



**COLORADO STATE UNIVERSITY
EXTENSION**

Step 6b: County Program Plans

As county CSUE offices go through the process of filtering priority issues, start summarizing your takeaways in a draft County Program Plan (CPP). This draft should include:

- ✓ A list of issues that your county CSUE office collectively decides are priorities because of our potential to have impact on them in partnership with our communities (from step 6a)
- ✓ A short description of preliminary or possible contributing factors associated with each issue (i.e. economic uncertainty is a factor that contributes to mental health issues)
- ✓ Any supporting data associated with the issues (such as “there has been a 200% increase in opioid overdoses in the last two years”)
- ✓ Potential barriers to those who may try to access Office of Engagement & Extension (OEE) resources for those issues
- ✓ Potential strategies OEE could use independently or in partnership with other organizations/agencies to address the issue
- ✓ Potential partners for each issue (including OEE/CSU partners)

So step 6b involves building onto the work done in step 6a. Data from key informant interviews and secondary data collection should provide answers to some of these questions.

In essence, the draft CPP would contain all of the elements from the Secondary and Key Informant spreadsheet, but only for the top priority issues for the county CSUE office. A CPP template is provided for you to assist with this process. On that note, as you build out your list of issues, contributing factors, etc., you may see that some of the issues that you identified as priorities in Step 6a are no longer priority issues for your county Extension office. Conversely, perhaps issues lower on the priority list will rise to the top. The deeper dive into contributing factors, barriers, strategies, and potential partners may help you solidify which issues provide the greatest opportunity for CSUE (and OEE) impact.

Critically, county CSUE staff should be heavily involved in the processing of different data sources and the writing of the CPP. Staff voices and insights need to be valued and heard, especially if they have concerns about gaps between current work and the priorities identified through the data. In addition, other units of OEE need to be considered in addition to CSUE priorities. If you believe that CSU Online, for example, could address a certain issue independently or in partnership with CSUE, then list that in the draft CPP.

Draft CPPs can be shared in whole or part with community partners such as potential program beneficiaries (our learners), County Commissioners, Extension advisory boards, local and state organizations and agencies, PRUs, and other OEE units for feedback and revision. Not only will this help to shape the development and co-creation of programs, but it will also ensure that duplication of efforts is avoided and that we take advantage of partnership opportunities.

Once CPPs are “final”, they can serve as a county’s primary program planning reference in the same way that Plans of Work capture PRU program plans and Plans to Invest capture individual staff program plans. They can be formally shared with the CSUE Program Leadership Team in order to inform resource decisions at regional and state levels and to further inform PRU Plans of Work. At the individual level, individual Plans to Invest should reflect priorities captured in the CPPs.

Of course, taking action to actually develop or refine programs and resources based on a CPP is required if OEE is to better meet community needs. Although county CSUE staff already have expertise in developing and revising programs to meet community needs, additional support for program development is provided on CSUE’s [Program Planning & Reporting webpage](#). An overview of the CSUE program planning process is provided on the CNA webpage for reference and to see where this CNA work fits. Should a county want to incorporate its program planning efforts into a more comprehensive strategic guidance document that also accounts for mission, vision, values, and internal/staff needs, an example from Larimer County Department of Health and Environment can be found [here](#). The CPP can be updated over time as needs and issues evolve.