



## **Convergence Working Group Work Plan Template**

**Revised September 13, 2015**

All AHEAD Convergence Working Groups (CWGs) will complete alignment assessments by identifying health, community development, public, community, neighborhood and other organizations and the ways they can best align what they do and whom they serve with other organizations (see AHEAD alignment template).

Once this assessment is completed, the aligned organizations, drawing extensively on the priorities and participation of neighborhood organizations and residents, will be asked to create a work plan to achieve a focused, common goal. This goal is best thought of as an enhancement, not a replacement, of the many other organizational activities/programs identified in the alignment assessment that can be improved thru aligned efforts.

This template is offered as guide to creating an AHEAD CWG work plan determined and approved by local CWGs. It includes the following questions, but is not meant to exclude others that CWGs may find important to address as well.

**1. What is the goal of the convergence strategy that aligned organizations and community residents will work on together?**

For example:

*“To improve healthy food access, affordability, and reduce obesity and the prevalence/acuity of related illnesses in xxx community by establishing a grocery store and aligning nutrition education, clinical care management, and related support services. Attention will also be given to increasing living wage opportunities through establishment of the grocery store and related economic development activities.”*

The focus/goal should explicitly capture the community development and community health improvement dimensions of the convergence strategy.

Focus/Goal of the Convergence Strategy

**2. What types of resources from which kinds of stakeholders are needed to successfully implement this convergence strategy?**

This is a **general statement** of the types of assistance, assets, programs, services, etc. that will be needed to effectively implement the identified goal.

For example:

*“Resources needed to successfully implement this convergence strategy will include:*

*Professional economic development expertise, including market analysis and project feasibility assessments to be conducted by **local public and private sector economic development planners** with technical assistance from **AHEAD national team** as needed;*

*Financial resources and investments that support the planning for the construction of the grocery store and related capital elements secured from **financial institutions, philanthropy, health care organizations,** and other stakeholders with technical assistance from **AHEAD national team** as needed;*

*Programs and activities sponsored by **health sector stakeholders** to improve healthy food access and affordability, coordinate care management services for people with diabetes, pre-diabetes, and/or obesity, and support expanded opportunities for physical exercise;*

*Space, facilitation, management, and evaluation of the convergence planning and implementation process through the shared in-kind and financial resources of all local stakeholders, **including health sector stakeholders, community development stakeholders, local government, and philanthropy.***

Please use the following template to document the types of resources to be mobilized and corresponding types of organizations/entities to provide them.

Types of Resources	Types of Organizations

**3. What actions steps will be required by specific organizations/entities a) to implement alignment activities and b) to support the larger convergence process?**

Examples of commitments to **support the larger convergence process (LCP)** include:

*“Organization A will commit 20 hours per week of staff time in support of the **LCP** by managing CWG meeting planning, facilitation, and documenting proceedings and stakeholder commitments toward achievement of the shared goal.”*

*“Organizations B and C will commit 5 hours per week of staff time to seek necessary local funding required in **support of the LCP** to implement the work plan.”*

*“Organization D will commit 5 hours per week of staff time to maintain ongoing communications and information sharing with neighborhood organizations and residents **in support of the LCP.**”*

*“Organizations E and F will work with community development professionals to insure that necessary research/market analysis for the creation of a grocery store is completed by 11/30/15 **in support of the LCP.** As a part of this task. They will keep all CWG members up to date on the findings and results of this work.”*

*“Organization G and H will commit 5 hours per week of staff time to work with health sector stakeholders to design and manage the alignment of healthy eating and active living programs, services, and activities **in support of the LCP.**”*

Examples of commitments to **implement alignment activities (IAA)** include:

*“Hospitals I and J commit to **IAA activities** focusing on co-location of their patient nutrition education programs in xx neighborhood and resign them to a) increase the net total people served, b) expand the scope of participants to include local residents with demonstrated needs, and c) establish common measures of success. Alignment of these programs will be completed by 12/31/15.”*

*“Organizations K, L, and M commit to **IAA activities** to link their food bank, community garden, and cooking classes in a manner that a) expands the availability of fresh foods through the food bank, b) subsidizes operational costs for the community garden, and c) provides ingredients and increases neighborhood participation in the cooking classes. Alignment of these programs will be completed by 2/31/16.”*

*“As part of the expansion in the scope and scale of healthy foods and other retail goods to be made available, grocery store N, commits to **IAA activities** with organization O to increase the availability of culturally relevant foods for neighborhood residents, host cooking classes for organization M in the test kitchen established as part of their expansion, coordinate with organization P in providing twice weekly van pooling of residents to the store, and working with organization Q to place youth in jobs who complete tailored job/life skills training.”*

Please use the following template to document the specific commitments of organizations to support the larger convergence process (LCP) or to implement alignment activities (IAA):

Organization(s)	LCP/IAA	Actions to be Taken	Time Frame	Person(s) Responsible	Metrics

**4. Was the larger goal achieved within the intended time frame, and were the indicators of progress towards the larger goal achieved within intended time frames?**

This element of the tool is intended to establish a framework for periodic assessment of the degree and manner in which the LCP is being achieved, both to validate progress and to create opportunities for proactive adjustments that accommodate periodic changes in circumstances. Various indicators could be developed assessing both process and indicators of progress towards achievement of the short-term (within one year) and the long-term goals (over three years or more). Examples of **process measures (PM)** include:

- a) Was an adequate market analysis conducted?
- b) Were necessary legal requirements identified and properly addressed?
- c) Did stakeholders contribute the resources and take the actions steps they indicated?
- d) Were resident concerns and desires adequately reflected in the planning process?
- e) Was the planning process adequately designed and facilitated?
- f) Did the AHEAD national team provide useful technical assistance?
- g) Was a feasible and fundable development plan completed in the time allotted?

**Indicators of progress towards improved health outcomes (IHO)** of alignment and development strategies could include:

- a) Did the grocery store increase sales of healthy food at affordable prices?
- b) Did neighborhood residents and those living with proximity purchase food, particularly healthy food, at the store?
- c) Were neighborhood residents hired by the store at livable wages?
- d) Did alignment of hospital nutrition education programs produce intended benefits?
- e) Did residents with pre-diabetes experience reduced BMI?
- f) Was there reduced preventable ED utilization for residents with diabetes?
- g) Did physical activity increase among neighborhood residents?
- h) Were new organic community gardens created and existing ones supported?

Please use the following template to document **process measures (PM)** and **indicators of progress towards health outcomes (IHO)**:

PM/IHO	Time Frame	Achieved Y/N	Adjustment and Timing

DRAFT