

Sample Action Plan Excerpt 1

Today's Date: November 5, 2017

Our **Critical Issues** are:

(What problems must be addressed in order to improve school health services?)

Currently, the district does not have adequate coordination with the medical home which results in school nurses being unable to provide optimal care for students with chronic conditions (e.g. diabetes).

Our **Team Goal(s)** are:

(What do we want to achieve, in the long term, in order to improve student health and/or school health services? What is the desired outcome?)

Improve the health of students with chronic conditions through better chronic condition management.

Goal 1

(What is the desired outcome?)

Improve the health of students with chronic conditions through better chronic condition management.

Strategies to accomplish this goal: (What methods will we use to accomplish our goal?)

- Policy, Systems, and Environmental (PSE) change
- Professional Development (PD)

Stakeholders to engage:

- Superintendent
- School board
- Community healthcare providers
- Health department
- Community health educators
- Parents
- Students with chronic conditions
- Finance office
- Wellness committee
- Community college

Objectives to accomplish this goal: (Specific, Measurable, Attainable, Relevant, Time-bound)

- 1) By May 2017, develop improved protocol for coordination with the medical home
- 2) By January 2017, provide PD to all Health Services (HS) staff to increase capacity to implement protocol
- 3) By May 2018, implement new protocol 85 percent of the time for students with chronic conditions
- 4) By May 2018, develop and secure approval for new policy for chronic condition management

Outcome Measures: (Indicators of success)

- Obj. 1-3- Protocol:
- New protocol developed and approved
 - Increased capacity of staff to implement new protocol (as reported on PD feedback form and follow-up questionnaire) (Goal: 95% confident to implement)
 - Protocol implemented 85% of the time (based on HS records)
 - Staff and community physician satisfaction (Goal: 95% satisfied)
 - Change in HATS service and protocol score (CC #6 and CAC #6-10)
- Obj. 4- Policy:
- New policy developed and approved
 - Change in HATS policy scores (Policy #2-6)



Objective 1: By May 2017, develop and secure approval for improved protocol for coordination with the medical home

Action Steps needed to accomplish this objective:	Who	By When	Resources Needed	Process Measures
- Hold meeting with HS staff to discuss changes needed to protocol	Laura	Feb. 2017	<ul style="list-style-type: none"> - Sample protocols - Conference room - Agenda 	<ul style="list-style-type: none"> - Attendees (#, who) - Agenda items addressed - Decisions and action steps - Completion of action steps
- Convene meeting of physicians and school health services staff to develop processes for communication/coordination	Sharon	March 2017	<ul style="list-style-type: none"> - Conference room - Snacks - Agenda - Nametags - Easels, chart paper, markers 	<ul style="list-style-type: none"> - Attendees (#, who) - Agenda items addressed - Decisions and action steps - Completion of action steps - Participant satisfaction
- Draft new protocol and forms	Sharon	March 2017	<ul style="list-style-type: none"> - Meeting minutes from previous meetings - Sample protocols and forms 	<ul style="list-style-type: none"> - Protocol and forms drafted
- Test new protocol and forms at 3 schools (1 elementary, 1 middle, 1 high school)	Laura	April 2017	<ul style="list-style-type: none"> - Printed protocol and forms 	<ul style="list-style-type: none"> - Protocol and forms distributed - # of times used, by who - Problems identified - Changes recommended - Satisfaction with protocol and forms
- Update protocol and forms and send to key stakeholders for review	Sharon	April 2017	<ul style="list-style-type: none"> - Protocol and forms 	<ul style="list-style-type: none"> - Updated protocol sent - Stakeholders sending comments (#, who) - Changes recommended
- Finalize protocol and forms; send for approval	Laura	May 2017	<ul style="list-style-type: none"> - Protocol and forms 	<ul style="list-style-type: none"> - Protocol and forms sent - Protocol and forms approved