

WORK PLAN
Best Practices Committee:
September 1, 2019-August 31, 2020
Approved: 10-2-2019

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"> • 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: <ol style="list-style-type: none"> 1) Perinatal Oral Health BPAR • Complete BPAR: <ol style="list-style-type: none"> 1) State Oral Health Programs and Collaborative Partnerships BPAR • New BPAR: <ol style="list-style-type: none"> 1) Data Dissemination BPAR 	BPC Consultant & Chair; ASTDD BPC, Data and Communications Committees; the National Maternal and Child Health Oral Health Resource Center; and other subject matter experts as determined	9-1-2019 to 8-31-20	<ul style="list-style-type: none"> • ASTDD annual member survey • Number of hits on BP website • State/territorial activity submissions (STAS) are updated or archived when they are more than five years old • Number of Descriptive Reports (DRs) submitted • Members use research and BP criteria and documents to guide programmatic planning decisions and policies and submit state practices and success stories • Other 	P	

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	<ul style="list-style-type: none"> • Include and/or ask subject matter experts from other organizations to participate on BPAR workgroups and BPAR reviews • Workgroups created for each BPAR project • BPARs will now include an Executive Summary at the beginning of the narrative 			organizations provide broader perspective to discussions and ways to leverage additional resources		
Promotion and Use of Best Practices	<ul style="list-style-type: none"> • BPC communicates with state/territorial dental directors (STDDs) 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 for BPARs • Collaborate with Communications Committee to develop “marketing plan” for new BPARs 	BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Communications Committee, ASTDD Committee Members, STDDs/Program Managers, ASTDD evaluation consultant	9-1-19 to 8-31-20	<ul style="list-style-type: none"> • Number of presentations such as webinars and/or coffee breaks • Feedback on presentations • Completion/ submission of Best Practices forms 	P	
Capacity Building for	<ul style="list-style-type: none"> • Communicate with other 	BPC Consultant,	9-1-19 to	<ul style="list-style-type: none"> • Number of hits on 	P	

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<p>Developing and Implementing Best Practices</p>	<p>ASTDD committees regularly regarding need to update and/or create new BPARs</p> <ul style="list-style-type: none"> • 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 BPARs • Involve state/territorial oral health programs in using BP criteria to review program activities and policies • Use of Dental Public Health (DPH) Residency Director Guidance document • Use of DPH resident/primary author guidance 	<p>BPC Chair, BPC Committee Members, ASTDD Committee Members, subject matter experts, dental public health residency directors and dental public health residents</p>	<p>8-31-20</p>	<p>BP website</p> <ul style="list-style-type: none"> • ASTDD annual member survey • State and territorial oral health programs use lessons learned and success stories to guide program planning and decision making • DPH residency programs collaborate with ASTDD on projects 		
<p>Best Practices Tools, Resources</p>	<ul style="list-style-type: none"> • Continue to review Best Practices webpage to ensure a user- friendly 	<p>BPC consultant, BPC chair, BPC committee,</p>	<p>9-1-19 to 8-31-20</p>	<ul style="list-style-type: none"> • Members find it easier to understand and 		

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	<p>interface for those looking for BP information</p> <ul style="list-style-type: none"> • Create BPAR Template Guidance • Guide primary authors to address the “so what” of the BPAR subject matter • Guide primary authors to use plain language and data literacy 	<p>ASTDD evaluation consultants, ASTDD committees, input from others involved in the Best Practices process</p>		<p>use the BP process and website with outcome being increase in submissions</p> <ul style="list-style-type: none"> • Evaluations from those working on BP projects have positive feedback • Primary authors find BPAR Template more user friendly • BPARs are a practical and usable product 		
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