

WORK PLAN
DATA AND SURVEILLANCE COMMITTEE
September 1, 2018 to August 31, 2019
Approved September 20, 2018

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)
OMB Clearance for BSS and Synopses	Prepare OMB package for BSS and Synopses questionnaire.	Kathy Phipps	12/18	OMB approval of BSS and Synopses.	P	
Develop tools and provide technical assistance to states to assist them in collecting and using oral health surveillance data	Update or include links to state oral health survey reports as they become available	Kathy Phipps Chris Wood Dean Perkins	Ongoing	ASTDD website includes links to state oral health survey reports	P	
	Review and update oral health surveillance resources developed by ASTDD	Kathy Phipps Mike Manz Data Committee	7/19	Updated resources posted on ASTDD website. Number of "hits" on posted resources.	P	
	Create and implement an annual plan for training/TA/resource development targeted to a) SOHP staff and BSS screeners, b) epidemiologists	Kathy Phipps Mike Manz Data Committee	8/19	Training/TA/resource plan; resources posted; trainings list with topic, format, attendance	P	
	Respond to state requests for TA on oral health needs assessment/surveillance including use of the BSS. Proactively target states that have significant needs. Work with states to complete TA request form.	Kathy Phipps Mike Manz	Ongoing	Provide ongoing technical assistance. Annual evaluation of consultant TA.	P	
	Collect and submit state BSS data to CDC to upload to the oral health data website	Kathy Phipps	Quarterly	Updated state BSS data on CDC oral health data portal website.	P	
	Evaluate feasibility of using state BSS data (and data merged from other sources) to generate county level estimates (small area estimates).	Mike Manz CDC Data Committee Workgroup	9/17 to 8/18	Produce and present short feasibility report. Number of "hits" on posted report.	P	
	Review NOHSS indicators and, if needed, suggest revisions to CSTE	Kathy Phipps Mike Manz Data Committee	12/18	If revisions are necessary, CSTE position statement	P	
	Work with funders & partners to develop a website to house all of the NOHSS indicators for all states (central repository)	Kathy Phipps Data Committee	9/19	NOHSS website	P	
	Assess which CDC-funded states already have current oral health data and inventory and review data documents they already have disseminated.	Kathy Phipps Data Committee Communications Committee	12/18	Inventory of state data and documents		

	Based on assessments, provide TA and conduct informational webinars and facilitated virtual roundtables for states to provide each other feedback on drafts and to create communication plans for their documents.	Kathy Phipps Data Committee Communications Committee	8/19	Summary of TA, webinars and roundtables; state communication plans; drafts of data documents	P	
Assist in the development and implementation of a territorial oral health program infrastructure and capacity needs assessment	Review needs assessment documents, analyze findings and provide oral health surveillance TA if needed	Kathy Phipps Data Committee	9/18	Needs assessment report	P	
Serve as the review and approval body for data collection tools for the State Synopses of Dental Public Health Programs	Review and revise 2018 synopses questionnaire.	Kathy Phipps Data Committee	11/18 to 1/19	Data Committee approves questionnaire. Number of "hits" on posted resource.	P	
	Webinar: How to complete the annual Synopses questionnaire.	Kathy Phipps	1/19	Webinar evaluation questions. Number of states who submitted the questionnaire on time. Number of states whose submitted questionnaires were complete.	P	
	Collect annual Synopses data from states, write reports and submit data to CDC to post on Synopses website.	Kathy Phipps	1/19 to 6/19	Questionnaires collected, data analyzed and reports written/submitted.	P	
	Post and promote the State Synopses reports (state comparison report and the aggregated report) on the ASTDD website and in ASTDD communication vehicles.	Kathy Phipps	6/19	Reports posted.	P	
Provide recommendations and/or support to other ASTDD Committees on data needs, collection and/or sources	Provide ongoing technical assistance to other ASTDD committees	Kathy Phipps Mike Manz	As needed	Committees incorporate comments/recommendations	P	
Serve on committees and make presentations to CDC and others, upon request	Presentations as requested	Kathy Phipps Mike Manz	As needed	Presentation evaluation questions	P	
	Participate in CSTE CD/MCH/OH Committee and Oral Health Subcommittee	Melissa Olson?	As needed	Committees incorporate comments/recommendations	P	
	Submit oral health abstracts to CSTE	Kathy Phipps	12/18	Number of abstracts submitted. Number of abstracts accepted.	P	
Serve as the review and approval body for data collection tools for the biannual salary survey	Biannual salary survey of Dental Directors	Kathy Phipps	12/18	Report reviewed and approved by BOD.	P	
Miscellaneous items	Include information about OH needs	Kathy Phipps	Ongoing	Disseminated OH surveillance	P	

	assessment and surveillance and state related activities in ASTDD communication vehicles, at the NOHC, and in other national and state public health and epidemiology communication vehicles and conferences	Mike Manz		information		
	Update and maintain the Epi listserv for SOHP epidemiologists with bi-annual reminders that ask SOHP directors to report staff change and post questions/topics for discussion	Dean Perkins	Ongoing	EPI listserv with updated with SOHP epidemiologists' contact	P	
	Disseminate OH surveillance update/news using the ASTDD newsletter.	Kathy Phipps Mike Manz	Quarterly	Submit at least one article	P	
	Collect and share success stories from states on how they have developed their state surveillance systems or used their data for program and policy changes	Kathy Phipps Mike Manz	Ongoing		P	
	Provide queries, evaluation questions and reports to determine state needs for or use of data resources	Kathy Phipps	Ongoing	Surveys conducted and summarized	P	
	Assist in the update to the State Oral Health Infrastructure and Capacity report	Kathy Phipps IEP Workgroup	9/18 to 4/19	Report approved by BOD	P	
	Using Synopses data, evaluate progress on the number of states meeting the CSTE OH surveillance system definition	Kathy Phipps	6/19	Increase in number of states meeting CSTE definition	P	
	Participate on the Quality Indicator Advisory Team, an activity of the Center for Oral Health Systems Integration and Improvement administered by the National Maternal and Child Oral Health Resource Center	Kathy Phipps	Ongoing	NA – will be evaluated by the Oral Health Resource Center	P	