



NCC SORH Progress Report - Tips from a SORH

General:

- Read and re-read directions carefully 😊
- Organize information so it is easy for reviewer to read.
- Utilize TruServe, or other activity tracking systems.
- Final Review - compare program narrative and work plan side by side.
- Maintain a 'boiler plate' folder (organizational information, organizational chart, demographics, etc.)



Center for Rural Health



Performance Narrative:

- **List Each Core Function** (collect and disseminate information, coordinate rural health activities, and provide TA)
- Under each Core Function list corresponding activity
- Briefly describe each activity

Example:

1. Current (FY2016) Progress and Future (FY2017) Plan

Core Area 1: Collect and Disseminate Rural Health Information

A-1. CRH website (<http://ruralhealth.und.edu/>) – Review and update website.

A-2. Create and distribute CRH Updates (newsletters)/Flashes to rural partners and stakeholders.

A-3. Develop and publish informational documents/reports for rural providers and policy makers.

FY 2016 – Explanation of progress, to date, on activities.

FY 2017 – Explanation of future activities.

B. Coordinate Annual Dakota Conference on Rural and Public Health

Example - Coordinate Annual North Dakota Conference on Rural and Public Health, describe the conference and specifics (# attendees, a report on evaluations, topics, etc.). Since this is an annual event – briefly describe how the next year will be slightly different.



Core Area 2: Coordinate Rural Health Activities

Example - Scrub Camps - describe the camps and their objectives, as well as the application process, information on attendees, number of rural communities.

Core Area 3: Provide Technical Assistance

Example: describe technical assistance work and specific information on grant TA, as well as update for the upcoming year.

Work Plan:

- Make certain Core Function Areas and activities align with Performance Narrative; however, provide a little more specifics on process measures and impact, as appropriate and feasible.
- **Example:** # of current, to date, twitter followers; future include a goal of increasing twitter followers by 10%.