

# PS13-1308 Performance Achievement and Monitoring Work Plan Template

## Instructions for Strategy 3

These performance achievement and monitoring work plan template instructions have been developed to support the completion of the PS13-1308 Continuation Application for Year 4 (August 1, 2016 – July 31, 2017). These templates organize the required activities outlined in FOA PS13-1308 under designated goals that are aligned with the FOA short-term outcomes. Furthermore, the templates provide you space to describe the Action Steps you will take to implement the required activities supported by CDC/DASH funding.

Funded partners are not required to use the templates. If you develop your own template, all of the elements listed within these instructions are required to be included.

**[Organization Name]:** The name of the organization funded under PS13-1308.

**[Cooperative Agreement Number]:** Each cooperative agreement is assigned a number upon award. This number is found on the Notice of Award and the last 2 numbers change annually. All continuation application and PGO correspondence should include this number. Enter your cooperative agreement number on the template.

**[Grant Year]:** The budget year. “Year 4” has already been entered on the template.

**[Level]:** Identify whether you are working with a state education agency (SEA) or a local education agency (LEA).

**[Approach]:** Identify the approach for which you are funded, such as Exemplary Sexual Health Education (ESHE), Sexual Health Services (SHS), or Safe and Supportive Environments (SSE).

**5 Year Goals:** A broad statement of program purpose which describes the expected short-term outcomes of a program. *A goal has been written for you and is provided in the template. This goal will remain constant for the entire five-year funding cycle of the cooperative agreement.*

**Program Context:** Describe the factors and trends in the agency/organization environment that may influence program success or challenges. *Provide a brief description of the program context for each goal in the template. This additional context will help your project office understand background information related to the design of your action steps.*

**Required Activities:** These are concise strategies that support achievement of program goals. *The required activities listed within the FOA are intended to guide the annual programmatic action steps. The required activities are included in the template.*

**Date to Complete:** Identify the date the action step relating to the required activity will be completed.

**Action Step:** Describes a sequence of anticipated actions or events that explain the process that will lead to the intended outcome and is reasonable within the context and timeframe. *Each action step should answer the questions “what is to be done?” and “how will you achieve the*

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*required activity?” The actions should include the specific group or organization identified as the anticipated recipient of the Action Step. It may take multiple action steps to adequately address one required activity. Although we include only a few lines for action steps in the template for each goal, you should list all key action steps for each required activity. You may add additional lines as necessary to list all key action steps for each required activity.*

**Person Responsible:** The person/agency that is integrally involved in the development, implementation, and documentation of completion of the specific Action Step. *Be clear in this section by naming the specific person and/or agency. This will help you clarify roles and responsibilities for the completion of the action step.*

**Proof of Completion:** Evidence that an Action Step is complete. *Proof of completion might include technical assistance logs, PowerPoints, rosters, phone logs, agendas, surveys, observations, interviews, or meeting minutes. The documentation should be used to track your work and applied to program evaluation. You will not be required to submit all documentation to DASH; however, it should be available upon request of your program consultant.*

**Program Year:** The 12-month period for the program (August 1-July 31).

**Additional TA:** Indicate whether your agency needs additional technical assistance to implement any action step. Also, if needed, describe the specific type of technical assistance needed.

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### **PS13-1308 Short-Term Outcomes:**

#### **Approach A: ESHE – Exemplary Sexual Health Education**

- Increased number of schools that implement ESHE
- Increased number of students in grades 7-12 who receive education to prevent HIV and other STD

#### **Approach B: SHS – Sexual Health Services**

Increased number of schools that:

- Establish linkages with organizations that have an expertise in adolescent SHS
- Establish a system to refer students to youth-friendly providers for key SHS
- Provide on-site key SHS
- Receive reimbursement for eligible services provided on-site

#### **Approach C: SSE – Safe and Supportive Environments**

Increased number of schools that:

- Prohibit bullying and sexual harassment
- Improve parent engagement
- Promote school connectedness

#### **Approach D: POLICY**

- Increased number of states and districts that track policy implementation and educate decision makers on policy solutions
- Increased number of schools using the School Health Index