



*REVISING WYOMING'S
COMPREHENSIVE CANCER CONTROL PLAN*

The Five “R”’s to Revising Wyoming’s CCC Plan

Step 1: Re-convene *the workgroup*

Step 2: Review *the available information*

Step 3: Reassess *CCC goals and objectives*

Step 4: Recommend *strategies to achieve the objectives*

Step 5: Refine *strategies and determine resources needed*

Revising Wyoming's CCC Plan: An Overview of the Process

Step 1: Re-convene the workgroup

When: Workgroup meeting on August 26, 2009

Major Tasks

- Review process and workbook
- Determine a workgroup leader and a workgroup recorder
- Determine upcoming conference calls

Step 2: Review the available information

When: Workgroup meeting on August 26, 2009

Major Tasks

- Review the existing Wyoming CCC plan section that is related to this workgroup
- Review the handout provided by CCC staff that include pertinent data, information, and progress against the CCC plan
- Identify where information indicates gaps, challenges, & lack of progress

Step 3: Reassess CCC goals and objectives

When: If time permits, start Step 3 at the workgroup meeting on August 26, 2009, and continue Step 3 work on a conference call. Finish reassessment of CCC goals and objectives by September 30, 2009.

Major Tasks

- Review the existing goals and objectives related to this workgroup
- Confirm, modify or remove existing goals and objectives or add new ones

Step 4: Recommend strategies to achieve the objectives

When: By October 30, 2009

Major Tasks

- For each objective (existing, modified or new), identify the strategies that will best address and achieve the objective
- Prioritize each strategy identified according to prioritization criteria

Step 5: Refine strategies and determine resources needed

When: By November 30, 2009

Major Tasks

- Develop a "mini" action plan for each priority strategy:
- The "mini" action plan will provide a starting point for the more detailed planning that will be needed for implementation of the strategy
- Complete all forms and send to CCC staff for discussion at the next CCC Coalition meeting in January 2010!

STEP 1: RE-CONVENE THE WORKGROUP

INSTRUCTIONS

When: Workgroup meeting on August 26, 2009 (This step should take no more than 15 minutes)

Major Tasks

- Review process and workbook
- Determine a workgroup leader and a workgroup recorder
- Determine upcoming conference calls
- Complete the Step 1 Information Form (this can be found on your table)

Suggested Process to Complete the Major Tasks

- Workgroup members introductions - each member shares with the group the following information:
 - *Your name and the organization you are affiliated with*
 - *If you've been involved with the CCC Coalition prior to this and if so, how long and in what ways*
 - *What is your motivation for being involved in the Wyoming CCC coalition and its efforts*
- Workgroup briefly reviews this workbook together:
 - *Take a quick scan of all the information, worksheets, and recording forms included in the workbook*
- Identify someone from the workgroup who is willing to be the workgroup leader. . Workgroup leader roles include:
 - *Facilitating the process as the group works its way through the workbook steps and tasks*
 - *Encouraging the involvement of all workgroup members in the workgroup discussions and decisions*
 - *Assuring workgroup calls are held, developing an agenda prior to the workgroup calls, and facilitating the calls.*
 - *Assuring discussion highlights and decisions are being recorded*
 - *Asking for assistance along the way when needed*
 - *Identifying any issues that warrant being brought to the attention of the Coalition leadership*
- Identify someone from the workgroup who is willing to be the workgroup recorder. Workgroup recorder roles include:
 - *Documenting the major discussion highlights and decisions of the group throughout the steps of the workbook*

- *Assuring discussion highlights and decisions made during the workgroup calls are recorded*
- *Assuring that all forms, worksheets, etc. are filled in and provided electronically to the CCC leadership*
- Determine upcoming conference calls
 - *To accomplish the steps and tasks identified in this workbook, at least three workgroup conference calls will be needed between now and November.*
 - *Take time now to select dates and times in the months of September, October, and November for workgroup conference calls. It is suggested that you keep calls around the same timeframe for each month, (e.g., the second Tuesday of each month)*
 - *The CCC staff will provide you with conference call dial-in information prior to the call.*
- Identify members not present today that you believe would like to, or should be, involved in this workgroup's efforts.
- Complete the Step 1 information form and turn it in to CCC staff today.
- Go to step 2 in the workbook.

STEP 1 INFORMATION FORM

A) Workgroup Members Attending the Meeting Today

<i>Name</i>	<i>Organization</i>	<i>Phone</i>	<i>Email</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B) Workgroup Leader: _____

C) Workgroup Recorder: _____

D) People to Recruit to Join this Workgroup

<i>Name</i>	<i>Organization</i>	<i>Who will contact & ask them to be involved?</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

E) Workgroup Conference Call Dates and Times

September Date of Call _____ Time of Call _____
October Date of Call _____ Time of Call _____
November Date of Call _____ Time of Call _____

Thank you - Please give this sheet to CCC staff today! A copy of this information will be sent back to all members of your workgroup.

STEP 2: REVIEW THE AVAILABLE INFORMATION

INSTRUCTIONS

When: Workgroup meeting on August 26, 2009

Major Tasks

- Review the existing Wyoming CCC plan section that is related to this workgroup.
- Review the handout provided by CCC staff that include pertinent data, information, and progress against the CCC plan.
- Identify where information indicates gaps, challenges, and progress not made.

Suggested Process to Complete the Major Tasks

- As a group, review the information and data provided to you.
- The group should identify any questions they have about the data and information and ask CCC staff and /or health department staff for clarification.
- Using the information provided to you, along with your experience and knowledge to discuss, answer and record decisions for each of the questions on the Step 2 Discussion Form.

STEP 2 DISCUSSION FORM CONTINUED

Look at information such as; the availability of services and health care providers across Wyoming, insurance coverage issues, new or existing policies / laws, etc.

6. Are there gaps in the programs, cancer care services, and or policies that currently exist?

7. Does the data and information indicate any opportunities to develop, promote or encourage research efforts (such as providing or participating in clinical trials)?

MAJOR ISSUES AND OPPORTUNITIES

8. What does the information above tell us are the major issues and opportunities we should address in this section of our revised Cancer Plan?

STEP 3: REASSESS CCC GOALS AND OBJECTIVES

INSTRUCTIONS

When: If time permits, start Step 3 at the workgroup meeting on August 26, 2009, and continue Step 3 work on a conference call. Finish reassessment of CCC goals and objectives by September 30, 2009.

Major Tasks

Utilize the completed Step 2 Discussion Form in order to:

- Review the existing goals and objectives related to this workgroup
- Confirm or modify existing goals and objectives or add a new ones

Suggested Process to Complete the Major Tasks

- Review the GOALS in the section of the existing WY CCC plan that pertain to your workgroup
- Use the completed Step 2 Discussion Form in order to:
 - Review each goal in your section and determine if the goal is still relevant (e.g., a problem still exists that needs to be addressed in the WY CCC plan)
 - Identify if a goal needs to be changed
 - Identify if a goal is should be added
 - Identify if a goal has been accomplished AND no continuing effort is needed in that area
- Document your decisions and rationale regarding GOALS on the Step 3 Form

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- Review the OBJECTIVES for each goal in same section as you reviewed the goals.
- Use the completed Step 2 Discussion Form in order to:
  - Review each objective under each goal and determine if the objective is still relevant (e.g., the objective has not been met and still should be addressed)
  - Identify if an objective needs to be changed
  - Identify if an objective needs to be added
  - Identify if an objective has been met AND no continuing effort is needed in that area
- Document your decisions and rational regarding OBJECTIVES on the Step 3 Form

## STEP 3: REASSESS GOALS AND OBJECTIVES

### HANDOUT

*A quick review of the purpose of goals, objectives, and strategies...*

#### **GOALS**

What major changes do we hope to bring about through our CCC efforts? The answers will establish our **goals**.

Goal Example: Detect cancer at its earliest possible stage.

#### **OBJECTIVES**

What must we accomplish along the way in order to achieve each of the major goals? The answers will establish our **objectives**.

Objective Example: To increase the proportion of all Wyoming women receiving pap smears from 83% to 88% by the end of 2010.

#### **S.M.A.R.T. Objectives**

*When you write objectives that are linked to a goal – they should have the following characteristics:*

- They are **specific**. That is, they tell how much (e.g., 40 %) of what is to be achieved (e.g., what behavior of whom or what outcome) by when (e.g., by 2010)?
- They are **measurable**. Information concerning the objective can be collected, detected, or obtained from records (at least potentially).
- They are **achievable**. Not only are the objectives themselves possible, it is likely that you will be able to do them.
- They are **relevant**. They are linked to the goal.
- They are **timed**. You have developed a timeline (a portion of which is made clear in the objectives) by which they will be achieved.

#### **STRATEGIES**

How will we go about achieving each of these objectives? These become our **strategies**. There may be multiple strategies for each objective.

Strategy Example: We will promote cervical cancer screening to all Wyoming women by sending a personal letter from the health department within the next six months.

### STEP 3 DISCUSSION FORM

#### **GOALS**

- List the GOALS that are in the WY CCC plan section you are reviewing that are still relevant and that you recommend should stay the **same**:
  - 
  - 
  - 
  - 
  -
  
- List any GOALS you are recommending to be **changed** :
  - Current goal wording:
  - Recommended change to goal wording:
  - Rationale for change:
  
  - Current goal wording: ~~~~~
  - Recommended change to goal wording:
  - Rationale for change:
  
- List any GOALS you are recommending to be **added**:
  - Recommended new goal:
  - Rationale for adding this goal:
  
  - Recommended new goal: ~~~~~
  - Rationale for adding this goal:

### STEP 3 DISCUSSION FORM CONTINUED

- List any GOALS you are recommending be **removed** from the plan because it has been accomplished AND no continuing effort is needed in that area:

- Goal to remove from plan:

- Rational for removal:

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- Goal to remove from plan:

- Rational for removal:

STEP 3 DISCUSSION FORM CONTINUED

OBJECTIVES

- For each goal in your section, list the OBJECTIVES that are still relevant and that you recommend should stay the **same**:

GOAL (# and stated goal) _____

OBJECTIVES (# and stated objective)

GOAL (# and stated goal) _____

OBJECTIVES (# and stated objective)

GOAL (# and stated goal) _____

OBJECTIVES (# and stated objective)

GOAL (# and stated goal) _____

OBJECTIVES (# and stated objective)

STEP 3 DISCUSSION FORM CONTINUED

- List any OBJECTIVE you are recommending to be **changed** in the plan:

Identify the GOAL # and OBJECTIVE # _____

- Current objective wording:

- Recommended change to objective wording:

- Rationale for change:

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Identify the GOAL # and OBJECTIVE # \_\_\_\_\_

- Current objective wording:
  
- Recommended change to objective wording:
  
- Rationale for change:

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Identify the GOAL # and OBJECTIVE # _____

- Current objective wording:

- Recommended change to objective wording:

- Rationale for change:

STEP 3 DISCUSSION FORM CONTINUED

- List any OBJECTIVES you are recommending to be **added** to the plan:

Add objective to GOAL # _____

- Recommended new objective:

- Rationale for adding this objective:

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Add objective to GOAL # \_\_\_\_\_

- Recommended new objective:
  
- Rationale for adding this objective:

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Add objective to GOAL # _____

- Recommended new objective:

- Rationale for adding this objective:

STEP 3 DISCUSSION FORM CONTINUED

- List any objectives you are recommending be **removed** from the plan because it has been accomplished AND no continuing effort is needed in that area:

Objective to remove from plan (GOAL# and OBJECTIVE#) _____

- Rational for removal:

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Objective to remove from plan (GOAL# and OBJECTIVE#) \_\_\_\_\_

- Rational for removal:

~~~~~

Objective to remove from plan (GOAL# and OBJECTIVE#) _____

- Rational for removal:

STEP 4: RECOMMEND STRATEGIES

INSTRUCTIONS

When: By October 30, 2009

Major Tasks

- Part 1: For each objective (existing, modified or new), identify the strategies that will best address and achieve the objective
- Part 2: Prioritize each strategy identified according to prioritization criteria

Part 1: Suggested Process to Complete the Major Tasks

- Once you have re-confirmed your goals and objectives, identifying the strategies to achieve them is the next step. As a reminder:
 - A strategy is a way of describing how you are going to get things done. It is less specific than an action plan (which tells the detailed steps to get something done); instead, it tries to broadly answer the question, "How do we get there from here?"
 - Often, in order for an objective to be achieved you'll need several different strategies--providing information, enhancing support, removing barriers, providing resources, etc.
 - Strategies should also be based on research or proven practices. This helps increase the chance for the strategy to work.
- Get ideas for strategies that are evidenced based. Three excellent resources that identify cancer prevention and control evidenced based strategies are:
 - The Community Guide: Contains recommendations for population-based strategies. <http://www.thecommunityguide.org/index.html>
 - The Guide to Clinical Preventive Services: Contains recommendations on clinical strategies. <http://www.ahrq.gov/clinic/prevenix.htm>
 - Research-tested Intervention Programs (RTIPs): Identifies research tested cancer control programs. <http://rtips.cancer.gov/rtips/index.do>
- As you begin to identify strategies for your goals and objectives, your workgroup should ask and discuss the following questions:
 - What strategies have we used and have worked well? *Identify these strategies on STEP 4 STRATEGY FORM - Strategies to Keep*
 - Can we enhance or expand the strategies that are working well? *Identify these strategies on STEP 4 STRATEGY FORM - Strategies to Enhance or Expand*

- What strategies have we or others tried in the past, but did not work well? What were the challenges and issues? Is this something that we should try again with modifications, or should we try something else? *Identify these strategies on STEP 4 STRATEGY FORM - Strategies to Remove from Plan and Stop Activities Stop or Strategies to Revise*

- What new strategies should be considered? *Identify these strategies on STEP 4 STRATEGY FORM - Strategies to Add*

STEP 4 STRATEGY FORM

GOAL # _____

OBJECTIVE(S) # _____

Strategies to Keep: *(Identify #)*

Strategies to Enhance or Expand: *(Identify #)*

Strategies to Remove from Plan and Stop Activities: *(Identify #)*

Strategies to Revise: *(Identify #)*

Strategies to Add: *(Provide a Brief Description)*

GOAL # _____

OBJECTIVE(S) # _____

Strategies to Keep: *(Identify #)*

Strategies to Enhance or Expand: *(Identify #)*

Strategies to Remove from Plan and Stop Activities: *(Identify #)*

Strategies to Revise: *(Identify #)*

Strategies to Add: *(Provide a Brief Description)*

STEP 4 STRATEGY FORM CONTINUED

GOAL # _____

OBJECTIVE(S) # _____

Strategies to Keep: *(Identify #)*

Strategies to Enhance or Expand: *(Identify #)*

Strategies to Remove from Plan and Stop Activities: *(Identify #)*

Strategies to Revise: *(Identify #)*

Strategies to Add: *(Provide a Brief Description)*

GOAL # _____

OBJECTIVE(S) # _____

Strategies to Keep: *(Identify #)*

Strategies to Enhance or Expand: *(Identify #)*

Strategies to Remove from Plan and Stop Activities: *(Identify #)*

Strategies to Revise: *(Identify #)*

Strategies to Add: *(Provide a Brief Description)*

STEP 4: RECOMMEND STRATEGIES

INSTRUCTIONS

Part 2: Suggested Process to Complete the Major Tasks

Prioritizing Strategies: The Wyoming Comprehensive Cancer Control plan paints a picture of what is needed to completely and effectively address the cancer burden in the state of Wyoming. Yet, resources, such as time and money are limited. Therefore, it is necessary to prioritize what you think are the most important efforts for your coalition.

- It is important that your workgroup and the whole coalition remember that none of the strategies you have identified will be excluded from the WY CCC plan. They will all be listed. The prioritization process is a necessary method to identify what can be worked on as a coalition FIRST, and then as strategies are completed and if additional resources are obtained, additional strategies can be added to the coalition's work.
- Your workgroup can use the following criteria to discuss and determine your group's priority strategies:
 - Is this a strategy we need to accomplish together? i.e., it is not likely to be achieved without the Wyoming Cancer Coalition's collaboration.
 - Is this a significant area of need? i.e., it represents a burden to Wyoming citizens.
 - Is it likely that people will be willing to work on this over the next 1-2 years?
 - Does it have a reasonable chance for success?
- It is critical to assure that the important crosscutting themes of **access to cancer care** and **reducing health disparities** is evident throughout the Wyoming CCC Plan. Therefore, the following criteria must also be considered when selecting priority strategies:
 - Will this strategy improve access to cancer care?
 - Will this strategy reduce health disparities?If the answer is no,
 - Are there other strategies related to the objective that do?OR
 - Should the strategy be re-written to assure it improves access to cancer care and / or reduces health disparities?
- The group should discuss if it will chose strategies across all goals and objectives, or if it believes that focusing on one goal and a limited number of objectives is desirable.

- The total number of priority strategies selected should range between 3 and 7. This number should reflect the scope and intensity of the strategies.
- It is desirable for your group to reach consensus through a workgroup discussion on the priority strategies. If this does not appear possible, each member should vote for a set number (5-7) strategies. The strategies receiving the most number of votes become the priority strategies.

STEP 4 PRIORITY STRATEGIES FORM

THE PRIORITY STRATEGIES FOR THIS WORKGROUP ARE:

STRATEGY #
Related to GOAL # _____ OBJECTIVE # _____

STRATEGY #
Related to GOAL # _____ OBJECTIVE # _____

STRATEGY #
Related to GOAL # _____ OBJECTIVE # _____

STRATEGY #
Related to GOAL # _____ OBJECTIVE # _____

STRATEGY #
Related to GOAL # _____ OBJECTIVE # _____

STRATEGY #
Related to GOAL # _____ OBJECTIVE # _____

STRATEGY #
Related to GOAL # _____ OBJECTIVE # _____

STEP 5: REFINE STRATEGIES AND DETERMINE RESOURCES NEEDED

INSTRUCTIONS

When: By November 30, 2009

Major Tasks

For each priority strategy,

- Develop a “mini” action plan for each priority strategy:
- The “mini” action plan will provide a starting point for the more detailed planning that will be needed for implementation of the strategy

At the Conclusion of This Step: Please assure that all forms for each step are completed and sent to CCC staff. All workgroup results will be discussed at the next CCC Coalition meeting in January 2010!

THANK YOU FOR YOUR TIME AND COMMITMENT!

Priority Strategy - “Mini” Action Plan

Priority Strategy:

Target Population:

Partnerships Suggested:

Major Tasks Necessary to Implement the Strategy

-
-
-
-

Estimated Resources Needed to Implement the Strategy

Type of Resource / Cost	No, not needed for this strategy	Yes, needed for this strategy	Estimated type / amount / cost <i>Best guesses are okay!</i>
Service delivery costs			
Contracts / consultants			
Personnel			
Materials development & printing			
Media (radio, TV, online)			
Equipment			
Data collection			
Travel & meeting costs			
Other			
Other			

Are there any resources that CCC Coalitions partners are willing to donate for this priority strategy? If so, please indicate the donated resource and the partner:

Priority Strategy - “Mini” Action Plan

Priority Strategy:

Target Population:

Partnerships Suggested:

Major Tasks Necessary to Implement the Strategy

-
-
-
-

Estimated Resources Needed to Implement the Strategy

Type of Resource / Cost	No, not needed for this strategy	Yes, needed for this strategy	Estimated type / amount / cost <i>Best guesses are okay!</i>
Service delivery costs			
Contracts / consultants			
Personnel			
Materials development & printing			
Media (radio, TV, online)			
Equipment			
Data collection			
Travel & meeting costs			
Other			
Other			

Are there any resources that CCC Coalitions partners are willing to donate for this priority strategy? If so, please indicate the donated resource and the partner:

Priority Strategy - “Mini” Action Plan

Priority Strategy:

Target Population:

Partnerships Suggested:

Major Tasks Necessary to Implement the Strategy

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-
-
-

Estimated Resources Needed to Implement the Strategy

Type of Resource / Cost	No, not needed for this strategy	Yes, needed for this strategy	Estimated type / amount / cost <i>Best guesses are okay!</i>
Service delivery costs			
Contracts / consultants			
Personnel			
Materials development & printing			
Media (radio, TV, online)			
Equipment			
Data collection			
Travel & meeting costs			
Other			
Other			

Are there any resources that CCC Coalitions partners are willing to donate for this priority strategy? If so, please indicate the donated resource and the partner:

Priority Strategy - “Mini” Action Plan

Priority Strategy:

Target Population:

Partnerships Suggested:

Major Tasks Necessary to Implement the Strategy

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-
-
-

Estimated Resources Needed to Implement the Strategy

Type of Resource / Cost	No, not needed for this strategy	Yes, needed for this strategy	Estimated type / amount / cost <i>Best guesses are okay!</i>
Service delivery costs			
Contracts / consultants			
Personnel			
Materials development & printing			
Media (radio, TV, online)			
Equipment			
Data collection			
Travel & meeting costs			
Other			
Other			

Are there any resources that CCC Coalitions partners are willing to donate for this priority strategy? If so, please indicate the donated resource and the partner: