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Performance Measures for the Improving Adolescent Health and Well-Being Through School-Based Surveillance and the What Works in Schools Program: Appendix B

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## Component 3 Work Plan and Work Plan Status Report

### Work Plan Details

You will use this Work Plan to plan annual Component 3 surveillance activities. The work plan serves as a forecasting process. It shows the following:

- Proposed activities and who will complete them
- Anticipated Start Dates
- Anticipated Completion Dates

You will update this document annually with your proposed activities for the program year. You will use this document during your monthly calls with your program consultant. It will help:

- Guide discussion around progress
- Identify possible barriers to implementation
- Identify technical assistance needs

Consider this work plan your comprehensive roadmap for the year. It will provide direction and support as you plan for staffing needs, resource allocation, and leadership support.

You will need the following information to complete the Work Plan:

- Data sources used to track progress for each required strategy.
- Detailed description of activities that will take place in the program year to accomplish each required activity.
- Job title or role of the person responsible for completing the required activity.
- Anticipated start and completion dates

### Work Plan Status Report Details

You will use this Work Plan Status Report (WPSR) to capture completed activities twice a year. The work plan status report serves as a bi-annual report to document accomplishments. It shows the following:

- Required Activity Progress Summary
- Facilitators and Barriers

You will submit this report bi-annually on April 1 and October 1st. The Work Plan Status Report will be used during your monthly calls with your program consultant and will help:

- Guide Discussion around Progress
- Identify Possible Barriers to Implementation
- Identify Possible Facilitators Utilized to Overcome Barriers to Implementation
- Identify Technical Assistance Needs

You will need the following information to complete the Work Plan Status Report:

- Data sources used to track progress for each required strategy and activity.
- Data sources used to track possible barriers and facilitators.

## Component 3 Work Plan

Agency/Organization Name: [Click or tap here to enter text.](#)

Grant #: DP00xxxx

Timeframe: August 1, 20xx – July 31, 20xx

Youth Risk Behavior Survey (YRBS)					
Establish, implement, and strengthen systematic procedures to collect Youth Risk Behavior Survey (YRBS) data, and report on adolescent health risk behaviors as outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> . Please provide information about the YRBS required activities and the actions you will use to complete these activities, who is responsible, the timeline, and what you will use as the proof of completion.					
0139 Required Activity	Activity Number	Description of Activity Provide as much detail as possible to describe the actions that will be completed to accomplish this activity.	Responsible Person(s) (Job title only)	Anticipated Start Date	Anticipated Completion Date
1. Establish and maintain a YRBS coalition to support survey administration.	1.1				
	1.2				
2. Develop a state, territorial, tribal, or local YRBS questionnaire meeting specifications outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> .	2.1				
	2.2				
3. 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 estimates of at least all public-school students in grades 9-12. The sampling	3.1				
	3.2				

frame and sampling parameters should meet specifications outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> .					
4. Obtain school agreements and parental permission for student participation using jurisdiction-level requirements identified before survey administration begins.	4.1				
	4.2				
5. Select classes to be surveyed in the sampled schools based on the procedures outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> .	5.1				
	5.2				
6. 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> .	6.1	Submit the Survey Tracking Form at least every 2 weeks during data collection to the CDC Survey TA contractor.			
	6.2				
7. Coordinate with other CDC-funded agencies and organizations on data collection for national, state, territorial, tribal, and local YRBSs conducted among schools in the same jurisdiction.	7.1				
	7.2				
8. Submit all completed answer sheets or raw data sets and	8.1				

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.	8.2				
9. 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.  Submit to CDC examples of the materials you disseminate.	9.1				
	9.2				
<b>Optional Activity:</b>  10. Tier 1: Add eight (8) traditional Adverse Childhood Experiences (ACEs) to your 2025, 2027, and 2029 YRBS questionnaires.  <b>or</b>  Tier 2: Add 16 ACEs and Positive Childhood Experiences (PCEs) to your 2025, 2027, and 2029 YRBS questionnaires.	10.1				
	10.2				

### Survey: School Health Profiles (Profiles):

Establish, implement, and strengthen systematic procedures to collect School Health Profiles (Profiles) data, and report on school health policies and practices as outlined in the *Handbook for Conducting School Health Profiles*. Please provide information about the Profiles required activities and the actions you will use to complete these activities, who is responsible, the timeline, and what you will use as the proof of completion.

0139 Required Activity	Activity Number	Description of Activity Provide as much detail as possible to describe the actions that will be completed to accomplish this activity.	Responsible Person(s) (Job title only)	Anticipated Start Date	Anticipated Completion Date
1. 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 estimates 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> .	1.1				
	1.2				
2. Conduct Profiles (in even-numbered calendar years) according to survey administration procedures outlined in the <i>Handbook for Conducting School Health Profiles</i> .	2.1	Submit the Survey Tracking Form at least every 2 weeks during data collection to the CDC Survey TA contractor.			
	2.2				
3. Follow up with nonresponding principals and teachers using pre-established methods (e.g., postcards, phone calls, or emails) over a planned timeframe to increase Profiles response rates.	3.1				
	3.2				

4. Coordinate with other CDC-funded agencies and organizations on data collection for national, state, territorial, tribal, and local Profiles conducted among schools in the same jurisdiction.	4.1				
	4.2				
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				
	5.2				
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  Submit to CDC examples of the materials you disseminate.	6.1				
	6.2				



## Component 3 Work Plan Status Report

Agency/Organization Name: [Click or tap here to enter text.](#)

Grant #: DP00xxxx

Timeframe: ☐ Report #1: August 1, 20xx – January 31, 20xx

☐ Report #2: February 1, 20xx – July 31, 20xx

### Section I:

Youth Risk Behavior Survey (YRBS)		
0139 Required Activity	Achievement of Requirement	Comment and/or Summarize Requirement Progress
1. Establish and maintain a YRBS coalition to support survey administration.	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	<a href="#">Click or tap here to enter text.</a>
2. Develop a state, territorial, tribal, or local YRBS questionnaire meeting specifications outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> .	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	<a href="#">Click or tap here to enter text.</a>
3. 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 estimates of at least all public-school students in grades 9-12. The sampling frame and sampling parameters should meet specifications outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> .	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	<a href="#">Click or tap here to enter text.</a>
4. Obtain school agreements and parental permission for student	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress	<a href="#">Click or tap here to enter text.</a>

participation using jurisdiction-level requirements identified before survey <i>administration</i> begins.	<input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	
5. Select classes to be surveyed in the sampled schools based on the procedures outlined in the <i>Handbook for Conducting Youth Risk Behavior Surveys</i> .	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.
6. 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.	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.
7. Coordinate with other CDC-funded agencies and organizations on data collection for national, state, territorial, tribal, and local YRBSs conducted among schools in the same jurisdiction	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.
8. 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.	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.
9. Disseminate YRBS results through fact sheets, reports, Web sites, and other products and then use the results to help target and improve	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.

<p>interventions, establish funding priorities, and support development of policies and practices to reduce priority health-risk behaviors among youth.</p> <p><i>Please provide descriptions of YRBS data products, including links to any online products, in the “YRBS Products” in Section II.</i></p>		
<p><b>Optional Activity</b></p> <p>10.</p> <p>Tier 1: Add eight (8) traditional Adverse Childhood Experiences (ACEs) to your 2025, 2027, and 2029 YRBS questionnaires.</p> <p><b>or</b></p> <p>Tier 2: Add 16 ACEs and Positive Childhood Experiences (PCEs) to your 2025, 2027, and 2029 YRBS questionnaires.</p>	<p><input type="checkbox"/> Completed</p> <p><input type="checkbox"/> In Progress</p> <p><input type="checkbox"/> Not started</p> <p><input type="checkbox"/> Not Applicable</p>	<p>Click or tap here to enter text.</p>

School Health Profiles (Profiles)		
<b>0139 Required Activity</b>	<b>Achievement of Requirement</b>	<b>Comment and/or Summarize Requirement Progress</b>
1. 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 estimates 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> .	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.
2. 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.	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.
3. Follow up with nonresponding principals and teachers using pre-established methods (e.g., postcards, phone calls, or emails) over a planned timeframe to increase Profiles response rates.	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.
4. Coordinate with other CDC-funded agencies and organizations on data collection for national, state, territorial, tribal, and local Profiles conducted among schools in the same jurisdiction.	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.

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.	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.
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.  <i>Please provide descriptions of Profiles data products, including links to any online products, in the “Profiles Products” in section II.</i>	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not started <input type="checkbox"/> Not Applicable	Click or tap here to enter text.

## Section II:

**YRBS Success:** Please share a brief YRBS success during this reporting period (may be bulleted).

*Click or tap here to enter text.*

**YRBS Process Evaluation:** Review survey implementation activities from the most recent 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. What specific activities worked well during the recent administration of YRBS in this jurisdiction? What activities did not work well? What will you do differently to increase your chances to achieve representative data for YRBS in the next cycle?

*Click or tap here to enter text.*

**YRBS products:** Please describe any products (websites, publications, fact sheets, infographics, etc.) created using your YRBS results and provide links to any products available online:

*Click or tap here to enter text.*

**Profiles Success:** Please share a brief Profiles success during this reporting period (may be bulleted):

*Click or tap here to enter text.*

**Profiles Process Evaluation:** Review survey implementation activities from the most recent 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. What specific activities worked well during the recent administration of YRBS in this jurisdiction? What activities did not work well? What will you do differently to increase your chances to achieve representative data for Profiles in the next cycle?

*Click or tap here to enter text.*

**Profiles products:** Please describe any products (websites, publications, fact sheets, infographics, etc.) created using your Profiles results and provide links to any products available online:

*Click or tap here to enter text.*

**Leveraged/In-kind Support:** Please share all resources that have been leveraged through this reporting period (staffing, supplies, additional funding, etc.):

*Click or tap here to enter text.*

**Challenges:** Please describe any challenges that might affect your ability to achieve annual and reporting-period outcomes or complete the activities in the work plan.

*Click or tap here to enter text.*

**CDC Program Support to Awardees:** Please describe how CDC could help you overcome challenges to achieving annual and project-period outcomes and completing activities outlined in the work plan.

*Click or tap here to enter text.*