



**Kaiser Permanente's  
Healthy Eating Active Living  
(HEAL) Initiative**

## **2014 Insider Tips for Progress Reporting**

### **Question 1:**

**After reviewing the status of strategies in the “Documentation of Community Change” (DOCC) form, please describe:**

- a. Your major accomplishments and challenges during the past 6 months
- b. Lessons learned. What went well, and why? Did some things not turn out as expected?
- c. What you will do differently in the future as a result?

### **Things to consider:**

Break this into three sections to ensure you answer each part:

- a. Accomplishments and Challenges:
  - Think in terms of dose. Convey the strength or impact the accomplishment has on changing behaviors of the target population. Convey the reach of the accomplishment (how many more people are eating better, being more physically active, or now have access to healthy foods and physical activity opportunities.
  - Be succinct. Your progress report should not be a status update.-Focus on the “key accomplishment” section of the DOCC not the “status update.”
  - Convey the challenges that have deterred or delayed the implementation of strategies.
- b. Lessons Learned:
  - These “aha moments” could come from things that went well or challenges you have learned from mentioned above.
- c. Future Plans
  - This is a follow-up to the lessons learned. Refer back to what you wrote as your key lessons learned and discuss how this will be applied in the future.

### **Question 2:**

#### **Community Action Plan (CAP):**

- a. Describe changes (if any) to your CAP, including items that you added, deleted, or changed. Please explain the rationale for the changes.
- b. Have you made or do you expect to make any changes in your timeline? Please explain.
- c. How have you used the evaluation data provided thus far for program improvement? Please explain.

### **Things to consider:**

Split into three sections to ensure you answer each part:

- a. Changes:
  - Make sure that you have provided a clear rationale for changes (additions or deletions) supported by data when applicable.
- b. Timeline:
  - Provide clear rationale for changes to timeline (different from rationale for changes described above).

- c. Data:
- State the data finding that was interesting/ surprising and describe how this finding will impact your work moving forward. (Ex. The teacher survey revealed that 60% of teachers were not aware of the wellness policy and 75% believe that it is not being enforced. As a result of these findings our school partners have agreed to offer a workshop for all teachers on the revised wellness policy and how they can support enforcement. Additionally, teachers will share the wellness policy with parents).

### **Question 3:**

**How did your collaborative evolve during the past 6 months? For example, describe new partnerships, resident involvement, etc.**

#### **Thinks to consider:**

- Describe changes in partnerships including addition of new relationships, changes in existing partnerships.
- Describe changes in working groups or action teams.
- Describe resident, parent and youth involvement in implementation of CAP strategies.

### **Question 5:**

**If applicable, please describe any technical expertise received from Kaiser Permanente such as consultation, healthcare services, and tools or models. What impact did technical support have on your work?**

#### **Things to consider:**

Break this into two sections to ensure you answer each part:

- a. Technical Expertise from Kaiser:
- Describe the type of technical assistance you have received from Kaiser Permanente.
- b. Impact on Work
- Describe how this technical assistance affected the implementation/progress of CAP strategies.

### **Question 6:**

**Please list the technical support that you have received in the past 6 months (name of the provider and type of technical assistance). What impact did it have on your work? Please complete table below.**

#### **Things to consider:**

Same as Question 5, break this into two sections to ensure you answer each part:

- b. Technical Expertise:
- Think in terms of TA from Community Partners, Center for Community Health and Evaluation, and other specialized technical assistance.
- c. Impact on Work
- Describe how this technical assistance affected the implementation/progress of CAP strategies.