

Tier 1 Action Planning Toolkit

This toolkit includes additional information about community cancer needs assessments, a data collection plan tool, and an example action plan. These documents are meant to be used to guide the development of needs assessments and action plans as part of Tier 1 grant application.

Contents

Overview.....	1
Creating a Data Collection Plan	3
Action Plan.....	4

Overview

What is a community cancer needs assessment and action plan?

Community cancer needs assessment: Community cancer needs assessments are used to develop an informed understanding of the strengths, gaps or needs and opportunities that exist within a community and the impact of the cancer issue upon the community's members. Data collected is used to inform next steps for action, in this case an action plan.

Recommended steps of a community cancer needs assessment:

1. Define/narrow the scope of the cancer-related issue/question
2. Determine partners and collaborators (or to go solo)
3. Collect data
4. Set priorities and create an action plan
5. Share your findings with key stakeholders

Action Planning

An action plan is based on set priorities and includes specific actions to address the identified cancer issue. An action plan may include the following information:

- **Key assessment findings**
- **Goal(s)** to address key assessment findings
- **Actions:** activities to achieve goal
- **Person(s) Responsible:** who will carry out these activities
- **Timeline:** by when should these activities be complete
- **Key Stakeholders:** who needs to be involved or informed?

Scenario

Conduct a local cancer needs assessment to deepen understanding of the behaviors, beliefs and perceptions of HPV vaccination among Latino community in Deschutes County, Oregon. Conduct focus groups with physicians, parents, and adolescents about barriers to HPV vaccination (primary data). Partner with local health department to review existing local data related to HPV vaccination rates (secondary data). Develop an action plan detailing next steps for addressing local barriers based on key findings. Present findings to local health coalition.

Creating a Data Collection Plan

Use this document to plan your data collection efforts. List your key questions and decide whether the data for each question can be found by using a primary or secondary source. Identify the potential method(s) you will use to find the data.

Note:

- A primary data source provides information you produce yourself through engaging the community to learn more (surveys, focus group, interviews, town hall meetings, etc.).
- A secondary source provides information you can glean from a website (such as Census.gov or State Cancer Profiles: statecancerprofiles.cancer.gov/) or a local county health department.
- Secondary sources are typically listed first because this is where the research will begin.

Key Question	Secondary sources available?	Primary sources available?	Potential Data Sources
<i>Example: What are the local HPV vaccination rates?</i>	Yes	No	<i>Secondary sources: Online resources, Health Department data</i>
<i>Example: What are the barriers to HPV screening in our community?</i>	Yes	Yes	<i>Secondary sources: Online resources, Community Health Needs Assessment Primary sources: Interviews with local pediatric providers and parents of children in the target age range (11-12)</i>

Program note: Delete the example in italics and replace with information specific to your project.

Action Plan

Key Assessment Findings *(example)*

- *Rural providers express discomfort in answering parent questions about HPV vaccines.*
- *Parents are not aware of the recommendation to receive HPV vaccinations for children ages 11-12*

Additional information that could be included are:

- Resources needed (technology, money, time, space, etc...)
- Indicators of success

Goal 1: <i>(Example) Select approach or activity to address HPV vaccination barriers (Tier 2)</i>			
Action	Person Responsible	Timeline	Key Stakeholders
<i>Research evidence-based approaches (EBAs) available for educating clinicians and parents on HPV vaccination</i>	<i>Community Health Educator, Health Department</i>	<i>By June 1, 2018</i>	<i>Director of Programs, OHSU</i>
<i>Present 2-3 promising EBAs to key stakeholders to gain consensus.</i>	<i>Outreach and Education Manager, Health Department</i>	<i>By August 1, 2018</i>	<i>Health coalition Health Department staff Parent Teacher Association</i>
Goal 2:			
Action	Person Responsible	Timeline	Key Stakeholders
Goal 3:			
Action	Person Responsible	Timeline	Key Stakeholders

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