

# TAKE-HOME PROGRAM PLANNING



After the training, we hope that you will go back to your clinic and community and will work to start or strengthen a *Promotor(a)* program. Use this worksheet to plan the next steps in the development of your *Promotor(a)* program.

Community Assessment	Is the community ready for a <i>Promotor(a)</i> program?
Is there an interest in the community in such a program? Have community members given input about a program through a survey, focus group, or advisory group? In not, how can they now?	
Is there a need for such a program? Who would be served: size of target population, leading health issues, access to care data, etc.?	
How can the <i>Promotor(a)</i> model be adapted to match the community? Consider migrant season, location of camps or neighborhoods, crops, work schedule, languages, etc.	
Does the organization have a positive working relationship with community service providers that should be involved in such a program?	
Are other local organizations running <i>Promotor(a)</i> or related programs? If so, is it possible to collaborate?	
What are the strengths of the community that can help support the development of a <i>Promotor(a)</i> program?	
What is the target date for taking action?	

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Organizational Assessment	Is the organization ready for a <i>Promotor(a)</i> program?
Is the Executive Director interested in pursuing this program? If not, what are the steps to securing this interest?	
Is the Board of Directors interested in pursuing this program? If not, what are the steps to securing this interest?	
Does the organization have an existing staff member in mind for Program Coordinator? If so, how can they help with program development and best prepare to manage a program?	
What is the target date for taking action?	
Funding	Does the organization have funding for a <i>Promotor(a)</i> program?
What funding and related resources does the organization have that are needed to start or strengthen a program?	
What additional funding resources will the organization need to start or strengthen a program?	
Where and how can the organization find the funding and resources needed to start or strengthen a program? Who needs to help?	
What is the target date for taking action?	

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Program Implementation	Does the organization have plans in place for implementing a <i>Promotor(a)</i> program?
Does the organization have plans in place for: recruiting a Program Coordinator and building the skills of the Coordinator?	
Does the organization have a plan for recruiting <i>Promotores(as)</i> ? Community and agency referrals, word-of-mouth, advertising, interviews, etc.	
Does the organization have a plan for the training/ capacity building for all paid and volunteer <i>Promotores(as)</i> ? Start-up and ongoing; core skills and issue-specific, rewards for training received (credit, cash, etc.), etc.	
Does the organization have a plan for supporting and retaining <i>Promotores(as)</i> ?	
Does the organization have a plan for providing opportunities for <i>Promotores(as)</i> to link to others in the agency? Joint staff meetings, shared charts, email, etc.	
Does the organization have a plan to facilitate <i>Promotor(a)</i> networking? Provide time and resources for <i>Promotores(as)</i> to link to local, regional, national Community Health Worker/ <i>Promotor(a)</i> networks including attendance at relevant meetings, conferences, etc.	

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<p>Does the organization have a plan for managing daily activities at the agency and in the community?</p> <ul style="list-style-type: none"> <li>• Organization systems in place for <i>Promotor(a)</i> referrals, attendance at appointments, etc.</li> <li>• Space allocated, computer and telephone/cell needs, transportation needs, safety plan for outreach</li> </ul>	
What is the target date for taking action?	
<b>Evaluation</b>	<b>Does the organization have plans to evaluate the process and impact of the program?</b>
<p>What is the organization's plan to evaluate the process in which the program will be implemented?</p> <p>Tracking what happened (who, what, when, where, how, etc.), feedback to improve, etc.</p>	
<p>What outputs and impacts are expected from the program?</p> <p>Changes in individuals and families served, <i>Promotores(as)</i> themselves, program level changes, changes at the community-systems level including changes in policy</p>	
<p>How and when will changes be measured?</p> <p>Who will measure these changes?</p>	
What outside consultation will the organization need to help plan and implement the evaluation?	
What is my target date for taking action?	
<b>Other:</b>	

