

DP22-2202: National Breast and Cervical Cancer Early Detection Program (NBCCEDP) Work Plan Guidance

A *work plan* is a document, often created in chart form, used as a program management tool to provide direction and guidance for the overall program. The following recommended components follow each other in the work plan development process and are designed to be used for program planning, implementation, and monitoring progress toward reaching program goals. Applicants are encouraged to use the template to document their detailed work plan for Year 1 of the award and provide a general summary of work plan activities for Years 2 through 5 in narrative form.

1. Notice of Funding Opportunity (NOFO) Strategy

The *NOFO Strategy* is a group of activities that, when executed, achieves the short-, intermediate-, and long-term outcomes of the NOFO. NBCCEDP work plans must align with the NBCCEDP strategies in CDC-RFA-DP22-2202. For the full list of NBCCEDP strategies, see *CDC Project Description, Approach, Strategies & Activities, Program 1: NBCCEDP*. Please note the applicant's work plan for Program 1 should include work in all Program 1 strategy areas included in the NOFO.*

2. Objectives Proposed and Produced

The *objectives* are the main outputs or changes that will occur as a result of successfully implementing the strategy. List key SMART-IE objectives you will complete during Year 1. SMART-IE objectives are specific, measurable, attainable, relevant, time-based inclusive, and equitable. Please refer to the SMART-IE objectives document posted to the NOFO website. Each objective should include a planned date for completion and what is to be accomplished. Completion dates for objectives should vary according to how work should progress. Most objectives will contain a number indicating quantity, percentage, or other progress indicator. See the examples below and in the SMART-IE Objectives document. You may add boxes, as needed, for additional objectives and activities.

Example: By December 1, 2022, recruit new providers or clinics in proximity to Jackson County to expand access to screening services for American Indian women living in urban areas of the state.

3. Activities

An *activity* is a measurable step to achieve the strategy. It describes key activities you will complete during Year 1. Each activity should designate the person responsible for implementation. Note that Challenges and Successes are for completion during CDC's progress review. Activities can be used to determine a program's status at any point in time, and they can be measured during the period of performance. Activities answer, "What steps must be completed to achieve the strategy?"

Example: Complete assessments for Clinic A, Clinic B, and Clinic C to inform selection of evidence-based interventions to increase breast and cervical cancer screening rates.

4. Performance Measure

A *performance measure* quantifies progress towards achieving activities. They are realistic, measurable standards that a program sets for itself to gauge progress. Multiple performance measures may be required to assess progress of a particular strategy or activity. Performance measures should contain a numeric value or clearly observable behavior; for example, the percentage of women referred to screening or the number of technical assistance sessions provided to partner clinics.

5. Start and End Date

The time frame should include an *approximate start and end date* for the activity. To determine a reasonable time frame, consider how long it will take to assess progress, previous experience, and other activities you are planning.

Public reporting burden of this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74 Atlanta, Georgia 30333; ATTN: PRA (0920-XXXX)

6. Personnel Assigned

Determine which *team members* are responsible for each of the activities involved. Consider who is appropriate to complete the activity and staff constraints given other activities you are planning.

7. Progress Report

The final component of the work plan is the *progress report* that describes:

- Objectives completed to date.
- Successes and significant accomplishments.
- Challenges and major problems encountered.
- Progress status for each activity.
- Work plan revisions needed.

Complete this section and submit it at the designated time for progress reporting.

8. What Is a SMART-IE Objective*?

See examples in the SMART-IE Objectives document on the NOFO website.

Specific

Does the objective state the outcome that you aim to accomplish? Among whom, by when, and by how much?

Measurable

How will you track your progress and know when milestones have been reached and the objective has been achieved (for example, metrics or defined qualities)?

Attainable

Is the objective challenging but achievable within the capabilities of your program and the community being served? Are resources adequate?

Relevant

Is the objective aligned with the priorities of your program and NOFO requirements, and meaningful to the population of focus and community being served?

Time-Based

Is there a deadline to achieve the objective? Are there review points to assess progress throughout the course of achieving the objective?

Inclusive

Has input from the population of focus and community partners been invited, considered, and incorporated where appropriate?

Equitable

Does the objective address the unique needs and circumstances of different populations, increase quality services where needed, and seek to address cancer screening disparities among populations with higher rates of late-stage disease and cancer mortality?

*As outlined in the NOFO, Strategy 4 includes both activities related to delivering screening and activities related to implementing evidence-based interventions. The work plan template includes separate sections for each of these two broad types of activities. Additionally, the work plan includes a section for program management to include administrative, fiscal, reporting, and other similar activities that support implementation of the NOFO.

NBCCEDP Templates

Work Plan

Applicants are encouraged to use the below template for the work plan in the application. Awardees will be asked to complete future work plans and progress reports in the Award Management Platform (AMP)¹. Use of this template will aid with future data entry. Additional reporting components may be added in the future.

| NBCCEDP Work Plan Template [insert year] | | | |
|---|------------------------|--------------------|--------------------|
| NOFO Strategy: Strategy 2: Use surveillance systems and population-based surveys to assess cancer burden, examine health disparities, focus program efforts, and inform efforts to address social determinants of health (SDOH). | | | |
| Objectives Proposed: | | | |
| Activities | Performance Measure(s) | Start and End Date | Personnel Assigned |
| | | | |

| NBCCEDP Work Plan Template [insert year] | | | |
|---|------------------------|--------------------|--------------------|
| NOFO Strategy: Strategy 3: Support partnerships for cancer control and prevention. | | | |
| Objectives Proposed: | | | |
| Activities | Performance Measure(s) | Start and End Date | Personnel Assigned |
| | | | |

¹ OMB Control #: 0920-1132

| NBCCEDP Work Plan Template [insert year] | | | |
|--|------------------------|--------------------|--------------------|
| NOFO Strategy: Strategy 4. Deliver cancer screening and implement evidence-based interventions (EBIs) in primary care clinics that serve women impacted by health inequities. | | | |
| Objectives Proposed: | | | |
| Activities | Performance Measure(s) | Start and End Date | Personnel Assigned |
| | | | |

| NBCCEDP Work Plan Template [insert year] | | | |
|---|------------------------|--------------------|--------------------|
| NOFO Strategy: Strategy 5: Conduct program monitoring and evaluation to strengthen program processes and improve equitable outcomes. | | | |
| Objectives Proposed: | | | |
| Activities | Performance Measure(s) | Start and End Date | Personnel Assigned |
| | | | |

| NBCCEDP Work Plan Template [insert year] | | | |
|--|------------------------|--------------------|--------------------|
| NOFO Strategy: Program Management | | | |
| Objectives Proposed: | | | |
| Activities | Performance Measure(s) | Start and End Date | Personnel Assigned |
| | | | |

Progress Report Template

This section will be used for reporting future progress to NBCCEDP and will not be used for this application process. Progress Reports will be completed in AMP.

| NBCCEDP Progress Report Template [insert year] | | | | |
|--|------------------------|--------------------|--------------------|--------|
| NOFO Strategy: | | | | |
| Objectives Produced: | | | | |
| Activities | Performance Measure(s) | Start and End Date | Personnel Assigned | Status |
| | | | | |
| <u>Successes:</u> | | | | |
| <u>Challenges:</u> | | | | |