

Guidelines for Completing the Maternal, Child and Adolescent Health (MCAH) 5-Year Action Plans

Purpose and Overview

The purpose of developing 5-Year Action Plans is to:

- Plan out 5-Years of work for each of the required Goals 1, 2 and 3, at a minimum
- Improve local MCAH planning efforts and ability to quantify and describe outcomes
- Leverage resources and improve collective impact across the State by supporting a common understanding of problems and strategies
- Improve continuity of local programming
- Respond to recommendations from the Federal Maternal and Child Health Bureau
- Serve as an easy-to-use reference document for staff and stakeholders
- Inform development of the annual MCAH Scope of Work (SOW) in each of the next five years

The 5-Year Action Plans Samples developed by the State are detailed and offer suggestions for best practice strategies.

For Fiscal Year (FY) 2015-16, develop 5-Year Action Plans with enough detail so that you can copy and paste the objectives, interventions and outcome measures into your FY 2015-16 MCAH SOW. For subsequent FYs, you may use an outline format in your 5-Year Action Plans.

MCAH SOW Requirements and Relationship to the 5-year Action Plans

Each LHJ is required to develop an annual SOW objective to address at least one problem in each of Goals 1 and 2 and two objectives for Goal 3, a local infant health promotion objective and a Sudden Infant Death Syndrome (SIDS) objective. If resources allow, LHJs should also develop additional objectives and place them under Goals 1-6 as appropriate. The same requirement holds for the 5-Year Action Plans.

5-Year Action Plan Requirements

LHJs must complete a 5-Year Action Plan to address at least one problem in each of Goals 1 and 2, and two problems in Goal 3 each year as described above. Using your completed Needs Assessment Deliverable Form B, "Problem Statement, Strategies and Interventions", develop at least one SMART (specific, measurable, achievable, realistic, and time framed) objective for each fiscal year, with corresponding interventions and performance measures. You may develop additional objectives in Goals 1-6 in one or more years, as needs and resources allow.

How to complete the 5-year Action Plan:

Complete the top section:

- State the MCAH SOW Goal (1-6)
- State the Problem Category – depending on the number of years and complexity of your objectives, you may put multiple problem categories in one Action Plan or use a separate Action Plan for each Problem Category
- Problem Statement(s)—Copy the problem statements being addressed in the Action Plan from your Title V Needs Assessment Deliverable Form B. There may be more than one problem statement in a particular Problem Category, and you may address one problem in one year, another problem in another year, or the same problem for all five years.

- A Problem Statement from Deliverable Form B, “Problem Statement, Strategies and Interventions” may or may not take five years to address, so 5-Year Action Plans may or may not address more than one Problem Statement(s) within the same goal.
- An Action Plan may address multiple Problem Statements in a Problem Category, i.e., address lack of access to health care for women, lack of access to health care for Latino children and lack of access to health care for pregnant women. If so, list all of the problems in the Problem Statement(s) row on the Action Plan.
- Five Year Local Goal(s) – Include at least one goal that corresponds to each problem statement which is broadly and reflects the anticipated outcomes of interventions.
- Risk/contributing factors - Identify overall causal pathways and intervention points
- Best Practice Strategy/Interventions – Briefly describe intervention strategies chosen to address identified problems. Refer to Deliverable Form B – Problem Statement, Strategies, and Partners. MCAH has provided detailed sample 5-Year Action Plans that include best practice strategies for the most common problems.
- Intervention Population(s) - list the populations with whom you will intervene to address the problem. The Intervention Population and the Target Population identified in your Problem Statement may or may not be the same. For example, to improve infant health you may need to intervene with providers, parents or caregivers. The Target Population is infants but the intervention population is providers, parents or caregivers.

Complete the bottom section:

- Insert the fiscal year you will be working on the objective in the first column
- State the short and/or intermediate term SMART objectives
 - Copy and paste the sample objectives from the 5-Year Action Plan samples and customize them for your jurisdiction. The objectives should note the specific outcome expected in the intervention population in a specified time frame.
 - **Please contact your Nurse Consultant first and the Family Health Outcomes Project (FHOP) second if you need assistance developing objectives that are not listed in the State developed 5-Year Action Plan samples or need technical assistance to develop your objectives**
- Inputs, including Community Partner involvement – list staff and other resources needed to meet your objective. Some examples are: project leader, professional staff, community partners, and space and equipment needs
- Interventions Activities to Meet Objectives
 - Describe the intervention activities and populations with whom you will intervene to address the problem. Include enough detail (a blueprint or outline) so that staff will be able to implement them as planned and it is clear how the activities will meet the objectives and measure performance and accountability. Intervention activities may change and more detail can be added over the course of implementing the 5-Year Action Plan.
- Performance Measures (Short and/or Intermediate) - For every process objective, ensure there is a process description and measure(s). For every outcome objective, list an outcome measure. For those implementing evidenced-based interventions, your focus can be on developing process measures to document performance and fidelity to the intervention rather than on developing outcomes measures. Performance measures are usually quantitative and should be compared to a baseline measurement.

- Data Sources- identify the data sources to be used for monitoring/evaluation. They may be regularly produced reports obtained from the state or the LHJ, regularly scheduled or specialized reports generated using CInfo, standardized survey instruments, program records or specially designed survey instruments.

Helpful Hints as you write your 5-Year Action Plans. You may:

- Begin at any point in the 5-Year Action Plan samples if you are already in the process of working on or have completed a similar objective
- Change the order of the objectives in the 5-Year Action Plan samples to meet your needs
- Personalize the information in the 5-Year Action Plan samples using knowledge of your capacity, expertise, resources, and existing programs or activities
- Mix and match objectives from the 5-Year Action Plan samples to meet your needs
- Modify, add, delete or refine objectives as needed as you implement your 5-Year Action Plans
- Include both SMART process and outcome objectives, with the understanding that these too will be further developed and refined as you implement your 5-Year Action Plans
- Use the Action Plan Matrix on the MCAH Local Title V Needs Assessment Web page to help you plan which problem categories and objectives you will work on each year

Resources:

1. For information on conducting needs-based, program planning please review “The Planning Guide: Developing an Effective Planning Process: A Guide for Local MCAH Programs”.
http://fhop.ucsf.edu/fhop/htm/prods/pg_cover.htm
2. For information about using objectives and performance measures to evaluate program effectiveness, see http://fhop.ucsf.edu/fhop/htm/trainings/desc/webinar_051310.htm and chapter 4 of The Planning Guide http://fhop.ucsf.edu/fhop/docs/pdf/pubs/pg_ch4.pdf.