

Sexual and Reproductive Health Services (SRHS): Process for Updating Workplans

Overview

Sexual and Reproductive Health Services (SRHS) grantees are required to have a detailed workplan for their funded work. Workplans are used by MDH to monitor progress, identify technical assistance opportunities, and communicate about the work of the grant program with stakeholders.

Submitting Workplan Progress Updates

Grantees are required to submit for approval annual workplans according to the following schedule:

<u>Workplan Period</u>	<u>Due to MDH</u>
January 1, 2024 through December 31, 2024	February 9, 2024
January 1, 2025 through December 31, 2025	December 1, 2024
January 1, 2026 through December 31, 2026	December 1, 2025
January 1, 2027 through December 31, 2027	December 1, 2026

Grantees can also request to submit a revised workplan when there is a significant change to their program such as needing to entirely add or remove an activity. They should contact their grant manager to request a meeting to discuss the changes prior to submitting a revised workplan.

Workplans should be emailed to the SRHS.MDH@state.mn.us email box.

Workplan Overview and Requirements

Grantees must use the SRHS Workplan Template, which is an Excel file. The template can be found on the SRHS Resources for Grantees webpage.

Service Components

Workplans must be organized by SRHS service component. The five service components are:

- Public Information
- Outreach/Health Education
- Counseling
- Methods

- Referrals and Follow-up

The template has a separate tab for each service component's information to go into.

Activity Details

Service component activities should be organized around a goal. Each activity must be on its own line with the following information included:

- Minnesota Region
- Activity Description
- Timeline
- Target Population
- Anticipated Number Reached
- Location(s) of Service
- Rationale
- Staff Person(s) Responsible
- Evaluation

If you are doing the same activity in multiple regions, you will need to put the activity in a separate line for each region. For example, if you are providing emergency contraception in both the Northeast and Northwest regions, you should have two lines for emergency contraception, one for Northeast and one for Northwest.

Evaluation

Grantees share information about how they evaluate the success of their work in two places on the workplan.

Evaluation Tab

First, there is a tab called "Evaluation" in the Excel workbook. This tab is for entering in information about how you will track the required measures for the SRHS program. The required measures, by component, are:

Outreach/Health Education:

- Number of people served by one-to one and group activities
- Number of outreach events

Counseling:

- Number of clients obtaining family planning counseling services by age, and self reported gender

Methods:

- Unduplicated number of clients obtaining a family planning method, and the method obtained by age, ethnicity, race, self-reported gender, and income
- Number of emergency contraception pills given by age
- Number of Chlamydia tests by age, self-reported gender, test result

Public Information and Referrals/Follow-up have no required measures.

Service Component Tabs

The information about each activity must include how your agency will evaluate or know whether you have achieved your workplan goals. Examples include:

- Reaching a certain number of people with an activity
- A percentage of program participants indicating increased knowledge on a program survey
- A percentage of patients indicating satisfaction with their clinic visit
- Completing the implementation of a new policy
- Completing the creation of a new material

Entering Updates

After the evaluation column for each service component, there are additional columns . This is the space to enter in progress updates for each activity by quarter. If an activity has been completed, you can enter “Completed” or “Accomplished”.

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To obtain this information in a different format, call: 651-201-3650.