



FY 2017 National Training and Technical Assistance Cooperative Agreement (NCA): Sample Project Work Plan

Instructions for Completing the Project Work Plan

The Project Work Plan outlines the Goals, Metrics, and Activities for the proposed NCA project. **The Project Work Plan is completed entirely within the HRSA Electronic Handbooks (EHBs).** It is NOT to be uploaded as an attachment. Use this document as a reference only. This sample does not provide a complete Project Work Plan.

While Goal Targets must be achieved by the end of the three-year proposed project period, include only activities to be conducted in the first year of funding. Activities for Years 2 and 3 of the project period will be described in future non-competing continuation progress reports and should not be included in the Project Work Plan for FY 2017 NCA funding.

See Appendix A of the NCA funding opportunity announcement (available on the [NCA Technical Assistance Website](#)) for detailed instructions on the fields that must be completed as part of the Project Work Plan.

Sample NCA Project Work Plan

NCA Type Selected: Special Population: Migratory and Seasonal Agricultural Workers	
Goal 1: Increase access to care	
Increase the number of special and vulnerable population patients served by health centers.	
Baseline Data: 910,172	
Baseline Narrative: The number of Migratory and Seasonal Agricultural Worker (MSAW) patients at health centers has increased steadily over the past three years. UDS data from 2014 to 2015 demonstrates a continued 4% increase in MSAW patients across health centers nationally.	
Goal Target: 1,100,000	
Impact Narrative: The organization will develop a training and technical assistance (T/TA) strategy that focuses on expanding the capacity of health centers to provide enabling services that address unique access needs of MSAW populations with the goal of increasing the number of new MSAW patients approximately 8% per year.	
Collaborative Partners: Other MSAW NCAs, the National Training and Technical Assistance Resource Center NCA.	
Key Factors:	
Restricting:	Barriers that continue to impact MSAW patients accessing care at health centers include the population's mobility, legal status concerns, and language barriers.
Contributing:	Progress in health information technology developments has led to the creation of predictive formulas that can accurately estimate population numbers. When these estimates become available in calendar year 2018, they will be used in conjunction with existing data to more effectively assess MSAW population needs.
Formal T/TA Session Target: 30 sessions by the end of the project period	
Participation Target: 400 participants by the end of the project period	



Activity 1: Coordinate a learning collaborative to focus on developing and delivering a comprehensive needs assessment around enabling services for MSAW patients.				
Activity Audience	Person or Group Responsible	Time Frame	Expected Outcome	Comments
Learning Collaborative Audience	R. Perez, Program Coordinator	July 1, 2017 – December 31, 2017	At least 85% of health centers serving MSAWS patients will complete the needs assessment. Results will inform national activities in this area.	
Activity 2: Develop a T/TA curriculum on leveraging enabling services to lead to increased access for MSAWs. The curriculum will highlight evidenced based and promising practices in this area. Two trainings will be delivered in Year 1.				
Activity Audience	Person or Group Responsible	Time Frame	Expected Outcome	Comments
National Audience	P. Singh, Program Lead	January 1, 2017 – June 30, 2018	At least 65% of health centers that serve MSAW patients will participate in trainings and gain access to promising practices for increasing the use and effectiveness of enabling services to bring MSAW patients into care.	All trainings will be delivered virtually and a recording of each session will be available on the organization's website as well as in the national training and technical assistance resource clearinghouse in the future.
Activity 3: Publish an updated edition of the existing Migrant Health Resource Guide with expanded resources around enabling services in collaboration with other HRSA supported T/TA providers focused on MSAWs.				
Activity Audience	Person or Group Responsible	Time Frame	Expected Outcome	Comments
National Audience	P. Singh, Program Lead	January 2017 and February 2018	All health centers nationally will have access to the updated Resource Guide. Collaborating with other HRSA T/TA providers will ensure that all available resources are presented.	The updated Migrant Health Resource Guide will be available on the organization's website as well as in the national training and technical assistance resource clearinghouse in the future.
Activity 4: Establish and facilitate a learning collaborative for health centers serving MSAWs from refugee populations. Learning collaborative participants will engage in peer-to-peer learning through information exchange and the identification, implementation, and evaluation of models that increase refugee MSAW patient access to health centers.				
Activity Audience	Person or Group Responsible	Time Frame	Expected Outcome	Comments
Learning Collaborative Audience	R. Perez, Program Coordinator	January 1, 2018 – June 30, 2018	All health centers serving refugee MSAW patients will have access to promising practices for increasing access to care for that population.	Results will be presented at a national MSAW conference in Year 2 of the NCA project.