**This template was developed to create a final action plan for the HSCB Initiative. It is intended to be an example for the ending phase of your project and can help you to set sustainability goals and continue partnerships that you developed during your work. Some language in the template is specific to the HSCB Initiative. Adjust it as needed for your project, pilot, or partnership.**

2023 is the final year of the American Cancer Society Hospital System Capacity Building (HSCB) initiative, a CDC-funded project. As such, your action plan will focus on activities to support the sustainability of the two core project strategies 1) building and maintaining results-driven partnerships and 2) implementing and integrating EBIs into hospital systems. Your sustainability plan will support maintaining these strategies by:

|  |  |
| --- | --- |
| Reminders | |
| Meeting with solid fill | Please complete your plans with your full team (Hospital System, Health Department, Community Partner, and other partners) |
| Daily calendar with solid fill | When completing this document, think about what activities are feasible in your given timeframe (3 months, 6 months, etc.). |
| Envelope with solid fill | Please share your completed plan with your team. |

1. Revisiting your project Vision ([page 2](#Vision))
2. Reporting on plans for a continued partnership beyond the project period ([pages 3-4](#Partnership))
3. Listing EBIs you plan on sustaining this year, and beyond the project period ([page 5](#EBIs))
4. Creating your 2023 project AIM statement ([page 5](#Aim))
5. Updating and expanding upon activities that will support sustaining your EBIs ([pages](#Activities) 6-10)

The completed Sustainability Action Plan template is your final action plan for this project and should be utilized as a guiding document to complete  
work through the end of the project.

For more information about the Hospital Systems Capacity Building Initiative please visit <https://hscb.acs4ccc.org>

end.

**Instructions:** Please take time to review your original vision you set in the very beginning of the project. As a team, utilize the vision statement to reflect on your partnership, and original intent of your collaboration. Use this discussion as a foundation to guide your partnership and sustainability plan conversations.

**Vision**

|  |  |
| --- | --- |
| Binoculars with solid fill | Add your project vision statement here... |
| Project Vision |

|  |
| --- |
| Reflection Notes: |
| Add your reflection notes here… |

**Instructions:** As you all know, partnership was a major focus of this project and is critical to sustaining this work. As we near completion we would like you to discuss what your partnership will look like beyond May. Please complete the questions and table about your partnership.

**Partnership**

What will collaboration look like for your COP team (hospital system, health department, community partner,  
and ACS staffer) after May?

|  |
| --- |
| Type your answer here… |
|

Consider:

|  |  |
| --- | --- |
| **How frequently will you meet?** |  |
| **What will the goal of your recurring meetings be?** |  |
| **Who will be responsible for facilitating meetings?** |  |
| **Who else (or what other organizations) may need to be added to the team?** |  |

Partnership Table

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member** | **Organization Name** | **Current Role** | **Future Commitment** (core team, contact as needed, no longer able to participate) |
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**Instructions:** Please list the EBIs your team plans to sustain this year and beyond the project period. Then craft an updated AIM statement related to sustaining your EBIs. The statement should include your partners, the number of EBIs, what EBIs you will sustain, and why it is important to do so. Finally, update the  
sustainability plan you completed in the fall (indicate the status of action steps and add new steps  
as appropriate) and add 1-2 new focus areas you plan to complete between now and May to  
support the institutionalization of your listed EBIs.

**EBIs, AIM & Activities**

Our team plans to sustain the following 2-5 EBIs through and beyond project completion:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type EBI 1 here… | Type EBI 2 here… | Type EBI 3 here… | Type EBI 4 here… | Type EBI 5 here… |

By sustaining the EBIs listed above our COP site aims to:

|  |
| --- |
| **Example AIM Statement:** The Transylvania County Department of Public Health, Hospital, and ACS aim to institutionalize three EBIs in our local hospital system by May 30th, 2023. These EBIs will include provider assessment and feedback, small media, and client reminders. Institutionalization of these EBIs is important because we have seen the impact these EBIs and working collaboratively have had on our patient population and screening rates and want these efforts to continue beyond the project end date. |

|  |  |
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| Bullseye with solid fill | Type your 2023 AIM Statement here… |
| 2023 Project AIM |

In order to sustain our EBIs our team will complete the following sustainability activities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sustainability Category Focus Area 1:** | | | | | |
| **Goal** (*What will the end result look like if this goal is accomplished):* | | | | | |
| **Action Steps** | **Person/Team Responsible** | **Materials or Resources Needed** | **What will be the result of this action step?** | **Month of Completion** | **Status Update** |
|  |  |  |  | Choose an item. | Choose an item. |
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| **Sustainability Category Focus Area 2:** | | | | | |
| **Goal** (*What will the end result look like if this goal is accomplished):* | | | | | |
| **Action Steps** | **Person/Team Responsible** | **Materials or Resources Needed** | **What will be the result of this action step?** | **Month of Completion** | **Status Update** |
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| **Sustainability Category Focus Area 3:** | | | | | |
| **Goal** (*What will the end result look like if this goal is accomplished):* | | | | | |
| **Action Steps** | **Person/Team Responsible** | **Materials or Resources Needed** | **What will be the result of this action step?** | **Month of Completion** | **Status Update** |
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| **Sustainability Category Focus Area 4:** | | | | | |
| **Goal** (*What will the end result look like if this goal is accomplished):* | | | | | |
| **Action Steps** | **Person/Team Responsible** | **Materials or Resources Needed** | **What will be the result of this action step?** | **Month of Completion** | **Status Update** |
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| **Sustainability Category Focus Area 5:** | | | | | |
| **Goal** (*What will the end result look like if this goal is accomplished):* | | | | | |
| **Action Steps** | **Person/Team Responsible** | **Materials or Resources Needed** | **What will be the result of this action step?** | **Month of Completion** | **Status Update** |
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