### Best Practices Committee Workplan

#### 2018

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<thead>
<tr>
<th>AMCHP Program Goal 1</th>
<th>AMCHP will increase the capacity of states/territories to use evidence to drive policy and program design to improve MCH outcomes and health equity.</th>
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**Strategy 1.2** – Increase the capacity of states/territories to use data for action at the community and state levels.

**Committee Task/Actions:**

- Identify, develop, and promote online training sessions/webinars/resources related to CQI, evaluation, and evidence-based practice
  - Identify gaps in existing trainings/webinars/resources on evidence-based practice (**February 2018**)
  - Make recommendations for AMCHP/BPC to develop trainings on areas of identified need (**March 2018**)
  - Assist with design/rough drafts of relevant trainings/content (**April-September 2018**)
  - Promote existing and developed trainings/webinars/resources (**ongoing**)
  - Assist with developing content for an Articulate module overview of AMCHP’s Best Practices and Innovation Station (**ongoing**)
- Review and provide feedback on AMCHP’s draft guidelines to assist states in identifying, implementing, and evaluating evidence-based practices (**August-September 2018**)
- Work with AMCHP’s Communications Team to revise existing Innovation Station content, make suggestions on layout and format, and develop new content and resources as necessary (**ongoing**)
  - Use continuous quality improvement practices to assess efficacy of website content and format and test and assess changes

**Strategy 1.3** – Increase the use of evidence-informed/-based strategies to improve health equity.

**Committee Task/Actions:**

- Conduct biannual reviews of Best Practice submissions (Spring and Fall)
  - **Spring**
    - All members assist with solicitations for Best Practice Submissions (**Middle of January 2018**)
    - Reviewers participate in a reviewer orientation call (**Beginning of February 2018**)
    - Reviewers receive applications (**Beginning of March 2018**)
    - Reviewers review applications (**Beginning of March 2018**)
    - Reviewers participate in application review call (**Beginning of April 2018**)
Fall
- All members assist with solicitations for Best Practice submissions (Beginning of September 2018)
- Reviewers participate in a reviewer orientation call (Beginning of September 2018)
- Reviewers receive submissions (Beginning of October 2018)
- Reviewers review applications (Beginning of October 2018)
- Reviewers participate in application review call (Beginning of November 2018)

- Evaluate Best Practices TA Replication Project applications (January-March 2018)
  - Assist with distribution of RFA (Mid-January 2018)
  - Reviewers participate in a reviewer orientation call (Beginning of February 2018)
  - Reviewers receive applications (March 2018)
  - Reviewers review applications (March 2018)
  - Reviewers participate in application review call (April 2018)

- Engage in continuous quality improvement practices to streamline submission and review materials and processes for Best Practices and Replication Projects
  - Finalize revisions to Best Practices application and Replication Project RFA (January 2018)
  - Have AMCHP staff do final review of revisions and determine any potential challenges (January 2018)
  - Pilot revised Best Practices application and Replication Project RFA (January-February, September-October 2018)
  - Survey applicants who used new application/RFA documents and processes (February-March, October-November 2018)
  - Analyze results of survey (October-November 2018)
  - Make recommendations for revisions/updates to documents/processes based on survey results (November-December 2018)

Program Goal 2-AMCHP will contribute to the development of a flexible, skilled workforce.

Strategy 2.4 – Improve the visibility of best practices in the field of maternal and child health.

Committee Task/Actions:
<table>
<thead>
<tr>
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- Identify ways to promote the Best Practices Committee, Innovation Station resources, and increase Innovation Station submissions and Replication Project applications *(February-November 2018)*
  - Analyze trends among IS submissions and Replication Project applications for past 2+ years to establish a baseline and set goals for increasing submissions *(February-2018)*
  - Work with AMCHP’s Communications team to implement promotion plan and communication strategy *(ongoing)*
  - Collect data on increases in applications/submissions *(by September 2018)*
  - Analyze data and use QI processes to address which aspects of the promotion plan and communication strategy are effective and which need to be changed *(September-October 2018)*
    - Make recommendations and develop an action plan for increasing Innovation Station submissions/Replication Project applications or implementing new strategies to promote Innovation Station and the Best Practices Committee *(October-November 2018)*

- Evaluate award structure to identify if it is meeting intended goals and make changes if necessary *(April-November 2018)*

- Revise existing AMCPH elevator pitch/factsheet on best practices/Best Practices Committee *(ongoing, by September 2018)*

- Use submission scores to determine the annual Best Practices award winners for the AMCHP Conference *(November 2018)*