

The SDHU OPHS Evidence-Informed Planning Cycle



IT'S A GUIDE

The planning cycle is meant to be a standard framework to guide the assessment, planning, implementation, and evaluation of our work in public health.

IT'S FLEXIBLE

Tools exist within the cycle to assist planning. These tools include: Evidence Tracking Form; Logic Model; Activity Planning Template and Evaluation Plan; Decision Making Flowchart; Prompts for Decision Making. Adapt these tools to best meet your program/team objectives. When protocols exist, the **Planning Tree** provides guidance regarding how to utilize tools during the cycle.

CONSIDER THE DRIVERS

The influence of each of these drivers may change, requiring adjustments to program priorities:

- ◆ Ontario Public Health Standards
- ◆ Strategic Plan
- ◆ Ontario Public Health Organizational Standards
- ◆ Accountability Agreement Indicators
- ◆ Evidence (all varieties)
- ◆ Community Need

WHO IS RESPONSIBLE?

Program managers are the leads for planning. They are supported by specialists, health promoters, public health nutritionists, public health nurses, and front-line staff.

Deliverables

LOGIC MODEL

Logic models should be broad and include a column for monitoring and evaluation.

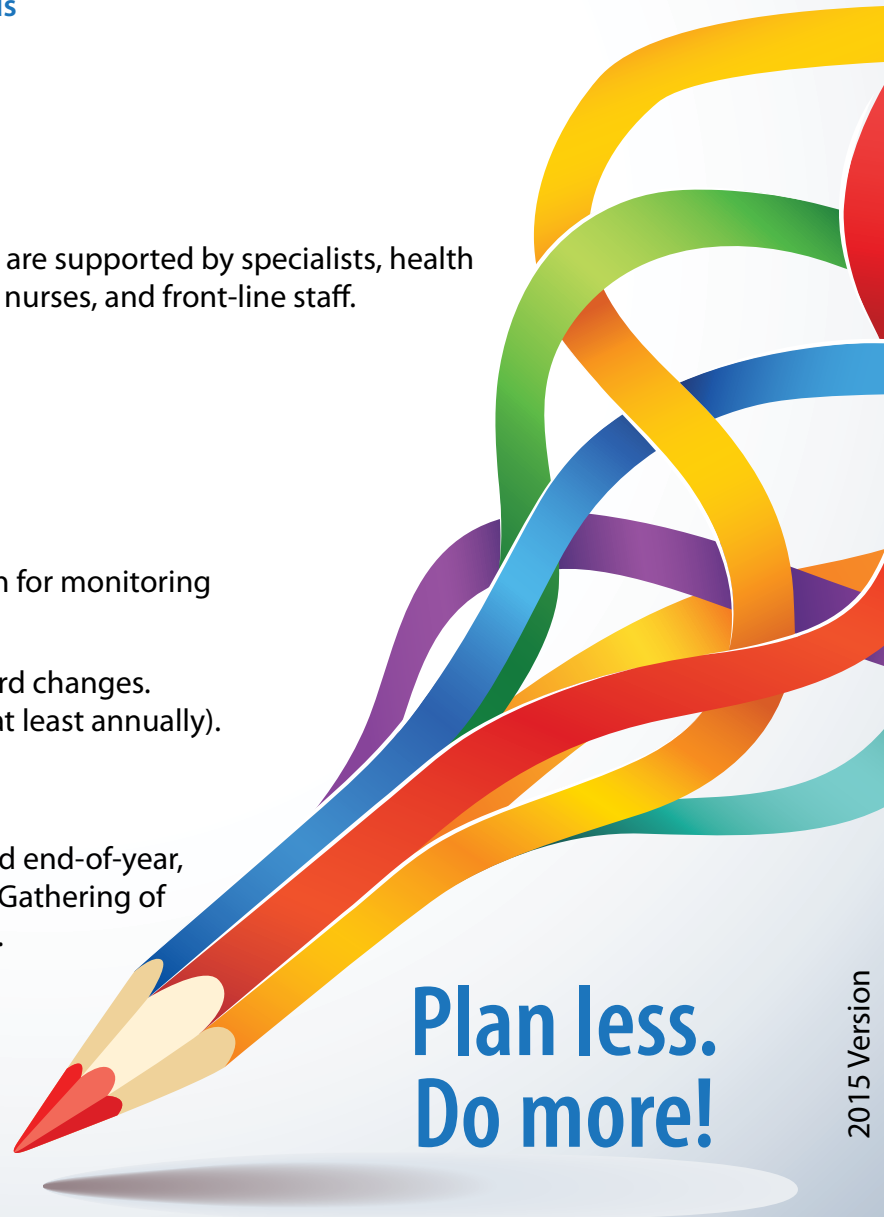
Standard level models require updates if the standard changes. Topic/venue models require updates as necessary (at least annually).

ACTIVITY PLAN

Activity planning should be updated at mid-year and end-of-year, with updates approved by managers and directors. Gathering of evidence should be an ongoing, year-round activity.

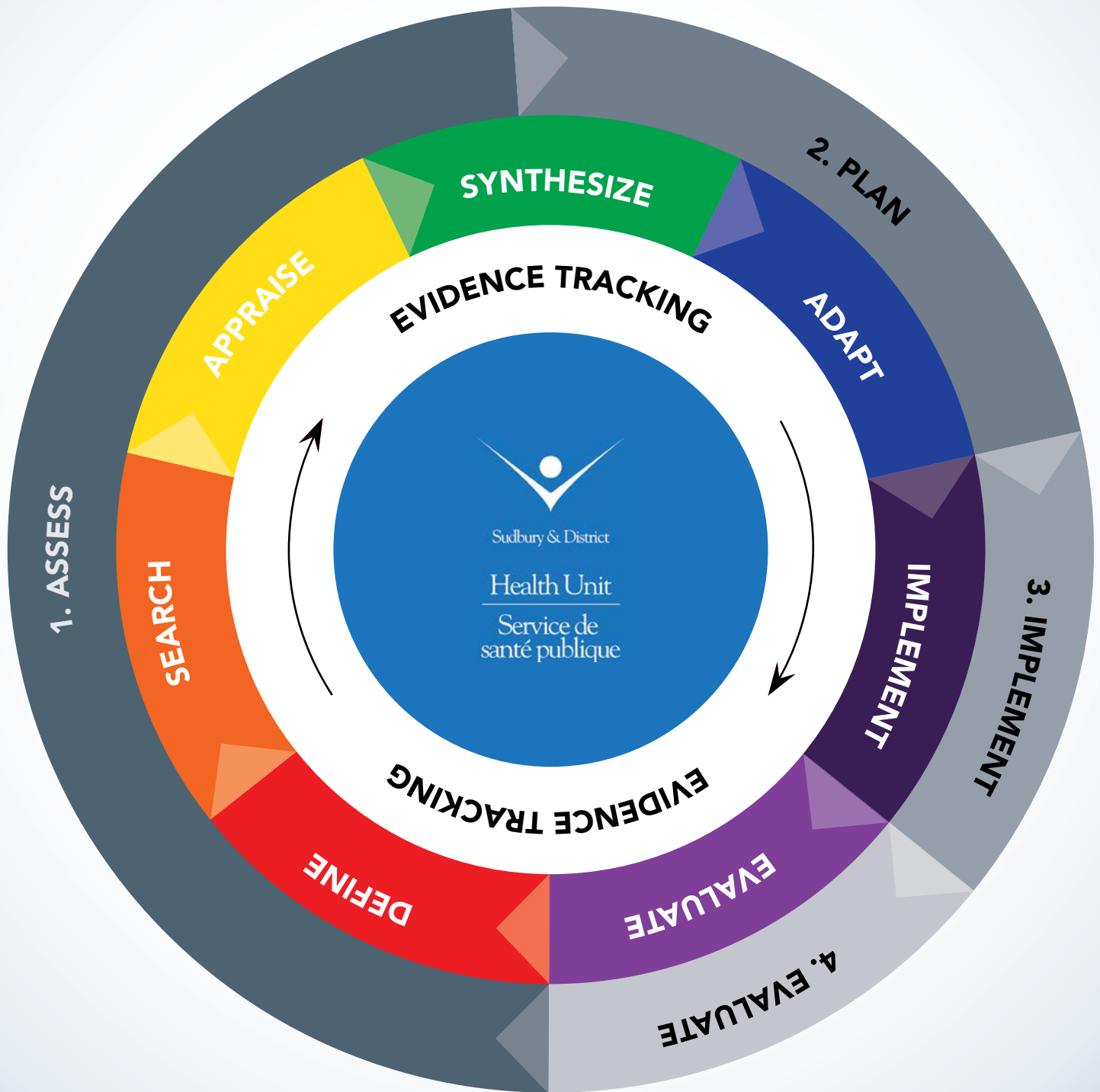
EVALUATION PLAN

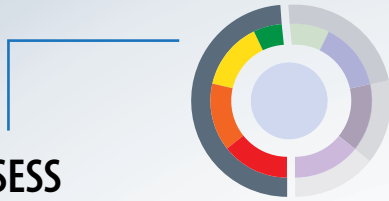
Evaluation and monitoring may impact future priorities and programming activities. Sufficient time and resources should be allocated to this critical part of the cycle.



Plan less.
Do more!

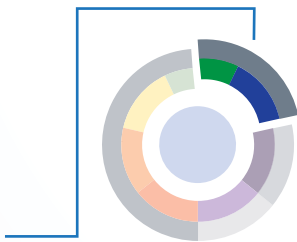
The SDHU OPHS Evidence-Informed Annual Planning Cycle





1. ASSESS

- Define the issue or problem
 - ◆ Learn how to define your issue/problem with the [Evidence-informed Public Health video](#)
- Use the [Evidence Tracking Form](#) as a summary of evidence for the deliverables, identification of gaps, and your recommendations as planners and decisions as managers
 - ◆ The Evidence Tracking Form allows for new evidence to be added all year long
 - ◆ Considerations for district offices should be included.
- Consider valuable evidence from a [variety of sources](#):
 - ◆ Community health and local context
 - ◆ Existing public health resources
 - ◆ Community and political climate
 - ◆ Best available research findings
 - ◆ Evaluation data from previous cycle
- Assess needs (include district offices)
- Identify target and [priority populations](#)
- Assess your options
- Consult and collaborate with other appropriate teams/managers
- Rely on public health expertise to integrate all relevant factors into any decision making
- Set priorities and make program decisions
 - ◆ Refer to [Decision Making Flowchart](#) and [Prompts for Decision Making](#) tools for extra guidance



2. PLAN

- Complete deliverables (Spring)
 - ◆ Logic model
 - ✓ The model does not have to follow a set template
 - ✓ Include goal, component, activity, target group, and outcome derived from the evidence collected on the Evidence Tracking Form
 - ✓ Keep each model broad and high level
 - ✓ Details regarding activities belong in the activity plans
 - ◆ [Activity plan](#)
 - ✓ The Excel template contains all necessary prompts
 - ◆ [Evaluation plan](#)
 - ✓ The worksheet is located in the Activity Planning Template



3. IMPLEMENT

- Act on the evidence
- Deliver high quality programs, activities, and services to our community
- Keep track of any needed modifications to the implementation. Integrate these modifications into the logic models and activity plans for the next planning cycle. This documentation should take place in the Activity Planning Template.
- Document mid-year and year-end progress in the Activity Planning Template



4. EVALUATE

- Assess the effectiveness of your implementation efforts
- Provide ongoing monitoring for a variety of program or team activities
 - ◆ Monitoring prompts appear in the Activity Planning Template
- Evaluate one program activity or service per program, per planning cycle
 - ◆ Help is available through EIPWG/RRED for evaluation activities
- Compare and compile: gaps, practice based questions and priorities
 - ◆ Forward any practice based questions to EIPWG

For an **accessible version** of this document, please visit:
<https://www.sdhu.com/resources/research-statistics/evidence-informed-public-health-practice/planningcycle>



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Do more!**