

January 27, 2026

Agency Name: EXAMPLE

Please complete the work plan template for the first annual reporting period of the Nurse-Family Partnership (NFP) Mental Health Services grant (Year 4: June 1, 2025 - June 30, 2026). **There is a requirement of a minimum of three goals with two objectives, but more can be added.** Please add as many goals, objectives, and activities as are needed for the program. 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.

**Year 4: June 1, 2025 - June 30, 2026**

**Goal 1:** Provide access to mental health services for 100 NFP enrolled clients that indicate a positive screening

Objective 1: By June 30, 2026, the agency will have 90% of clients screened for anxiety and depression and referred to the appropriate mental health care as needed.

Objective rationale: Nurse home visitors will conduct routine, standardized mental health screening for clients.

Activity	Person Responsible	Measures of Accomplishment	Expected Date of Completion
Mental Health training(s)	Nurse home visitors, nurse supervisors, etc.	Follow model protocol for mental health training(s)	12/15/2026
Monthly chart reviews monthly	Nurse supervisor	Review charts monthly to ensure mental health screenings are completed	Monthly
Provide feedback and support	Nurse supervisor	Address any concerns or barriers with completing mental health services	Ongoing

Objective 2: By Dec. 31, 2026, 30 NFP clients will be provided mental health services as indicated by a positive screen or as needed

Objective rationale: Nurse home visitors will refer clients to mental health services when there is an indication of a positive screening or as needed.

Activity	Person Responsible	Measures of Accomplishment	Expected Completion Date
Create process for documenting referrals and receipt of services	Nurse supervisor and leadership	Agency policy created for mental health services program	July 31, 2026
Referring clients to mental health services	Nurse home visitor	Refer clients and document in DMCN	Beginning Aug. 1, 2026 - ongoing
Ensure receipt of services	Nurse home visitor and/or internal mental health provider	Document internal or external receipt of services for mental health services	Ongoing

## Goal 2:

Objective 1:

Objective Rationale:

Activity	Person Responsible	Measures of Accomplishment	Expected Completion Date



Objective 2:

Objective rationale:

Activity	Person Responsible	Measures of Accomplishment	Expected Completion Date

**Goal 3:**

Objective 1:

Objective Rationale:

Activity	Person Responsible	Measures of Accomplishment	Expected Completion Date



Objective 2:

Objective rationale:

Activity	Person Responsible	Measures of Accomplishment	Expected Completion Date

Add more goals/objectives/activities if needed.

