## WORK PLAN
Best Practices Committee:
September 1, 2022-August 31, 2023
Approved: September 2022

**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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</table>
| Develop and disseminate Best Practice (BP) information | • Work with ASTDD committees to develop and update Best Practice Approach Reports (BPAR)  
• Collect Descriptive Reports for inclusion in BPARs  
• BPC members and select subject matter experts will review successful practice submissions for content and provide feedback to submitters  
• At least one Best Practices Committee (BPC) member will act as a liaison to ASTDD committees developing or updating a BPAR  
• Update one to three BPARs:  
  1) Include and/or ask subject matter experts from other organizations to participate on BPAR workgroups and BPAR reviews | 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 | 9-1-22 to 8-31-23 | • Number of hits on BP website  
• Number of organizations that participated in the BPAR process  
• Number of Descriptive Reports (DRs) submitted  
• ASTDD members and organizations submit Descriptive Reports  
• Other organizations provide broader perspective to discussions and ways to leverage additional resources  
• Number of participants on ASTDD BPAR Spotlight(s) | P |  |

**Date:** 9/2022
| Promote the availability and use of Best Practices | BPC communicates with state/territorial dental directors (STDDs) inviting/encouraging them to present best/promising practices 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 | 9-1-22 to 8-31-23 | • Number of presentations such as webinars, NOHC and/or ASTDD Spotlights  
• Feedback on presentations  
• Completion/submission of descriptive reports  
• BPC members, ASTDD Executive Director and others share information they hear regarding reference to and/or use of BPARs | P |
| Build capacity for developing and implementing Best Practices | Communicate with other ASTDD committees regularly regarding need to update and/or create new BPARs | BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Committee | 9-1-22 to 8-31-23 | • Number of hits on BP website  
• Responses to evaluation | P |

Date: 9/2022
| Develop and maintain Best Practices Tools, Resources | BPC members volunteer to be liaisons to ASTDD advisory workgroups for BPARs | Build a technical support network with partners 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 BPARs | Develop link to evaluation questions for new and updated BPARs | Members, subject matter experts | questions linked to BPARs | 9-1-22 to 8-31-23 | • Members find it easier to understand the BP process | • Members and others visit BP webpages to inform their work | • Evaluations from those working on BP projects have positive feedback | • States/territories/organizations find Descriptive Report Form more user friendly | Date: 9/2022 |