

# ***IMMUNIZE KANSAS KIDS***

## **ACTION PLAN**

### **WORK ACTION ITEM FORM**

**Work Group Name:**

**Recorder's Name and  
Contact Information:**

## ***IMMUNIZE KANSAS KIDS***

### **ACTION ITEM FORM**

#### **Introduction**

The Immunize Kansas Kids Steering Committee was created to develop a State Action Plan for significantly improving immunization rates among children in Kansas.

The specific goal of the Action Plan is to increase and sustain the proportion of children in Kansas who are fully vaccinated by age 18 months from 77.5 percent (2004) to at least 90 percent by 2010.

The purposes of the Immunize Kansas Kids Action Plan are to:

- Document the current state of immunization for children in Kansas, trends and other factors that impact on that rate;
- Identify current assets for and challenges against improving the immunization rate among Kansas children;
- Select specific priority strategies for improving the immunization rate among Kansas children consistent with the goal, including the outcomes expected from their implementation;
- *Specify the key action steps that must be taken to implement the priority strategies, including the timelines and resources required;*
- Document commitments made by stakeholders and individuals to participate in implementation of the plan;
- Develop a monitoring and evaluation system for assessing progress is specified; and
- Inform and engage health practitioners and the public in implementation of the plan.

*This form was created to assist in the identification and development of the action steps to be included in the State Action Plan.*

## **IKK Strategies**

The IKK Steering committee has identified some broad strategies to be used in the development of the action plan. These strategies are:

- 1) Expand opportunities for clients of health department programs (e.g., WIC, Family Planning) to obtain referrals to and more easily access immunization services for their children.
- 2) Expand opportunities for children to receive immunizations through a 'medical home'.
- 3) Accelerate implementation of the statewide immunization registry
- 4) Promote policies, regulations and environmental changes that increase access to and utilization of immunization services.
- 5) Increase community and parental demand for immunization services.

## **Action Item Form**

The purpose of this form is to assist the Work Groups in systematically developing an action agenda and recording the results of their discussions.

Each work group and the steering committee should identify action items that they would recommend for inclusion in the Action Plan. Each action item should be described in the form below.

Upon completion of each Work Group's deliberations, *an 'official' electronic copy of the form will be turned in to project staff at the Kansas Health Institute.* Please e-mail completed forms to [gpezzino@khi.org](mailto:gpezzino@khi.org). The information in the forms will be used in drafting the Action Plan for review by the Steering Committee.

***Action items forms should be delivered to KHI as soon as they are available, and no later than August 30<sup>th</sup>, 2007.***

Instructions for completing the form - The form consists of the following parts:

- Description of the action step. You should provide enough details to provide clear direction for people who will be implementing the plan. For example:
  - Bad Example – Conduct a public awareness campaign.
  - Better Example – Conduct a public awareness campaign aimed at mothers of pre-school children to encourage them to check that their children have received all required immunizations and to call XYZ Organization if they need assistance in accessing missed immunizations.
- Rationale. Document the main reasons for selecting this strategy to implement. As much as possible, this rationale should link back to the strategy and overall goals of the Action Plan.
- Strategy supported. From the list of the IKK broad strategies (see above) identify the strategy that is best linked to and supported by the action item you are proposing. You may want to add some additional information beyond the 1-sentence strategy statement to better explain the concept of the strategy, as envisioned by your group, and to broadly outline what the strategy should and should not include. Do not try to write/edit the information into final form as this will be the task of the plan’s writers and editors. Include any comments that may be helpful to clarify how your action item fits in the overall plan (e.g, some action items may relate to more than one strategy).
- Outcomes. Define the major outcomes to be expected if the action step is carried out. Provide as much detail as you are comfortable doing and, where possible, provide quantitative as well as qualitative outcomes.
  - For example: If we conduct the campaign noted above, we would expect to reach 50% of all mothers of pre-school children. Ten percent of those mothers would identify a missed immunization and request referral to a source for receiving the immunization.
- Challenges: Identify existing challenges that may inhibit optimal implementation of the strategy.

- **Resources.** Identify any major resource requirements for implementing the action step. Again, to the extent possible, provide quantitative information on resource needs. In addition, if money (as opposed to other resources) is indicated, please include what that money will be used for in as much detail as possible.
- **Commitments.** There are two opportunities related to defining commitments for working together to implement action steps in the plan. Work Group participants can indicate specific actions they would like to be involved in implementing. In addition, Work Group participants may identify other organizations not participating in the plan development per se who should be approached to assist in implementation.

## ACTION STEP WORKSHEET

**Action Title** \_\_\_\_\_

**Description:**

**Rationale:**

**Strategy supported (refer to the IKK strategies):**

**Expected Outcomes:**

**Proposed evaluation methods:**

**Challenges:**

**Resource Requirements:**

**Commitments for Implementation:**

<i>Participant Organization and Name</i>	<i>Suggested Organization and Name</i>