APPENDIX A: STORYBOARD TEMPLATE

LOCAL HEALTH DEPARTMENT NAME: Louisville Metro Public Health & Wellness
ADDRESS: 400 East Gray Street – Louisville KY 40204
PHONE NUMBER: 502.574.6520
SIZE: Over 300 staff at headquarters and 19 satellite offices
POPULATION SERVED: 701,500
PROJECT TITLE: Post Education Program Assessment – Smoking Cessation

PLAN
Identify an opportunity and Plan for Improvement

1. Getting Started
It was the purpose of this project to address a particular criteria in a specific way and develop a process that can be used across the organization to strengthen the particular competency of Assessing a Target Population on how they Accept Information.

2. Assemble the Team
The team was made up of health department staff, including subject matter experts and the project director, as well as QI consultants.

3. Examine the Current Approach
There were no qualitative or quantitative measures in place for any of the existing programs that could assess each program’s effectiveness, how the information was accepted, processed and/or understood, or any results or behavioral changes that may have occurred for a particular participant as a result of their participation in an education program.

4. Identify Potential Solutions
The team selected a pilot subject matter, developed a post-education assessment, determined a data collection method, gathered participant contact information, conducted data collection.

5. Develop an Improvement Theory
Both pre- and post-assessment of participants of an educational program where the objective is for the participant to change their health behaviors are needed in order to determine the true effectiveness of a program. Participant contact information must also be gathered at the beginning of any type of educational program.

ACT
Standardize the Improvement and Establish Future Plans

8. Standardize the Improvement or Develop New Theory
Recommendations for future implementation include development of pre- and post-assessment instruments; data collection method analysis; establish baseline level knowledge through pre-assessment; Determine time intervals needed for post-assessment follow-up; collect participant’s demographic information prior to start of program; conduct post-assessment data; compare results to pre-assessment data.

DO
Test the Theory for Improvement

6. Test the Theory
A pilot program was developed around the Cooper Clayton Smoking Cessation Education program, participant contact information was collected, a post-assessment instrument was designed, a data collection method was determined, resources secured to implement the project, participant data was collected and analyzed.

CHECK
Use Data to Study Results of the Test

7. Check the Results
Data was collected that indicated level of information acceptance, however, since no beginning baseline data was available, comparison was not possible to determine the long-term success of the educational program.

9. Establish Future Plans
Determine existing education programs where this process can be applied; customize pre- and post-assessments and data collection methodology to fit particular program; implement all assessments.