Reaching People with Disabilities through Healthy Communities:

Community Action Plan (CAP)

Overview: Guidance and Glossary

CAP Guidance:

Policy, system, and environmental (PSE) improvements should seek to increase access and opportunity for healthy eating, physical activity, and prevent tobacco use and exposure for people living with disabilities across community settings – with a **principal focus** on disability inclusion and accessibility. PSEs may also target general disability inclusion and general accessibility improvements. These strategies can specifically target people with disabilities (PWD) exclusively or can target the broader community and be inclusive to a PWD, e.g. the "**Twin Approach**."

Please refer to the below PSE definitions as a reference:

- A **Policy Change** is laws, regulations, rules, protocols, and procedures, designed to guide or influence behavior; can be legislative or organizational in nature; often mandate environmental changes and increase the likelihood that they will be sustainable[1];

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[1] Centers for Disease Control and Prevention. *Community Health Assessment aNd Group Evaluation (CHANGE) Action Guide: Building a Foundation of Knowledge to Prioritize Community Needs*. Atlanta: U.S. Department of Health and Human Services, 2010.

- A **Systems Change** is a change that impacts all elements, including social norms of an organization, institution, or system[1]; and

- An **Environmental Change** is a physical, social, or economic alteration to the environment designed to influence people's practices and behaviors[1].

Goals should consist of the desired PSE improvements you plan to target. These goals can be written to reflect broad, longer-term statements spanning beyond the current project period. For each goal, you may list implementation objectives and action steps to help you achieve the stated goal.

- Goal statements should be broad-based statements reflecting changes you hope to pursue over the long-term.

- Beneath each goal, you will list objectives to help accomplish the broad goal statement. **Objectives should be written in Specific, Measurable, Attainable, Realistic, and Time (SMART) format**.

You may add or decrease rows in the chart as necessary to add space for additional objectives/action steps or delete unused space, respectively.

- The template is designed for three objectives per goal and five action steps per objective. You may not need three objectives or five action steps to achieve the stated goal, or you may need more. Please adjust the chart accordingly for your needs.

If your coalition plans to target more than three goals, please expand your action plan template by copying and pasting the existing sections.

CAP Glossary:

Goal:
A broad-based statement of action you plan to pursue; timeframe can span beyond the project period.

Objective:
A specific activity or achievement that assists in accomplishing the goal; must be written in SMART format in the merged horizontal row within chart.

Action Steps:
A set of specific activities or achievements that assist in accomplishing the objective; does not have to be written in SMART format.

Timeline:
Estimated completion date for stated goal, objective, or action step.

Responsible Party:
Agency or individual responsible for goal, objective, or action step.

Benchmarks/Key Progress:
Proposed products, progress, or outcomes necessary to accomplish the overarching goal.

Evaluation Measures:
Process and outcome activities or achievements that demonstrate accomplishment of stated goal, objective, or action step.

Completion Status:
Current status of the goal, objective, or action step at a given time.

- "Completed": The goal, objective, or action step has been fully completed.

- "In Progress": The goal, objective, or action step has been initiated, but has not been fully completed.

- "Delayed": The goal, objective, or action step has not been initiated or completed as initially planned.

Additional Comments:
Added descriptions, clarifications, or caveats of importance worthy of being noted for goal, objective, or action step.

Barriers Experienced:

Anticipated or unanticipated obstacles or challenges experienced while implementing goal, objective, or action step

Overcoming Barriers:

Activities or techniques used to overcome anticipated or unanticipated obstacles and challenges while implementing goal, objective, or action step.

Targeted Approach:

Targeted approaches include interventions that *specifically* target PWD or a disability group (one option of the Twin Approach).

Population Approach:

Population approaches include interventions that are *inclusive* of PWD (one option of the Twin Approach).

CAP Part 1: Inclusive Community Assessment Summary of Findings

Name of Community: <u>Click here to enter community name</u>

Inclusive Community Assessment Results:

Please enter in a synopsis of your inclusive community assessment results.

CAP Part 2: PSE Goal Implementation

Goal #1: Click here to enter Goal #1 in SMART format

Estimated reach: Please enter the number of people or target population members targeted by this goal

Please explain the rationale for this goal and how it supports your inclusive community assessment results: Click here to enter Goal rationale

PSE focus for this goal:
☐ Healthy Eating
☐ Physical Activity
☐ Tobacco Prevention/Reduction
☐ General Accessibility Improvements
☐ General Inclusion
☐ Other (please explain): Please describe the PSE focus if not one of the above options

Community sector focus for this goal:
☐ Community-at-Large (CAL)
☐ Community Institution/Organization (CIO)
☐ Healthcare
☐ Schools
☐ Worksites

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Objective 1.1 Click here to enter Objective 1.1					
Action Step 1: Enter action step here (row will expand)					

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					
Action Step 5: Enter action step here (row will expand)					
Objective 1.2 Click here to enter Objective 1.2					
Action Step 1: Enter action step here (row will expand)					
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Action Step 5: Enter action step here (row will expand)					
Objective 1.3 Click here to enter Objective 1.3					
Action Step 1: Enter action step here (row will expand)					
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					
Action Step 5: Enter action step here (row will expand)					

Goal #2: Click here to enter Goal #2 in SMART format

Estimated reach: Please enter the number of people or target population members targeted by this goal

Please explain the rationale for this goal and how it supports your inclusive community assessment results: Click here to enter Goal rationale

PSE focus for this goal:
- ☐ Healthy Eating
- ☐ Physical Activity
- ☐ Tobacco Prevention/Reduction
- ☐ General Accessibility Improvements
- ☐ General Inclusion
- ☐ Other (please explain): Please describe the PSE focus if not one of the above options

Community sector focus for this goal:
- ☐ Community-at-Large (CAL)
- ☐ Community Institution/Organization (CIO)
- ☐ Healthcare
- ☐ Schools
- ☐ Worksites

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Objective 2.1 Click here to enter Objective 2.1					
Action Step 1: Enter action step here (row will expand)					

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					
Action Step 5: Enter action step here (row will expand)					
Objective 2.2 Click here to enter Objective 2.2					
Action Step 1: Enter action step here (row will expand)					
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Action Step 5: Enter action step here (row will expand)					
Objective 2.3 Click here to enter Objective 2.3					
Action Step 1: Enter action step here (row will expand)					
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					
Action Step 5: Enter action step here (row will expand)					

Goal #3: Click here to enter Goal #3 in SMART format

Estimated reach: Please enter the number of people or target population members targeted by this goal

Please explain the rationale for this goal and how it supports your inclusive community assessment results: Click here to enter Goal rationale

PSE focus for this goal:

☐ Healthy Eating
☐ Physical Activity
☐ Tobacco Prevention/Reduction
☐ General Accessibility Improvements
☐ General Inclusion
☐ Other (please explain): <u>Please describe the PSE focus if not one of the above options</u>

Community sector focus for this goal:

☐ Community-at-Large (CAL)
☐ Community Institution/Organization (CIO)
☐ Healthcare
☐ Schools
☐ Worksites

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Objective 3.1 Click here to enter Objective 3.1					
Action Step 1: Enter action step here (row will expand)					

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					
Action Step 5: Enter action step here (row will expand)					
Objective 3.2 Click here to enter Objective 3.2					
Action Step 1: Enter action step here (row will expand)					
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					

Objectives and Action Steps:	Timeline:	Responsible Party:	Benchmarks and Key Progress:	Evaluation Measures:	Completion Status:
Action Step 5: Enter action step here (row will expand)					
Objective 3.3 Click here to enter Objective 3.3					
Action Step 1: Enter action step here (row will expand)					
Action Step 2: Enter action step here (row will expand)					
Action Step 3: Enter action step here (row will expand)					
Action Step 4: Enter action step here (row will expand)					
Action Step 5: Enter action step here (row will expand)					