

Appendix 3

Program Documentation

Program Documentation

The purpose of the Program Documentation tool in the Planned Approach to Community Health (PATCH) process is to provide for the collection of basic information. It may serve as an ongoing recording document for monitoring program objectives, activities, and accomplishments. It may also be used to record significant events that have an impact on the community's health. The Program Documentation outlines data a community may wish to obtain when assessing the health status of the community and identifying major health priorities. The community should review the data forms and adapt them to meet its needs. If the community is addressing a preselected health problem or population, the data collected may need to be significantly changed. The program documentation contains the following forms:

- I. Community Profile
- II. Unique Health Events
- III. Number of Deaths and Years of Potential Life Lost by Major Disease Categories
- IV. Five Leading Causes of Death by Age Groups
- V. Comparison of Mortality Rates for Leading Causes of Death by Race, Sex, and Age Groups
- VI. Community Leader Opinion Survey Data
- VII. A Comparison of Behavioral Data (Percentage) Among Adults by Community, State, and Nation
- VIII. Priority Problems Identified
- IX. Community Program Objectives
- X. Community Participants
- XI. Intervention Plan
- XII. Intervention Activity Summary

PD-I. Community Profile

Community: _____

Lead agency: _____

Contact person: _____

Address: _____

Telephone number: _____ Fax number: _____

Source of data: _____ Year: _____

Community type: Urban___ Rural___ Suburban___ Other___

Geographic size or description: _____

Total population:

Unemployment rate: Community _____ State _____

Per capita income: Community _____ State _____

Families below poverty level (%): Community _____ State _____

Age distribution in years:

Community			State		
Age	%	No.	Age	%	No.
<1:			<1:		
1-14:			1-14:		
15-24:			15-24:		
25-64:			25-64:		
≥65:			≥65:		
total population			total population		

Number of households, by household size:

Number of persons in household

Community	State
1:	1:
2:	2:
3:	3:
4-5:	4-5:
6+:	6+:

Total number of households:

Annual household income:

Amount	Community		State	
	%	No.	%	No.
<\$15,000:				
\$15,000 to \$24,999:				
\$25,000 to \$49,999:				
\$50,000+:				

Marital status:*

	%	No.	No. by sex	
			Male	Female
Single:				
Married:				
Separated:				
Widowed:				
Divorced:				
Total:				

*Generally includes persons 18 years of age and older.

Racial/ethnic composition:

	No.	%	% by sex	
			Male	Female
White:				
Black:				
Hispanic*:				
American Indian ⁺ :				
Asian [#] :				
Other:				

*Includes both blacks and whites. ⁺Or Alaska Native. [#]Or Pacific Islander.

Education:

Number of persons currently enrolled:

	Community
Elementary school	_____
High school	_____
Technical school	_____
College	_____

Educational achievement (% of adults who completed):

	Community	State
Elementary school plus 3 years of high school	_____	_____
High school	_____	_____
Technical school	_____	_____
College:		
1-3 years	_____	_____
4 years	_____	_____
≥5 years	_____	_____

PD-II. Unique Health Events

A unique health event is an event or activity that takes place in the community that may have a short-term or long-term effect on the health or health risks of its citizens.

Examples of unique health events include special community health promotion and health education activities, health legislation, and environmental or natural events. Events can have a negative or positive effect on health. For instance, positive events might include the addition of fluoride to the drinking water or passing a law requiring the use of seatbelts. Negative events might include a hurricane or flood or the repeal of the tax on tobacco products.

Do not report PATCH program results or activities in this section. Report PATCH activities in PD-XII.

Date	Description of the Event	Number of People Affected

PD-III. Number of Deaths and Years of Potential Life Lost by Major Disease Categories*

Community _____ Year _____

Disease Category	Rank	# of Deaths	YPLL [†] Before Age 75
Heart disease			
All cancers			
Lung cancer		‡	‡
Cerebrovascular disease			
Emphysema			
Influenza and pneumonia			
All fatal injuries			
Motor vehicle injuries		‡	‡
Liver disease			
Suicide			
Homicide			
Diabetes mellitus			
Other			
Total			

* Based on leading causes of death.

† YPLL = Years of potential life lost for deaths > 1 year of age.

‡ To calculate the "Total" number of deaths or YPLL, add all numbers in the column except for lung cancer and motor vehicle injuries.

Source: _____

PD-IV. Five Leading Causes of Death by Age Groups

Community _____ Year _____

Age < 1	Cause	Total*	Percent†
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
All other causes			

Age 1-14	Cause	Total*	Percent†
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
All other causes			

Age 15-24	Cause	Total*	Percent†
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
All other causes			

* Total number of deaths from this cause.

† Number of deaths from this cause divided by total of all deaths in this age group.

Source: _____

PD-IV. Five Leading Causes of Death, by Age Groups in

Community _____ Year _____

Age 25-44	Cause	Total*	Percent†
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
All other causes			

Age 45-64	Cause	Total*	Percent†
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
All other causes			

Age 65+	Cause	Total*	Percent†
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
All other causes			

* Total number of deaths from this cause.

† Number of deaths from this cause divided by total of all deaths in this age group.

Source: _____

PD-V. Comparison of Mortality Rates for Leading Causes of Death by Race, Sex, and Age Groups

Mortality Rates (per 100,000) for Leading Causes of Death Among White Males Aged _____

Community _____ / _____ State _____ / _____ United States / _____
 (Year) (Year) (Year)

Rank	Cause	# of deaths	Rate	Rank in state	# of deaths	Rate	Rank in nation	# of deaths	Rate
1.									
2.									
3.									
4.									
5.									

Mortality Rates (per 100,000) for Leading Causes of Death Among White Females Aged _____

Community _____ / _____ State _____ / _____ United States / _____
 (Year) (Year) (Year)

Rank	Cause	# of deaths	Rate	Rank in state	# of deaths	Rate	Rank in nation	# of deaths	Rate
1.									
2.									
3.									
4.									
5.									

PD-V. Comparison of Mortality Rates for Leading Causes of Death by Race, Sex, and Age Groups

Mortality Rates (per 100,000) for Leading Causes of Death Among Black and Other Males Aged _____
 Community _____ / _____ / _____ State _____ / _____ / _____ United States / _____
 (Year) (Year) (Year)

Rank	Cause	# of deaths	Rate	Rank in state	# of deaths	Rate	Rank in nation	# of deaths	Rate
1.									
2.									
3.									
4.									
5.									

Mortality Rates (per 100,000) for Leading Causes of Death Among Black and Other Females Aged _____
 Community _____ / _____ / _____ State _____ / _____ / _____ United States / _____
 (Year) (Year) (Year)

Rank	Cause	# of deaths	Rate	Rank in state	# of deaths	Rate	Rank in nation	# of deaths	Rate
1.									
2.									
3.									
4.									
5.									

PD-VII. A Comparison of Behavioral Data (Percentage) Among Adults by Community, State, and Nation

	Community			State			Nation		
	M	F	Total	M	F	Total	M	F	Total
Seatbelt (2)									
Seatbelt (3)									
Hypertension (1)									
Hypertension (2)									
Overweight (1)									
Overweight (2)									
Current smoking									
Acute (binge) drinking									
Chronic drinking									
Drinking and driving									
Sedentary lifestyle									
No leisure time activity									
Regular and sustained activity									
Regular and vigorous activity									
Cholesterol screening (1)									
Cholesterol screening (2)									
Cholesterol awareness									

Community data source: _____

State data source: _____

National data source: _____

PD-VIII. Priority Problems Identified

On the basis of an analysis of the behavioral data, community mortality data, community opinion data, and other pertinent information _____
(community) has identified the following community priority problems:

Rank	Problems
-------------	-----------------

#1

#2

#3

#4

#5

PD-IX. Community Program Objectives

1.

2.

3.

4.

5.

An objective may be written for each priority problem identified.

Example:

By December 31, 1998, the proportion of persons in X Community who report that they smoke will decrease from 33% (1994 survey data) to 30%.

PD-XI. Intervention Plan

On separate pages describe the planned interventions. Include a discussion of the items indicated below.

A. Relate intervention to community health problem by describing the:

1. Community objective addressed
2. Behavioral objective(s) addressed
3. Contributing factors (e.g., predisposing, enabling, reinforcing factors)

B. Specify intervention objectives (“learning objectives” or descriptions of participants’ status as a result of the intervention). These may relate to changes in knowledge, attitude, skills, behaviors, or policies.

C. Describe intervention activities.

D. Describe evaluation plans:

1. Process evaluation methods and instruments
2. Impact evaluation methods and instruments

E. List resources required including in-kind.

Staff/Volunteer's time:

Tasks	# of workers	Total # of hours
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Other resources:

Type	Amount	Source
------	--------	--------

F. List informational materials produced/used (attach sample):

G. Summarize the evaluation of the intervention, relating to the Evaluation Worksheet (page CG5-19). (Attach samples of letters, agendas, and questionnaires used to assist with evaluation and replication):