Minnesota Department of Health

Attachment A: Form C – Year One Work Plan  
youth Suicide prevention learning collaborative Grant

## Request for proposal

The work plan should include all anticipated goals, strategies, and action steps the organization intends to complete in the first year of the grant period. The work plan should reflect the overarching activity that is selected by the organization. Award recipients will be required to submit an annual work plan to MDH.

Additional strategies and action steps can be added to the tables, if needed. You may delete goals, strategies and action step rows as needed.

**Goals**: Goals are broad and should reflect the long-term expectations of what your organization hopes to achieve from this grant.

**Strategies**: Strategies describe the results you anticipate achieving and should support the goal. They should be clear, measurable, feasible, and appropriate for the scope of the project activity. SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound) is a helpful way to develop your strategies. Often, multiple strategies are usually needed to address a single goal.

**Action Steps**: Action steps should be comprehensive and describe how the identified strategies will be achieved. For each action step, include a description with the expected timeline and staff/partners that will be involved. For staff/partners involved, please list either the name of the person or the position title who will be responsible for overseeing the action step.

## Year 1 workplan: June 1, 2024 – May 31, 2025

|  |  |
| --- | --- |
| **Organization Name:** | Click or tap here to enter text. |
| **Project Activity:** | Youth Suicide Prevention Learning Collaborative Grant |
| **Population(s) Served:** | Youth Ages 10-24 |
| **Geographic Focus:** | Click or tap here to enter text. |

### Goal 1: Increase capacity for the project.

| **Strategy** | **Action Steps** | **Start Date** | **End Date** | **Staff Lead and Partners** |
| --- | --- | --- | --- | --- |
| Develop project leadership | * Lead agency enlists one additional co-team lead. | September 2024 | September 2024 | Community Lead Agency |
| Identify community of focus | * Determine community within geographic area to participate in the project. | September 2024 | September 2024 | Community Co Leads |
| Create community core team that will assist with project implementation | * Community leads schedule meetings with community members from recommended sectors. * Ensure membership on core team of both public and private individuals. | September 2024 | October 2024 | Community Co Leads |
| Prepare community leads to lead community core team | * Attend monthly cohort sessions with MDH. | Monthly- September 2024 | Monthly-  August 2025 | Community Co Leads |
| Community core team professional development and project implementation planning | * Convene community core team share project goals and deliverables. * Identify any gaps in membership on the core team. * Assign individuals to increase core team membership. * Community leads create monthly schedule for meeting with larger core team. * Facilitate transmission of cohort session materials/learning to core team. * Action plan development with community core team members. | Monthly- September 2024 | Monthly-  August 2025 | Community Co Leads and Community Core team |

### Goal 2: Create Community Pathway to Care

| **Strategy** | **Action Steps** | **Start Date** | **End Date** | **Staff Lead and Partners** |
| --- | --- | --- | --- | --- |
| Complete individual organizational self-assessments | * Community core team participants complete organizational assessments via sector i.e. schools, county, behavioral health agency. * Each organization of community core team documents current individual Pathway to Care (referral policies and protocols). | November 2024 | December 2024 | Community Co Leads and Community Core team |
| Build capacity to create a Community Mental Health Referral Pathway to Care | * Community core team review information from cohort sessions. * Review community data sources. * Review and discuss individual organization referral protocols. | Monthly  October 2024 | August 2025 | Community Co Leads and Community Core team |
| Visual representation of Community Mental Health Referral Pathway to Care | * Finalize a draft of the overall community mental health referral pathway to care protocol. * Create a draft visual representation of the community mental health referral pathway to care protocol. | Monthly  December 2024 | August 2025 | Community Co Leads and Community Core team |
| Develop a communication plan | * Prioritize groups for dissemination. * Determine method and means for dissemination. * Create dissemination plan and assign community core team roles. | August 2025 | August 2025 | Community Co Leads and Community Core team |

### Goal 3: Increase awareness of community resources.

| **Strategy** | **Action Steps** | **Start Date** | **End Date** | **Staff Lead and Partners** |
| --- | --- | --- | --- | --- |
| Assess current community resources | * Convene community core team members. * Brainstorm existing resources. * Review resources determine gaps. * Decide on format for resource map. | October 2024 | December 2024 | Community Co Leads and Community Core team |
| Create community resource map | * Create resource map based on group decisions. * Update any outdated resources in the new format. | January 2025 | August 2025 | Community Co Leads and Community Core team |
| Disseminate the resource map | * Community core team determines a plan and timeline for disseminating the resource map. | August 2025 | August 2025 | Community Co Leads and Community Core team |

### Goal 4: Prepare community to utilize the Community Mental Health Pathway to Care

| **Strategy** | **Action Steps** | **Start Date** | **End Date** | **Staff Lead and Partners** |
| --- | --- | --- | --- | --- |
| Identify training options | * Explore options for trainings. * Discuss which trainings fit community needs. * Decide on trainings to be utilized in the community. | March 2025 | May 2025 | Community Co Leads and Community Core team |
| Identify individuals to be trained | * Identify individuals and groups within the community where training is needed. * Determine what trainings are needed for which groups. | June 2025 | July 2025 | Community Co Leads and Community Core team |

### Goal 5: Coordinated plan of action for Year Two

| **Strategy** | **Action Steps** | **Start Date** | **End Date** | **Staff Lead and Partners** |
| --- | --- | --- | --- | --- |
| Complete Year Two Work plan | * Follow resource map dissemination plan timelines and assign any needed tasks. * Create training plan including timeline and assign any needed tasks. * Determine any resources needed to carry out work plan. * Submit Year two work plan. | August 2025 | August 2025 | Community Co Leads and Community Core team. |
| Develop budget for year two | * Align the action plans to proposed budget and submit. | August 2025 | August 2025 | Fiscal host |

Minnesota Department of Health

Suicide Prevention Unit

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4/23/2024

To obtain this information in a different format, call: 651-201-5400