

## SAMPLE FY 2015 PROJECT WORK PLAN PROGRESS REPORT

The FY 2015 Project Work Plan Progress Report (progress report) must detail progress to date on approved NCA activities and established goals since submission of the FY 2015 NCC Progress Report. The form will be pre-populated with information submitted in the FY 2015 NCC Progress Report. Directly in EHB, update the editable fields as indicated, below. For the purpose of this sample, the Management focus area was selected.

### Target Audience: Health Centers Serving Special Populations

### Core Function A – Program Requirements

**Focus Area - Management:** Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff) and board members.

Develop and implement a workforce training/technical assistance plan to support special population health center recruitment and retention efforts, including strategies focused on health center managers, providers, other staff, and board members.

***This information will prepopulate from the FY 2015 Project Work Plan and will be locked.***

**Key Factors:** *Identify a minimum of 2 and a maximum of 5 key factors impacting the selection of activities to be conducted under this focus area, citing data sources utilized in the selection (e.g., needs assessments, focus groups). Include at least one contributing and one restricting factor.*

1. Restricting: Health centers experience high staff turnover due to a variety of reasons which impacts their ability to provide primary care services to their patient population. Health centers with consistent workforce shortages need technical assistance in leveraging their available resources effectively.
2. Contributing: The steady growth of federally funded health centers over the past five years and the implementation of the Affordable Care Act has increased the demand for qualified and trained health center managers, providers, other staff, and board members.

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**Activity 1: *Identify the major T/TA Activities planned for the first year of the proposed project period of July 1, 2014 through June 30, 2015.***

Conduct a comprehensive needs assessment with health center managers, providers, staff, and board members via telephone, e-mail, web, and face-to-face meetings to develop a workforce recruitment and retention plan.

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Person / Area Responsible	Time Frame	Expected Outcome	Comments	Progress
<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>	<i>Describe progress on performing the activity and achieving the expected outcome.</i>  <i>Maximum 2,500 characters</i>
<p><b>Activity 2: Identify the major T/TA Activities planned for the first year of the proposed project period of July 1, 2014 through June 30, 2015.</b>            Develop a comprehensive educational module for health center staff focused on the areas of staff motivation, communication guidelines, and time management.</p> <p><b><i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i></b></p>				
Person / Area Responsible	Time Frame	Expected Outcome	Comments	Progress
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<p><b>Evaluative Measure 1:</b> How many formal training/technical assistance sessions are planned (e.g., planned and structured training/technical assistance sessions with specific objectives and outcomes, to include virtual and on-site sessions)?</p>			<p><b>Goal:</b> End of Project Period goal.</p>	<p><i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i></p>
			<p><b>Progress Reported in FY 2015:</b></p>	<p><i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i></p>

	<b>Current Value:</b>	<i>Provide the cumulative number of sessions held since July 1, 2014 to date.</i>
	<b>Narrative Progress Towards Goal:</b>	<i>Provide narrative details of progress toward end of Project Period goal.  Maximum 2,500 characters</i>
<b>Evaluative Measure 2:</b> How many health center representatives will be trained?	<b>Goal:</b> <i>End of Project Period goal.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>
	<b>Progress Reported in FY 2015:</b>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>
	<b>Current Value:</b>	<i>Provide the cumulative number of health representatives trained since July 1, 2014 to date.</i>
	<b>Narrative Progress Towards Goal:</b>	<i>Provide narrative details of progress toward end of Project Period goal.  Maximum 2,500 characters</i>

<p><b>Evaluative Measure 3:</b> Based on surveys administered to health center representatives at trainings, how well will health center representative report that the training/technical assistance met the stated objectives?</p>	<p><b>Goal:</b> <i>End of Project Period goal.</i></p>	<p><i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i></p>
	<p><b>Progress Reported in FY 2015:</b></p>	<p><i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i></p>
	<p><b>Current Value:</b></p>	<p><i>Provide value between 1.00 and 4.00 based on cumulative survey feedback since July 1, 2014 to date.</i></p>
	<p><b>Narrative Progress Towards Goal:</b></p>	<p><i>Provide narrative details of progress toward end of Project Period goal.</i></p> <p><i>Maximum 2,500 characters</i></p>
<p><b>Evaluative Measure 4:</b> Based on surveys administered to health center representatives at trainings, how likely will health center representatives be to apply information from the training/technical assistance in their Health Center Programs/organizations?</p>	<p><b>Goal:</b> <i>End of Project Period goal.</i></p>	<p><i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i></p>
	<p><b>Progress Reported in FY 2015:</b></p>	<p><i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i></p>

	<b>Current Value:</b>	<i>Provide value between 1.00 and 4.00 based on cumulative survey feedback since July 1, 2014 to date.</i>
	<b>Narrative Progress Towards Goal:</b>	<i>Provide narrative details of progress toward end of Project Period goal.  Maximum 2,500 characters</i>
<p><b>Expected Impact: Describe the ultimate outcome (expected impact) of all activities under this focus area.</b></p> <p>Special population health centers will develop and implement a strategy to support recruitment and retention efforts of qualified health center managers, providers, staff, and board members.</p> <p><i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i></p>		
<p><b>Expected Impact Progress Narrative:</b></p> <p><i>Provide narrative details of cumulative progress toward Expected Impact.</i></p> <p><i>Maximum 2,500 characters</i></p>		