan gathers information relevant to a phase of ACHIEVE which, when complete, will provide a comprehensive plan and summary of your ACHIEVE activities. Each section should be completed as relevant activities are completed.

This document is...

Dynamic: Your Action Plan will change over time; this is expected and acceptable. Please date all revised copies and submit to your technical assistance advisor.

Guidance: This template is not rigid; these are the general areas that you should be considering as you move forward with a community plan; if one area seems irrelevant to your community efforts, contact your technical assistance advisor to consult and move forward.



Action Communities for Health, Innovation, and Environmental Change

PART 1 - COMMITMENT

Community: _____

Coaches: _____

CAP completion date	
Date revised	
Date revised	

CHART MEMBERSHIP

ETHNICITY	Hispanic/Latino		Total		RACE	American Indian or Alaska Native		Asian		African American or Black		Caucasian or White		Native Hawaiian or Pacific Islander		More than one Race		Other Race		Total		
	#	%	#	%		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Male					Male																	
Female					Female																	
Total					Total																	
				100%																		100%

CHART Member Name	Organization Name	Organizational Role	Organization Type (choose from the following) Academia/Education Advocacy Group An Individual Business/For Profit/Consultant Civic Organization Coalition/Alliance Community Based Organization Community Health Center Cultural/Ethnic Organization Elected/Appointed Official Environmental Organization Faith-based Organization Foundations/Philanthropic Government Organization Health Care Organization Health Insurance Company Nonprofit Organization Priority Pop Organization Professional Association Public Health Organization Public Relations/Media Other (specify)	Sector (choose from the following) Community-at-large Community Institution/Organization Health Care School Work Site



Action Communities for Health, Innovation, and Environmental Change

VISION

Your vision statement is your inspiration, the framework that describes your strategic planning. It highlights what will be achieved when the activity is successful. It describes a healthier future and answers the question, “Where do we want to be in a few years?” Example: “All citizens of Our Town, will, on a daily basis, consume a nutritionally-balanced diet, acquire the minimum recommended daily physical activity, and refrain from using tobacco products.” The **vision is what will be achieved by your efforts.**

MISSION

The mission statement informs what impact your CHART will make and describes why it is important to achieve the vision. Example: “The ACHIEVE CHART team of Our Town, will work with top-level leaders in all community sectors to implement policy and environmental strategies to facilitate for citizens better diets, increased physical activity, and the cessation and abstinence of tobacco products.” The mission includes efforts your CHART will undertake to achieve the vision.

COMMUNITY DESCRIPTION

Information to include: demographic information, target population, socio-economic and health data, community size, community strengths, weakness, assets and threats.

INTERVENTION AREA MAP

(if available)

EXISTING EFFORTS

Describe existing efforts and experience with the state health office, identified sectors, populations, risk factors, and chronic disease areas that may support, or be a barrier to the implementation of policy, systems and environmental change strategies. Describe also existing coalitions and efforts that have been made and that will be leveraged to advance ACHIEVE.

CHART

Summarize the structures and processes developed for decision making within the CHART

Describe the structures and processes that have been put in place to ensure that CHART member involvement matches their skills, interests, and resources



Action Communities for Health, Innovation, and Environmental Change

Community Action Plan

PART 2 - ASSESSMENT

CHANGE TOOL INFORMATION

Describe key findings of CHANGE (to date) and how the data will be used to inform the community action plan

COMMUNITY ASSESSMENT INFORMATION

Enter any assessments conducted in addition to CHANGE. If no other assessments have been conducted, leave this section blank. Add additional rows as needed.

Name of Assessment	Date Assessment Completed	Description of Assessment	How Assessment Data Informed the CAP



Action Communities for Health, Innovation, and Environmental Change

Community Action Plan

PART 3A - PLANNING, IMPLEMENTATION, AND EVALUATION

WORK PLAN INSTRUCTIONS:

Goals (list up to 5; one is acceptable)

Goals are broad statements that establish the overall direction for and focus of your project, describe your project's overall purpose, and serve as a framework for developing your objectives. For purposes of this work plan, your goals should span the entire project period. Use the following format for developing your goals:

By [date], [increase, decrease, or maintain] [# , % , or rate] [what will be measured] from [baseline] to [target].

Example 1 [environmental change]: By September 2012, increase the percent of total miles of physical infrastructure for walking from 35 to 65.

Example 2 [policy change]: By December 2012, increase [# or %] of school/town/health department policy/s that conform with best practices regarding acceptable foods served at cafeteria/meetings/events from [baseline] to [target].

For each goal, select which priority area(s) the goal addresses and explain how the goal impacts them. Include background, history, and a rationale for the goal. Finally, include information on how the goal will be measured (i.e. source(s) of data). For the CAP resubmission, you will be asked to describe the progress and challenges to meeting the goal. After entering your first goal, you will be prompted to enter objectives for that goal, enter a new goal, or save and exit Part 3A of the template.

Objectives (minimum of 1 objective per project goal)

For purposes of this work plan, the objective should span a one-year period and uses the following format:

By [date], [increase, decrease, or maintain] [# ,% , or rate] [what will be measured] from [baseline] to [target].

Example 1 [environmental]: By September 2012, increase the percent of new developments with paved sidewalks from 10 to 100.

Example 2 [policy]: By March 2012 increase [# or %] of schools in Our Town implementing healthy food certification under Section 10-215f of the Connecticut General Statutes from 0 to 50%.

For each objective,

- Select the setting/sector and policy/environmental change strategy it addresses.
- Describe the evidence- (e.g., The Community Guide, American Heart Association national recommendations, Seventh Report of the Joint National Committee on Prevention, Detection, Evaluation, and Treatment of High Blood Pressure) or practice-base (e.g., expert opinion, pilot project results) for the objective.
- Include the number of people reached through this objective (e.g. number of residents in a neighborhood, number of students in a school district).
- Describe how the objective impacts the problem.
- List up to 10 action steps or strategies needed to accomplish the objective, including the lead person/organization responsible for each action step and the timeframe.
- Include information on how the objective will be measured (i.e. source/s of data).
- For the CAP resubmission, you will be asked to describe the progress and challenges to meeting the objective.

Project Goal 1.0 (list up to 5)

Goal:

Priority area(s) the goal addresses:

- Chronic diseases: arthritis **cancer** cardiovascular disease diabetes obesity
- Related risk factors: nutrition physical activity tobacco

How the goal impacts the priority area(s):

Measuring progress:

Primary Data Source		Secondary Data Source	
Describe the progress			
Describe barriers or issues and plans to overcome them			

Annual Objective 1.1 (minimum of 1 objective per goal)

Setting/Sector:

- Community at large Community institution/organization Health care School Work site

Policy/systems/environmental change strategy to achieve this objective:

Target number of people who will be reached:
(number of students at the school, number of residents in neighborhood, number of employees at worksite, etc). Use a forecast if appropriate: “we anticipate x# of _____ to be impacted by this change over the next 5 (or 10) years”

How the objective impacts the problem:

Objective:

Measuring objective progress:

Primary Data Source		Secondary Data Source	
Describe the progress			
Describe barriers or issues and plans to overcome them			

Action Steps / Strategies (list up to 10):

Action Steps / Strategies	Specific Person(s)/ Organization(s) Responsible	Timeframe	Describe the progress of the action step
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Annual Objective 1.2 (minimum of 1 objective per goal)

Setting/Sector:

- Community at large Community institution/organization Health care School Work site

Policy/systems/environmental change strategy to achieve this objective:

Target number of people who will be reached:
(number of students at the school, number of residents in neighborhood, number of employees at worksite, etc). Use a forecast if appropriate: “we anticipate x# of _____ to be impacted by this change over the next 5 (or 10) years”

How the objective impacts the problem:

Objective:

Measuring objective progress:

Primary Data Source		Secondary Data Source	
Describe the progress			
Describe barriers or issues and plans to overcome them			

Action Steps / Strategies (list up to 10):

Action Steps / Strategies	Specific Person(s)/ Organization(s) Responsible	Timeframe	Describe the progress of the action step
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Work Plan

Project Goal 2.0 (list up to 5)

Goal:

Priority area(s) the goal addresses:

Chronic diseases: arthritis **cancer** cardiovascular disease diabetes obesity

Related risk factors: nutrition physical activity tobacco

How the goal impacts the priority area(s):

Measuring progress:

Primary Data Source		Secondary Data Source	
Describe the progress			
Describe barriers or issues and plans to overcome them			

Annual Objective 2.1 (minimum of 1 objective per goal)

Setting/Sector:

- Community at large Community institution/organization Health care School Work site

Policy/systems/environmental change strategy to achieve this objective:

Target number of people who will be reached:

(number of students at the school, number of residents in neighborhood, number of employees at worksite, etc). Use a forecast if appropriate: “we anticipate x# of _____ to be impacted by this change over the next 5 (or 10) years”

How the objective impacts the problem:

Objective:

Measuring objective progress:

Primary Data Source		Secondary Data Source	
Describe the progress			
Describe barriers or issues and plans to overcome them			

Action Steps / Strategies (list up to 10):

Action Steps / Strategies	Specific Person(s)/ Organization(s) Responsible	Timeframe	Describe the progress of the action step
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Annual Objective 2.2 (minimum of 1 objective per goal)

Setting/Sector:

- Community at large Community institution/organization Health care School Work site

Policy/systems/environmental change strategy to achieve this objective:

Target number of people who will be reached:
(number of students at the school, number of residents in neighborhood, number of employees at worksite, etc). Use a forecast if appropriate: “we anticipate x# of _____ to be impacted by this change over the next 5 (or 10) years”

How the objective impacts the problem:

Objective:

Measuring objective progress:

Primary Data Source		Secondary Data Source	
Describe the progress			
Describe barriers or issues and plans to overcome them			

Action Steps / Strategies (list up to 10):

Action Steps / Strategies	Specific Person(s)/ Organization(s) Responsible	Timeframe	Describe the progress of the action step
1.			
2.			
3.			
4.			
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10.			



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PART 3B - PLANNING, IMPLEMENTATION, AND EVALUATION (CONTINUED)

Describe how the CHART prioritized strategies within the community action plan.

SUSTAINABILITY PLAN

Describe the plan to maintain the CHART and/or associated activities beyond the national funding commitments. Elements of sustainability include CHART infrastructure, maintenance, and development of local capacity, identification of additional funding sources, or policy implementation that may continue beyond the life of this funding. Please list out a timeframe and action steps.

COMMUNICATIONS PLAN

Describe any plans your CHART has to communicate this plan or your ACHIEVE work to your greater community or stakeholders.

RESOURCES

Describe what additional resources (e.g., funding, equipment, media, human resources, in-kind) that have been committed, and by whom, to leverage ACHIEVE resources.