



## Request for Application

### Oral Health Needs Assessment and Planning Grant Fiscal Year 2015

Illinois Department of Public Health  
Division of Oral Health  
535 West Jefferson  
Springfield, Illinois 62761  
Phone: 217.785.4899  
Fax: 217.524.2831  
Email: [DPH.OralHealth@illinois.gov](mailto:DPH.OralHealth@illinois.gov)

**Application due date is close of business Friday, April 25, 2014**

## **Program Information**

### **A. Program Description**

The Oral Health Needs Assessment and Planning (OHNAP) Program assists communities to determine oral health status and plan comprehensive oral health programs designed to meet community needs. The Division of Oral Health will provide your agency with training, technical assistance, link to the Association of State and Territorial Dental Directors (ASTDD) “Seven-Step Model” and copy of the Division of Oral Health Supplemental Guidance. These tools facilitate a systematic data collection and analysis process that translates into an action plan. The process is completed with development of appropriate community intervention strategies and implementation of the action plan. For review for this application, an electronic copy of the Seven-Step Model can be found on the ASTDD Website at <<http://www.astdd.org/oral-health-assessment-7-step-model/>> and an electronic copy of the Supplemental Guidance can be obtained by contacting Stacey Ballweg at the Division of Oral Health at <[Stacey.Ballweg@illinois.gov](mailto:Stacey.Ballweg@illinois.gov)>.

By the end of the program year, the grantee will establish a comprehensive community-based oral health plan consisting of measurable oral health objectives and intervention strategies.

### **B. Program Requirements**

The applicant must:

- Complete an Oral Health Needs Assessment and Plan using the ASTDD: Seven-Step Model and the Division of Oral Health Supplemental Guidance and Worksheets.
- Form a community planning group.
- Review oral health data.
- Translate oral health data into measurable oral health objectives and formulate intervention strategies.
- Submit to the Division of Oral Health, all appropriate worksheets found in the Seven Step Manual/Supplemental Guidance, community objectives, and oral health plan.
- Provide quarterly updates as directed by the Division of Oral Health.

### **C. Payment Methodology**

The Department will pay the Grantee \$2,000 upon completion of the project and Department acceptance of the Oral Health Needs Assessment and Plan using the ASTDD “Seven-Step Model” and Division of Oral Health Supplemental Guidance.

The grantee shall submit to the Division of Oral Health, by the end of the program year, all appropriate worksheets from the model, community objectives and oral health plan and a Reimbursement Certification Form.

**D. Agency Deadlines**

Comprehensive Community-based Oral Health Plan      Due date: June 30, 2015

Quarterly Reports will be requested.

1st Quarter (*July – September*)

Due date: October 31, 2014

2nd Quarter (*October – December*)

Due date: January 31, 2015

3rd Quarter (*January – March*)

Due date: April 30, 2015

4th Quarter (*April – June*)

Due date: July 31, 2015

**E. Application**

Applications must be submitted through the Illinois Department of Public Health Electronic Grants Administration & Management System (EGrAMS). **Applications must be received by the close of business (5:00 p.m.) on April 25, 2014.** Applications not received by that date will not be reviewed.

**F. Source of funds**

Federal Maternal and Child Health Services Block Grant

**G. Contact:**

For additional information, please contact Dr. David E. Miller, Chief, Division of Oral Health at 312.814.1278 or e-mail at <[DPH.OralHealth@illinois.gov](mailto:DPH.OralHealth@illinois.gov)>.

## ORAL HEALTH NEEDS ASSESSMENT AND PLANNING

### **Why Oral Health Needs Assessment and Planning?**

Your oral health program will best meet the needs of your community when it is tailored to match current needs and to solve current health problems. Resources are best used when targeted to populations currently at risk, rather than toward established programs or localities with a past incidence or prevalence of disease.

### **About the Seven-Step Model and Supplemental Guidance**

The model and guide are designed to help educate your community about the importance of oral health and build community capacity to address the identified oral health needs.

The Seven-Step Model and Supplemental Guidance are assessment and planning tools tailored specifically to determine oral health needs and develop a comprehensive community-based oral health plan. When used effectively, the process provides integrated information about health status, the existing health system and health resources.

The model and guide incorporate risk assessment methods to assist in identifying individuals or groups who are at risk for poor oral health.

Just as an entire cookbook is not needed to prepare a meal, aspects of the entire Seven-Step manual may not be needed for your community. The Supplemental Guidance and division staff can assist in determining what areas within the Seven-Step Manual are applicable.

The model relies on a systematic data collection and analysis process that is translatable to an

action plan. Oral health needs assessment in your community will provide valuable data which can help determine, establish and adapt services and programs to best serve community needs.

### **Step-by-Step with the Seven-Step Model and Supplemental Guidance**

The model and guide provide a step-by-step, logical approach to help you conduct an oral health needs assessment and develop an oral health plan. It is based on a large-scale consensus-building process involving a number of diverse key stakeholders. Involving a community planning group is critical to the success of your needs assessment and plan.

At the heart of this model is a core set of information that all oral health programs should include as well as optional information items.

### **For more information, contact:**

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## ASTDD Seven-Step Model Oral Health Needs Assessment

