**WORK PLAN**  
Best Practices Committee:  
September 1, 2018-August 31, 2019  
Approved: 9-25-18

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

<table>
<thead>
<tr>
<th>Activity (from Logic Model)</th>
<th>Action Steps</th>
<th>Lead/Others Involved</th>
<th>Timeline (Start/End)</th>
<th>Evaluation Method (how, when)</th>
<th>Status</th>
<th>Date/Progress Report (Including result when completed, e.g., report produced)</th>
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| Develop and Disseminate Best Practice Information | • Work with ASTDD committees to develop and update Best Practice Approach Reports (BPAR)  
• Collect examples of successful practices  
• Update or archive state activity submissions that are more than five years old  
• At least one Best Practices Committee (BPC) member will act as a liaison to ASTDD committees developing or updating a BPAR  
• Update BPAR and Submissions:  
  1) Access to Care: Workforce Development BPAR  
  2) Perinatal Oral | BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Committee Members (State Development and Enhancement Committee (SDEC); the National Maternal and Child Health Oral Health Resource Center; other subject matter experts as determined | 9-1-2018 to 8-31-19 | • ASTDD annual member survey  
• Number of hits on Best Practice (BP) website  
• State activity submissions (SAS) are updated or archived when they are more than five years old  
• Number of Descriptive Reports (DRs) submitted  
• Members use research and best practices criteria and documents to guide decisions about programs and policies and submit state practices and success stories  
• Other organizations | P |
| Promotion and Use of Best Practices | **Health BPAR**  
- New BPAR:  
  1) State Oral Health Programs and Collaborative Partnerships BPAR  
- Include and/or ask subject matter experts from other organizations participate on BPAR workgroups and BPAR reviews  
- Workgroups created for each BPAR project |  
**Promotion and Use of Best Practices**  
- BPC communicates with state dental directors (SDDs) inviting/encouraging them to present best/promising practices at National Oral Health Conference (NOHC) or other conferences or via webinars and ASTDD coffee breaks  
- New BPARs are posted to ASTDD website  
- New state examples of successful practices collected and posted to ASTDD website  
- Use ASTDD Communication Plan |  
**BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Committee Members, SDDs/Program Managers, ASTDD evaluation consultant** |  
**9-1-18 to 8-31-19** |  
- Number of presentations such as webinars and/or coffee breaks  
- Feedback on presentations  
- Completion/submission of Best Practices tracking forms |  
**P** |
Capacity Building for Developing and Implementing Best Practices

- Communicate with other ASTDD committees regularly regarding need to update and/or create new BPARs
- BPC members volunteer to be liaisons to ASTDD committees working on BPARs
- Build a technical support network such as, Dental Public Health Residency Programs to assist the BPC with updating and developing BPARs.
- Provide scope of work document for primary authors
- Review and update Best Practices tools based on input from end-users
- Provide technical assistance to those developing/updating

BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Committee Members

BPC consultant, BPC chair, BPC committee, Dental Public Health Resources Committee, State Development and Enhancement Committee, subject matter experts

9-1-18 to 8-31-19

- Number of hits on BP website
- ASTDD annual member survey
- State oral health programs use lessons learned and success stories to improve their own skills and programs
- DPH residency programs collaborate with ASTDD on projects

Date: August 2018
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>BPARs</strong></td>
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<tr>
<td>• Involve state oral health programs in using Best Practices criteria to review program activities and policies</td>
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<tr>
<td>• Create Dental Public Health (DPH) Residency Director Guidance document</td>
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<tr>
<td>• Workgroup formed to work on DPH Residency Director Guidance document</td>
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<td><strong>Best Practices Tools, Resources</strong></td>
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<td>• Continue to review Best Practices webpage to insure a user-friendly interface for those looking for Best Practice information</td>
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<td>• Create BPAR Template Guidance</td>
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<td>• Guide primary authors to address the “so what” of the BPAR subject matter</td>
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<td>• Guide primary authors to use plain language and data literacy</td>
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<td><strong>BPC consultant, BPC chair, BPC committee, Dental Public Health Resources Committee, State Development and Enhancement Committee, input from others involved in the Best Practices process</strong></td>
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<td>9-1-17 to 8-31-18</td>
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<td>• Members find it easier to understand and use the Best Practices process and website and submissions increase</td>
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<td>• Evaluations from those working on Best Practices projects have positive feedback</td>
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<td>• Primary authors find BPAR Template more user friendly</td>
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<td>• BPARs are a practical and usable end product</td>
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