

WORK PLAN
Best Practices Committee:
September 1, 2020-August 31, 2021
Approved: October 2020

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) State Oral Health Plans and Collaborative Planning BPAR 2) Oral Health of Children, Adolescents and Adults with Special Health Care Needs 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	9-1-20 to 8-31-21	<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	

Date: 9/29/2020

	<ul style="list-style-type: none"> • New BPAR: 1) Data Dissemination BPAR • 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 to include an Executive Summary at the beginning of the narrative • Do ASTDD Spotlight on updated and/or new BPARs 			<p>organizations provide broader perspective to discussions and ways to leverage additional resources</p> <ul style="list-style-type: none"> • Number of participants on ASTDD Spotlight 		
Promote the availability 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 • 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 	BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Communications Committee, ASTDD Committee Members, STDDs/Program Managers, ASTDD evaluation consultant	9-1-20 to 8-31-21	<ul style="list-style-type: none"> • Number of presentations such as webinars and/or ASTDD Spotlights • Feedback on presentations • Completion/ submission of Best Practices forms 	P	

	Committee to develop "marketing plan" for new BPARs					
Build capacity for Developing and Implementing Best Practices	<ul style="list-style-type: none"> • 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 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 	BPC Consultant, BPC Chair, BPC Committee Members, ASTDD Committee Members, subject matter experts, dental public health residency directors and dental public health residents	9-1-20 to 8-31-21	<ul style="list-style-type: none"> • Number of hits on BP website • 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	

	guidance					
Develop and maintain Best Practices Tools, Resources	<ul style="list-style-type: none"> • Continue to review Best Practices webpage to ensure a user- friendly interface for those looking for BP information • 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 	BPC consultant, BPC chair, BPC committee, ASTDD evaluation consultants, ASTDD committees, input from others involved in the Best Practices process	9-1-20 to 8-31-21	<ul style="list-style-type: none"> • 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 • Primary authors find BPAR Template more user friendly • BPARs are a practical and usable product 		