

**WORK PLAN**  
**Best Practices Committee:**  
**September 1, 2021-August 31, 2022**  
**Approved: 9-15-2021**

*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)
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 examples of successful practices</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 BPAR and Submissions:               <ol style="list-style-type: none"> <li>1) State Oral Health Plans and Collaborative Planning (new title: State Oral Health Improvement Plans)</li> <li>2) School-Based Dental Sealant Programs</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	9-1-21 to 8-31-22	<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>• Members use research and BP criteria and documents to guide programmatic planning decisions and policies and submit state practices and success stories</li> <li>• Other organizations provide broader perspective to discussions and ways to leverage additional</li> </ul>	P	

Date: 9/9/2021

	<p>(will have a new title yet to be determined)</p> <ul style="list-style-type: none"> <li>• New BPAR: <ol style="list-style-type: none"> <li>1) Data Dissemination BPAR</li> <li>2) Teledentistry BPAR</li> </ol> </li> <li>• Include and/or ask subject matter experts from other organizations to participate on BPAR workgroups and BPAR reviews</li> <li>• 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>• BPARs to include an Executive Summary at the beginning of the narrative</li> <li>• Do ASTDD Spotlight on updated and/or new BPARs</li> </ul>			<p>resources</p> <ul style="list-style-type: none"> <li>• Number of participants on ASTDD Spotlight</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> </ul>	BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Communications Committee, ASTDD Committee Members,	9-1-21 to 8-31-22	<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 Best Practices forms</li> </ul>	P	

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	<ul style="list-style-type: none"> <li>• New BPARs are posted to ASTDD website</li> <li>• New state examples of successful practices collected and posted to ASTDD website</li> <li>• Use ASTDD Communication Plan for BPARs</li> <li>• Collaborate with Communications Committee to showcase new BPARs via ASTDD Spotlight</li> </ul>	STDDs/Program Managers		<ul style="list-style-type: none"> <li>• BPC members, ASTDD Executive Director and others share information they hear regarding reference to and/or use of BPARs</li> </ul>		
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> <li>• BPC members volunteer to be liaisons to ASTDD committees working on BPARs</li> <li>• Build a technical support network such as, Dental Public Health Residency Programs 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> </ul>	BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Committee Members, subject matter experts, dental public health residency directors and dental public health residents	9-1-21 to 8-31-22	<ul style="list-style-type: none"> <li>• Number of hits on BP website</li> <li>• State and territorial oral health programs use lessons learned and success stories to guide program planning and decision making</li> <li>• DPH residency programs collaborate with ASTDD on projects</li> </ul>	P	

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	<ul style="list-style-type: none"> <li>• Involve state/territorial oral health programs in using BP criteria to review program activities and policies</li> <li>• Use of Dental Public Health (DPH) Residency Director Guidance document</li> <li>• Use of DPH resident/primary author guidance</li> </ul>					
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>• Update or archive state activity submissions that are more than five years old</li> <li>• Update Descriptive Report Form and BPAR Template to align with new ASTDD branding guidance</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	9-1-21 to 8-31-22	<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>		