**WORK PLAN**
**Best Practices Committee:**
**September 1, 2023-August 31, 2024**
**Approved: 3-17-2023**

*Status: P = in progress, C = completed, B = barrier, D = delayed (e.g., competing priorities)*

| Activity *(from Logic Model)* | Action Steps | Lead/Others Involved | Timeline *(Start/End)* | Evaluation Method *(how, when)* | Status | Date/Progress Report *(Including result when completed, e.g., report produced)* |
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| Develop and disseminate Best Practice (BP) information | • Work with ASTDD board and committees to develop and update Best Practice Approach Reports (BPAR)<br>• Collect Descriptive Reports for inclusion in BPARs.<br>• Best Practices Committee (BPC) members and select subject matter experts will review Descriptive Report submissions for content and provide feedback to submitters<br>• At least one BPC member will act as a liaison to ASTDD committees developing or updating a BPAR<br>• Guide primary authors to address the "so what" of the BPAR subject matter<br>• Guide primary authors to use plain language and data literacy<br>• Create and/or update one to three BPARs depending on available funding | BPC Consultant & Chair; ASTDD BPC, Data and Communications Committees; ASTDD editor; the National Maternal and Child Health Oral Health Resource Center; CareQuest Institute; and other subject matter experts as determined | 9-1-23 to 8-31-24 | • Number of unique visits to BP website<br>• Number of organizations that participated in the BPAR process.<br>• Number of Descriptive Reports (DRs) submitted<br>• ASTDD members and organizations submit Descriptive Reports<br>• Other organizations provide broader perspective to discussions and ways to leverage additional resources<br>• Number of participants on ASTDD BPAR Spotlight(s)<br>• Upon implementation by ASTDD, review evaluation comments and | P | |

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| | • Include and/or ask subject matter experts from other organizations to participate on BPAR workgroups and BPAR reviews<br>• Advisory workgroups created for each BPAR project to include other organizations and partners to provide a broader perspective to discussions and ways to leverage additional resources<br>• Engage ASTDD Spotlight and other collaborative partner sponsored webinars on updated and new BPARs<br>• Continue to work with ASTDD to develop an evaluation system that focuses on outcomes beyond simply effort measures (counting) dependent on available funding | | | employ agreed upon actions in response | | |
| Promote the availability and use of Best Practices | • BPC communicates with state/territorial dental directors (STDDs), inviting/encouraging them to present best/promising practices (based on Descriptive Reports) at National Oral Health Conference (NOHC) or via other communication modes | BPC Consultant, BPC Chair; BPC Committee Members; ASTDD Communications Committee; ASTDD Committee Members; state/territorial dental directors/Program Managers | 9-1-23 to 8-31-24 | • Number of presentations such as webinars, NOHC and/or ASTDD Spotlights<br>• Feedback on presentations<br>• Completion/ submission of Descriptive Reports<br>• BPC members, ASTDD Executive Director, and | P | |

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| | • New and updated BPARs posted to ASTDD website<br>• Descriptive Reports collected and posted to ASTDD website<br>• Use of ASTDD Communication Plan for BPARs<br>• Collaborate with Communications Committee to showcase new and updated BPARs via ASTDD Spotlight, webinars sponsored by collaborative partners and social media | | | others share information they hear regarding reference to and/or use of BPARs | | |
| Build capacity for developing and implementing Best Practices | • Communicate with other ASTDD committees regularly regarding need to update and/or create new BPARs<br>• BPC members volunteer to be liaisons to ASTDD advisory workgroups for BPARs<br>• Build a technical and fiscal support network with partners to assist the BPC with updating and developing BPARs<br>• Review and update Best Practices tools based on input from end users<br>• Provide technical assistance to those developing/updating BPARs | BPC Consultant; BPC Chair; BPC Committee Members; ASTDD Committee Members; and subject matter experts | 9-1-23 to 8-31-24 | • Number of unique visits to BP website<br>• Upon implementation by ASTDD, responses to evaluation questions linked to BPARs will be reviewed | P | |

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| Develop and maintain Best Practices tools, resources | • Continue to review Best Practices webpage to ensure a user-friendly interface for those looking for BP information<br>• Encourage collaborating oral health stakeholders to link ASTDD Best Practices to their website as appropriate, including request for data tracking. | BPC consultant; BPC chair; BPC committee; ASTDD committees; input from others involved in the Best Practices process | 9-1-23 to 8-31-24 | • Members and others visit BP webpages to inform their work | P | . |