|  |  |
| --- | --- |
| **Agency/Organization Name:** |  |
| **Program/ Grant Name:** |  |
| **Project Title:** |  |
| **Total Request:** |  |
| **Primary Target Population:** |  |
| **Estimated Reach:** |  |
| **Programmatic Contact Person:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Guidance:**

Using the following instructions please complete the chart below:

* Goal: Copy from work plan
* Objective (SMART): Copy from work plan
* Activity from Work plan: Copy measurable activities from the work plan for the associated goal and objective.
* Evaluation Question: This should be a measurable question that reflects what the activity will accomplish
* Indicator: A description of what the evaluation question will measure
* Process or Outcome Measure: Identifying whether the indicator is a process or outcome measure.
  + Process Measure: Metrics which measure the effectiveness or efficiency of an operation. Are the parts/steps in the system performing as planned? Are we on track in our efforts to improve the system? (Example: The number of smoking cessation sessions offered)
  + Outcome Measure: Metrics which evaluate the extent to which a process achieves the desired results. How does the system impact the values of the patients, their health and wellbeing? What are the impacts on other stakeholders such as employees, or the community? (Example: The number of people who reported not smoking for 3 months following the completion of a cessation session)
* Data Collection Method: Source of the data
* Frequency of Collection: How often data collection will occur
* Annual Target: Targeted reach for the corresponding indicator for the fiscal year

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| **Goal 1:** *Expand the availability of health care transition (HCT) training to school-based health centers (SBHCs) and to community-based mental health providers using evidence-informed HCT interventions and tested quality improvement (QI) methodologies.* | | | | | | |
| **Objective 1:** *By the end of month 12, partner with School-Based Health Centers and move from customizing and piloting the Six Core Elements of HCT to full implementation in routine preventive and primary care.* | | | | | | |
|  | | | | | | |
| **Activity from Work Plan** | **Evaluation Question** | **Indicators** | **Process or Outcome Measure?** | **Data Collection Method** | **Frequency of Collection** | **Annual Target** |
|  | | | | | | |
| EXAMPLE  Activity A: Parent Navigation or participation in a training | How many families have we served this year? | Numerator: # of families | Process Measure | EMR | Quarterly | 100 families |
| Denominator |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
| **Objective 2:** | | | | | | |
|  | | | | | | |
| **Activity from Work Plan** | **Evaluation Question** | **Indicators** | **Process or Outcome Measure?** | **Data Collection Method** | **Frequency of Collection** | **Annual Target** |
|  | | | | | | |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
|  |  | Numerator: |  |  |  |  |
| Denominator: |

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| **Goal 2:** | | | | | | |
| **Objective 1:** | | | | | | |
|  | | | | | | |
| **Activity from Work Plan** | **Evaluation Question** | **Indicators** | **Process or Outcome Measure?** | **Data Collection Method** | **Frequency of Collection** | **Annual Target** |
|  | | | | | | |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
| **Objective 2:** | | | | | | |
|  | | | | | | |
| **Activity from Work Plan** | **Evaluation Question** | **Indicators** | **Process or Outcome Measure?** | **Data Collection Method** | **Frequency of Collection** | **Annual Target** |
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|  |  | Numerator: |  |  |  |  |
| Denominator: |
|  |  | Numerator: |  |  |  |  |
| Denominator: |

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| **Goal 3:** | | | | | | |
| **Objective 1:** | | | | | | |
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| **Activity from Work Plan** | **Evaluation Question** | **Indicators** | **Process or Outcome Measure?** | **Data Collection Method** | **Frequency of Collection** | **Annual Target** |
|  | | | | | | |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
| **Objective 2:** | | | | | | |
|  | | | | | | |
| **Activity from Work Plan** | **Evaluation Question** | **Indicators** | **Process or Outcome Measure?** | **Data Collection Method** | **Frequency of Collection** | **Annual Target** |
|  | | | | | | |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
|  |  | Numerator: |  |  |  |  |
| Denominator: |

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| **Goal 4:** | | | | | | |
| **Objective 1:** | | | | | | |
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| **Activity from Work Plan** | **Evaluation Question** | **Indicators** | **Process or Outcome Measure?** | **Data Collection Method** | **Frequency of Collection** | **Annual Target** |
|  | | | | | | |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
| **Objective 2:** | | | | | | |
|  | | | | | | |
| **Activity from Work Plan** | **Evaluation Question** | **Indicators** | **Process or Outcome Measure?** | **Data Collection Method** | **Frequency of Collection** | **Annual Target** |
|  | | | | | | |
|  |  | Numerator: |  |  |  |  |
| Denominator: |
|  |  | Numerator: |  |  |  |  |
| Denominator: |

**Comments**: