



2013

# Kansas Chronic Disease Risk Reduction Request For Proposal



Required forms for this request for proposal are due to KDHE by March 15, 2013.

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# CHRONIC DISEASE RISK REDUCTION

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## Background

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Chronic diseases account for roughly 75 percent of health care costs each year<sup>1</sup>, based on national estimates in 2010 nearly \$20 billion was spent in Kansas on chronic disease.<sup>2</sup> As states struggle to meet the staggering costs of health care, the most cost-effective interventions are frequently overlooked. Impressive achievements in population health are possible by reducing the prevalence of risk factors that underlie chronic disease and injury.

**TOBACCO USE** - Tobacco use is the leading cause of preventable death and disease in Kansas. Annually, cigarette use alone causes approximately 3,800 deaths in Kansas, costing more than \$927 million in medical expenditures and \$863 million in lost productivity from an experienced workforce that dies prematurely.<sup>3</sup> Additionally, youth continue to use tobacco at an alarming rate. Data from the 2011/2012 Kansas Youth Tobacco Survey (KYTS) reveal that 13.0 percent of high school students reported using cigarettes. The KYTS also indicates that 11.1 percent of high school male students in Kansas currently use smokeless tobacco. Data compiled by the Centers for Disease Control and Prevention (CDC) show that smoking prevalence among youth and adults declines faster as spending for tobacco control programs is increased. The risks of tobacco use extend beyond actual users. Secondhand smoke exposure increases the risk for lung cancer and heart disease.<sup>4</sup>

**OBESITY**- Obesity, defined as a body mass index  $\geq 30$  kg/m<sup>2</sup>, increases the risk for several chronic diseases including coronary heart disease, Type 2 diabetes, certain cancers, stroke and osteoarthritis.<sup>5</sup> In 2010, 30.1 percent of Kansas adults 18 years and older were obese.<sup>6</sup> The percentage of Kansas adults who were obese in 2010 was significantly higher among Kansans 25 years and older, non-Hispanic African Americans, persons with less than college education, those whose annual household income was less than \$50,000 and those living with a disability. In addition, obesity is highly prevalent among Kansas adults with chronic health conditions.<sup>6</sup> For example 57.8 percent of Kansans with diabetes and 41.6 percent of Kansans with arthritis are obese.<sup>6</sup> In 2011, 24.1 percent Kansas high school student in grades 9-12 were overweight or obese (13.9% overweight, 10.2% obese.)<sup>7</sup>

**PHYSICAL ACTIVITY** - Regular physical activity is associated with reduced risk of several chronic health conditions including coronary heart disease, stroke, Type 2 diabetes and certain cancers.<sup>8</sup> Participating in physical activity also delays the onset of functional limitations,<sup>9</sup> prevents obesity<sup>5</sup> and is essential for normal joint health.<sup>10</sup> The U.S. Department of Health and Human Services' *2008 Physical Activity Guidelines for Americans* recommend that adults participate in at least 150 minutes a week of moderate-intensity aerobic activity, or 75 minutes a week of vigorous-intensity aerobic activity or an equivalent combination of moderate- and vigorous-intensity aerobic activity. The *Guidelines* also recommend that children and adolescents participate in at least 60 minutes of physical activity per day.

In 2009, 64.1 percent of Kansas adults 18 years and older met these physical activity guidelines.<sup>11</sup> The percentage of Kansas adults meeting current physical activity guidelines was significantly lower among females, adults 65 years and older, non-Hispanic African Americans, Hispanics, those with less than high school education, those whose annual household income was less than \$25,000, residents of frontier counties, those living with a disability and those with arthritis. In addition, approximately one-third of Kansans ever diagnosed with cancer (33.6%), CHD or history of heart attack (37.6%) diabetes

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<sup>1</sup> The Power to Prevent, Call to Control: At A Glance 2009. Centers for Disease Control and Prevention website. 2009. Available at: [www.cdc.gov/chronicdisease/resources/publications/aag/chronic.htm](http://www.cdc.gov/chronicdisease/resources/publications/aag/chronic.htm). Accessed December 14, 2012.

<sup>2</sup> U.S. Health Care Costs. Kaiser Family Foundation, Kaiser EDU website. 2012. Available at <http://www.kaiseredu.org/issue-modules/us-health-care-costs/background-brief.aspx#footnote/>. Accessed December 17, 2012.

<sup>3</sup> Smoking Attributable Morbidity, Mortality and Economic Cost. Centers for Disease Control and Prevention.

<sup>4</sup> U.S. Department of Health and Human Services. The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.

<sup>5</sup> U.S. Department of Health and Human Services. Public Health Service; National Institutes of Health; National Heart, Lung and Blood Institute. Clinical guidelines on the identification, evaluation and treatment of overweight and obesity in adults. NIH Publication No. 98-4083; 1998.

<sup>6</sup> 2010 Kansas Behavioral Risk Factor Surveillance System. Kansas Department of Health and Environment, Bureau of Health Promotion.

<sup>7</sup> 2011 Kansas Youth Risk Behavior Survey. Kansas Department of Education. Centers for Disease Control and Prevention Website Available at <http://apps.nccd.cdc.gov/youthonline/App/Results.aspx?LID=KS>

<sup>8</sup> U.S. Department of Health and Human Services. *2008 Physical Activity Guidelines for Americans*.

<sup>9</sup> Huang Y, Macera CA, Blair SN, Brill PA, Kohl HW, Kronfeld JJ. Physical fitness, physical activity, and functional limitations in adults 40 and older. *Medicine Science in Sports and Exercise*. 1998;30:1430-1435.

<sup>10</sup> Minor MA. Exercise in the treatment of osteoarthritis. *Rheum Dis Clin North Am*. 1999;25:397-415.

<sup>11</sup> 2009 Kansas Behavioral Risk Factor Surveillance System. Kansas Department of Health and Environment, Bureau of Health Promotion.

(36.6%), or stroke (39.7%) reported no leisure time physical activity in 2009.<sup>11</sup> In 2011, 69.8 percent of Kansas high school students in grades 9-12 did not engage in recommended levels of physical activity (i.e. at least 60 minutes per day).<sup>12</sup>

**NUTRITION** - Research shows that eating at least two and a half cups of fruits and vegetables per day is associated with a reduced risk of many chronic diseases, including cardiovascular disease and certain types of cancer. A diet rich in fruits and vegetables can also help adults and children achieve and maintain a healthy weight.<sup>13</sup> In 2009, only 18.6 percent of Kansas adults 18 years old and older consumed fruits and vegetables five or more times per day.<sup>11</sup> The percentage of Kansans who consumed fruits and vegetables five or more times per day was significantly lower among males, adults 18-64 years old and those with less than a college level education.<sup>11</sup> The percentage of Kansas adults 18 years and older who consumed fruits and vegetables five or more times per day was similar among persons ever diagnosed with cancer or those with CHD or history of heart attack, diabetes or stroke, as compared to the general Kansas adult population.<sup>11</sup> In 2011, only 17 percent of Kansas high school students in grades 9-12 ate fruits and vegetables five or more times per day.<sup>12</sup>

**RFP** - This document is a request for proposals for local healthy community programs that include tobacco control and may include community physical activity, nutrition and obesity activities. This funding solicits program grant applications from communities to establish or continue tobacco control programs at the local level that are sustainable, accountable and eventually comprehensive as recommended by CDC's Best Practices for Comprehensive Tobacco Control Programs (October 2007). All applications must address tobacco, but work in physical activity or nutrition is optional. This document provides background and guidelines for developing a full proposal and submission instructions. This is a competitive grant process, meaning that grants will be awarded based upon the quality and clarity of the proposed activities and achievability of proposed outcomes. Please follow the directions carefully. Applications will be scored based on adherence to the request guidelines.

## About the Kansas Tobacco Use Prevention Program (TUPP)

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The Kansas Department of Health and Environment's Tobacco Use Prevention Program<sup>14</sup> (TUPP) was established in 1992 and is the lead state program for comprehensive tobacco prevention and control. TUPP incorporates CDC's Best Practices for Comprehensive Tobacco Control Programs and uses approaches compatible with the Healthy People 2020 risk reduction strategies for tobacco use.

## About the Kansas Physical Activity and Nutrition Program (PAN)

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The mission of the Kansas Department of Health and Environment's Physical Activity and Nutrition Program is to increase the number of Kansas residents who have the knowledge, motivation and opportunity to make lifestyle choices that promote healthy eating and physical activity. PAN's mission is facilitated through state-level leadership and coordination with communities across the state.

## Chronic Disease Risk Reduction (CDRR) Grant Overview

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The purpose of this community grant program is to provide funding and technical assistance to communities to address chronic disease risk reduction through evidence-based strategies that impact tobacco use, physical activity and nutrition. Examples of these strategies can be found in the American Journal of Preventive Medicine's "The Guide to Community Preventive Services: Tobacco, Obesity, Physical Activity, Nutrition" ([www.thecommunityguide.org](http://www.thecommunityguide.org)), the National Association of County and City Health Officials' Recommendations for Comprehensive Tobacco Use Prevention Programs (<http://www.naccho.org/topics/HPDP/tobacco/upload/Tobacco-Prevention-Learners-Guide.pdf>) and The Community Health Promotion Handbook: Action Guides to Improve Community Health (<http://www.cdc.gov/steps/actionguides>). The grant program is structured to promote community program progress in five distinct phases:

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<sup>12</sup> 2011 Kansas Youth Risk Behavior Survey, Kansas Department of Education.

<sup>13</sup> U.S. Department of Agriculture and U.S. Department of Health and Human Services. *Dietary Guidelines for Americans, 2010*. 7th Edition, Washington, DC: U.S. Government Printing Office;2010.

<sup>14</sup> <http://www.kdheks.gov/tobacco/>

1. An initial planning phase,
2. Capacity building,
3. Implementation,
4. Sustainability and
5. Maintenance.

Each phase of the program requires the grantee to demonstrate increasingly comprehensive activities with associated short-term outcomes before advancing to the next phase.

### Program Progress Phases

Funding is available at one of five program phases. All applications must include tobacco control activities, while obesity control activities are optional. Tobacco prevention funding is contingent upon appropriations by the Kansas State legislature. Physical activity and nutrition activity funding is contingent upon availability of federal funds.

Grantees are expected to advance sequentially and consistently through the progress phases, completing the requirements of each phase before advancing to the next. If necessary, a grantee may have a lapse in funding for one year. After the lapsed year, the grantee may re-apply at the highest phase attained or may choose to re-apply at a previous phase. A grantee may not advance phases during a lapse period. The program phases and estimated maximum lengths are outlined below. A grantee may petition to remain in a phase longer than the maximum when circumstances provide a compelling rationale. In such cases, a separate petition document will be required in addition to the grantee's application.

**Planning (2 years maximum):** Grant funds support completion of an approved community assessment tool, establishment of a functional tobacco prevention coalition, preparation for future participation in the Youth Tobacco Survey (YTS) and attendance at three state trainings. At least 0.25 full-time equivalent (FTE) (a minimum of 10 hours per week) must be dedicated to grant implementation.

#### Planning Phase Deliverables:

- Community chronic disease prevention plan based on community assessment results (i.e., CHANGE Tool Community Action Plan)
- Functional tobacco prevention coalition
- Attend the Annual CDRR Summit (counts as one of three required trainings)

*Note: Funding for planning grants will be limited to activities that support the above three deliverables.*

#### Timeline and Staffing:

- Maximum of two years
- 0.25 FTE minimum
- 25 percent local match

See inset "Required of All Grantees."

**Capacity Building (3 years maximum):** Grant funds support maintenance of a functioning coalition that meets at least quarterly, a concentrated focus of activities and outcomes on two tobacco prevention

### Required of All Grantees:

#### Activities

1. Support state surveillance if requested.
2. Integrate Kansas Tobacco Quitline promotion into related tobacco control work.
3. Attend three approved trainings.
4. Host two Outreach Coordinator site visits during first and third quarters of grant year.
5. Provide semiannual written updates/letters about grant activities to legislators (must be reviewed by KDHE Communications Coordinator). Planning grantees need only submit one letter after mid-year report.
6. Have staff or a coalition member attend TUPP technical assistance webinars.
7. Complete CHANGE Tool if most recent community assessment is five years old or older.
8. Complete CDRR Coalition Assessment every two years. See coalition assessment appendix.
9. Submit regular earned media reporting via online survey (<http://www.surveymonkey.com/s/CDRREarnedMedia>).
10. Complete mid and final year reports that follow evaluation guidance.
11. Complete one success story per approved program area per year: one for tobacco, one for PAN. See Success Story form. Does not apply to Planning phase.

#### Communication with TUPP

1. Inform Outreach Coordinator of ongoing grant activities including but not limited to media campaigns, youth events, coalition meetings, etc.
2. Submit all communications items (including legislative letters and other media) to KDHE Communications Coordinator for review at least two weeks prior to date needed.
3. Provide agenda to Outreach Coordinator two weeks prior to each coalition meeting.
4. Provide minutes to Outreach Coordinator after coalition meetings.
5. Provide quarterly fiscal reports to Outreach Coordinator.
6. Submit surveys to TUPP epidemiologist for review in advance of survey administration.

and control program goals integrated with disparate population activities, participation in the state level YTS if selected, and attendance at three approved trainings. At least 0.25 FTE (a minimum of 10 hours per week) must be dedicated to grant implementation.

Capacity Building Phase Deliverables:

- Two approved tobacco control activities in different goal areas
- Functional tobacco prevention coalition that meets at least quarterly, but ideally monthly or bimonthly
- Optional: Physical activity and nutrition activities. See appendix “Goal and Purpose of CDRR-PAN RFP activities.”

Timeline and Staffing:

- Maximum of three years
- 0.25 FTE minimum
- 25 percent local match

See inset “Required of All Grantees.”

**Implementation (5 years maximum):** Grant funds support tobacco control funding in all three tobacco control goal areas, quarterly coalition meetings, participation in the county and state level YTS if selected, and attendance at three approved trainings. At least .5 FTE (a minimum of 20 hours per week) must be dedicated to grant implementation.

Implementation Phase Deliverables:

- At least three approved tobacco control activities, one in each goal area
- Functional tobacco prevention coalition that meets at least quarterly, but ideally monthly or bimonthly
- Optional: Physical activity and nutrition activities. See appendix “Goal and Purpose of CDRR-PAN RFP activities.”

Timeline and Staffing:

- Maximum of five years
- 0.5 FTE minimum
- 25 percent local match

See inset “Required of All Grantees.”

**Sustainability (5 years maximum):** Grant funds provide for a functioning coalition, program activities and outcomes work in all three tobacco prevention and control program goals, participation in the county and state level YTS if selected, attendance at three approved trainings, and funding replacement activities. Grantee is responsible for seeking external funding to enhance CDRR funds for sustaining and growing the local program with a 5 year goal of generating a match equivalent of two-thirds of the Sustainability Year 1 CDRR budget. To achieve this goal, grantees should aim to increase the match by 27 percent each year. Technical assistance will be provided to grantees to support their external funding applications. At least .5 (a minimum of 20 hours per week) FTE must be dedicated to grant implementation.

Sustainability Phase Deliverables:

- At least three approved tobacco control activities, one in each goal area
- At least one new external grant application
- Functional tobacco prevention coalition that meets at least quarterly, but ideally monthly or bimonthly
- Optional: Physical activity and nutrition activities. See appendix “Goal and Purpose of CDRR-PAN RFP activities.”

Timeline and Staffing:

- Maximum of five years
- 0.5 FTE minimum
- Meet increasing match requirements (see Match section below)

<b>Progress Phases</b>	<b>Percentage of Total Match (minimum)</b>	<b>Percentage Total Match to be Cash (minimum)</b>	<b>Percentage of Total Program Cost that is Cash Match (minimum)</b>
Planning	25%	0	0
Capacity Building	25%	0	0
Implementation	25%	0	0
Sustainability (Year 1)	25%	0	0
Sustainability (Year 2)	32%	22%	7%
Sustainability (Year 3)	40%	38%	15%
Sustainability (Year 4)	51%	51%	25%
Sustainability (Year 5)	65%	62%	40%

See inset “Required of All Grantees.”

**Maintenance (on-going):** For grantees that have achieved sustainability, grant funds may be requested to provide for county and state-level data collection as requested, conference attendance and program marketing. At least .5 (a minimum of 20 hours per week) FTE must be dedicated to grant implementation. Maintenance grantees must be willing to serve as a mentor to other CDRR grantees as needed. When needed, mentors will be assigned to assist another grantee in the same CDRR region at the discretion of the regional Outreach Coordinator. Mentors will not be assigned more than two grantees to coach in any one year.

Maintenance Phase Deliverables:

- At least three approved tobacco control activities, one in each goal area
- Serve as a mentor when requested in identified areas of expertise
- Functional tobacco prevention coalition that meets at least quarterly, but ideally monthly or bimonthly
- Optional: Physical activity and nutrition activities. See appendix “Goal and Purpose of CDRR-PAN RFP activities.”

Timeline, Staffing and Match:

- Indefinite
- 65 percent match minimum
- 0.5 FTE minimum

See inset “Required of All Grantees.”

**Grant funds may NOT be used to:**

1. provide meals,
2. provide direct services, individual or group cessation services,
3. provide direct patient care,
4. provide personal health services medications (NRT therapy),
5. provide patient rehabilitation,
6. supplant existing funding from Federal, State, or private sources,
7. directly enforce policies,
8. pay for an internship,
9. provide incentives and promotional items,
10. provide staff time for direct classroom instruction of students of any age,
11. lobby government entities, or
12. defray other costs associated with the treatment of diseases.

**Eligibility**

Eligible applicants are local health departments that are expected to serve as the project lead on behalf of the community. However, a local health department may designate a partner organization to serve as the lead agency in one of two ways: 1) a local health department applies for CDRR funding serving as the fiscal agent and subcontracts with a partner organization to implement grant activities, or 2) a local health department designates a partner organization to apply directly for CDRR

funding, serve as the fiscal agent and implement grant activities. If a local health department designates a partner organization to serve as the fiscal agent (scenario 2), the application must include a letter from the local health department stating that it has designated the agency to be the applicant Single or multi county applications will be accepted.

## Match

All applicants applying for Planning, Capacity Building and Implementation grants must provide a minimum of 25 percent match for every dollar awarded. The 25 percent match may be in cash, in-kind or a combination of both from county and/or public and private sources. Sources of in-kind match may include: school programs, Safe and Drug Free Schools funds, Kansas Healthy Schools, Safe Routes to School, Sunflower Foundation Trails grant, Kansas Department of Transportation Enhancement grant and others as determined by the program director. Local funds that support existing evidence-based cessation program services and local funds provided for enforcement activities may also serve as local match. To lead a program towards sustainability, the match should increase each year. Please see the following diagram as an example of incremental increases in match goals:

### Match Requirements

Progress Phases	Percentage of Total Match (minimum)	Percentage Total Match to be Cash (minimum)	Percentage of Total Program Cost that is Cash Match (minimum)
Planning	25%	0	0
Capacity Building	25%	0	0
Implementation	25%	0	0
Sustainability (Year 1)	25%	0	0
Sustainability (Year 2)	32%	22%	7%
Sustainability (Year 3)	40%	38%	15%
Sustainability (Year 4)	51%	51%	25%
Sustainability (Year 5)	65%	62%	40%

### Sustainability Example

Progress Phase	CDRR Grant Funds	Match Amount	Cash Match Amount (minimum)*	Total Program Cost
Sustainability (Year 1)	\$37,500	\$12,500	\$0	\$50,000
Sustainability (Year 2)	\$34,000	\$16,000	\$3,520	\$50,000
Sustainability (Year 3)	\$30,000	\$20,000	\$7,600	\$50,000
Sustainability (Year 4)	\$25,500	\$24,500	\$12,494	\$50,000
Sustainability (Year 5)	\$17,500	\$32,500	\$20,150	\$50,000
Maintenance	\$17,500	\$32,500	\$20,150	\$50,000

\*NOTE: Only a percentage of total match funds are cash amount (see table above). The remaining percentage of total match funds can be in-kind donations as listed previously.

### Grant Timeline

March 2013	April	May	June	July	August
March 15, CDRR Grant application due		Award notices sent		July 1, Grant year begins, 25% of award funds distributed	
September	October	November	December	January 2014	February
September 1, revisions due Site Visit #1	October 1, 25% of award funds distributed			January 1, 12.5% of award funds distributed January 15, mid-year report and affidavit of expenditures due	February 15, 12.5% of award funds distributed
March	April	May	June	July	
	April 1, final 25% of award funds distributed Site Visit #2		June 30, Grant year ends	July 15, end of year report and final affidavit of expenditures due	

## Application and Reporting

All applicants must complete mid-year and final reports. A “CDRR Activity Evaluation” form for each activity should be attached to the mid and final year reports. Forms for this purpose are provided by KDHE and include the “CDRR Grant Reporting Form” and the “Affidavit of Expenditure.” These forms are located in the Reporting Guidelines or online at [http://www.kdheks.gov/doc\\_lib/index.html](http://www.kdheks.gov/doc_lib/index.html) and should be used for reporting program progress. Additionally, the grantee will be required to participate in two formal site visits during the first and third quarters of the fiscal year. Revisions to the first grant application, if required, are due before receipt of the second disbursement of grant funds.

The Final Report and Affidavit of Expenditure for the period of July 1, 2013 – June 30, 2014 will be due no later than July 15, 2014. When submitting your Final Report, send one copy to your Outreach Coordinator and email a second copy to [Kshaughnessy@kdheks.gov](mailto:Kshaughnessy@kdheks.gov).

### KDHE’s Responsibility to Grant Recipient

1. Presence at coalition meetings and other events if requested.
2. Provide assistance during the grant writing process.
3. Provide technical assistance for conducting evaluation and developing media.
4. Schedule first and third quarter site visits to review progress with grant activities.
5. Guidance through processes that require state agency oversight (Internal Review Board (IRB), media approval, etc.).
6. Provide technical assistance with finding alternative funding sources in Sustainability Phase.

### Application Format and Instructions

**Applications that do not follow the instructed format will be considered non-responsive.**

Below are instructions and guidelines for each section of the application. Please direct any questions to your Outreach Coordinator.

<b>Grant Application PDF</b>	<p><b>Cover Sheet</b> The cover sheet requires information about the organization submitting the proposal including contact information for the legal applicant, project contact and fiscal contact.</p> <p><b>Executive Summary</b> The Executive Summary should include the essential elements of the proposal and give the reviewers a brief, yet complete overview of the project. Briefly describe the following key concepts contained in the main body of the proposal: the need for and rationale behind the program, goals, major program activities, and organizational capacity.</p> <p><i>Grant Writing Tip: The Executive Summary should be written last after working through the program activities and evaluation forms and budget forms.</i></p> <p><b>Community Profile Form</b> The Community Profile Form requires the applicant to describe the community to be served. This description must include population demographic information, identified disparate population(s) and summarize the most recent CHANGE Tool Community Action Plan (not applicable to Planning Grantees). In the absence of a CHANGE Tool Community Action Plan, applicants may attach the results of a previously approved community assessment and write a detailed narrative describing community needs and strengths as well as anticipated barriers to proposed activities. All grantees are expected to complete the CHANGE Tool. Applicants operating under a community assessment plan that is less than five years old may delay implementation of the CHANGE tool until after the five year anniversary of their last assessment.</p> <p><b>Sustainability and Maintenance</b> Sustainability and Maintenance phase applicants have additional expectations. See the Program Progress Phases.</p>
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Coalition Membership PDF	<p><b>Program Coalition Membership Form</b></p> <p>A functional coalition is a requisite for successful community-based chronic disease prevention.</p> <p>Please complete the Program Coalition Membership Form and have each participant sign to indicate their support for the grant application. Sectors of community support are provided as a guideline to composition of an optimal community coalition for chronic disease risk reduction. Applicants are encouraged, but are not required to have an organization represented in every sector. Applicants should include all sectors with direct relevance to selected goals and outcomes. Each sector may have multiple participants. A minimum of five active sectors are required for the coalition to be considered functional.</p>
Planning Phase PDF	<p><b>Planning Phase Requirements</b></p> <p>Planning Phase Applicants must provide evidence of community readiness for chronic disease risk reduction by completing the following forms:</p> <ul style="list-style-type: none"> <li>A. Connection Map</li> <li>B. Identifying Linkages Between Community Priorities and Tobacco Control</li> <li>C. Types and Levels of Partnerships</li> </ul> <p>If funding allows, consideration may be given to extending the planning phase for applicants who encounter mitigating difficulties, but demonstrate sufficient progress toward activity completion.</p>
Activity Evaluation PDF	<p><b>Program Activities and Evaluation</b></p> <p>At least two or more community-based activities addressing at least two different tobacco control goal areas are expected of Capacity Building phase applicants and beyond. Use the Activity Evaluation form once for each proposed activity.</p> <ul style="list-style-type: none"> <li>A. For each proposed activity, applicants will describe the activity and build an evaluation plan. The CDRR Activity Evaluation form should be reproduced as necessary for all proposed activities. Instructions for completing each section of the form are in the CDRR evaluation appendix along with examples of how the Activity Evaluation form has been used in the past.</li> </ul> <p><i>Grant Writing Tip: Use your CHANGE Tool Community Action Plan (or other community assessment) to justify your activities. State how these activities will meet local needs.</i></p> <p><i>Grant Writing Tip: Process indicators should come from your Action Steps. Impact indicators should be related to your objective. See examples.</i></p>
Detailed Budget PDF	<p><b>Detailed Budget</b></p> <p>The detailed budget is an itemized list of expenses that support the proposed program. Instructions for completing the detailed budget are included on the form.</p>

### Staffing Plan and Budget Justification

These directions are specific to CDRR. For general aid-to-local budget information see the Budget section below.

- A. Staffing Plan Form
  - a. List the Position Name for each proposed staff member, the staff member's name and credentials, and provide a brief explanation of the scope of duties for this position related to the program. The staffing plan should reflect the organizational capacity to complete the program activities and evaluation through an appropriate amount of FTE. Minimum FTE requirements as specified for each program phase must be dedicated to the program.
  - b. Grant funds for staffing are to be used for grant coordination and activity implementation through local health educators/outreach workers.
  - c. No more than 10 percent of administrators' salaries may be funded by CDRR. Please insert a Résumé Form for each person named in the staffing plan.
- B. Salary Worksheet
  - a. Complete an Employee Salary Calculation for each staff person to be paid by grant funds.
  - b. Supplanting existing resources for staff salaries is prohibited. In the case that existing staff is to be paid from grant funds, the applicant must demonstrate avoidance of supplanting existing funds in the Budget Justification.
- C. Budget Justification Form
  - a. Provide line item budget with justification consistent with selected goals and outcomes, planned activities and time frame of the project ending June 30, 2014.

### Budget

Budget forms and instructions may be downloaded from [http://www.kdheks.gov/doc\\_lib/index.html](http://www.kdheks.gov/doc_lib/index.html).

Funds may be used for salary, travel, registration fees, supplies, advertising (requires prior approval from TUPP Communication Coordinator to ensure statewide coordination), consultation, facility rental, equipment rental, speakers/presenters, educational materials and other reasonable costs associated with the program's activities.

Funds may not be used to replace existing agency funding sources, provide inpatient services, purchase capital equipment or purchase food. Communities are encouraged to get partner contributions for food, which may be used as matching funds. The Kansas Department of Health and Environment funds cannot be used to supplant existing funding. Applicants may not use these funds to supplant funds from Federal, State or private sources.

Matching funds may be cash, in-kind or donated services or a combination of these made directly or through donations from private entities. Cash matches are required to increase yearly for programs in the Sustainability Phase. Please consult the regional Outreach Coordinator for assistance in determining the amount of cash match required for a specific program. The applicant must document all costs used to satisfy the matching requirements. Program resources may be used for consultants, staff, survey design and implementation, data analysis, or other expenses associated with surveillance and evaluation efforts to fulfill the match requirement.

**IMPORTANT:** Funding to support physical activity and nutrition activities remains limited. Based on 2012 availability of funding no more than 15% of each applicants total budget can be devoted to physical activity and nutrition activities.

### Review Procedures

Grant applications will be reviewed by a team of outside consultants and state program staff. Each regional Outreach Coordinator will present the grant applications from his/her region to the team for consideration. Applicants will benefit in the review process by working closely with the regional Outreach Coordinator to refine the application prior to submission to ensure that the Outreach Coordinator can present the application strongly. Outreach Coordinators will not score grants from their assigned region during the review process.

Applications will be initially reviewed by state program staff for completeness and responsiveness. Incomplete applications and applications that are non-responsive will not advance through the review process. Applicants will be notified if the application did not meet submission requirements.

Although not an exhaustive list, reviewers look for the following qualities in “good” applications:

- Does the applicant demonstrate the chronic disease-related strengths, weaknesses and barriers faced by the community?
- Does the applicant demonstrate they have a functioning, diverse community coalition or the capacity to develop a strong coalition capable of carrying out chronic disease risk reduction interventions?
- Are the proposed activities aligned with evidenced-based strategies as described in the RFP?
- Are the proposed activities logically organized and likely to result in a positive impact on demonstrated community needs?
- Are the objectives and indicators proposed by the grantee feasible, measurable and demonstrative of activity progress and success?
- Are the staffing and budget sections sensible and justified by the proposed activities?
- Is the application complete, of high overall quality and clearly and persuasively written?

To answer these questions, reviewers award points for different parts of the application. Applications are reviewed by at least three review team members who can allot a maximum number of points as follows:

**MAXIMUM POINT DISTRIBUTION FOR PLANNING APPLICANTS**

<b>Community Profile:</b> includes community demographics and community assessment status and planning.	28%
<b>CDRR Community Readiness:</b> includes the Connections Map, Community Linkages and Types and Levels of Partnerships.	44%
<b>Staffing:</b> clearly defined staff roles and how they are related to completing planning phase activities.	16%
<b>Budget:</b> staff time and other expenses should be justified by grant activities and described in sufficient detail.	12%

**MAXIMUM POINT DISTRIBUTION FOR NON-PLANNING APPLICANTS**

<b>Community Profile:</b> includes community demographics, community assessment results and status, and coalition membership.	26%
<b>Program Description:</b> includes proposed activity evaluation plans.	60%
<b>Staffing:</b> clearly defined staff roles and how they are related to completing required and proposed activities.	7%
<b>Budget and Budget Justification:</b> staff time and other expenses should be justified by grant activities and described in sufficient detail.	7%

Funding preference will be given to those applications in Capacity Building, Implementation, Sustainability and Maintenance with highest scores. Planning Grants will be scored separately to eliminate competition barriers for new applicants.

**Anticipated Award Announcement Date** - Awards will be announced approximately June 1, 2013.

**Award Administration Information** - Successful applicants will receive a Letter of Award and Grant Contract from the Kansas Department of Health and Environment. The first disbursement of grant funds may be expected on or before July 31, 2013. Any requested revisions to program activities, evaluation and/or budgets must be completed before the second disbursement of grant funds. Grant activities will be expected to start on July 1, 2013, and continue through June 30, 2014.

Unsuccessful applicants will receive notification of the result of the application review by mail.

## Mid and Final Year Reporting Requirements

All applicants must complete mid-year and final reports. Forms for this purpose are provided by KDHE and include the “CDRR Activity Evaluation” form, the “Grant Reporting Form” and the “Affidavit of Expenditure.” The Activity Evaluation should be partially completed as part of the CDRR application. For each approved CDRR activity, the Activity Evaluation form should be updated and turned in along with the Grant Reporting form and Affidavit of expenditure at mid and end of year.

These forms are located in the Reporting Guidelines or online at [www.kdheks.gov/doc\\_lib/index.html](http://www.kdheks.gov/doc_lib/index.html) and should be used for reporting program progress. Reporting forms may change during the grant period, in which case grantees will be notified. Additionally, the grantee will be required to participate in two formal site visits taking place in the first and third quarters of the fiscal year. Revisions to the first grant application, if required, are due before receipt of the second disbursement of grant funds.

The Mid-year report and Affidavit of Expenditures for the period of July 1 through December 31, 2013, will be due no later than January 15, 2014.

The Final Report and Affidavit of Expenditure for the period of July 1, 2013 – June 30, 2014 will be due no later than July 15, 2014. When submitting your Final Report, send one copy to your Outreach Coordinator and a second copy to:

Kevin Shaughnessy  
Kansas Department of Health and Environment  
Purchasing and Grants Management Office  
1000 SW Jackson, Suite 570  
Topeka, KS 66612-1368  
785-296-1507  
[kshaughnessy@kdheks.gov](mailto:kshaughnessy@kdheks.gov)

## Summary of Required Forms

### Application

CDRR Detailed Budget  
CDRR Budget  
CDRR Application  
CDRR Activity Evaluation Plan (one for each activity)  
Coalition Members  
Planning Phase

### Mid and Final Year Reporting

Affidavit of Expenditure  
CDRR Grant Report  
CDRR Activity Evaluation Plan (one for each activity)  
CDRR Success Story

## Appendices

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### Physical Activity and Nutrition Activities Scope and Guidance

#### Evaluation Guidance

#### Evaluation Examples

- CDRR Activity Evaluation Examples: Exemplary Evaluation Plans
- CHANGE Tool Evaluation Plan Format

#### Reference Documents

- CDRR Short-Term Outcome Codes

### CDRR Coalition Self Assessment Instructions and Tool

## Goal and Purpose of CDRR-PAN RFP Activities

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The Physical Activity and Nutrition (PAN) program strives to help create and support environments that make it easier for all Kansas residents to make healthy food choices, be physically active, and achieve and maintain a healthy weight. The PAN program emphasizes systems and environmental changes to support individuals in adopting and sustaining healthy lifestyles.

In addition to supporting the PAN mission, this funding opportunity seeks to address the following:

- Build capacity within communities to address obesity and chronic disease
- Increase skills within communities to plan, implement and evaluate evidence-based interventions using a social marketing planning approach and the Social Ecological Model, with a focus on systems and environmental changes
- Address one of the strategy areas (below)
- Address one or more of CDC's six target behaviors for obesity prevention (as they relate to the strategy area(s) selected from the list below)
  - Increase physical activity
  - Increase consumption of fruits and vegetables
  - Decrease the consumption of sweetened beverages
  - Increase breastfeeding initiation, duration and exclusivity
  - Reduce the consumption of high energy dense foods
  - Decrease screen time
- Address health disparities and health inequities
- Build sustainability for local and state program to address obesity
- Leverage other funding and resources

The PAN program recognizes that communities and coalitions are at various levels of readiness to address obesity. Based on your coalition's current capacity, some of the strategies below may already have been completed, may take more than one grant year or may not be applicable.

### Example PAN strategy areas for local coalitions:

- **Active Community Environments** (promoting and supporting physical activity through changes to the built environment)—examples include:
  - Improving safety for bicyclists and pedestrians
  - Promoting active transportation and transit use
  - Safe Routes to School
  - Bike/walk trails and connectivity
  - Increasing access to recreation facilities and open spaces including parks and community gardens
- **Breastfeeding Support**—examples include:
  - Encouraging breastfeeding support in the workplace with private rooms and flexible scheduling for breast milk pumping and storage
  - Facility policy and environmental changes for breastfeeding-friendly childcare facilities
  - Maternity care practices that support breastfeeding exclusivity and duration
- **Food environments**—examples include:
  - Farm to school or institution
  - Competitive pricing strategies of healthy food
  - Farmers' market/farm stands
  - Community gardening

- Point-of-decision labeling for healthy eating
- Encouraging convenience stores to offer more fruit and vegetables
- Increasing access to community supported agriculture
- **School Wellness**—examples include:
  - Active school strategies (active classrooms, active recess, joint use agreements, Safe Routes to School)
  - Staff wellness
  - Improve access and pricing of healthier foods
  - Farm to school
- **Worksite Wellness**—examples include:
  - Comprehensive wellness programs
  - Comprehensive prevention benefits
  - Promoting physical activity by providing breaks
  - Providing access to facilities that promote physical activity
  - Promoting alternative transportation
  - Providing healthy food options in vending, cafeterias and meetings
  - Point-of-decision signs for healthy eating and physical activity
- **Other:** If your coalition wishes to implement strategies in an area other than those listed, provide evidence of need and a well-developed plan to implement strategies.

## Web Resources:

### --Safe Routes to School

<http://www.saferoutesinfo.org/>

<http://www.ksdot.org/burTrafficEng/sztoolbox/default.asp>

<http://www.safekidskansas.org/downloads/WalkingSchoolBusGuide.pdf>

### --Complete Streets

<http://www.smartgrowthamerica.org/complete-streets>

<http://www.opkansas.org/Resident-Resources/Traffic-Calming-Program>

[www.completestreets.org/webdocs/cs-brochure-policy.pdf](http://www.completestreets.org/webdocs/cs-brochure-policy.pdf)

[www.completestreets.org/changing-policy-elements/](http://www.completestreets.org/changing-policy-elements/)

[www.walkscore.com](http://www.walkscore.com)

<http://www.walkableamerica.org/checklist-walkability.pdf>

<http://www.med.upenn.edu/beat/onlinetraining.shtml>

### --Community Garden/School Garden

<http://www.letsmove.gov/community-garden-checklist>

[http://www.healthiergeneration.org/uploadedFiles/For\\_Schools/1\\_SnacksMeals/GardenTK.pdf](http://www.healthiergeneration.org/uploadedFiles/For_Schools/1_SnacksMeals/GardenTK.pdf)

### --Farmers' Markets

<http://www.extension.purdue.edu/extmedia/EC/EC-739.pdf>

<http://kansaruralcenter.org/>

[http://www.capitalcitywellness.org/download/Wellness\\_Toolkit\\_Booklet.pdf](http://www.capitalcitywellness.org/download/Wellness_Toolkit_Booklet.pdf)

<http://extension.oregonstate.edu/catalog/pdf/sr/sr1088-e.pdf>

### --School Wellness

<http://www.jointuse.org/>

<http://activeclassroom.volusia.k12.fl.us/>  
<http://www.aahperd.org/letsmoveinschool/>  
<http://www.letsmove.gov/>  
<http://www.choosemyplate.gov/>  
<http://www.farmentoschool.org/>  
<http://www.fns.usda.gov/cnd/F2S/Default.htm>.  
<http://www.schoolempwell.org/>  
<http://www.cdc.gov/healthyyouth/policy/>

**--Breastfeeding**

<http://www2.aap.org/breastfeeding/healthProfessionalsResourceGuide.html>  
<http://www.kansaswic.org/breastfeeding/>  
[http://www.kansaswic.org/breastfeeding/worksite\\_support\\_for\\_breastfeeding.html](http://www.kansaswic.org/breastfeeding/worksite_support_for_breastfeeding.html)  
[www.cdc.gov/breastfeeding/index.htm](http://www.cdc.gov/breastfeeding/index.htm)

**--Worksite Wellness**

<http://www.cdc.gov/sustainability/worksitewellness/>  
<http://wichita.kumc.edu/kansas-worksite-wellness.html>

**--Food Environments**

<http://www.naccho.org/advocacy/positions/upload/09-11-Menu-Labeling-Trans-Fat-Salt.pdf>  
[http://www.centertrt.org/content/docs/Intervention\\_Documents/Intervention\\_Templates/KP\\_Menu\\_Labeling\\_Template.pdf](http://www.centertrt.org/content/docs/Intervention_Documents/Intervention_Templates/KP_Menu_Labeling_Template.pdf)  
<http://www.bphc.org/programs/cib/chronicdisease/healthybeverages/Forms%20%20Documents/toolkit/HealthyBeverageToolkitFinal.pdf>  
[http://www.banpac.org/healthy\\_vending\\_machine\\_toolkit.htm](http://www.banpac.org/healthy_vending_machine_toolkit.htm)  
<http://www.fitpick.org/>  
<http://www.nems-v.com/>  
<http://www.med.upenn.edu/nems/>

**--Parks**

<http://www.arlingtonva.us/Departments/ParksRecreation/scripts/programs/SmokeFreeParkInitiative.aspx>  
<http://tobaccoeval.ucdavis.edu/documents/2.2.16solano.pdf>  
<http://www.krpa.org/>  
[http://kaboom.org/take\\_action/play\\_day](http://kaboom.org/take_action/play_day)

## CDRR Evaluation Guidance

CDRR evaluation plans are expected to be demonstrably effective, clear, plausible, concise, backed by community support and aligned with state CDRR programmatic guidance and evidence-based practice. This guidance and the evaluation plan examples are provided to aid the applicant in meeting these criteria.

Evaluation is often conceptually separated between process and impact, or outcome and output evaluation. Depending on what your activity involves, you may not be able to fill in the impact portion of an activity, but you can always provide process evaluation information.

- 1) **Process Evaluation:** assesses the activity process – tangible outputs within your sphere of control.
  - a) **Number** of things you did or produced.
- 2) **Impact Evaluation:** assesses the changes that can be attributed to a particular intervention. Measured by comparing your achievement against stated objectives.
  - a) **Proportion** of your target population or target group you influenced.

### Fields

- 1) Activity Number
  - a) The number you assign this activity. If you have three activities you can number them 1, 2 and 3. This is to ensure we can differentiate similar activities.
- 2) Agency Name: the name of the organization to which the CDRR grant was awarded.
- 3) SMART Objective
  - a) The activity objective is the primary, measurable purpose of the activity. In addition to the criteria below, the measure included in the objective (e.g. - “proportion of County X family practices using a Quitline fax-referral system”) should be explicitly measured and included as an impact indicator. An activity can have many indicators, but it should have only one objective.

SMART Objectives are....

**S**pecific **M**easurable **A**ttainable **R**elevant/**R**ealistic **T**ime-bound

To construct a SMART Objective you will need:

1. **A target group and population (An objectively defined target. By geography? Age? Sex?)**
2. **A direction of change (increase or decrease)**
3. **A magnitude of change (pre measure and the expected post measure)**
4. **A unit of measurement (proportion, count, other?)**
5. **A time-bound (end of grant period)**
6. **What we are measuring (what are you trying to change?)**

**By June 30<sup>th</sup>, 2011,<sup>5</sup> increase<sup>2</sup> the proportion of<sup>4</sup> County X family practices<sup>1</sup> using a Quitline fax-referral system<sup>6</sup> from 0% to 25%<sup>3</sup>.**

- 4) Activity Name: a meaningful name you give an activity.
- 5) Short Term Outcome Number
  - a) Reference the appendix “Short Term Outcomes.” Select **one** short term outcome for each activity and put the corresponding number (i.e. “1.6”) on the evaluation plan. The short term outcome you select is the ultimate goal of your activity – your objective and impact indicators should be closely related to the short term outcome.
- 6) MAPPs Strategy
  - a) Select the appropriate MAPPs strategy from the drop-down menu for your activity. Reference the appendix “MAPPs Interventions for Communities Putting Prevention to Work” for examples of activities and their corresponding MAPPs strategy.
- 7) CHANGE Sector: select the appropriate CHANGE Sector from the drop-down menu for your activity. Reference the CHANGE Tool for further guidance.

8) Target Population

- a) The end user. Your target population is the people you hope to influence and in whom you will see outcomes.

9) Target Organizations

- a) Intermediaries through which you impact your target population. With a policy/system/environment intervention, this is what typically appears in your objective. Examples:

*A specific group of schools*

*A specific group of health clinics/health care providers*

*A specific group of downtown businesses*

10) Action Steps

- a) Action Steps are the concrete steps you must take to complete your activity. Most of your Action Steps should be easily converted to Process Indicators.

*1. Develop Principal Questionnaire.*

*2. Contact USD 123 Principals.*

*3. Distribute Principal Questionnaire.*

*4. Follow up with USD 123 Principals.*

*5. Collect questionnaires and assess school needs.*

*6. Use results to promote policy changes at schools without comprehensive tobacco policies.*

*7. Provide technical assistance to schools interested in changing tobacco policies.*

11) Activity Narrative

- a) The Activity Narrative is your opportunity to concisely describe, in plain language, what you plan to do and why. Reference your community assessment to describe the setting and justify your activity.

12) Process Indicators

- a) Measure the progress of your activity. Should be easily categorized into pre-intervention, intervention and post-intervention categories.

- i) Have no time bound

- ii) Have no direction

- iii) Have no magnitude of change

- iv) Can be measured at multiple points in time

For the above Action Steps, the corresponding Process Indicators might be...

*1. Questionnaire developed.*

*2. Number of USD 123 Principals contacted.*

*3. Number of questionnaires distributed to USD 123 Principals.*

*4. Number of unresponsive USD 123 Principals reminded to return survey.*

*5. Number of questionnaires collected and assessed.*

*6. Number of schools provided questionnaire results.*

*7. Number of schools provided technical assistance to change tobacco policies.*

13) Data Sources

- a) Each indicator measurement must come from somewhere.

14) Data Collection

- a) How will you collect the indicator measurement?

15) Timeframe

- a) Is it an ongoing data collection or is there a pre and post measurement? When will the pre measurement be completed and when will the post measurement be completed? For Process Indicators, look at the corresponding Action Steps and estimate when those will be completed.

16) Communication Plan

- a) Other than your mid and final year report to KDHE, how else will you distribute/use this evaluation information?

17) Staff Assigned

- a) Who is ultimately responsible or completing the work? These can be coalition members, community partners, staff, etc.

18) Impact Indicators

- a) Measure the impact of your activity. Should be related to (or actually *are*) your objective and short term outcome. See example activity evaluation plans.
  - i) Have no time bound
  - ii) Have no direction
  - iii) Have no magnitude of change
  - iv) Can be measured at multiple points in time

## CDRR Activity Evaluation Examples

### CDRR Activity Evaluation

State Fiscal Year: 2013

Submit Form

This Activity Report is for: Grant Application

Activity Number: 2 Short Term Outcome Number: KOI 1.7 Strategy: Access CHANGE Sector: School

Agency Name: Johnson County Department of Health and Environment

Counties: Johnson

Activity Name: Private High Schools Comprehensive Tobacco-Free Grounds Policies

SMART Objective: By June 30th, 2013 increase the proportion of private high schools in Johnson County reporting the implementation of 100% tobacco-free policies from 2 of 9 to 3 of 9.

Target Population: Students (approximately 3000+), faculty, staff and visitors of Johnson County private high schools

Target Group: Johnson County private high schools (N=9) and policy makers (approximately 85 trustees, directors, principals, etc.)

Activity Narrative: Usage bans are a proven MAPPs strategy. Currently most private school report that tobacco use is not allowed on school property, but have no formal written policy. By sharing information among institutions about the number and types of written tobacco-free grounds policies that are in place it is hoped that schools will move toward more comprehensive and more formal written policies. Over time this strategy should help to further reduce the smoking rates of youth and school personnel at these institutions.

- Action Steps:
1. Contact Johnson County private high schools
  2. Update policy information in Private School Tobacco-free Policies Spreadsheet
  3. Determine schools with no or insufficient tobacco-free policies
  4. Identify a champion on the school boards with the help of coalition members.
  5. Use champion to help identify and recruit 5 - 10 school patrons and youth groups to assist with educating key policy makers.
  6. Provide technical assistance to schools moving forward with policy creation

	Process Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Measure
	What type of measure you need?	Where you will get the data on selected indicator?	How will you get the data?	When will you collect data?	Who will ensure this gets done?	Indicator Measure
Add Line	Number of private high schools contacted	Private School Tobacco Free Policies Spreadsheet	Calls, e-mails and meetings schools to obtain current tobacco policy	September 2012	CDRR staff/Erin, coalition members and JCHD interns	*
Add Line	Number of policies from private high schools reviewed	Private School Tobacco Free Policies Spreadsheet	Review and abstraction of current private high schools tobacco free grounds policies	September 2012	CDRR staff/Erin, coalition members and JCHD interns	*

Add Line	Number of schools with no policy in place assessed	Private School Tobacco Free Policies Spreadsheet	Review and abstraction of current private high schools tobacco free grounds policies	September 2012	CDRR staff/Erin, coalition members and JCHD interns	*	
Add Line	Number of schools requiring additional policies assessed	Private School Tobacco Free Policies Spreadsheet	Review and abstraction of current private high schools tobacco free grounds policies	September 2012 - June 2013	CDRR staff/Erin, coalition members and JCHD interns	*	
Add Line	Number of policies drafted/finalized for schools with no or insufficient policies	Private School Tobacco Free Policies Spreadsheet	Review and abstraction of current private high schools tobacco free grounds policies	September 2012 - June 2013	CDRR staff/Erin, coalition members and JCHD interns	*	
Add Line	Number of identified youth groups to assist with educating policy makers	Private School Tobacco Free Policies Spreadsheet	coalition members with help of identified champion will contact youth group	September 2012-June 2013	CDRR staff/coalition members and JCHD interns	*	
Add Line	Number of school patrons recruited to help assist with educating policy makers	Private School Tobacco Free Policies Spreadsheet	coalition members with help of identified champion will school patrons to help	September 2012 - June 2013	CDRR staff/coalition members and JCHD interns	*	
	Impact Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Pre Measure	Post Measure
Add Line	Proportion of private high schools implementing 100% tobacco-free policies	Excel Spreadsheet/log of Private Schools	Calls, e-mails and meetings with school policy makers	July 2012 - June 2013	CDRR staff/Erin	2/9	pending
Add Line	Proportion of private high schools that have improved current tobacco-free policies	Excel Spreadsheet/log of Private Schools	Calls, e-mails and meetings with school policy makers	July 2012 - June 2013	CDRR staff/Erin	1/8	pending
Add Line	Proportion of private high school policy makers who express support for 100% tobacco-free school grounds policies verbally or by administrative action	Excel Spreadsheet/log of Private Schools	Calls, e-mails and meetings with school policy makers, meeting minutes	July 2012 - June 2013	CDRR staff/Erin	0/85	pending
	Progress Entry Date	Progress Entry					
Add Progress							

# CDRR Activity Evaluation

State Fiscal Year: 2013

Submit Form

This Activity Report is for: Grant Application

Activity Number: 01 Short Term Outcome Number: KOI 3.7 Strategy: Social Support/Services CHANGE Sector: Work Site

Agency Name: Lawrence-Douglas County Health Department

Counties: Douglas County

Activity Name: Quitline Promotion by WorkWell Lawrence

SMART Objective: By June 2013, increase the number of SFY Quitline callers from Douglas County users who heard about the Quitline through an employer from 2 calls to 100 calls.

Target Population: Workers that smoke and are employed by organizations represented on the WorkWell Lawrence Leadership Team (N=1642)  
[11,986 workers x 13.7% smoking rate]

Target Group: Douglas County employers who participate in the WorkWell Lawrence Leadership Team (N=21)

Activity Narrative:

The smoking rate in Douglas County is 13.7%. The quitline utilization dashboard reports indicate that the quitline's unique individual reach in Douglas County is at 0.74% for 2011 (below the target reach of 2.0%).

Quitline utilization could be significantly increased by targeting workers that smoke and are employed by organizations represented on the WorkWell Lawrence Leadership Team. WorkWell Lawrence is an initiative of LiveWell Lawrence managed by K-State Research and Extension-Douglas County. The WorkWell Lawrence Leadership Team is a coalition of 21 Douglas County employers working to improve their employee wellness programs. Four of the largest county employers within Douglas County participated in the CHANGE Tool and are represented on the WorkWell Lawrence Leadership Team. The CHANGE Tool revealed that each of these employers currently implements a tobacco cessation referral system for employees that smoke. However, Douglas County quitline employer-based quitline referrals average less than 1 per month. (According to quitline reports, only 2 referrals have been made by Douglas County employers since July 2011).

According to the 2009 NAQC Issue Paper, "Increasing Reach of Tobacco Cessation Quitlines: A Review of the Literature and Promising Practices," current and anticipated budget cuts for tobacco control programs should be met with less expensive quitline promotion strategies like news media coverage, healthcare provider referral networks and websites, which should also be considered as tools to increase quitlines' reach. Several states have found great success with building referral programs designed to refer smokers to the quitline from natural settings like their health provider's office and community organizations. It follows that employer-based referral programs could also be an effective strategy to increase quitline calls.

To improve the employer referral rate, the Health Department will work with the WorkWell Lawrence Leadership Team, which represents more than 10,000 employees from 21 local employers. A Learning Collaborative (LC) approach, based on public health quality improvement theory, will be used to strengthen the collective capacity of WorkWell Lawrence Leadership Team members to implement policy and system changes to their tobacco cessation referral systems in order to increase calls to the telephone quitline from users who heard about the quitline through an employer. The Health Department will work with the WorkWell Lawrence Coordinator to recruit members for a quitline learning collaborative, provide those members training on the Plan-Do-Study-Act model of quality improvement and provide ongoing consultation during three PDSA cycles. Additionally, online advertising targeting Douglas County residents will be used to further raise awareness of the quitline in the community-at-large to support efforts of Douglas County employers. According to the 2009 NAQC Issue Paper, "Increasing Reach of Tobacco Cessation Quitlines: A Review of the Literature and Promising Practices," online advertising has great potential to reach smokers trying to quit. The Health Department will work with the CDRR Communications Coordinator to plan this complimentary online advertising campaign.

Action Steps:

- Provide quitline information and materials to members of WorkWell Lawrence Leadership Team
- Recruit four employers from the WorkWell Lawrence Leadership Team to participate in a Learning Collaborative (LC) approach, a quality improvement method that uses multiple Plan-Do-Study-Act (PDSA) cycles to spread, adopt and adapt best practices across multiple settings
- Work with the CDRR Communications Coordinator to plan and conduct an online quitline advertising campaign using Douglas County targeted web presences such as WellCommons.com, LJWorld.com, Lawrence.com and KUSports.com (Douglas County web properties managed by The World Company)
- Provide training on the Learning Collaborative (LC) approach to members of the WorkWell Lawrence Quitline Learning Collaborative
- Attend the North American Quitline Consortium (NAQC) 2012 conference on August 13th and 14th in Kansas City, Missouri
- Promote the quitline to Douglas County employers through sponsorship of the September 19, 2012 WorkWell Lawrence Symposium featuring keynote speaker WELCOA President Dr. David Hunnicutt
- Complete an assessment of the proportion of WorkWell Lawrence Leadership Team employers that provide insurance coverage for cessation treatment
- Complete three PDSA cycles, reporting results to WorkWell Lawrence Leadership Team members at monthly meetings
- Track the number of policy and system changes implemented by WorkWell Lawrence Leadership Team employers to improve their tobacco cessation referral systems in order to increase calls to the telephone quitline from users who heard about the quitline through an employer
- Communicate results to CDRR Outreach Coordinator via the Success Stories template as well as publishing results to the WorkWell Lawrence group page on WellCommons.com and the WorkWell Lawrence website as well as the LiveWell Lawrence group page on WellCommons and the LiveWell Lawrence website
- Communicate results to Douglas County employers via presentations to three employer groups, including Douglas County Community Health Improvement Project (CHIP), which has historically supported tobacco use prevention and control initiatives and the Lawrence-based Jayhawk Chapter of Society Of Human Resource Management (SHRM).
- Report monthly to the WorkWell Lawrence Leadership Team on the number of calls to the telephone quitline from users who heard about the quitline through an employer

	Process Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Measure
	What type of measure you need?	Where you will get the data on selected indicator?	How will you get the data?	When will you collect data?	Who will ensure this gets done?	Indicator Measure
Add Line	Number of WorkWell Lawrence Leadership Team members introduced to quitline and provided materials	WorkWell Lawrence Leadership Team monthly meeting summary and attendance records	Review of meeting summary and attendance records	Data will be collected from July 2012 through June 2013	WorkWell Lawrence Coordinator	+
Add Line	Number of employers from WorkWell Leadership Team recruited to participate in the WorkWell Lawrence Quitline Learning Collaborative	Completed Learning Collaborative roster	Review of roster	July 2012	WorkWell Lawrence Coordinator	*
Add Line	Number of unique Impressions Served to Quitline media via The World Co.	The World Company campaign reports	Review the The World Company campaign reports	Data will be collected from July 2012 through June 2013	Communications Coordinator	+
Add Line	Number of WorkWell Lawrence Quitline Learning Collaborative members that attend Learning Collaborative training	Training attendance records	WorkWell Lawrence Quitline Learning Collaborative members will sign in on a training attendance form created by the Community Health Planner	August 2012	Assistant Director and Community Health Planner	*

Add Line	Number of staff that attend the North American Quitline Consortium (NAQC) 2012 conference	Conference registration and travel reimbursement documentation	Review of conference registration and travel reimbursement documentation	August 2012	WorkWell Lawrence Coordinator and Community Health Planner	*
Add Line	Sponsorship of the 2012 WorkWell Lawrence Symposium	Sponsorship registration documentation, symposium materials and photographic documentation of displays at symposium	Review of sponsorship registration documentation, symposium materials (for presence of logo and quitline information) and symposium photographs	September 2012	Community Health Planner	+
Add Line	Proportion of WorkWell Lawrence Leadership Team employers that provide insurance coverage for cessation treatment	Survey of all WorkWell Lawrence Leadership Team employers as regards to insurance coverage for cessation treatment	Review of survey results to calculate proportion of WorkWell Lawrence employers providing insurance coverage for cessation treatment	August 2012	WorkWell Lawrence Coordinator	+
Add Line	Number of PDSA cycles and reporting results to WorkWell Lawrence Leadership Team	WorkWell Lawrence Leadership Team monthly meeting summary and attendance records	Review of meeting summary and attendance records	Data will be collected from September 2012 through June 2013	WorkWell Lawrence Coordinator and Community Health Planner	*
Add Line	Number of published PDSA cycle results	Success Stories sent to CDRR Outreach Coordinator and published on WellCommons, WorkWell Lawrence and LiveWell Lawrence websites	Record of email to CDRR Outreach Coordinator and Review of WellCommons, WorkWell Lawrence and LiveWell Lawrence websites	Data will be collected from September 2012 through June 2013	Communications Coordinator and Community Health Planner	+
Add Line	Number of policy or systems changes implemented to increase quitline referrals	Policy and system changes implemented will be tracked on an PDSA log	Review of PDSA log	Data will be collected from September 2012 through June 2013	WorkWell Lawrence Coordinator and Community Health Planner	*
Add Line	Number of completed presentations provided to Douglas County employer groups	Community Health Planner will keep records and progress notes	Community Health Planner will report progress through regular supervision meetings	Data will be collected from September 2012 through June 2013	Community Health Planner	+
Add Line	Number of reports to WorkWell Lawrence Leadership Team on the number of calls to the telephone quitline from users who heard about the quitline through an employer	WorkWell Lawrence Leadership Team monthly meeting summary and attendance records	Review of meeting summary and attendance records	Data will be collected monthly from July 2012 through June 2013	Community Health Planner	*

Impact Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Pre Measure	Post Measure
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Add Line	Number of calls to the telephone quitline from users who heard about the quitline through an employer	Monthly Kansas Tobacco Quitline Reports	Track the monthly Employer/Worksite metric for Douglas County on the How Heard About by County Report	Data will be collected monthly from July 2012 through June 2013	Community Healthy Planner	2	*				
Add Line	Proportion of employers participating in the WorkWell Lawrence Leadership Team that have implemented policy or systems changes to increase quitline referrals	Policy and system changes implemented will be tracked on an PDSA log	Numerator = Denominator = Number of employers represented on the WorkWell Lawrence Leadership Team	Data will be collected from September 2012 through June 2013	WorkWell Lawrence Coordinator and Community Health Planner	0	*				
Add Progress	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: none;">Progress Entry Date</td> <td style="border: none;">Progress Entry</td> </tr> <tr> <td style="border: none;"><input style="width: 100%;" type="text"/></td> <td style="border: none;">* Describe progress on the activity, including barriers and successes.</td> </tr> </table>							Progress Entry Date	Progress Entry	<input style="width: 100%;" type="text"/>	* Describe progress on the activity, including barriers and successes.
Progress Entry Date	Progress Entry										
<input style="width: 100%;" type="text"/>	* Describe progress on the activity, including barriers and successes.										

# CDRR Activity Evaluation

State Fiscal Year:

This Activity Report is for:

Activity Number:  Short Term Outcome Number:  Strategy:  CHANGE Sector:

Agency Name:

Counties:

Activity Name:

SMART Objective:

Target Population:

Target Group:

**Activity Narrative:** Throughout the grant year the City - Cowley County Health Department CDRR Program will advocate policy change and clinical procedure implementation aligned with 5A's programming to local college student health services to 1) identify campus tobacco users; 2) ensure tobacco cessation educational materials are provided, and 3) offer tobacco cessation service referrals (paper, electronic & fax) to the Kansas Tobacco Quitline (1-800-Quit-Now). Also, the Program will advocate incorporation of the Kanquit.org web link on the target institutions respective websites for greater accessibility.

**Action Steps:**

1. The City - Cowley County Health Department will post the Kansas Tobacco Quitline and Kanquit information and links to its website.
2. Consult with TUPP Cessation Coordinator to provide education to student health services from both colleges.
3. College student health service staff and Cowley County CDRR Staff will receive 5 A's Training from the TUPP Cessation Coordinator
4. Gather system change documentation including additional Patient/Provider Kansas Quitline referral forms. Digital, paper and fax referrals will be utilized.
5. Contact college leadership and representatives with support from Clean Air Cowley Coalition
6. Clean Air Cowley leadership will meet with Student Health Service to plan implementation of policy change, clinical procedure change and use of referral forms.
7. Post link to Kansas Tobacco Quitline information and kanquit.org on respective college websites.
8. Implement policy change, clinical procedure change, including resource materials and use of referral forms.
9. Consult with TUPP Cessation Coordinator from KDHE to evaluate implementation of policy and procedure implementation.
10. Gather data of referrals offered by Student Health Services each month.

	Process Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Measure
	What type of measure you need?	Where you will get the data on selected indicator?	How will you get the data?	When will you collect data?	Who will ensure this gets done?	Indicator Measure
Add Line	Date KTQL information posted to CCHD website	KDHE/ KTQL Web links	CCHD Web	Monthly	CCHD Admin	*
Add Line	Number of meetings with TUPP cessation coordinator	Meeting notes / call log	Discussion	per event	CDRR Coordinator	*

Add Line	Number of meetings with Clean Air Cowley County Coalition	Meeting Minutes	QL Discussion	Quarterly	CDRR Coordinator	*
Add Line	Number of contacts per school with college leadership and representatives	Meeting minutes / call log	Discussion	per event	Clean Air Cowley County Coalition	+
Add Line	Number of colleges that approve adding/improving tobacco cessation systems	Meeting minutes / call log	Discussion	Approval by October 31, 2012	CDRR Coordinator	+
Add Line	Number of meetings with Student Health Services	Internal documentation: meeting notes	Discussion	Completed prior to December 31, 2012	CDRR Coordinator	*
Add Line	Number of colleges that post KTQL information/links on their websites	KDHE/ KTQL Web links	CCHD Web	Monthly	CDRR Coordinator/ Clean Air Cowley County Coalition	+
Add Line	Number of QL reports collected to monitor progress	QL reports from TUPP Cess. Coord	Electronic Record	Monthly	CDRR Coordinator	*
Add Line	Number of CCHD Staff that complete 5 A's Training	Training sign in	Review sign in	October 1, 2012	CDRR Coordinator / CCHD Admin	+
Add Line	Number of College Health Service Staff that complete 5 A's Training	Training sign in	Review sign in	October 1, 2012	CDRR Coordinator / CCHD Admin	*

	Impact Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Pre Measure	Post Measure
Add Line	Proportion of Cowley Co. college health organizations with student KTQL referral systems in place	College Policies	Review current policies	Monthly	CDRR Coordinator	0	*
Add Line	Average number of monthly KTQL calls from Cowley Co.	QL Reports	Electronic Record	Monthly	CDRR Coordinator	0	*
Add Line	Average number of monthly KTQL calls from Cowley Co. from young adults (age 18-24)	QL Reports	Electronic Record	Monthly	CDRR Coordinator	0	*

	Progress Entry Date	Progress Entry
Add Progress		* Describe progress on the activity, including barriers and successes.

# CDRR Activity Evaluation

State Fiscal Year: 2013

Submit Form

This Activity Report is for: Grant Application

Activity Number: 2 Short Term Outcome Number: PAN 4.2 Strategy: Access CHANGE Sector: Work Site

Agency Name: City - Cowley County Health Department

Counties: Cowley

Activity Name: Lactation Areas at Work Sites

SMART Objective: By June 30, 2013, increase the proportion of targeted work sites that provide a lactation area for employees from 0% (0 of 5) to 100% (5 of 5).

Target Population: Women Employees of five local businesses: (N = 105)

Target Group: 5 Local businesses identified by the Breastfeeding Advocates of Cowley County coalition --2 major employers: Rubbermaid and General Electric; and 3 main street businesses within Cowley County.

We will implement a lactation area project at five work sites -- Rubbermaid, General Electric and 3 main street businesses within Cowley County -- to educate employees about the benefits of breastfeeding, educate policy makers, decision makers, and wellness teams about the benefits of encouraging employees to breastfeed babies, and how to implement a lactation area for employees who choose to continue to breastfeed after returning to work from maternity leave. We will provide trainings for Human Resource Managers, and wellness teams using the Business Case for Breastfeeding model and will assist wellness teams in planning and implementing a lactation area in each of the businesses that meets or exceeds the minimum standards set by federal law. We will measure change in provision of lactation areas through the implementation of a phone or electronic survey of participating work sites. Environmental Change in the form lactation areas provided & Policy Change in the form of implementing federal standards will be assessed.

Activity Narrative: Kan. Stat. Ann. § 65-1,248 provides that it is the public policy of Kansas that a mother's choice to breastfeed should be supported and encouraged to the greatest extent possible and that a mother may breastfeed in any place she has a right to be. Federal requirements in the Patient Protection and Affordable Care Act, H.R. 3590, on March 23 and the Reconciliation Act of 2010, H.R. 4872, on March 30, 2010 also speak to provisions for breastfeeding mothers at work sites. Among many provisions, Section 4207 of the law amends the Fair Labor Standards Act (FLSA) of 1938 (29 U.S. Code 207) to require an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk. The employer is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. The employer must also provide a place, other than a bathroom, for the employee to express breast milk, that is shielded from view and free from intrusion from co-workers and the public. The federal requirements shall not preempt a state law that provides greater protections to employees.

Breastfeeding Report Card 2011, United States: Outcome Indicators (CDC) show that Kansas has a higher rate of ever breastfed infants than the national rate (75.4% vs 74.6%) but breastfeeding rates are below national levels at 6 months (41.0% vs 44.3%) and at 12 months (21.6% vs 23.8%). In addition exclusive breastfeeding rates are lower at 3 months (33.5% vs 35.0%) and significantly lower at 6 months (10.6% vs 14.8%). The 10.6% exclusive breastfeeding rate at 6 months is well below the Healthy People 2020 goal of 25.5%. These statistics indicate that in Kansas new mothers initiate breastfeeding following the birth of their babies at a higher rate but are less likely to breastfeed (especially exclusively) at 3 months, 6 months, and 12 months--in other words when they return to work after maternity leave. Increasing the number of community employers who provide lactation areas and encourage employees to breastfeed will increase the number of employees who breastfeed their babies after returning to work, thus reducing the children's risk for obesity and other health related disorders such as diabetes.

**PRE-INTERVENTION**

- 1 Consult with the KDHE Nutrition Educator to better provide education to identified Employers and Chambers of Commerce (Winfield and Arkansas City)
- 2 Contact target businesses, arrange for and present project to leadership on lactation areas and policies.
- 3 Schedule and provide Business Case for Breastfeeding training for policy makers, decision makers, and employee wellness teams.
- 4 Seek written approval of project for each business. (Policy Change)

**INTERVENTION**

- 5 Determine appropriate lactation area at each business and basic components for lactation areas that are needed.
- 6 Request funding for needed items for the lactation area from businesses, donations, or other community sources.
- 7 Purchase or procure items needed.
- 8 Schedule and hold a work day to set up the lactation area at each location. (Environmental Change)

**POST INTERVENTION**

- 9 Follow-up project with phone survey to business contacts to determine/assure completion of lactation areas.
- 10 Record all activities and data in Lactation Project Log.
- 11 Report progress and results to all appropriate entities.

Action Steps:

	Process Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Measure
	What type of measure you need?	Where you will get the data on selected indicator?	How will you get the data?	When will you collect data?	Who will ensure this gets done?	Indicator Measure
Add Line	PRE-INTERVENTION 1 Number of target businesses contacted.	CDRR coordinator will build a spreadsheet tool to serve as Lactation Project Logs of all contacts made with county businesses.	Data for indicator will be extracted from the Lactation Project logs.	July through September of 2012	CDRR coordinator is responsible for organizing the overall project, recording all gathered data in the project logs and reporting.	*
Add Line	PRE-INTERVENTION 2 Number of project presentations made on lactation areas and policies.	Number will be recorded in the project logs.	Number will be extracted from Lactation Project Logs	July through September of 2012	CDRR coordinator and coalition partners will make presentations to county employers/decision makers	+
Add Line	PRE-INTERVENTION 3 Number of Business Case for Breastfeeding trainings scheduled for policy makers/decision makers, and wellness teams.	Number of trainings scheduled will be recorded in Lactation Project Logs.	Number will be extracted from Lactation Project Logs	September through November of 2012	CDRR coordinator, coalition partners, and any interested community members will assist the training	*
Add Line	PRE-INTERVENTION 4 Number of Business Case for Breastfeeding trainings provided for policy makers/decision makers, and wellness teams.	Number of trainings held will be recorded in Lactation Project Logs.	Number will be extracted from Lactation Project Logs	September through November of 2012	CDRR coordinator, coalition partners, and any interested community members will assist the training	+

Add Line	PRE-INTERVENTION 5 Number of participants to Business Case for Breastfeeding trainings	Number of training participants will be gathered from sign-in sheets at trainings and recorded in Lactation Project Logs.	Number will be extracted from Lactation Project Logs	September through November of 2012	CDRR coordinator will record data, extract, and report all results to KDHE & coalition partners.	*
Add Line	PRE-INTERVENTION 6 Number of educational materials distributed.	Number of materials distributed will be recorded in Lactation Project Logs.	Number will be extracted from Lactation Project Logs	September through November of 2012	CDRR coordinator will record data, extract, and report all results to KDHE & coalition partners.	+
Add Line	PRE-INTERVENTION 7 Number of sites approving project implementation.	Number will be recorded in Lactation Project Logs	Number will be extracted from Lactation Project Logs	October through November of 2012	CDRR coordinator will gather & record data for reports	+
Add Line	INTERVENTION 8 Number of appropriate lactation areas identified and lists made of needed items to meet standards.	Number will be recorded in Lactation Project Logs	Number will be extracted from Lactation Project Logs	November 2012	County Admin, Health Dept. Coalition Partners, wellness team members, HR managers, and maintenance staff will collaborate.	*
Add Line	INTERVENTION 6 Number of materials purchased or received as donations	Number will be recorded in Lactation Project Logs	Number will be extracted from Lactation Project Logs	November through December 2013	CDRR coordinator will gather information and record in logs.	+
Add Line	INTERVENTION 7 Number of work days scheduled and held to set up lactation areas.	Number will be recorded in Lactation Project Logs	Number will be extracted from Lactation Project Logs	December 2012 through February 2013	County Admin, Health Dept Coalition Partners, wellness team members, HR managers, and maintenance staff will assist.	*
Add Line	POST-INTERVENTION 8 Number of administrators/coalition partners contacted to determine project completion.	Number will be recorded in Lactation Project Logs	Number will be extracted from Lactation Project Logs	March through April 2013	CDRR coordinator will gather & record data for reports	+

Add Line	POST-INTERVENTION 9 Number of lactation areas completed.	Number will be recorded in Lactation Project Logs	Number will be extracted from Lactation Project Logs	March through April 2013	CDRR coordinator will gather & record data for reports	*
Add Line	POST-INTERVENTION 10 Number of Entries/Data recorded in Lactation Project Log	Number will be recorded in Lactation Project Logs	Number will be extracted from Lactation Project Logs	June 2013	CDRR coordinator will gather & record data for reports	+
Add Line	POST-INTERVENTION 11 Number of reports completed and sent to appropriate entities.	Number of reports submitted will be recorded in coalition minutes and project logs	Number of reports submitted will be extracted from coalition minutes and project logs.	July 2012 through June 30, 2012	CDRR coordinator will submit reports.	+
Add Line						*
Add Line						*
Add Line						*

	Impact Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Pre Measure	Post Measure
Add Line	1) Proportion of target businesses that provide a lactation area for employees.	Data from coalition partners and Lactation Project Logs.	Baseline data has previously been gathered from county coalition partners through normal communications.	July 1, 2012 through June 30, 2013.	CDRR Coordinator will assist partners, record data, extract data, and report project results	0%	*
Add Line	2) Proportion of targeted female employees with access to a designated, sanitary, private lactation area for employees.	Data from coalition partners and Lactation Project Logs.	Baseline data has previously been gathered from county coalition partners through normal communications.	July 1, 2012 through June 30, 2013.	CDRR Coordinator will assist partners, record data, extract data, and report project results	0%	*

	Progress Entry Date	Progress Entry
Add Progress	*	* Describe progress on the activity, including barriers and successes.

## CDRR Activity Evaluation

State Fiscal Year:

This Activity Report is for:

Activity Number:  Short Term Outcome Number:  Strategy:  CHANGE Sector:

Agency Name:

Counties:

Activity Name:

SMART Objective:

Target Population:

Target Group:

Activity Narrative:

As part of the SFY2012 CDRR program, the Lawrence Douglas County Health Department(LDCHD) began working with Lawrence Public Schools (USD497), in partnership with LiveWell Lawrence, to improve availability of mechanisms for purchasing foods from farms. In support of this objective, the Health Department drafted a local foods policy as part of a pilot program at Schwegler Elementary School. The policy, along with a basic farm food safety checklist for produce sales to institutions, was adopted by the principal at Schwegler Elementary School in November 2011. The policy supports the purchase of locally grown food for approximately 300 students served each day. On February 13, 2012, the Lawrence Board of Education received a report from the Lawrence Public Schools Coordinated School Health Council that highlighted, among other student and staff wellness activities, the pilot program at Schwegler Elementary School. The board welcomed the report but did not direct district staff in regards to expanding the farm to school pilot.

Because the local foods policy was not adopted district-wide, work still remains to be done. As was noted in the SFY2012 CDRR Activity Evaluation Form, results from the CHANGE evaluation tool indicate gaps in the community-at-large sector in areas related to both the nutrition policy level as well as nutrition environment level with scores of 48 and 49, respectively. Within the school sector, while the average scores are relatively high for nearly all modules (greater than 70), specific questions at the school level related to the provision of school gardens is mixed. Furthermore, while a number of schools in the Lawrence school district have begun a school garden, use of the produce as part of the school lunch program has been decided on an individual school basis rather than as a district-wide policy.

Over the last several years Lawrence and Douglas County have had significant leadership growth in the areas of nutrition policy and environment through the work of Live Well Lawrence (which includes initiatives such as a School Gardens Project, the LiveWell EatWell Restaurant Challenge and the Farm to School pilot program), Coordinated School Health Council, and more recently the formation of the Douglas County Food Policy Council. The coalition is well positioned to continue making progress toward district-wide adoption of a local foods policy.

LDCHD and LiveWell Lawrence will work with Douglas County Food Policy Council and other stakeholders to educate school policy makers on the Farm to School initiative. A public education campaign using WellCommons will be developed for public awareness and support for Farm to School. WellCommons is a community journalism website with a full time health reporter. The site relies on active participation of community members for keeping blogs and posting articles related to health. Lawrence Douglas County Health Department will provide technical assistance to Lawrence Public Schools staff to draft a policy for using locally grown foods district wide.

Support of the local foods policy will be provided at Lawrence Board of Education Meetings when the policy is considered.

Action Steps:

- Schedule appointments with Lawrence Public Schools staff to assess the current stage of evaluation of the farm to school pilot and development of a district-wide local foods policy
- Schedule appointments with Douglas County Food Policy Council staff and leadership to assess current interest in collaborating to advocate for a district-wide local foods policy
- Identify resources for model policies and best practices
- Develop a Farm to School stakeholder committee with local foods policy advocates and advisors
- Work with CDRR Communications Coordinator to develop a public education campaign to inform the public about the issue and the farm to school concept using WellCommons
- Work with Lawrence Public Schools staff to provide support and technical assistance to achieve a draft district-wide policy on using locally grown foods in school food service programs
- Present in support of the draft local foods policy at the Lawrence Board of Education when the policy is considered

	Process Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Measure
	What type of measure you need?	Where you will get the data on selected indicator?	How will you get the data?	When will you collect data?	Who will ensure this gets done?	Indicator Measure
Add Line	Number of scheduled appointments with Lawrence Public Schools staff	Spreadsheet log of appointments with LPS staff	Community Health Planner will maintain spreadsheet log of appointments with dates, times, LPS staff members involved and notes	Data will be collected from July 2012 through June 2013	Community Health Planner	+
Add Line	Number of scheduled appointments with Douglas County Food Policy Council staff and leadership	Spreadsheet log of appointments with DCFPC staff and leadership	Community Health Planner will maintain spreadsheet log of appointments dates, times, DCFPC staff and leadership members involved and notes	Data will be collected from July 2012 through June 2013	Community Health Planner	*
Add Line	Number of resources for model policies and best practices	Spreadsheet of resources for model policies and best practices	Community Health Planner will maintain spreadsheet of resources for model policies and best practices	Data will be collected from July 2012 through June 2013	Community Health Planner	+
Add Line	Number of members of Farm to School stakeholder committee of local foods policy advocates and advisors	Farm to School stakeholder committee roster	Community Health Planner will maintain and review the Farm to School stakeholder committee roster	Data will be collected from July 2012 through June 2013	Community Health Planner	*
Add Line	Number of articles posted on WellCommons that educate the community on Farm to School initiatives and concepts	Spreadsheet log of Farm to School articles posted on WellCommons	Community Health Planner will maintain log of Farm to School articles posted on WellCommons	Data will be collected from July 2012 through June 2013	Community Health Planner	+

Add Line	Number of meetings with Farm to School stakeholder committee of local foods policy advocates and advisors	Spreadsheet log of committee meetings and announcements	Community Health Planner will maintain log of committee meetings and announcements	Data will be collected from July 2012 through June 2013	Community Health Planner	*	
Add Line	Date of completion of a draft district-wide Farm to School policy for consideration by the Lawrence Board of Education	Draft district-wide Farm to School policy document	Community Health Planner will maintain a copy of the draft district-wide Farm to School policy document	Data will be collected from July 2012 through June 2013	Community Health Planner	+	
Add Line	Number of unique visits to WellCommons articles	WellCommons usage metrics	Solicitation of data from WellCommons health reporter	Data will be collected from July 2012 through June 2013	Community Health Planner	+	
	Impact Indicators	Data Sources	Data Collection	Timeframe	Staff Assigned	Pre Measure	Post Measure
Add Line	Proportion of Douglas County school districts covered by a Farm to School policy that integrates locally grown food into meals offered to students	Lawrence Board of Education meeting minutes	Community Health Planner will present in support of the local foods policy at the Lawrence Board of Education meeting when the policy is considered	Data will be collected from July 2012 through June 2013	Community Health Planner	0 of 3 Douglas County school districts	*
Add Line	Proportion of Douglas County schools covered by a Farm to School policy that integrates locally grown food into meals offered to students	K-12 Report website maintained by Kansas State Department of Education	Lawrence Board of Education meeting when the policy is considered	Data will be collected from July 2012 through June 2013	Community Health Planner	0 of 30 Douglas County schools	*
Add Line	Proportion of Douglas County public school students covered by a Farm to School policy that integrates locally grown food into meals offered to students	K-12 Report website maintained by Kansas State Department of Education	Lawrence Board of Education meeting when the policy is considered	Data will be collected from July 2012 through June 2013	Community Health Planner	0 of 14,356 Douglas County students	*
	Progress Entry Date	Progress Entry					
Add Progress		* Describe progress on the activity, including barriers and successes.					

## CHANGE Tool Evaluation Plan Format

**Goal #:** Provide community assessment for [*community name*].

**Objective #:** By June 30, 2011, complete CHANGE Tool for [*community name*].

**Activity:** CHANGE Tool for [*community name*].

1. Assemble the Community Team
2. Develop Team Strategy
3. Review all 5 CHANGE Sectors
4. Gather Data
5. Review data gathered
6. Enter data
7. Review consolidated data
8. Build the Community Action Plan

Indicator	Data Sources	Data Collection	Timeframe	Data Analysis	Communication Plan	Staff Assigned
1) Community Team assembled.	Completed team roster/list of team partners.	Review of team roster		Count of team members		
2) Team strategy developed	Meeting minutes	Review of meeting minutes.		Final vote on team strategy		
3) 5 CHANGE sectors reviewed	Meeting minutes	Review of meeting minutes.		Completed review of all 5 CHANGE sectors		
4) Community data gathered.	To be determined (TBD) by Community Team	TBD		TBD		
5) Community data reviewed in meeting	Meeting minutes	Review of meeting minutes.		Community data reviewed in meeting		
6) Community data entered into excel file	CHANGE Sector Excel File	Review of Excel File		Assess completeness of Excel File		
7a) CHANGE Summary Statement Created 7b) Sector data grid completed 7c) CHANGE Strategy Worksheets Completed 7d) Community Health Improvement Planning Template completed	CHANGE Summary Statement, Sector grid, Strategy Worksheets and Community Health Improvement Planning Template	Review of specified data sources		Assess completeness of specified data sources		
8) Community Action Plan completed	Community Action Plan document	Review of Community Action Plan		Assess completeness of Comm. Action Plan		

## **CDRR SHORT-TERM OUTCOME CODES (Key Outcome Indicators (KOI))**

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### **GOAL AREA 1: PREVENTING INITIATION OF TOBACCO USE AMONG YOUNG PEOPLE**

- 1.6** Increased knowledge of, improved anti-tobacco attitudes toward and increased support for policies to reduce youth initiation
- 1.7** Increased anti-tobacco policies and programs in schools
- 1.8** Increased restriction and enforcement of restrictions on tobacco sales to minors
- 1.9** Reduced tobacco industry influences

### **GOAL AREA 2: ELIMINATING NONSMOKERS' EXPOSURE TO SECONDHAND SMOKE**

- 2.3** Increased knowledge of, improved attitudes toward, and increased support for the creation and active enforcement of tobacco-free policies
- 2.4** Creation of tobacco-free policies
- 2.5** Enforcement of tobacco-free public policies

### **GOAL AREA 3: PROMOTING QUITTING AMONG ADULTS AND YOUNG PEOPLE**

- 3.7** Establishment or increased use of cessation services
- 3.8** Increased awareness, knowledge, intention to quit, and support for policies that support cessation
- 3.9** Increase in the number of health care providers and health care systems following Public Health Service (PHS) guidelines
- 3.10** Increased insurance coverage for cessation services

### **GOAL AREA 4: REDUCE THE BURDEN OF OBESITY IN YOUTH AND ADULTS**

- 4.1** Increase physical activity
- 4.2** Improve nutrition

## CDRR Coalition Self-Assessment Instructions

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CDRR programming relies on engaged, highly functional coalitions to implement chronic disease risk reduction interventions. Coalitions can leverage local resources and capitalize on local partners and relationships to achieve goals that would be near-impossible for one or two individuals working alone. Coalitions, however, require work to create and maintain. To facilitate the health of coalitions associated with the CDRR program, the CDRR grant requires completion of the CDRR Coalition Self-Assessment every other year.

The CDRR Coalition Self Assessment is designed to improve coalition organization and functionality. It does this by identifying coalition strengths and weaknesses, which are used by CDRR Outreach Staff to facilitate discussions about coalition improvements. The assessment provides a general picture of a coalition's stage of development and may point out areas in which technical assistance, training or other support is needed.

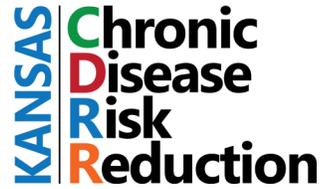
This assessment is not a test. There are no right or wrong answers and there is no personally identifying information requested on the questionnaire. To get the most out of the assessment, it is important that each question be answered honestly and by as many coalition members as possible. A coalition assessment can only “fail” if it does not result in coalition improvement.

When your coalition is ready to conduct a coalition assessment, contact your Outreach Coordinator to schedule an assessment date. It is recommended that you schedule an assessment in the first half of the grant year to give your Outreach Coordinator sufficient time to analyze results and report back to the coalition.

### **The Coalition Self-Assessment Process:**

- 1) Discuss the assessment with your coalition and pick a couple possible dates to have the assessment.
- 2) Contact your Outreach Coordinator and decide on a date to have the assessment.
- 3) Your Outreach Coordinator will attend the designated coalition meeting and administer the assessment.
- 4) Your Outreach Coordinator collects, aggregates and analyzes the results of your assessment.
- 5) At another meeting later in the grant year, your Outreach Coordinator will present the results of the coalition assessment and facilitate a discussion about the results and how the information can be used.

# Coalition Self-Assessment



The CDRR Coalition Self Assessment is designed to help identify a coalition’s strengths and weaknesses. This assessment is not a test. There are no right or wrong answers. Your answers will remain anonymous so please do not put your name anywhere on the survey. Please answer honestly. Once collected and analyzed your group’s responses will provide a general picture of your coalition's stage of development. The survey results may also illuminate areas where technical assistance, training or other support may be needed. The CDRR Outreach Coordinator administering the assessment will collect these when you are finished and report the results to the members of the coalition at a later date.

Please check the best answer for each of the questions in the following sections.

Staff (Director and other paid staff):	Always	Some-times	Rarely	NA	Don't know
Have knowledge of coalition-building process	<input type="checkbox"/>				
Promote equal status and collaboration among member organizations	<input type="checkbox"/>				
Recognize members for their contributions	<input type="checkbox"/>				
Are committed to the coalition’s vision/mission	<input type="checkbox"/>				
Are able to get needed resources	<input type="checkbox"/>				
Work within influential political and community networks	<input type="checkbox"/>				
Encourage collaboration and negotiation	<input type="checkbox"/>				
Communicate effectively with members	<input type="checkbox"/>				
Are effective in managing meetings	<input type="checkbox"/>				
Demonstrate flexibility	<input type="checkbox"/>				

Leaders (Subcommittee Chairs and Others):	Always	Some-times	Rarely	NA	Don't know
Are committed to the coalition's mission	<input type="checkbox"/>				
Provide leadership and guidance in the maintenance of the coalition	<input type="checkbox"/>				
Have appropriate time to complete tasks	<input type="checkbox"/>				
Plan effectively and efficiently	<input type="checkbox"/>				
Have knowledge in the content area	<input type="checkbox"/>				
Have good organizational and communication skills	<input type="checkbox"/>				
Are competent in negotiation, problem-solving, and conflict resolution	<input type="checkbox"/>				
Recognize members for their contributions	<input type="checkbox"/>				
Promote equal status and collaboration among member organizations	<input type="checkbox"/>				

Members:	Always	Some-times	Rarely	NA	Don't know
Are committed to the coalition's mission	<input type="checkbox"/>				
Have a variety of resources and skills to offer	<input type="checkbox"/>				
Actively plan, implement and evaluate activities	<input type="checkbox"/>				
Assume lead responsibility for tasks	<input type="checkbox"/>				
Share the workload	<input type="checkbox"/>				
Are regularly involved in meetings and/or activities	<input type="checkbox"/>				
Communicate well with each other	<input type="checkbox"/>				

Overall Coalition Characteristics:	Always	Some-times	Rarely	NA	Don't know
Has vision/mission statement in writing	<input type="checkbox"/>				
Has goals and objectives in writing	<input type="checkbox"/>				
Provides regular, structured meetings	<input type="checkbox"/>				
Has committees	<input type="checkbox"/>				
Has processes for decision-making	<input type="checkbox"/>				
Has mechanisms for evaluation	<input type="checkbox"/>				
Has a mechanism for new member orientation	<input type="checkbox"/>				
Recognize members for their contributions	<input type="checkbox"/>				
Promote equal status and collaboration among member organizations	<input type="checkbox"/>				
Membership is broad-based (includes community leaders, professionals, grassroots community organizers who represent the target population, etc.)	<input type="checkbox"/>				
Conducts regular needs assessment	<input type="checkbox"/>				
Has a strategic plan for implementation	<input type="checkbox"/>				
Strategies are implemented as planned	<input type="checkbox"/>				
Strategies are revised as necessary	<input type="checkbox"/>				
Financial and material resources are secured	<input type="checkbox"/>				
Coalition is accessible to the community	<input type="checkbox"/>				
Accomplishments are shared with members and community	<input type="checkbox"/>				
Long-term funding is regularly sought and/or obtained	<input type="checkbox"/>				
Coalition is included in other collaborative efforts	<input type="checkbox"/>				
Coalition is broadly recognized as an authority on the issues it addresses	<input type="checkbox"/>				

**ADDITIONAL QUESTIONS:**

**In what areas does your coalition excel?**


**In what areas does your coalition need to improve?**


**What specific and feasible steps should your coalition take to address the areas of improvement identified in the question above?**

