

Delaware Public Health Institute

SHIP COALITION ANNUAL REPORT PROCESS

Approvals

- SHIP Steering Committee
 - APPROVED: **May 11, 2015**
- DPHI Board of Directors
 - APPROVED: **May 20, 2015**

Purpose

The purpose of this document is to establish a process for the development of an annual report describing activities of the State Health Improvement Plan (SHIP) Coalition

Responsibilities

- SHIP Coordinator – writes and distributes the annual report timed as a final report under the contract with DPH
- SHIP Steering Committee – reviews draft of annual report
- DPHI Board of Directors – gives final approval of the annual report
- SHIP Strategy Owners – draft section(s) describing their respective accomplishments

Accomplishment tracking

Accomplishments will be tracked by the SHIP Strategy Owners on a tracking form (see Appendix). Updates should be made quarterly and sent to the SHIP Coordinator (DPHI). The quarterly updates will be used to develop the final report.

In order to accomplish this task, Strategy Owners will take responsibility for the following items:

- Establish and maintain a strategy committee that will coordinate execution of the action plan;
- Provide current lists of strategy committee members to the SHIP coordinator (Kyle/DPHI);
- Communicate at least quarterly with the strategy committee via in person meeting, teleconference or other electronic means;
- Ensure, to the extent possible, that input has been received or elicited from stakeholders in all three counties in Delaware;

- Assure the continued engagement of “responsible” partners/parties within their roles in the action plan;
- Report quarterly on progress made by updating the action plan template. Updates must include accomplishments, but can also include revisions to the objectives and actions where necessary/appropriate as experience dictates. Updates should be sent to the SHIP coordinator);
- Participate in ad-hoc strategy owner conference calls to coordinate efforts where possible;
- Attend & participate in the semi-annual SHIP Coalition meetings.

Report Outline

- I. Message from the DPHI Chair and Co-Chair
- II. About DPHI
- III. About SHIP
 - a. History
 - b. Mission
- IV. Infrastructure Accomplishments
 - a. Steering Committee
 - b. Governing Rules/Bylaws
 - c. Website & Resources
- V. Health Assessment
 - a. Process
 - b. Products
- VI. Improvement plan
 - a. Process
 - b. Product
- VII. Action Cycle
 - a. Goal 1
 - i. Strategy 1
 1. Accomplishments
 - b. Goal 2
 - i. Strategy 1
 1. Accomplishment
- VIII. Appendixes
 - a. Steering Committee Members
 - b. Strategy Leads
 - Strategy groups
 - c. Strategy Work Plans
 - d. Governing Rules/Bylaws

Report Timeline

<i>Task</i>	<i>Responsible Party</i>	<i>Finish Date</i>
Collect accomplishments, updates, and activity reports from strategy owners.	- SHIP Coordinator (DPHI) - Strategy owners	10/16/15
Draft annual report, incorporating input from strategy owners, and adhering to the outline provided in this document.	- SHIP Coordinator (DPHI)	11/13/15
Submit report to SHIP Steering Committee for review and approval.	- SHIP Coordinator (DPHI) - SHIP Steering Committee	11/30/15
Submit report to DPHI Board of Directors for final review and approval.	- SHIP Coordinator (DPHI) - DPHI Board of Directors	12/11/15
Finalize & release report	- SHIP Coordinator (DPHI)	12/18/15

Distribution

- Media Release
- DPHI Website
- DPH Website
- Email to Coalition members

State Health Improvement Plan and Progress Report

ACTION PHASE

Date Updated:

This document is being submitted as:

Initial Program Plan Revised Program Plan Interim Report Midyear Progress Report Annual Progress Report

Goal: Mental Health Healthy Behaviors

Strategy:

Description:

Objective SMART format	Activities	Responsible Person or Agency	Timeline	Evaluation Measures	Accomplishments
1.0 Describe	1.1 Describe	1.1 List	1.1 List	1.2 List	1.1 Describe
	1.2 Describe	1.2 List	1.2 List	1.2 List	1.2 Describe
2.0 Describe	2.1 Describe	2.1 List	2.1 List	2.1 List	2.1 Describe

