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| ND Center for Tobacco Prevention and Control Policy State Workplan Report 2016-2018Organization       Date Completed       |
| Initiative | Administrative Structure | **Primary Goal** | #4 Build Capacity  |
| Objective #1 | **By June 30, 2017, maintain and enhance the administrative structure to manage the comprehensive North Dakota Tobacco Prevention and Control Program adjusted annually by most current CDC Best Practice for Tobacco Prevention and Control Programs.** |

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| Strategy #1 | C:\Users\lgreuel\Desktop\Logo I mess with\BreatheND\breatheND Voice of the people.jpgAlign initial budget, then maintain and document biennial fiscal management and program budgets by most current CDC Best Practice recommended percentages.  |
| Activities | **Key achievements and challenges** |
| [ ]  Expenditures on track quarterly[ ]  Corrections made | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |
| Strategy #2 | Maintain and enhance a fiscal and programs management/reporting system to ensure program accountability at the state and local level and for state grantees or contractors. |
| Activities | **Key achievements and challenges** |
| [ ]  Conduct biennial review of reporting systems[ ]  Identify reporting system gaps, issues, and improvement areas[ ]  Develop and implement reporting system enhancements[ ]  Continue monitoring reporting system | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |
| Strategy #3 | Advocate for most current CDC Best Practice state level funding. |
| Activities | **Key achievements and challenges** |
| [ ]  Assess legislative support[ ]  Legislative meetings held[ ]  Testimony given[ ]  Final vote on budget recorded | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |
| Strategy #4 | Recruit and employ competent and adequate number of staff to achieve program goals. |
| Activities | **Key achievements and challenges** |
| [ ]  Staffing levels evaluated with program goal achievement[ ]  Job descriptions written[ ]  Legislative approval received[ ]  Recruitment plan for new FTE completed[ ]  Maintain adequate staffing[ ]  Retain staffing | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |
| Strategy #5 | Review and modify annual grant allocation guidelines. |
| Activities | **Key achievements and challenges** |
| [ ]  Guidelines reviewed[ ]  Guidelines modified | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |
| Strategy #6 | Integrate goals, objectives, and strategies from the State Tobacco Prevention and Control Plan, “Saving Lives, Saving Money” into ND Department of Health Chronic Disease CDC tobacco prevention grant, state wide coalitions, state wide and allied health organizations and associations. |
| Activities | **Key achievements and challenges** |
| [ ]  Document resolutions signed[ ]  Document entities integrating | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |
| Strategy #7 | Implement the Health Communications Plan, educating the public and decision makers on the health effects of tobacco use and evidence-based program and policy interventions. |
| Activities | **Key achievements and challenges** |
| [ ]  Earned print media documented and analyzed[ ]  Social media documented and analyzed | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |
| Strategy #8 |  Participate in professional development opportunities. |
| Activities | **Key achievements and challenges** |
| [ ]  Staff professional development activities documented | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |
| Strategy #9 | Assist in recruiting and provide orientation to new advisory committee members. |
| Activities | **Key achievements and challenges** |
| [ ]  Identify potential advisory committee members according to NDCC 23-42-02[ ]  Provide the potential advisory committee members to the governor’s office and/or the respective organizations[ ]  Orientation documented and filed  | Q1:      |
| Q2:      |
| Q3:      |
| Q4:      |