

**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)*

<b>Activity (from Logic Model)</b>	<b>Action Steps</b>	<b>Lead/Others Involved</b>	<b>Timeline (Start/End)</b>	<b>Evaluation Method (how, when)</b>	<b>Status</b>	<b>Date/Progress Report (Including result when completed, e.g., report produced)</b>
Develop and disseminate Best Practice (BP) information	<ul style="list-style-type: none"> <li>• Work with ASTDD committees to develop and update Best Practice Approach Reports (BPAR)</li> <li>• Collect Descriptive Reports for inclusion in BPARs</li> <li>• BPC members and select subject matter experts will review successful practice submissions for content and provide feedback to submitters</li> <li>• At least one Best Practices Committee (BPC) member will act as a liaison to ASTDD committees developing or updating a BPAR</li> <li>• Update one to three BPARs:               <ol style="list-style-type: none"> <li>1) Include and/or ask subject matter experts from other organizations to participate on BPAR workgroups and BPAR reviews</li> </ol> </li> </ul>	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	<ul style="list-style-type: none"> <li>• Number of hits on BP website</li> <li>• Number of organizations that participated in the BPAR process</li> <li>• Number of Descriptive Reports (DRs) submitted</li> <li>• ASTDD members and organizations submit Descriptive Reports</li> <li>• Other organizations provide broader perspective to discussions and ways to leverage additional resources</li> <li>• Number of participants on ASTDD BPAR Spotlight(s)</li> </ul>	P	

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	<ul style="list-style-type: none"> <li>• 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</li> <li>• Do ASTDD Spotlight on updated and new BPARs</li> </ul>					
Promote the availability and use of Best Practices	<ul style="list-style-type: none"> <li>• 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</li> <li>• New and updated BPARs posted to ASTDD website</li> <li>• Descriptive reports collected and posted to ASTDD website</li> <li>• Use of ASTDD Communication Plan for BPARs</li> <li>• Collaborate with Communications Committee to showcase new and updated BPARs via ASTDD Spotlight</li> </ul>	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	<ul style="list-style-type: none"> <li>• Number of presentations such as webinars, NOHC and/or ASTDD Spotlights</li> <li>• Feedback on presentations</li> <li>• Completion/ submission of descriptive reports</li> <li>• BPC members, ASTDD Executive Director and others share information they hear regarding reference to and/or use of BPARs</li> </ul>	P	
Build capacity for developing and implementing Best Practices	<ul style="list-style-type: none"> <li>• Communicate with other ASTDD committees regularly regarding need to update and/or create new BPARs</li> </ul>	BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Committee	9-1-22 to 8-31-23	<ul style="list-style-type: none"> <li>• Number of hits on BP website</li> <li>• Responses to evaluation</li> </ul>	P	

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	<ul style="list-style-type: none"> <li>• BPC members volunteer to be liaisons to ASTDD advisory workgroups for BPARs</li> <li>• Build a technical support network with partners to assist the BPC with updating and developing BPARs.</li> <li>• Provide scope of work document for primary authors</li> <li>• Review and update Best Practices tools based on input from end- users</li> <li>• Provide technical assistance to those developing/updating BPARs</li> <li>• Develop link to evaluation questions for new and updated BPARs</li> </ul>	Members, subject matter experts		questions linked to BPARs		
Develop and maintain Best Practices Tools, Resources	<ul style="list-style-type: none"> <li>• Continue to review Best Practices webpage to ensure a user- friendly interface for those looking for BP information</li> <li>• Archive state activity submissions that are more than five years old</li> <li>• Update Descriptive Report Form</li> <li>• Guide primary authors to address the “so what” of the BPAR subject matter</li> <li>• Guide primary authors to use plain language and data literacy</li> </ul>	BPC consultant, BPC chair, BPC committee, ASTDD committees, input from others involved in the Best Practices process	9-1-22 to 8-31-23	<ul style="list-style-type: none"> <li>• Members find it easier to understand the BP process</li> <li>• Members and others visit BP webpages to inform their work</li> <li>• Evaluations from those working on BP projects have positive feedback</li> <li>• States/territories/ organizations find Descriptive Report Form more user friendly</li> </ul>		

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