Tip Sheet #10: Sample Oral Health Infrastructure Work Plan
(based on case study)

Goals …	Measures of Success …
Have an integrated, comprehensive Oral Health Surveillance system that can track data at the community-level.	1) All available data sources are linked; 2) gaps in data are assessed; 3) methods to eliminate gaps in data have been identified; 4) community indicators are established; 5) method to assess error rate in data established and implemented; 6) all minimum data elements are accounted for
	Outcome Evaluation Questions: Does the data provided adequately address stated needs? Is the data used to plan evidence driven program and to develop/revise the State Oral Health Plan? Is the data used to direct funds to reduce disparity?

Objectives …	Activities …	Data/Evaluation …	Timeframe for Assessing Progress	Team Members Responsible
Program Manager will develop an integrated (linked) comprehensive surveillance system that tracks community-level data, program services delivered and meets all minimum data element requirements by the end of the first fiscal year.	▪ Link all available data sources based on needs assessment analysis ▪ Assess gaps in data for minimum data element requirements and community-level indicator capability ▪ Develop plan to eliminate gaps in data that have been identified ▪ Test data system by running a dummy data set to establish error rate and logic checks ▪ Review the data entry procedures and detail where safeguards exist and where they are missing ▪ Cross-check a sample of completed provider forms with available data sources Complete first year surveillance report	MDEs Medicaid Claim Records BRFSS NOHSS Community Oral Health Needs Assessment School Oral Health Screening Program Data	End of first fiscal year	Program Manager Program Assistant

Tip Sheet #11: Glossary of Terms*

Goals … are general, "big picture" statements of outcomes a program intends to accomplish to fulfill its mission.		Measures of Success … are standards that a program sets for itself to measure progress in achieving program goals. Measures of success should be significant and truly gauge success in attaining the goal. They should contain a numeric value or observable behavior.		
Objectives …	**Activities …**	**Data/Evaluation …**	**Timeframe for Assessing Progress**	**Team Members Responsible**
State the "big steps" a program will take to attain its goal. They can be used to determine a program's status at any given point in time, and they can be measured during the project period. Objectives should be **S. M. A. R. T.,** that is, ➤ **specific** (identify who, what, and where), ➤ **measurable** (identify how many by when), ➤ **achievable** (can be attained), ➤ **realistic** (can be attained given time and resources available), ➤ **timeframed** (identify when). **They should not include more than one expectation.**	Are what a program does, or its specific tasks, to meet its objectives and ultimately fulfill its goal. Examples include educating the public about the importance of sealants for prevention of decay through the distribution of printed materials, using outreach workers to enroll children for screening, and training health professionals about screening technology.	Are pieces of information that can be used to assess program activities or outcomes. This information can be obtained from the Minimum Data Elements (MDEs), cancer registries (e.g., National Program of Cancer Registries; and Surveillance, Epidemiology, and End Results or SEER), and Behavioral Risk Factor Surveillance System (BRFSS). Assessment data is more focused – did the activity contribute significantly to the desired outcome? == evidence for the conclusion == which components of the activity contributed to the desired outcome -- which did not?		

*As used in this document

Goals …	Measures of Success …
	Outcome Evaluation Questions:

Objectives …	Activities …	Data/Evaluation …	Timeframe for Assessing Progress	Team Members Responsible