# DP17-1701: National Breast and Cervical Cancer Early Detection Program (Program 1) Workplan Template

## Instructions

* Applicants should use the template to document their detailed work plan for Year 1 of the award and provide a general summary of work plan activities for Years 2 through 5 in narrative form.
* The applicant’s work plan for Program 1 should include work in all Program 1 strategy areas included in the funding opportunity announcement (FOA). Three strategies (4: Environmental Approaches for Sustainable Cancer Control, 5: Community-Clinical Linkages to Patient Support, and 6: Health Systems Changes\*) are the primary strategies to reach the goals of reduced breast and cervical cancer morbidity, mortality, and disparities in incidence and mortality.

\*As outlined in the FOA, Strategy 6 includes both activities related to providing screening and patient navigation services (Direct Screening and Patient Navigation) and activities related to implementing evidence-based interventions (Enhancing Service Delivery Using Evidence-Based Interventions). The workplan template includes separate sections for each of these two broad types of activities.

* Applicants are also expected to implement cross-cutting strategies and activities that support primary strategies as outlined in the FOA. Key work proposed in these areas should be included in the Objectives and Activities sections for each primary strategy. Those cross-cutting strategies include 1: Program Collaboration, 2: External Partnerships, 3: Cancer Data and Surveillance, and 7: Program Monitoring and Evaluation Program Management.
* **Annual Objectives:** List SMART **key** objectives you will complete during Year 1. Each objective should include a target date and what is to be accomplished. Completion dates for objectives should vary according to how work should progress. Most objectives will contain a value (number) indicating quantity, percentage, or other progress indicator. See the examples below. Type information describing your monitoring approach in the text boxes provided in the template. You may add boxes, as needed, for additional objectives and activities. Note that the shaded boxes under Status and Challenges and Successes are for completion during CDC’s progress review.
* **Annual Activities:** Describe **key** activities you will complete during Year 1. Each activity should designate the person responsible for implementation. Note that the shaded boxes under Status and Challenges and Successes are for completion during CDC’s progress review.

## Annual Objective Examples

* By December 2017, establish a data system for collecting baseline and periodic screening rates.
* By January 2018, partner with three health systems serving women in a rural part of the state to implement evidence-based interventions aimed at increasing breast and cervical cancer screening.
* By August 2017, establish a protocol for tracking women navigated for screening, diagnostics, genomics, and treatment.
* By June 2018, partner with one employer partner to implement worksite wellness policies aimed at increased breast and cervical screening.
* By August 2017, use state registry cancer data to identify at least two priority populations by key demographic identifiers to inform targeted screening efforts.
* By June 2017, verify that three new non-traditional partners have implemented internal policies promoting screening.
* By August 2017, collaborate with the state cancer coalition to generate an epidemiologic-profile to inform screening targets.
* By September 2017, put a succession plan in place and make sure half of staff can perform a second critical function or support a second critical position.
* By August 2017, put policies and procedures in place to support implementation of a functional area.
* By June 2017, establish a partnership agreement with the local transportation authority to increase rural women’s access to low-cost transportation for breast and cervical cancer screening services.

## Program Management

Objectives should incorporate the following cross-cutting strategies that support this primary strategy: Program Collaboration, External Partnerships, Cancer Data and Surveillance, and Program Monitoring and Evaluation.

| **Objectives and Activities** | **Monitoring Approach** | | | | | **Status** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Source and Collection: How will you monitor?** | **Frequency: How often will it be measured or assessed?** | **Baseline: What is the current value?** | **Target: What is the target value?** | **Responsible: Who will monitor or implement?** | **Date Last Assessed: When did you last review data?** | **Progress** |
| **Objectives** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| **Activities** | | | | | | | |
| 1a. | | | | |  |  |  |
| 1b. | | | | |  |  |  |
| 2a. | | | | |  |  |  |
| 2b. | | | | |  |  |  |
| 3a. | | | | |  |  |  |
| 3b. | | | | |  |  |  |
| **Challenges and Successes** | | | | | | | |

## Strategy 4: Environmental Approaches for Sustainable Cancer Control

Objectives should incorporate the following cross-cutting strategies that support this primary strategy: Program Collaboration, External Partnerships, Cancer Data and Surveillance, and Program Monitoring and Evaluation.

| **Objectives and Activities** | **Monitoring Approach** | | | | | **Status** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Source and Collection: How will you monitor?** | **Frequency: How often will it be measured or assessed?** | **Baseline: What is the current value?** | **Target: What is the target value?** | **Responsible: Who will monitor or implement?** | **Date Last Assessed: When did you last review data?** | **Progress** |
| **Objectives** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| **Activities** | | | | | | | |
| 1a. | | | | |  |  |  |
| 1b. | | | | |  |  |  |
| 2a. | | | | |  |  |  |
| 2b. | | | | |  |  |  |
| 3a. | | | | |  |  |  |
| 3b. | | | | |  |  |  |
| **Challenges and Successes** | | | | | | | |

## Strategy 5: Community-Clinical Linkages to Aid Patient Support

Objectives should incorporate the following cross-cutting strategies that support this primary strategy: Program Collaboration, External Partnerships, Cancer Data and Surveillance, and Program Monitoring and Evaluation.

| **Objectives and Activities** | **Monitoring Approach** | | | | | **Status** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Source and Collection: How will you monitor?** | **Frequency: How often will it be measured or assessed?** | **Baseline: What is the current value?** | **Target: What is the target value?** | **Responsible: Who will monitor or implement?** | **Date Last Assessed: When did you last review data?** | **Progress** |
| **Objectives** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| **Activities** | | | | | | | |
| 1a. | | | | |  |  |  |
| 1b. | | | | |  |  |  |
| 2a. | | | | |  |  |  |
| 2b. | | | | |  |  |  |
| 3a. | | | | |  |  |  |
| 3b. | | | | |  |  |  |
| **Challenges and Successes** | | | | | | | |

## Strategy 6A: Health Systems Changes (Direct Screening and Patient Navigation)

Objectives should incorporate the following cross-cutting strategies that support this primary strategy: Program Collaboration, External Partnerships, Cancer Data and Surveillance, and Program Monitoring and Evaluation.

| **Objectives and Activities** | **Monitoring Approach** | | | | | **Status** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Source and Collection: How will you monitor?** | **Frequency: How often will it be measured or assessed?** | **Baseline: What is the current value?** | **Target: What is the target value?** | **Responsible: Who will monitor or implement?** | **Date Last Assessed: When did you last review data?** | **Progress** |
| **Objectives** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| **Activities** | | | | | | | |
| 1a. | | | | |  |  |  |
| 1b. | | | | |  |  |  |
| 2a. | | | | |  |  |  |
| 2b. | | | | |  |  |  |
| 3a. | | | | |  |  |  |
| 3b. | | | | |  |  |  |
| **Challenges and Successes** | | | | | | | |

## Strategy 6B: Health Systems Changes (Enhancing Service Delivery Using Evidence-Based Interventions)

Objectives should incorporate the following cross-cutting strategies that support this primary strategy: Program Collaboration, External Partnerships, Cancer Data and Surveillance, and Program Monitoring and Evaluation.

| **Objectives and Activities** | **Monitoring Approach** | | | | | **Status** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Data Source and Collection: How will you monitor?** | **Frequency: How often will it be measured or assessed?** | **Baseline: What is the current value?** | **Target: What is the target value?** | **Responsible: Who will monitor or implement?** | **Date Last Assessed: When did you last review data?** | **Progress** |
| **Objectives** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| **Activities** | | | | | | | |
| 1a. | | | | |  |  |  |
| 1b. | | | | |  |  |  |
| 2a. | | | | |  |  |  |
| 2b. | | | | |  |  |  |
| 3a. | | | | |  |  |  |
| 3b. | | | | |  |  |  |
| **Challenges and Successes** | | | | | | | |

## Basic Work Plan Narrative: Description of Work in Years 2 through 5