

# NORTH CENTRAL FLORIDA CANCER CONTROL COLLABORATIVE



**Goal Statement:**

To increase the collaborative efforts of the North Central Florida Cancer Control Collaborative (membership, partnerships, collaborations with other organizations) (aligned with Florida Cancer Theme I)

**Objectives: (SMART)**

1. Increase membership by 50% by December 31, 2017

2. Revise and approve NCFCCC Bylaws by January 30, 2017

3. Elect a chairperson by January 1, 2017

4. Create a quarterly newsletter for the NCFCCC beginning January 1, 2017

Action Steps/Activities What will be done?	Responsible Parties Who should do it?	Resources Needed Funding/Time/People/Materials	Time Horizon By when?
<p><b>Objective 1:</b> Increase membership by 50% by December 31, 2017</p> <p>Action Step 1A: Establish baseline for current membership by January 2017. Steering committee member will revise and add missing organizations.</p> <p>Action Step 1B: Coordinate with health departments in rural areas to distribute NCFCCC materials by February 2017</p> <p>Action Step 1C: Hold at least 2 meetings in rural areas by December 2017</p> <p><b>Objective 2:</b> Revise and approve NCFCCC Bylaws by January 30, 2017</p> <p>Action Step 2A: Send steering committee NCFCCC Bylaws to make suggestions/ additions to bylaws.</p>	<p><b>Objective 1:</b></p> <p>1A: Coordinator, Steering Committee</p> <p>1B: Coordinator</p> <p>1C: Coordinator</p> <p><b>Objective 2:</b></p> <p>2A: Coordinator, Steering Committee</p>	<p><b>Objective 1:</b></p> <p>1A: Coordinator’s time, Steering Committee’s time , membership list</p> <p>1B: Coordinator’s time, Health department promotional venues, funding to print materials</p> <p>1C: Coordinator’s time, venues in rural counties</p> <p><b>Objective 2:</b></p> <p>2A: Coordinator’s time, Steering Committee’s time, Bylaws</p>	<p><b>Objective 1:</b></p> <p>1A: January 2017</p> <p>1B: February 2017</p> <p>1C: December 2017</p> <p><b>Objective 2:</b></p> <p>2A: January 30, 2017</p>





**Goal Statement:**

Residents of North Central Florida practice healthy behaviors associated with prevention of cancer or to reduce risk (aligned with Florida Cancer Theme II)

**Objectives: SMART**

1. Establish at least 2 Workgroups by June 1, 2017 (screening and prevention, tobacco related, healthy behaviors, survivorship group).

<b>Action Steps/Activities</b> <b>What will be done?</b>	<b>Responsible Parties</b> <b>Who should do it?</b>	<b>Resources Needed</b> <b>Funding/Time/People/Materials</b>	<b>Time Horizon</b> <b>By when?</b>
<p><b>Objective 1:</b> Establish at least 2 Workgroups by June 1, 2017 (screening and prevention, tobacco related, healthy behaviors, survivorship group).</p> <p>Action Step 1A: Send out interest survey through listserv, put on website by March 31, 2017.</p> <p>Action Step 1B: Determine special topics groups based on member interest at April 2017 NCFCCC Meeting (current possibilities: tobacco, survivorship, breast cancer, prostate cancer, colon cancer).</p>	<p><b>Objective 1:</b></p> <p>1A: Coordinator</p> <p>1B: Coordinator, steering committee responsible for helping establish workgroups at April 2017 meeting.</p>	<p><b>Objective 1:</b> SurveyMonkey/website to house interest surveys; Coordinator’s time; established workgroup chairs to keep track of workgroups.</p>	<p><b>Objective 1:</b></p> <p>1A: March 31, 2017</p> <p>1B: April 2017</p>
<p><b>Measures of Success (How will you know that you are making progress? What are your benchmarks?)</b> Each objective will be measured according to the timeline specified in the objective and associated action steps. The strategic planning committee and the NCFCCC coordinator will be responsible for ensuring the strategic plan is implemented. Success and challenges associated with objectives and action steps should be presented to the full NCFCCC membership during quarterly meetings. The strategic planning committee is encouraged to meet quarterly prior to each monthly NCFCCC regularly scheduled meetings to discuss updates associated with the plan. These meetings will serve as an opportunity to make adjustments and new action steps as needed throughout the process. Membership numbers will be recorded and attendance to meetings will be recorded by the coordinator.</p> <p><b>Objective 1:</b> Development of 2 Workgroups and activity levels of the workgroups will determine success and progress.</p>			



**Goal Statement:**

Residents of North Central Florida affected by cancer are aware of and have access to quality, appropriate services for quality of life, palliative care, and survivorship (Aligned with Florida Cancer Theme IV)

**Objectives: SMART**

1. Update resource guide by June 31, 2017

2. Increase website traffic to the resource guide by 10% by October 31, 2017.

Action Steps/Activities What will be done?	Responsible Parties Who should do it?	Resources Needed Funding/Time/People/Materials	Time Horizon By when?
<p><b>Objective 1:</b> <u>Update resource guide by June 31, 2017</u></p> <p>Action Step 1A: Hire an intern to begin updating the resource guide by February 1, 2017.</p> <p><b>Objective 2:</b> <u>Increase website traffic to the resource guide by 10% by October 31, 2017.</u></p> <p>Action Step 2A: Promote resource guide in newsletter by January 1, 2017</p> <p>Action Step 2B: Provide NCFCCC materials libraries in each county of the service area by August 2017.</p> <p>Action Step 2C: Evaluate increase in website traffic after marketing distribution by October 2017.</p>	<p><b>Objective 1:</b></p> <p>1A: Coordinator , Inter will update the resource guide</p> <p>2A: Coordinator</p> <p>2B: Coordinator</p> <p>2C: Coordinator</p>	<p><b>Objective 1:</b></p> <p>1A: Coordinator’s time, Intern</p> <p>2A: Coordinator’s time, newsletter</p> <p>2B: Coordinator’s time, library contacts, funding for NCFCCC materials</p> <p>2C: Google analytics/Modx</p>	<p>Objective 1:</p> <p>1A: February 1, 2017</p> <p>2A: January 1, 2017</p> <p>2B: August 2017</p> <p>2C: October 2017</p>



<p><b>Measures of Success (How will you know that you are making progress? What are your benchmarks?)</b> Each objective will be measured according to the timeline specified in the objective and associate action steps. The strategic planning committee and the NCFCCC coordinator will be responsible for ensuring the strategic plan is implemented. Success and challenges associated with objectives and action steps should be presented to the full NCFCCC membership during quarterly meetings. The strategic planning committee is encouraged to meet quarterly prior to each monthly NCFCCC regularly scheduled meetings to discuss updates associated with the plan. These meetings will serve as an opportunity to make adjustments and new action steps as needed throughout the process. Membership numbers will be recorded and attendance to meetings will be recorded by the coordinator.</p> <p><u>Objective 1:</u> Compare baseline website traffic to website traffic as of October 31, 2015. Present findings to collaborative at quarterly meeting.</p> <p><u>Objective 2:</u> An updated resource guide will serve as a benchmark of success.</p>			



**Goal Statement:**

Residents of Northeast Florida have access to appropriate health information and effective health services for the timely detection, diagnosis and treatment of cancer. (aligned with Florida Cancer Theme III)

**Objectives: SMART**

1. Provide NCFCCC resources to HealthStreet and the Cancer Resource Center on a quarterly basis beginning January 2017

Action Steps/Activities What will be done?	Responsible Parties Who should do it?	Resources Needed Funding/Time/People/Materials	Time Horizon By when?
<p><b>Objective 1:</b> Provide NCFCCC resources to HealthStreet and the Cancer Resource Center on a quarterly basis beginning January 2017.</p> <p>Action Step 1A: Connect with Health Street and the Cancer Resource Center by December 2016</p> <p>Action Step 1B: Arrange for NCFCCC resources and marketing materials to be placed in the Cancer Resource Center on a regular basis; once per quarter beginning January 2017. Record baseline number of pamphlets/brochures placed in Center.</p> <p>Action Step 1C: Remain in contact with HealthStreet every two months to determine if resources need to be dropped off more frequently.</p> <p>Action Step 1D: Record the number of pamphlets remaining on an annual basis to determine their use and need for more marketing materials.</p>	<p><b>Objective 1:</b> Coordinator</p>	<p><b>Objective 1:</b> Coordinator’s time, Health Street contacts, NCFCCC materials</p>	<p><b>Objective 1:</b></p> <p>1A: December 2016</p> <p>1B: January 2017</p> <p>1C: Ongoing from January 2017</p> <p>1D: Ongoing from January 2017</p>
<p><b>Measures of Success (How will you know that you are making progress? What are your benchmarks?)</b></p>			



Action Steps/Activities What will be done?	Responsible Parties Who should do it?	Resources Needed Funding/Time/People/Materials	Time Horizon By when?
<p>Each objective will be measured according to the timeline specified in the objective and associated action steps. The strategic planning committee and the NCFCCC coordinator will be responsible for ensuring the strategic plan is implemented. Success and challenges associated with objectives and action steps should be presented to the full NCFCCC membership during quarterly meetings. The strategic planning committee is encouraged to meet quarterly prior to each monthly NCFCCC regularly scheduled meetings to discuss updates associated with the plan. These meetings will serve as an opportunity to make adjustments and new action steps as needed throughout the process.</p> <p><u>Objective 1:</u> Benchmarks of success will be the placement of NCFCCC resources at HealthStreet each quarter. Coordinator will track resources given to HealthStreet on, at least, a quarterly basis.</p>			