

Core TA Institution/Contact: ABC University/Ms. CHW-NEC

Date of Work Plan: \_\_\_\_\_

**SAMPLE**

Adapter Institution/Contact: DEF Community College/Mr. Adapter

X Initial Plan  
Progress Report

WORK PLAN FOR CORE TA INSTITUTIONS AND ADAPTER INSTITUTIONS	
<b>Technical Assistance/Best Practice Issue Area:</b>	<b>Workforce Assessment and Market Development</b>
<b>1. Completing Labor Market Assessments; the First Step in Program Feasibility Study</b> <i>Evaluate the current and potential job market for CHWs in the college's service area to assure there is adequate demand.</i>	
<b>2. Carrying Out Employment Market Development</b> <i>In collaboration with other CHWs and CHW advocates, the college will participate in developing CHW employment, volunteer, and internship opportunities for CHW students.</i>	
<b>Plan of Action:</b>	
1.1 Develop an employment market mailing list for the college service region;	
1.2 Develop a survey tool to assess the current utilization/employment and volunteer market for CHWs and to capture employer projections for CHW utilization in the next few years;	
2.1 Using this same survey tool, also assess employer attitudes related to the training of CHWs...is there support for a college responsive educational program for CHWs?	
2.2 Using the same survey tool, ascertain if employers are willing to serve as practicum or field work training sites in collaboration with a college sponsored curriculum/program? Would the employers serve on a program feasibility study advisory committee?	
1.3 and 2.3 Complete and compile the results of the survey.	
<b>Expertise/Resources Requested:</b>	
Technical assistance with sample market assessment surveys from California Community Health Works and others.	
Possible site visit or conference call from expert consultants to meet with college staff and employers on the important steps in employment market assessment, employment market development; and educational support by employers as fieldwork sites for students.	
Request for central CHW-NEC project staff support for identifying supportive resources and expert consultants.	
<b>Timeline for Plan of Action:</b>	
Begin Action plan steps by July 15, 2005.	
Send out surveys and retrieve these for compilation from August 15 through September 15, 2005.	
Complete compilation of findings and decide if the market supports CHW college responsive program development.	
<b>Other Comments:</b>	
If the market assessment supports feasibility for program development. Submit the next Work Plan Stage for the continuing support of the CHW-NEC Project.	