



FY 2017 State and Regional Primary Care Association (PCA): Sample Project Work Plan

Instructions for Completing the Project Work Plan

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

While the Goal Targets must be goals that will be achieved by the end of the three-year proposed project period, only include 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 PCA funding.

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

Sample PCA Project Work Plan

Focus Area: Access to Care			
Goal 1: Increase the number of patients receiving care in health centers, including special and vulnerable populations			
Baseline Data: 445,780			
Baseline Narrative: The number of health center patients in the state has risen steadily in previous years but current usage data shows a slowing in the rate of increase to 5% per year due to an influx of new health care access options that compete with health centers, as well as primary care provider shortages resulting from ongoing challenges with recruitment and retention.			
Goal Target: 550,000			
Impact Narrative: The organization will develop a training and technical assistance strategy focused on expanding capacity through workforce development and addressing the unique access needs of special and vulnerable populations in the state with the goal of increasing the number of new patients approximately 8% per year.			
Key Factors:			
Restricting:	The largest medical training facility in the state closed, reducing the number of providers in the most heavily populated area of the state and negatively impacting the capacity of health centers to meet patient demand.		
Contributing:	Development and implementation of performance-based evaluation plans have helped retain providers at several health centers in the state.		
Formal T/TA Session Target: 23 sessions by the end of the project period			
Participation Target: 350 health center staff participants by the end of the project period			
Activity Area 1: Build workforce recruitment, retention, and development			
Activity 1: Deliver quarterly workforce development trainings focused on enhancing health centers' ability to utilize promising practices in recruitment and retention.			
Person or Group Responsible	Time Frame	Expected Outcome	Comments
R. Doe, Program Lead	July 1, 2017 – June 30, 2018	At least 50% of health centers will participate in	At least two trainings will be delivered entirely remotely. In-



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		trainings and gain access to recruitment and retention promising practices.	person trainings will also have remote access options.
Activity 2: Maintain a webpage on PCA website dedicated to posting available opportunities in the state as well as professional development and training opportunities (e.g., National Health Service Corps).			
Person or Group Responsible	Time Frame	Expected Outcome	Comments
M. Williams, Workforce Development Specialist	September 1, 2017 – June 30, 2018	Health centers will have access to a webpage that highlights career and training opportunities, resulting in increased recruitment of candidates committed to the populations health centers serve.	
Activity Area 2: Improve access to care for special and vulnerable populations			
Activity 1: Deliver two trainings to health centers focused on providing services to the large number of migratory and seasonal agricultural workers in the state.			
Person or Group Responsible	Time Frame	Expected Outcome	Comments
H. Black, Program Coordinator	January 2017 and February 2018	Health centers will develop a targeted plan for outreach to migratory and seasonal agricultural workers in their service areas, including language specific materials. The trainings will also address in detail the specific needs of the population.	Tools developed by National Training and Technical Assistance Cooperative Agreements focused on migratory and seasonal agricultural workers will be shared with training participants.
Activity 2: Conduct a needs assessment among health centers in the state on the need for training on serving the growing number of veterans in the state.			
Person or Group Responsible	Time Frame	Expected Outcome	Comments
R. Doe, Program Lead	January 1, 2018 – June 30, 2018	The results of the needs assessment will be used to develop a training strategy for health centers serving veterans.	The training strategy will be implemented in Year 2 of the project period with the aim of increasing health center participation in veterans' programs, awareness of serving veterans, and the number of veterans accessing care at health centers.