**Community Cancer Prevention in Action (CPIA) Richmond, Suffolk and Warren Counties**

**Work Plan Instructions and Template**

**Year 1: April 1, 2021-March 31, 2022**

**Work Plan Template Instructions**

* Use this template to complete a detailed work plan for the first, twelve-month HRI contract period from April 1, 2021 to March 31, 2022.
* The work plan includes three pre-populated objectives that should not be altered. Applicants should not add objectives.
* While the objectives are for the full, three-year contract period, tasks and performance measures are for the first, twelve-month HRI contract period, from April 1, 2021 to March 31, 2022.
* Italic text is used to identify information to be completed by the applicant. Do not modify any other work plan text unless noted in italics.
* The work plan includes tasks that describe the strategies used to meet the prescribed objectives. Some tasks are prescribed fully and should not be altered by applicants; some tasks require applicants to insert some information – such as the number (#) of sites or people that will be engaged for that task. And, some tasks are to be completed by the applicant.
* With the exception of Task # 2.3, applicants must create and enter proposed tasks where instructed in italics. Task #2.3 is optional and should be used if applicants propose to provide support for implementation of PSE interventions successfully adopted by identified sites. (e.g., financial support for purchase of materials to implement PSE intervention).
* Please refer to RFA Section III for definitions and examples of strategies which may be used to complete work plan tasks.
* The work plan includes performance measures that will be used to assess success implementing each task. Some performance measures are prescribed fully and should not be altered by applicants; some performance measures require applicants to insert some information – such as the number (#) of sites or people that will be engaged for that task. And, some performance measures are to be completed by the applicant.
* Performance measures completed by the applicant should be SMART: Specific, measurable, achievable, relevant and time-bound.
* There is an eight-page limit and no character limit.
* Can submit as Word document or PDF.
* Save as a Word or PDF document using the naming convention *<(insert agency name)\_ Work Plan\_CCH-CPIA-2020-02>* Header should read: CCH-CPIA-2020-02 Work Plan.

**Work Plan Template**

| **OBJECTIVE 1** | **TASK** | **PERFORMANCE MEASURE** | **PERSON RESPONSIBLE** |
| --- | --- | --- | --- |
| By March 31, 2024, increase by at least 25, the number of community education interventions for adolescents, parents, and other adults to increase knowledge of the danger of indoor tanning. | 1.1 Community Education: Staff will attend or provide information to at least *(insert #)* community organizations, venues, or events to distribute information about skin cancer burden, risks and prevention. | Skin cancer information was shared with or disseminated to *(insert #)* community organizations, venues, and/or events by March 31, 2022. |  |
| 1.2 Community Education: Develop and submit at least 12 earned media attempts to promote the initiative, such as press releases and events, letters to the editor (LTEs), print and broadcast stories. | At least 12 instances of earned media about skin cancer and/or UV safety were attempted by March 31, 2022. |  |
| 1.3 Community Education: *Create and insert a proposed Community Education Task. (*Please refer to RFA Section III for definitions and examples of strategies which may be used to complete work plan tasks.) | *Insert a proposed performance measure that explains how you will measure success.* |  |
| 1.4 Community Mobilization: Identify community champions. | A minimum of two community champions were identified by October 31, 2021. |  |
| 1.5 Community Mobilization: *Create and insert a community mobilization task using your identified community champions. (*Please refer to RFA Section III for definitions and examples of strategies which may be used to complete work plan tasks.) | *Insert a proposed performance measure that explains how you will measure success.* |  |
| 1.6 Educate Government Decision Makers: Communicate with at least three governmental decision-makers to provide education about the impact of indoor tanning and/or UV policies. | At least three governmental decision-makers were educated about either/both indoor tanning and UV policies by March 31, 2022. |  |

| **OBJECTIVE 2** | **TASK** | **PERFORMANCE MEASURE** | **PERSON RESPONSIBLE** |
| --- | --- | --- | --- |
| By March 31, 2024, increase the adoption and use of sun safety policies/practices in at least 15 community settings such as colleges, childcare facilities, outdoor recreation/tourism locations, and outdoor worksites  through community education, community mobilization, and educating organizational and government decision-makers. | 2.1 Conduct an environmental scan of the community to better understand and identify potential targets for community change. | 2.1.1 One environmental scan completed by September 30, 2021. |  |
| 2.2 Assess site-level policy and practices supportive of sun safety and complete a pre-assessment tool for each of the (*insert #*) recruited sites to create a site-specific action plan prior to initiating work. | Pre-assessment tool/s completed by March 31, 2022 for each of *(insert #)* target sites recruited. |  |
| *2.3 Optional task, if needed:* Support implementation of adopted policies.  *This task is used when applicants plan to support implementation of PSE interventions at identified sites (e.g., provide shade materials, sunscreen dispensers, signage, etc. to support implementation of an adopted policy). Describe and quantify the proposed task.* | *Insert a proposed performance measure that explains how you will measure success.* |  |
| 2.4 Community Education: Develop and submit at least 12 earned media attempts, such as press releases and events, letters to the editor, print and broadcast stories. | At least 12 instances of earned media about skin cancer and/or UV safety were attempted by March 31, 2022. |  |
| 2.5 Community Education: *Create and insert a proposed Community Education Task. (*Please refer to RFA Section III for definitions and examples of strategies which may be used to complete work plan tasks.) | *Insert a proposed performance measure that explains how you will measure success.* |  |
| 2.6 Community Mobilization: Identify community champions. | A minimum of two community champions were identified by September 30, 2021. |  |
| 2.7 Community Mobilization: *Create and insert a community mobilization task utilizing your identified community champions. (*Please refer to RFA Section III for definitions and examples of strategies which may be used to complete work plan tasks.) | *Insert a proposed performance measure that explains how you will measure success.* |  |
| 2.8 Educate Organizational Decision-Makers: *Create and insert a proposed Educating Organizational Decision Makers Task. (*Please refer to RFA Section III for definitions and examples of strategies which may be used to complete work plan tasks.) | *Insert a proposed performance measure that explains how you will measure success.* |  |
| 2.9 Educate Governmental Decision-Makers: Communicate with at least three governmental decision makers to provide education about the impact of indoor tanning and/or UV policies. | At least three governmental decision-makers were educated about indoor tanning and/or UV policies by March 31, 2022. |  |

| **OBJECTIVE 3** | **TASK** | **PERFORMANCE MEASURE** | **PERSON RESPONSIBLE** |
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| By March 31, 2024, increase by at least 25, the number of community education interventions for adolescents, health care providers and parents to support an increase in HPV vaccination. | 3.1 Community Education: Co-host/sponsor at least four film screenings of the 80-minute documentary “Someone You Love”. *Film viewings should be at no-charge to attendees and feature a panel discussion comprised of at least three experts who address issues raised in the film and discuss relevance to the contractor’s community.* | Four film screenings with panel discussion completed by March 31, 2022. |  |
| 3.2 Community Education: Develop and submit at least nine earned media attempts, such as press releases and events, letters to the editor, print and broadcast stories. | At least nine instances of earned media about the HPV vaccine were attempted by March 31, 2022. |  |
| 3.3 Community Education: *Create and insert a proposed Community Education Task. (*Please refer to RFA Section III for definitions and examples of strategies which may be used to complete work plan tasks.) | *Insert a proposed performance measure that explains how you will measure success.* |  |
| 3.4 Community Education: *Create and insert a proposed Community Education Task. (*Please refer to RFA Section III for definitions and examples of strategies which may be used to complete work plan tasks.) | *Insert a proposed performance measure that explains how you will measure success.* |  |

| **OBJECTIVE 4** | **TASK** | **PERFORMANCE MEASURE** | **PERSON RESPONSIBLE** |
| --- | --- | --- | --- |
| By March 31, 2024, assist with promotion and education of other cancer prevention priorities as directed by the Department. | 4.1 Join and participate in NYS Cancer Consortium meetings. | 4.1.1 The project coordinator will become a member of the Cancer Consortium by June 30, 2021.  4.1.2 The project coordinator and other contract staff will attend at least one NYS Cancer Consortium meeting between May 31, 2021 and March 31, 2022. |  |
| 4.2 Join the NYS HPV Coalition. | The project coordinator will become a member of the NYS HPV Coalition by June 30, 2021. |  |
| 4.3 As directed by HRI/the Department, conduct community education and promotion of cancer prevention priorities. | To be added if needed and as directed |  |