



Organizational Objective Submission Form – Instructions

This form may be found on the *All in for Health* website:

<https://jeffersonregionalhealthalliance.org/chip-workgroups/>

Guidance on developing organizational objectives, process measures, and action steps can be found in the *All in for Health* Handbook, which is also available on the website. Once complete, please submit this form electronically as an e-mail attachment to Andrea Krause (KrauseAK@jacksoncounty.org).

Organization(s): Enter the name of the organization(s) that are submitting the objective.		
CHIP Priority Area: <input type="checkbox"/> Behavioral Health <input type="checkbox"/> Housing <input type="checkbox"/> Parenting & Life Skills Check the appropriate box to indicate which CHIP priority the objective falls under	CHIP Goal: Indicate which CHIP goal the objective falls under. The goal should be taken directly from the CHIP document.	CHIP Strategy: Indicate which CHIP strategy the objective falls under. The strategy should be taken directly from the CHIP document.
Note: Everything in this line of the form should be pulled directly from the CHIP document.		
Organizational Objective: Enter your objective, determined by your individual organization (or partnership) here. It should align with the goal and strategy you selected above.		
Objective Process Measure: Enter the process measure for your objective here. It should quantify the achievement of your objective.	Process Measure Target: Enter the numerical target for your objective process measure here. If you do not have a target, enter "N/A."	
Action Steps	When	Action Step Process Measure
1.	Enter action steps for achieving your objective here. Add additional lines as needed by right clicking and selecting "Insert row below". Number any additional lines. Note timeframes for action steps in the "When" column. Note any process measures in the "Action Step Process Measure" column. If an action step does not have a process measure, enter "N/A."	
2.		
3.		
4.		
Are data for all measures readily available or easily obtainable? <input type="checkbox"/> Yes <input type="checkbox"/> No Answer the question by checking the appropriate box.		

If the answer is “no”, include an explanation in Notes/Comments section below and outline a proposed process for getting to “yes”

Primary Contact/Person Responsible for Reporting
Enter the contact information for the person responsible for reporting progress on this objective. This person will serve as the primary contact on the objective

Alternate Contact
Enter information for an alternative contact person here

Notes/Comments:

Enter any notes or comments regarding your organizational objective, process measures, and action steps here. Use this space to add any additional information or background that may be needed to understand your submission.

Has leadership from your organization reviewed and approved this proposal? Yes No

Answer the question by checking the appropriate box.



Organizational Objective Submission Form – Example

Organization(s): Oregon State University (OSU) Extension Service		
CHIP Priority Area: <input type="checkbox"/> Behavioral Health <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Parenting & Life Skills	CHIP Goal: Families have ample healthy and affordable food	CHIP Strategy: Increase access to healthy foods for children and families
Organizational Objective: By June 1, 2021 OSU Family + Community Health faculty and staff will work with community partners to initiate 5 new community gardens in Jackson and Josephine Counties		
Objective Process Measure: Number of new community gardens		Process Measure Target: 5
Action Steps	When	Action Step Process Measure
1. Identify potential partners and sites for new community gardens	January – August 2020	Number of potential sites for new gardens
2. Create concrete plans for garden development	August 2020 – March 2021	Number of sites with concrete plans for planting by June 2021
3. Engage community in garden development	Ongoing	% new gardens run by community members % occupancy of new community gardens
5. Initiate first growing season	March 2021 – May 2021	Number of gardens with occupied plots
Are data for all measures readily available or easily obtainable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If “no”, please explain in Notes/Comments section below and outline a proposed process for getting to “yes”</i>		
Primary Contact/Person Responsible for Reporting Name: Sally Strawberry Title: Assistant Professor of Practice Organization: OSU Extension E-mail: Sally.Strawberry@osu.ext.edu Phone: 541-555-5555 ext 123		Alternate Contact Name: Joe Tomato Title: Administrative Assistant Organization: OSU Extension E-mail: Joe.Tomato@osu.ext.edu Phone: 541-555-5555 ext 456
Notes/Comments: The definition that we will use for “community member” in the process measure for action step 3 is a person who both (1) lives in the target area for the garden and (2) is not employed by any organization involved in initiating the garden.		
Has leadership from your organization reviewed and approved this proposal? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		