

Attachment A: Work Plan EXAMPLE

Nurse-Family Partnership (NFP) Application



January 27, 2026

Applicant name: _____

Please complete the work plan template for the reporting period of the NFP Mental Health Services grant (Oct. 1, 2026 – Sept. 30, 2027). **There is a minimum requirement of three goals with two objectives, but more can be added.** Please add as many goals, objectives, and activities as needed for the mental health services the program provides. It could be less or more than what is laid out on the template. Please be sure to fill all categories of Goal, Objective, Rationale, Activity, Person Responsible, Measures, and Completion Date.

Oct. 1, 2026 – Sept. 30, 2027

Goal 1: Expand NFP services to identified counties by Sept. 30 to improve health outcomes for families.

Objective 1: By December 2026, two nurse home visiting staff will be hired to serve the identified region.

Objective rationale: The foundation of a successful NFP program is building strong relationships with clients. To achieve this, it is important to hire key staff who can communicate and connect with the communities served.

Activity	Person Responsible	Measures of Accomplishment	Desired Completion Date
Create and post job listing	Hiring manager	A number of potential candidates identified	10/15/2026
Send mailers	Hiring manager	Send xx mailers in the targeted area	10/30/2026
Interview and hire NHV	Hiring manager	Conduct extensive interviews	12/1/2026
Orientation	Nurse supervisor	Provided comprehensive orientation	12/31/2026
NFP training	Nurse supervisor	Follow model protocol for training	Ongoing – fully trained by 9/30/2027

Objective 2: By January 2027, NFP services will be available for 20 families in the identified communities, increasing to 50 families by September 2027.

Objective rationale: Successful implementation requires a ramp-up of caseloads for nurse home visitors (NHV), which allows for proper training and opportunity for outreach in the community.

Activity	Person Responsible	Measures of Accomplishment	By When
NHV Training and Onboarding	NHV and nurse supervisor	Completion of required NFP training and agency specific onboarding	Ongoing – fully trained by 9/30/2027
Shadowing visits	NHV	Completion of no. of shadowing visits	12/31/2026
Conduct outreach activities – attend local events and meet with referral partners	NHV	Visit no. of referral partners Attend no. of outreach events	3/31/27
Begin building caseload and conducting home visits	NHV	Enroll no. of clients Conduct no. of home visits	3/31/27
Provide ongoing support and feedback	Nurse supervisor	Conduct joint visit and provide feedback to new NHVs Conduct chart audit and provide feedback	6/1/2027
Ramp up caseload fully	NHV	Enroll clients to meet caseload expectations	9/30/27

Goal 2:

Objective 1:

Objective rationale:

Activity	Person Responsible	Measures of Accomplishment	Anticipated Completion Date



Objective 2:

Objective rationale:

Activity	Person Responsible	Measures of Accomplishment	Anticipated Completion Date

Goal 3:

Objective 1:

Objective rationale:

Activity	Person Responsible	Measures of Accomplishment	Anticipated Completion Date



Objective 2:

Objective rationale:

Activity	Person Responsible	Measures of Accomplishment	Anticipated Date of Completion

Add more goals/objectives/activities if needed.

