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# C1-1 Baseline Assessment Answer Key – Part 1 (Basic Program)

Assessment No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Assessment Coordinator: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program Element Category** | **Toolkit Team Member(s) Conducting Assessment  (fill in for each program element category)** | **Program Element Code** | **Element in Place (answer = yes) Mark with an X** | **Element Missing (answer = no) Mark with an X** | **Priority Group # (1–4) - for Missing Elements  (refer to Priority Groups table below)** | **Flagged for Action Plan (suggested maximum: 5–10 elements)** |
| Organizational |  | O1 |  |  |  |  |
|  | O2 |  |  |  |  |
|  | O3 |  |  |  |  |
|  | O4 |  |  |  |  |
| Procedural and policy |  | P1 |  |  |  |  |
|  | P2 |  |  |  |  |
| Staffing and training |  | S1 |  |  |  |  |
|  | S2 |  |  |  |  |
|  | S3 |  |  |  |  |
| Infrastructure and supplies |  | BE1 |  |  |  |  |
|  | BE2 |  |  |  |  |
|  | BE3 |  |  |  |  |
|  | BE4 |  |  |  |  |
|  | BE5 |  |  |  |  |
|  | BE6 |  |  |  |  |
|  | BE7 |  |  |  |  |
| Monitoring and feedback |  | M1 |  |  |  |  |
|  | M2 |  |  |  |  |

# C1-2 Baseline Assessment Answer Key – Part 2 (Advanced Program)

Assessment No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Assessment Coordinator: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Program Element Category** | **Toolkit Team Member(s) Conducting Assessment  (fill in for each program element category)** | **Program Element Code** | **Element in Place (answer = yes) Mark with an X** | **Element Missing (answer = no) Mark with an X** | **Priority Group # (1–4) - for Missing Elements  (refer to Priority Groups table below)** | **Flagged for Action Plan (suggested maximum: 5–10 elements)** |
| Organizational |  | O1 |  |  |  |  |
|  | O2 |  |  |  |  |
|  | O3 |  |  |  |  |
|  | O4 |  |  |  |  |
|  | O5 |  |  |  |  |
|  | O6 |  |  |  |  |
|  | O7 |  |  |  |  |
| Procedural and policy |  | P1 |  |  |  |  |
|  | P2 |  |  |  |  |
|  | P3 |  |  |  |  |
|  | P4 |  |  |  |  |
|  | P5 |  |  |  |  |
|  | P6 |  |  |  |  |
|  | P7 |  |  |  |  |
|  | P8 |  |  |  |  |
|  | P9 |  |  |  |  |
|  | P10 |  |  |  |  |
|  | P11 |  |  |  |  |
| Staffing and training |  | S1 |  |  |  |  |
|  | S2 |  |  |  |  |
|  | S3 |  |  |  |  |
|  | S4 |  |  |  |  |
|  | S5 |  |  |  |  |
|  | S6 |  |  |  |  |
| Infrastructure and supplies |  | BE1 |  |  |  |  |
|  | BE2 |  |  |  |  |
|  | BE3 |  |  |  |  |
|  | BE4 |  |  |  |  |
|  | BE5 |  |  |  |  |
|  | BE6 |  |  |  |  |
| Monitoring and feedback |  | M1 |  |  |  |  |
|  | M2 |  |  |  |  |
|  | M3 |  |  |  |  |
|  | M4 |  |  |  |  |
|  | M5 |  |  |  |  |
|  | M6 |  |  |  |  |
|  | M7 |  |  |  |  |
|  | M8 |  |  |  |  |

# Priority Group Number (for filling in Baseline Assessment Answer Key)



# C3-1 Action Plan Template

Assessment No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Action Plan Written: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Follow-up Monitoring: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Program Element Code  (fill in program elements flagged for action)** | **Action(s) to Take  (fill in as many actions as required for each program element code; number the actions)** | **Person Responsible (select one person as the overall responsible, even if several involved)** | **Resources Needed  (be as specific as possible)** | **Target Due Date** | **Completion Date  (include the date action will be fully completed)** | **Status at Follow-up Monitoring  (report on the program element overall: what, if any, additional inputs are needed? Have new gaps or needs been identified?)** |
|  | 1. |  |  |  |  |  |
|  | 2. |  |  |  |  |  |
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