

REPORTING PERIOD 1
MARCH 14, 2014- JUNE 30, 2014

I. Work Plan

Activity	Detail	Product
Open Enrollment/Outreach	The PVPC will outreach to non-participating Hampden County communities to join the initiative and utilize the services of the program	A roster of new participating communities
Regional Agreements	PVPC will draft and negotiate an MOU between the participating communities. Additionally, PVPC will negotiate and renew a contract with the Town of Ludlow	Copy of MOU and copy of PVPC/Ludlow contract
Oversight Committee	PVPC will convene members of the Oversight Committee that will include at least one representative from each community	Committee Roster, Committee Agenda and Minutes
Shared Public Health Nurse services	The shared public health nurse will assist with specific public health nursing services including MAVEN reporting as outlined within individual shared nurse scope of services	Copy of individual Shared Nurse scope of services
Hire a Public Health Education Coordinator	PVPC will hire a part-time consultant that will be the Public Health Education Coordinator and will develop individual scope of services	Evidence of hiring and copy of the individual scope of services
Hire a Principal Investigator to conduct a Community Health Assessment	PVPC will hire a consultant that will serve as a Principal Investigator to conduct the Community Health Assessment	Evidence of hiring

II. Deliverables

During the first Reporting Period, the Pioneer Valley Planning Commission will begin the process of implementation of the program. Within 15 days of the close of the Reporting Period, the Pioneer Valley Planning Commission will file a Reporting Period report with EOAF. The report will follow the standard form and will include concrete evidence to show that the following deliverables have been met:

- Copy of MOU's and copy of contract between PVPC and the Town of Ludlow
- Copy of Roster of Oversight Committee members including a copy of the agenda and minutes
- Copy of individual shared nurse scope of services
- Evidence of hiring a Public Health Education Coordinator
- Evidence of hiring a Principal Investigator to conduct Community Health Assessment

III. Reporting

The Reporting Period 1 report must be filed electronically with EOAF by July 15, 2014.

IV. Budget Appropriation

\$27,500 will be disbursed within 15 days after the filing of the Reporting Period 1 report.

V. Outcomes

The Pioneer Valley Planning Commission will develop documentation to show that they are working towards the achievement of the following benchmarks:

- # of communities served within the program and % increase of communities served through the program from 2013 CIC grant period
- # of participants served through the shared nurse and % increase of participants served through the shared nurse from 2013 CIC grant period
- # of partnering community organizations and collaborative public health events held through the Public Health Educator

The Pioneer Valley Planning Commission will report on initial successes related to these outcomes in the final report, due on April 1, 2015. Subsequently, the Pioneer Valley Planning Commission will report on successes related to these outcomes in annual reports, due on July 1, 2016; July 1, 2017; and July 1, 2018.

REPORTING PERIOD 2
JULY 1, 2014- SEPTEMBER 30, 2014

I. Work Plan

Activity	Detail	Product
Oversight Committee meeting	The Oversight Committee will meet at least once during this reporting period	Oversight Committee meeting agenda and minutes
Public health education	The Public Health Education Coordinator will assist with the organization of public health clinics and health fairs and other public health education activities as determined by the individual scope of services	Evidence of public health education events
Community Public Health Assessment	The Principal Investigator will work with participating communities and the PVPC to effectively implement and complete a community public health assessment	Copy of completed health assessment

II. Deliverables

- Copy of Oversight Committee meeting agenda and minutes
- Evidence of public health education events
- Copy of completed community health assessment

During the second Reporting Period, the Pioneer Valley Planning Commission will implement the program. Within 15 days of the close of the Reporting Period, the Pioneer Valley Planning Commission will file a Reporting Period report with EOAF. The report will follow the standard form and will include concrete evidence to show that the following deliverables have been met:

- Copy of the Oversight Committee meeting agenda and minutes
- Copy of evidence of public health education, events, and/or any documents indicating the work of the Public Health Educator
- Copy of the fully completed Public Health Assessment

III. Reporting

The Reporting Period 2 report must be filed electronically with A&F by October 15, 2014.

IV. Budget Appropriation

No budget appropriation will be disbursed after Reporting Period 2.

V. Outcomes

The Pioneer Valley Planning Commission will develop documentation to show that they are working towards the achievement of the following benchmarks:

- # of communities served within the program and % increase of communities served through the program from 2013 CIC grant period
- # of participants served through the shared nurse and % increase of participants served through the shared nurse from 2013 CIC grant period
- # of partnering community organizations and collaborative public health events held through the Public Health Educator

The Pioneer Valley Planning Commission will report on initial successes related to these outcomes in the final report, due on April 1, 2015. Subsequently, the Pioneer Valley Planning Commission will report on successes related to these outcomes in annual reports, due on June 1, 2016; June 1, 2017; and June 1, 2018.

REPORTING PERIOD 3
OCTOBER 1, 2014- December 31, 2014

I. Work Plan

Activity	Detail	Product
Sustainability Plan	PVPC will work with the public health nurse, the Town of Ludlow, and the steering committee to create a plan for sustaining the project	Copy of the sustainability plan
Steering Committee meeting	The Oversight Committee will meet at least one (1) time during this reporting period	Copy of the Oversight Committee meeting agenda and minutes
Governance Structure/By-Laws	The PVPC will work with the town of Ludlow and the Oversight Committee to create a governance structure/by-laws for the program which will be used as a form of an inter-municipal agreement	Copy of the Inter-municipal Agreements

II. Deliverables

During the third Reporting Period, the Pioneer Valley Planning Commission will implement the program. By January 15, 2015, the Pioneer Valley Planning Commission will file an electronic report with EOAF. The report will follow the standard form and will include concrete evidence to show that the following deliverables have been met:

III. Reporting

The Reporting Period 3 report shall be filed by January 15, 2015.

The final project report shall be filed by April 1, 2015.

IV. Budget Appropriation

\$11,000 will be disbursed within 15 days upon the filing of the Reporting Period 3 report.

V. Outcomes:

The Pioneer Valley Planning Commission will develop documentation to show that they are working towards the achievement of the following benchmarks:

- # of communities served within the program and % increase of communities served through the program from 2013 CIC grant period
- # of participants served through the shared nurse and % increase of participants served through the shared nurse from 2013 CIC grant period

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- # of partnering community organizations and collaborative public health events held through the Public Health Educator

The Pioneer Valley Planning Commission will report on initial successes related to these outcomes in the final report, due on April 1, 2015. Subsequently, the Pioneer Valley Planning Commission will report on successes related to these outcomes in annual reports, due on July 1, 2016; July 1, 2017; and July 1, 2017.