

	A	B	C	D	E	F	G	H	I
1	Agency Name:				Cooperative Agreement Number:				
2	Consortium Districts:				Program Year:				
3	<b>Survey: Youth Risk Behavior Survey (YRBS)</b>								
4	Establish and strengthen systematic procedures to collect, analyze, and report on adolescent health risk behaviors using the Youth Risk Behavior Survey (YRBS). Please provide information about your YRBS that you would like CDC DASH to know that may help with the TA they provide to you. This includes, but is not limited to, which surveys you plan to conduct (high school, middle school, etc.), semester (spring or fall), type of parent permission used (active or passive or mixed).								
5									
6	<b>1807 Required Activity</b>	<b>Activity Number</b>	<b>Description of Activity</b> Provide as much detail as possible to describe the actions that will be completed to accomplish this activity.			<b>Responsible Person(s) (Job title only)</b>	<b>Anticipated Start Date</b>	<b>Anticipated Completion Date</b>	<b>Proof of Completion</b>
7	1. Develop a state, territorial, tribal, or local YRBS questionnaire meeting specifications outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> .	1.1							
8		1.2							
9		1.3							
10		1.4							
11	2. Produce an up-to-date sampling frame and develop sampling parameters to support scientific selection of state, territorial, tribal, and local samples that will generate jurisdiction-wide (at a minimum) and sub-site estimates (as appropriate) of at least all public school students in grades 9-12. Sub-site samples will be required if the recipient is also receiving other relevant CDC funding or may be elected to meet jurisdiction-specific needs and interests. The sampling frame and sampling parameters should meet specifications outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> .	2.1							
12		2.2							
13		2.3							
14		2.4							
15	3. Conduct the YRBS (in odd-numbered calendar years) according to survey administration procedures outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> . Submit the Survey Tracking Form at least every 2 weeks during data collection to the CDC Survey TA contractor.	3.1							
16		3.2							
17		3.3							
18		3.4							
19	4. Collaborate with other CDC-funded agencies and organizations to coordinate data collection for national, state, territorial, tribal, and local YRBSs conducted among schools in the same jurisdiction.	4.1							
20		4.2							
21		4.3							

	A	B	C	D	E	F	G	H	I
22		4.4							
23	5. Submit all completed answer sheets or raw data sets and appropriate sample documentation forms as specified in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> to the CDC Survey TA contractor for processing.	5.1							
24		5.2							
25		5.3							
26		5.4							
27		6. Disseminate YRBS results through fact sheets, reports, Web sites, and other products and then use the results to help target and improve interventions, establish funding priorities, and support development of policies and practices to reduce priority health-risk behaviors among youth. Report how YRBS data are used to CDC upon request.	6.1						
28	6.2								
29	6.3								
30	6.4								
31	<b>Survey Process Review</b>								
32	Review survey implementation activities from previous cycle to identify what went well and what can be improved in the future to increase the quality of data and institutionalize the YRBS in their jurisdiction.								

	A	B	C	D	E	F	G	H	I
1	Agency Name:				Cooperative Agreement Number:				
2	Consortium Districts:				Program Year:				
3	<b>Survey: School Health Profiles (Profiles):</b>								
4	<b>Establish and strengthen systematic procedures to collect, analyze, and report on school health policies and practices using School Health Profiles (Profiles) data. Please provide information about your Profiles that you would like CDC DASH to know that may help with the TA they provide to you.</b>								
5									
6	<b>1807 Required Activity</b>	<b>Activity Number</b>	<b>Description of Activity</b> Provide as much detail as possible to describe the actions that will be completed to accomplish this activity.			<b>Responsible Person(s) (Job title only)</b>	<b>Anticipated Start Date</b>	<b>Anticipated Completion Date</b>	<b>Proof of Completion</b>
7	1. Use the Profiles questionnaires for principals and lead health education teachers provided in the <i>Handbook for Conducting School Health Profiles</i> .	1.1							
8		1.2							
9		1.3							
10		1.4							
11	2. Produce an up-to-date sampling frame and develop sampling parameters to support scientific selection of state, territorial, tribal, and local samples that will generate jurisdiction-wide (at a minimum) and sub-site estimates (as appropriate) of at least all public secondary schools. The sampling frame and sampling parameters should meet specifications outlined in the <i>Handbook for Conducting School Health Profiles</i> . Sub-site samples will be required if the recipient is also receiving other relevant CDC funding or may be elected to meet jurisdiction-specific needs and interests.	2.1							
12		2.2							
13		2.3							
14		2.4							
15	3. Conduct Profiles (in even-numbered calendar years) according to survey administration procedures outlined in the <i>Handbook for Conducting School Health Profiles</i> . Submit the Survey Tracking Form at least every 2 weeks during data collection to the CDC Survey TA contractor.	3.1							
16		3.2							
17		3.3							
18		3.4							
19	4. Collaborate with other CDC-funded agencies and organizations to coordinate data collection for state, territorial, tribal, and local Profiles conducted among schools in the same jurisdiction.	4.1							
20		4.2							
21		4.3							
22		4.4							
23	5. Submit all completed questionnaires or raw data sets and appropriate sample documentation forms as specified in the <i>Handbook for Conducting School Health Profiles</i> to the CDC Survey TA contractor for processing.	5.1							
24		5.2							
25		5.3							
26		5.4							

	A	B	C	D	E	F	G	H	I
27	6. Disseminate Profiles results through fact sheets, reports, Web sites, and other products and then use the results to help target and improve interventions, establish funding priorities, and support development of policies and practices to reduce priority health-risk behaviors among youth. Report how Profiles data are used to CDC upon request.	6.1							
28		6.2							
29		6.3							
30		6.4							
31	<b>Survey Process Review</b>								
32	Review survey implementation activities from previous cycle to identify what went well and what can be improved in the future to increase the quality of data and institutionalize the Profiles in their jurisdiction.								

## Instructions - PS18-1807 Work Plan Template

Row	Column Description
1	<b>Column B-D:</b> Enter District or Lead District Name
1	<b>Column G:</b> Enter Cooperative Agreement Number, the 3 digits after NU87PS2018-004XXX
2	<b>Column B-D:</b> Enter names of consortium districts, if applicable
"Tab"	"Tab" is a technical name that varies depending on Excel version being used. Tabs are also known as a worksheet, sheet, worksheet tab or sheet tab.
4-5	<b>YRBS:</b> Please provide information about your YRBS that you would like CDC DASH to know that may help with the TA they provide to you. This includes, but is not limited to, which surveys you plan to conduct (high school, middle school, etc.), semester (spring or fall), type of parent permission used (active or passive or mixed). <b>Profiles:</b> Please provide information about your Profiles that you would like CDC DASH to know that may help with the TA they provide to you.
6-11: YRBS 6-11: Profiles	<b>Period Performance Outcome:</b> This section is locked and does not need any additional information. Period Performance Outcomes are short-term and intermediate performance outcomes aligned with each of the required activities listed below. Further information regarding the outcomes can be found in the logic model in Notice of Funding Opportunity PS18-1807.
12-35: YRBS 12-35: Profiles	<b>Column A: 1807 Required Activity and 1807 Additional Activity</b> - pre-populated activity directly pulled from PS18-1807 Notice of Funding Opportunity, pages 10-11. <b>Column B: Activity Number</b> - numbered to separate the activities. More can be added as needed <b>Column C-E: Description of Activity</b> - provide a thorough description of the actions using a SMART format (specific, measurable, appropriate, reasonable, and time-phased). The description should specify measurable actions, be specific, and attainable. These may be incremental and written in a logical progression of actions and represent distinct functions or provision of services planned. <b>Column F: Responsible Person</b> - List the person or people responsible for completing this activity. <b>Column G: Anticipated Start Date</b> - Provide the month and year the activity is expected to begin. <b>Column H: Anticipated Completion Date</b> - Provide the month and year the activity is expected to end. <b>Column I: Proof of Completion/Product</b> - List the product that will be the proof the activity was completed. Examples may include meeting minutes, the final questionnaire, the sampling frame, infographics, etc.
36-37: YRBS 36-37: Profiles	Review survey implementation activities from previous cycle to identify what went well and what can be improved in the future to increase the quality of data and institutionalize the survey in their jurisdiction. Enter "NA" if your agency has never conducted the survey in your district before.

Program Year: Year 2: August 1, 2019 - July 31, 2020  
Year 3: August 1, 2020 - July 31, 2021  
Year 4: August 1, 2021 - July 31, 2022  
Year 5: August 1, 2022 - July 31, 2023