

PLANNING FUNDAMENTALS COURSE DOWNLOADABLE RESOURCES

MODULE 1: PUBLIC HEALTH PLANNING

CONTENT TITLE AND LINK	SECTION	BRIEF DESCRIPTION
Module 1: Helpful Resources for More Information		Citations and links to further reading about Public Health Planning

MODULE 2: THE PLANNING PROCESS

CONTENT TITLE AND LINK	SECTION	BRIEF DESCRIPTION
Matrix of Coalition Strategies	Section I	Defines and describes different ways to work with coalition partners
Video: An Introduction to Planning with a Coalition	Section I	This video and accompanying worksheet provide the opportunity to apply your understanding of coalition strategies
Activity Worksheet		
Key Partners in State Planning	Section II	Defines the different kinds of partners that work with state health departments
Video: Involving All the Right Partners in the Planning Process	Section II	This video and worksheet test your knowledge of determining a coalition's needs and identifying the appropriate partners
Activity Worksheet		
Items to Include in Your Collaborative Planning Charter	Section III	Lists the elements to be included in a charter
Essential Elements of an Interagency Agreement	Section III	Lists several elements to include in interagency agreements
Key Consensus Building and Conflict Resolution Processes	Section III	Includes processes to guide participation, meeting procedures, and processes for addressing issues
Table of Group Decision-Making Techniques	Section III	Describes different group decision-making techniques and the context in which the technique is most appropriate
Pre-Planning Managing Logistics	Section III	Lists different considerations for meeting logistics
Video: The First Steps in the Planning Process	Section III	This video and worksheet apply your knowledge of the planning process
Activity Worksheet		
Launching the Planning Process: Sample Agenda		This is a sample agenda of what a first meeting might look like for a planning group
Module 2: Helpful Resources for More Information		Citations and links to further reading about the Planning Process

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MODULE 3: USING DATA

CONTENT TITLE AND LINK	SECTION	BRIEF DESCRIPTION
Vital Statistics: Birth and Death Certificates	Section I	Information about these information sources and how they relate to reporting/monitoring of diabetes
Surveillance Data Sources: Health Surveys (BRFSS)	Section I	Describes the CDC's Behavioral Risk Factor Surveillance System (BRFSS) survey and how it relates to diabetes
Surveillance Data Sources: Health Surveys (NHIS)	Section I	Describes the National Health Interview Survey (NHIS) and how it relates to diabetes
Surveillance Data Sources: Health Surveys (NHANES)	Section I	Describes the National Health and Nutrition Examination Survey (NHANES) and how it relates to diabetes
Surveillance Data Sources: U.S. Census	Section I	Describes the information collected by the U.S. Census and its relevance to diabetes
Video: Collecting the Data	Section I	This video and worksheet talk about different data sources and how they can be used
Activity Worksheet		
Glossary of Epidemiologic Terms	Section II	Definitions of some basic terms used in epidemiology
Tips for Presenting Data to Partners	Section II	Includes advice on framing data appropriately and using clear visuals
Video: Presenting Data to Partners	Section II	This video and worksheet talk about how to present data and use population flow maps
Activity Worksheet		
Presenting Data: Sample Agenda		A sample agenda for a meeting of the planning group, in which data is presented and the problem is defined
Module 3: Helpful Resources for More Information		Citations and links to further reading about Using Data

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MODULE 4: EVIDENCE-BASED INTERVENTIONS

CONTENT TITLE AND LINK	SECTION	BRIEF DESCRIPTION
Knowledge Action Framework	Section I	A graphical portrayal of the process by which evidence from research becomes translated into interventions and sustainably adopted
Theories Commonly Used in Health Education, Behavior Change, and Community Health Promotion	Section I	A list of commonly used theories and the level of social interaction at which they operate
Video: Evidence-Based Interventions	Section I	This video and worksheet provide real world examples of evidence-based interventions and their importance in public health practice
Activity Worksheet		
Systematic Reviews and Practice Guidelines Resources	Section II	Links to and descriptions of the Guide to Clinical Preventive Services for Interventions in Clinical Settings and the Guide to Community Preventive Services
National Center for Chronic Disease Prevention and Health Promotion Projects	Section II	Definitions of Prevention Research Centers (PRCs) and Racial and Ethnic Approaches to Community Health (REACH) programs, both affiliated with the CDC
Video: Sources to Identify Evidence-Based Interventions	Section II	This video and worksheet discuss different resources for evidence-based public health interventions
Activity Worksheet		
Core Elements	Section III	Examples of the different required components of an intervention
Interventions Adaptation Chart	Section III	Basic information on what generally can and cannot be changed in an intervention
Fact Sheet: Adapting Interventions for Specific Audiences	Section III	An in-depth guide on how to ensure an intervention is appropriate for a given audience and how to adjust it as necessary
Video: Selecting and Adapting Interventions	Section III	This video and worksheet go over the criteria used to select appropriate evidence-based interventions
Activity Worksheet		
Selecting Appropriate Evidence Based Interventions: Sample Agenda	Section III	A sample agenda for a meeting of the planning group, to consider implementing different interventions
Module 4: Helpful Resources for More Information		Citations and links to further reading about Evidence-Based Interventions

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MODULE 5: IMPLEMENTATION, MONITORING, AND EVALUATION

CONTENT TITLE AND LINK	SECTION	BRIEF DESCRIPTION
Logic Model Template	Section I	A blank worksheet to use in creating logic models
Implementation Plan Template	Section II	A blank form to use to list tasks and other relevant information as part of an implementation plan
Implementation Plans: Chronological Phases of Implementation	Section II	A description of the main phases of an implementation plan and the and key tasks associated with each phase
Other Types of Implementation Plans	Section II	A list of other implementation plan formats and associated key tasks
Video: Planning for Implementation	Section II	This video and worksheet discuss the utility of implementation plans in working with partners to accomplish goals
Activity Worksheet		
Planning Fundamentals: Evaluation Plan Workbook	Section III	This workbook and worksheet together serve as a detailed step-by-step resource that guides you through the evaluation plan and allows you to reference relevant information for implementation purposes
Planning Fundamentals: Evaluation Plan Worksheets		
Using the RE-AIM Framework to Assess Public Health Impact	Section III	An explanation of the RE-AIM (Reach, Effectiveness, Adoption, Implementation, Maintenance) Framework
Process Evaluation Factors	Section III	A list of factors and sample questions corresponding to each factor
Characteristics of Good Indicators	Section III	A brief list of descriptors of good indicators
Building Logic Models and Implementation Plans: Sample Agenda		A sample agenda for a meeting of the planning group to draft logic models and implementation plans
Evaluation Fundamentals and Evaluation Plans: Sample Agenda		A sample agenda for a meeting of the planning group on the topic of program evaluation
Module 5: Helpful Resources for More Information		Citations and links to further reading about Implementation, Monitoring and Evaluation

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MODULE 6: WRITING GOALS

CONTENT TITLE AND LINK	SECTION	BRIEF DESCRIPTION
Video: Writing Goals and Strategies	Section I	This video and worksheet go over the process of developing program goals and strategies with key partners
Activity Worksheet		
Activity Worksheet	Section II	This worksheet discusses how to create "SMART" objectives
Developing Goals, Strategies, Objectives, and Activities: Sample Agenda		This sample agenda for a meeting of the planning group outlines how to go about writing objectives and activities and establishing strategies and goals
Module 6: Helpful Resources for More Information		Citations and links to further reading about Writing Goals

MODULE 7: THE STATE PLAN DOCUMENT

CONTENT TITLE AND LINK	SECTION	BRIEF DESCRIPTION
Key Elements of Clear Writing and Design	Section II	Tips summarized from references from the CDC and the Center for Medicare and Medicaid Services
Video: The State Plan Document	Section III	This video and worksheet discuss the process of disseminating a state plan through the media and key partners
Activity Worksheet		
Module 7: Helpful Resources for More Information		Citations and links to further reading about the State Plan Document

MODULE 8: BRINGING THE PLAN TO LIFE

CONTENT TITLE AND LINK	SECTION	BRIEF DESCRIPTION
Video: Principles of Collaborative Planning	Section I	This video and worksheet go over strategies to keep key partners engaged in the implementation of a state plan
Activity Worksheet		
Key Principles of Sustainable Frameworks	Section II	A list of attributes and best practices based on the Finance Project's framework for sustainability
Activity Worksheet	Section II	This worksheet discusses steps to implementing a state plan
Video: Review of Planning Process	Section III	This video and worksheet discuss lessons that state health department staff and partners learned during the planning process
Activity Worksheet		