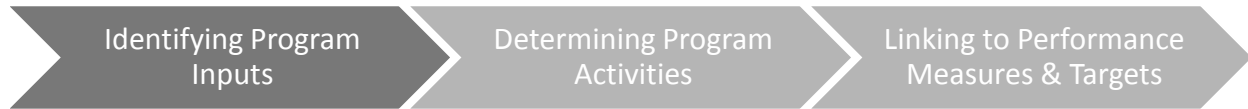


## SAMPLE Determining Program Elements Template (STEP 3)



*By now the needs of your target population should have been assessed and goals and objectives specified. The time has come to determine what program activities should be implemented and the resources required for implementation. This is where your program takes shape. It builds upon previous decisions about what you want to accomplish, and asks you to decide how you will achieve your objectives.*

Program Inputs	Key Questions to Consider
<p><b>One administrative staff and one RN will be required</b>  <b>Diabetic clinics will be held monthly</b>  <b>Chiropracist will be available at diabetic clinics</b>  <b>Appointments will be booked every 24 months with an ophthamologist/optometrist</b>  <b>Blood work will be available at Diabetic Clinic</b></p>	<ol style="list-style-type: none"> <li>1. How much time/effort/resources will be required? (money, facilities, clients, program staff, equipment, etc.)</li> <li>2. Do you have the staff with appropriate credentials and experience, and commitment to the program?</li> <li>3. What are the roles, responsibilities, and expectations of staff delivering the program?</li> <li>4. Are there other stakeholder who should be involved in the program?</li> <li>5. Are there opportunities for collaboration?</li> </ol>
Program Activities	Key Question to Consider
<p><b>Diabetic Patients will be booked for diabetic clinics</b>  <b>Blood work will be taken</b>  <b>Patients feet will be examined</b>  <b>Patients eyes will be examined</b>  <b>All procedures will be entered into the EMR</b></p>	<ol style="list-style-type: none"> <li>1. What activities, interventions or work will achieve the desired objective(s)?</li> <li>2. When and where will the program be delivered?</li> </ol>
Linking to Performance Measures & Targets	Key Question to Consider
<p><b>80% of Diabetic Patients will have received a retinal scan in the past 24 months</b></p> <p><b>Data</b>  <b>Number of Diabetic patients will be extracted from the EMR</b>  <b>Number of Diabetic patients who have received a retinal scan in the past 24 months</b></p> <p><b>This target will be increased by 2 % year after year once initial target has been reached</b></p> <p><b>Notes to be considered;</b></p> <p><b>Process Measures such as number of optometry appointments and patient satisfaction with the diabetes program are important but are not outcome measures and not linked to the objective .</b></p>	<ol style="list-style-type: none"> <li>1. What meaningful metrics will you use to monitor the success of the program?</li> <li>2. Do you have access to the information needed to measure the objectives?</li> <li>3. Have you identified: <ul style="list-style-type: none"> <li>- what you will measure?</li> <li>- where the data is available?</li> <li>- any limitations on accessibility?</li> <li>- concerns about reliability?</li> <li>- any concerns about validity?</li> </ul> </li> <li>4. What is the target you are trying to achieve? Is this based on historical or outside data sources?</li> </ol>

## SAMPLE Determining Program Elements Template (STEP 3)

Quality of data in the EMR is a GREAT outcome to track – but again does not link to THIS objective. It could be linked to an objective for example; To improve the data quality in the EMR for diabetes indicators in this fiscal year.

Standardized EMR queries can help with data

### BUILD A LOGIC MODEL

LOGIC MODEL							
Program Description	Target Population	SMART Objectives	Resources / Inputs	Activities	Outputs	Outcomes	Impact / Goals