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| Appendix B  **VIOLENCE AND INJURY PREVENTION: COMPREHENSIVE INDEX TOOL (VIP:CIT) RATING GUIDELINES** | | | | |
| **Section 1: Development of the Plan** | | | | |
| 1. **a. Plan includes description of how the plan was developed.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| No mention of how plan was developed. | Gives minimal information regarding development of plan. | Elaborates on small details such as timeline of development, but does not elaborate on all the broader methods such as data gathering. | Provides sufficient detail on methods of development, data gathering, and parties involved in development. | Elaborates greatly on the roles of parties involved with development, methods of development, and reasoning/ decision making during development. |
| **1. b. Plan describes efforts to increase stakeholder inclusion in the development of the plan.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Plan does not mention stakeholders in relationship to development. | Merely lists stakeholders (actualized or potential) rather than explaining how they were involved. | Mentions some efforts from plan developers on reaching out to stakeholders. | Provides sufficient detail on how plan developers reached out to stakeholders (and results from these efforts), including information on roles of all stakeholders involved with development. | Goes into great detail regarding efforts of plan developers to increase stakeholder participation in development and resulting stakeholder involvement. |
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| **1. c. The development of the plan is data-driven, citing data of a relevant time period (i.e. within 5 years before the plan was first published).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Plan does not provide data relevant to development process. | Data are provided, but there is no explanation of the data/how they are used OR data are not within the relevant time period. | Data are provided and are of the relevant time period, but there is no interpretation of the data or explanation of how the data are used. | Data within the relevant time period are provided and some detail is given as to how the data are used/are meaningful for plan development. | Data within the relevant time period are provided and great detail is provided as to how the data are utilized and meaningful for plan development. |

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| **Section 2: Involvement of Stakeholders** | | | | |
| **2. a. Plan describes efforts to include governmental public health agencies as stakeholders.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Plan does not mention any outreach to or involvement of governmental health agencies in developing, implementing, or evaluating the plan. | Plan provides only minimal information about developer outreach, OR plan only lists stakeholder agencies/individuals representing governmental health agencies as involved or potential collaborators (rather than explaining involvement). | Plan indicates that developers worked to include governmental health agencies but provides limited description of these efforts and their results (ex. what stakeholders are involved and how). | Plan elaborates on how developers worked to include governmental health agencies OR provides detailed description of the results of these efforts (ex. how governmental health agencies are involved in the development, implementation, or evaluation of the plan). | Plan elaborates on how developers worked to include governmental health agencies AND provides detailed description of the results of these efforts (ex. how governmental health agencies are involved in the development, implementation, or evaluation of the plan). |
| **2. b. Plan describes efforts to include other governmental agencies which may/may not include political leaders.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Plan does not mention any outreach to or involvement of other governmental agencies in developing, implementing, or evaluating the plan. | Plan provides only minimal information about developer outreach, OR plan only lists stakeholder agencies/individuals representing other governmental agencies as involved or potential collaborators (rather than explaining involvement). | Plan indicates that developers worked to include other governmental agencies but provides limited description of these efforts and their results (ex. what stakeholders are involved and how). | Plan elaborates on how developers worked to include other governmental agencies OR provides detailed description of the results of these efforts (ex. how other governmental agencies are involved in the development, implementation, or evaluation of the plan). | Plan elaborates on how developers worked to include other governmental agencies AND provides detailed description of the results of these efforts (ex. how other governmental agencies are involved in the development, implementation, or evaluation of the plan). |

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| **2. c. Plan describes efforts to include professional organizations (AMA, AAP, business associations, etc.).** | | | | | |
| 1 | 2 | 3 | 4 | 5 | |
| Plan does not mention any outreach to or involvement of professional organizations in developing, implementing, or evaluating the plan. | Plan provides only minimal information about developer outreach, OR plan only lists stakeholder organizations/individuals representing professional organizations as involved or potential collaborators (rather than explaining involvement). | Plan indicates that developers worked to include professional organizations but provides limited description of these efforts and their results (ex. what stakeholders are involved and how). | Plan elaborates on how developers worked to include professional organizations OR provides detailed description of the results of these efforts (ex. how professional organizations are involved in the development, implementation, or evaluation of the plan). | Plan elaborates on how developers worked to include professional organizations AND provides detailed description of the results of these efforts (ex. how professional organizations are involved in the development, implementation, or evaluation of the plan). | |
| **2. d. Plan describes efforts to include academic organizations (ICRCs, university systems etc.).** | | | | | |
| 1 | 2 | 3 | 4 | | 5 |
| Plan does not mention any outreach to or involvement of academic organizations in developing, implementing, or evaluating the plan. | Plan provides only minimal information about developer outreach, OR plan only lists stakeholder organizations/individuals representing academic organizations as involved or potential collaborators (rather than explaining involvement). | Plan indicates that developers worked to include academic organizations but provides limited description of these efforts and their results (ex. what stakeholders are involved and how). | Plan elaborates on how developers worked to include academic organizations OR provides detailed description of the results of these efforts (ex. how academic organizations are involved in the development, implementation, or evaluation of the plan). | | Plan elaborates on how developers worked to include academic organizations AND provides detailed description of the results of these efforts (ex. how academic organizations are involved in the development, implementation, or evaluation of the plan). |

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| **2. e. Plan describes efforts to include medical institutions.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Plan does not mention any outreach to or involvement of medical institutions in developing, implementing, or evaluating the plan. | Plan provides only minimal information about developer outreach, OR plan only lists stakeholder institutions/individuals representing medical institutions as involved or potential collaborators (rather than explaining involvement). | Plan indicates that developers worked to include medical institutions but provides limited description of these efforts and their results (ex. what stakeholders are involved and how). | Plan elaborates on how developers worked to include medical institutions OR provides detailed description of the results of these efforts (ex. how medical institutions are involved in the development, implementation, or evaluation of the plan). | Plan elaborates on how developers worked to include medical institutions AND provides detailed description of the results of these efforts (ex. how medical institutions are involved in the development, implementation, or evaluation of the plan). |
| **2. f. Plan describes efforts to include non-healthcare-related businesses.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Plan does not mention any outreach to or involvement of businesses in developing, implementing, or evaluating the plan. | Plan provides only minimal information about developer outreach, OR plan only lists stakeholder businesses/individuals representing businesses as involved or potential collaborators (rather than explaining involvement). | Plan indicates that developers worked to include businesses but provides limited description of these efforts and their results (ex. what stakeholders are involved and how). | Plan elaborates on how developers worked to include businesses OR provides detailed description of the results of these efforts (ex. how businesses are involved in the development, implementation, or evaluation of the plan). | Plan elaborates on how developers worked to include businesses AND provides detailed description of the results of these efforts (ex. how businesses are involved in the development, implementation, or evaluation of the plan). |

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| **2. g. Plan describes efforts to include non-profits and community-based organizations.** | | | | |
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| Plan does not mention any outreach to or involvement of non-profits or community-based organizations in developing, implementing, or evaluating the plan. | Plan provides only minimal information about developer outreach, OR plan only lists stakeholder organizations/individuals representing non-profits or community-based organizations as involved or potential collaborators (rather than explaining involvement). | Plan indicates that developers worked to include non-profits or community based organizations but provides limited description of these efforts and their results (ex. what stakeholders are involved and how). | Plan elaborates on how developers worked to include non-profits or community-based organizations OR provides detailed description of the results of these efforts (ex. how non-profits or community-based organizations are involved in the development, implementation, or evaluation of the plan). | Plan elaborates on how developers worked to include non-profits or community-based organizations AND provides detailed description of the results of these efforts (ex. how non-profits or community-based organizations are involved in the development, implementation, or evaluation of the plan). |
| **Section 3: Involvement of Policy, Organizational Policy, and Regulations** | | | | |
| **3. a. Plan evaluates the status and impact of existing policies, organizational policies, regulations, laws, etc.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Plan does not mention current policies, regulations, etc. | Plan mentions current/relevant policies, regulations, etc., but it provides no evaluation of them. | The plan mentions current/relevant policies, regulations, etc., AND it provides some feedback as to their status/impact. However, data and detail are lacking. | The plan reviews relevant and current policies, regulations, etc.; provides supporting data; and elaborates on some details. | The plan reviews relevant and current policies, regulations, etc.; provides supporting data; and greatly elaborates on details (including their successes or failures). |
| **3. b. Plan describes where gaps in policies/organizational polices/regulations/laws/etc. exist, how these gaps impact injury and violence prevalence, and proposed efforts for educating the public on relevant means for reducing burden of injury and violence.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Plan does not mention any gaps in policies, regulations, etc. | Plan mentions gaps in policies, regulations, etc., but it does not elaborate on them. If the plan mentions the impact of gaps or ways to educate the public, these are only covered broadly and without examples. | The plan mentions some gaps in policies, regulations, etc., AND it discusses impact of these gaps OR ways to educate the public regarding these gaps. However, the plan does not elaborate on these examples. | The plan covers some of the gaps in policies, regulations, etc., AND it elaborates on the impact of these gaps AS WELL AS some methods for educating the public in regards to these gaps. | The plan covers most/all gaps in policies, regulations, etc., and it provides a detailed account of impact of these gaps as well as a plan for how to educate the public regarding the gaps. |

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| **3. c. Plan identifies the expected impact of proposed potential policies/organizational policies/regulations/laws/etc., both current and new.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not provide any examples of policies, regulations, etc. | The plan lists policies, regulations, etc., but it makes no mention of expected impact. | The plan lists policies, regulations, etc., but it only addresses their expected impact broadly or in a vague manner. | The plan lists policies, regulations, etc., and it provides the expected impact of some of these policies/regulations. | The plan lists policies, regulations, etc., and it provides expected impact of all those that are listed. The plan provides some elaboration regarding how impact is defined and measured. |
| **3. d. Plan indicates which policies/organizational policies/regulations/laws/etc. are prioritized for future implementation (whether continued or new) and indicates what this prioritization is based on (ex. Funding, expected impact of the policies, political climate of the state, etc.)** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not provide any examples of policies, regulations, etc. to be implemented. | The plan lists policies, regulations, etc. to be implemented but does not indicate which are prioritized. | The plan indicates which potential policies, regulations, etc. are prioritized for implementation but gives no rationale or explanation for these prioritizations. | The plan indicates which potential policies, regulations, etc. are prioritized for implementation and provides some rationale for this prioritization, but elaboration is lacking. | The plan indicates which policies, regulations, etc. are prioritized for implementation and elaborates on the rationale for this prioritization. |

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| **3. e. Plan describes methods to educate the public about existing policies, organizational policies, regulations, laws, etc. as well as methods to increase public awareness about any new changes to be implemented.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention either existing or new policies, regulations, etc. | The plan lists existing and potential new policies, regulations, etc., BUT it does not elaborate on them. If the plan mentions public education, it only does so broadly and does not elaborate. | The plan identifies existing and potential new policies, regulations, etc., AND it provides a few examples of how to increase public awareness regarding them. | The plan identifies existing and potential new policies, regulations, etc., AND it elaborates on the importance of educating the public on these policies, etc. The plan provides clear, detailed methods for doing so. | The plan identifies existing and potential new policies, regulations, etc., AND it elaborates on the importance of educating the public on these policies, etc. The plan provides clear, detailed methods for doing so. The plan indicates that the methods it will use are evidence based and/or reflect the diverse needs of the public (ex. are tailored based on age, multilingual needs, education level, etc.) |
| **Section 4: Presentation of Data on Injury and Violence Burden & Current Efforts Implemented** | | | | |
| **4. a. Plan reports the status of injury and violence burden through data.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention the burden of injury or of violence. | The plan indicates that injury and violence have a social burden and provides some data, but data is limited and no implications are made. | The plan provides adequate data on the burden of violence, and at least half of these data reflect the burden of injury/violence for that state (i.e., is state-specific). | The plan includes at least state-specific data on the burden of injury and violence, and this data is provided for all the multiple injury/violence categories discussed in the plan. | The plan includes at least state-specific data on the burden of injury and violence, and these data are provided for all injury/violence categories covered in the plan and over multiple types of social burden (ex. human lives lost, years lost, Medicaid/Medicare costs, lost revenue, etc.). |

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| **4. b. Plan identifies potential risk/protective factors related to high burden areas of injury and violence (ex. not wearing a seatbelt as a risk factor for a MVI related death).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention or theorize on risk/protective factors related to injury or violence data. | The plan speculates on theoretical risk/protective factor(s) for at least one area of injury/violence. | The plan links at least one risk/protective factor and one type of injury/violence discussed in the plan. The plan provides some support (ex. Data, empirical literature) to support this link. | The plan links each type of injury/violence discussed in the plan to at least one risk/protective factor. The plan provides some support (ex. Data, empirical literature) to support these links. | The plan links each type of injury/violence discussed in the plan to at least one risk/protective factor, and implications of these factors are discussed at the local and regional levels. The plan provides some support (ex. Data, empirical literature) to support these links and describes how these factors were identified. |
| **4. c. Plan identifies how some risk/protective factors for injury and violence may be shared across multiple injury and violence areas.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention or theorize on risk/protective factors related to injury or violence OR does not speculate as to whether any proposed factors are shared between multiple areas of injury/violence. | The plan identifies risk/protective factors related to injury/violence and speculates as to whether these factors are shared between multiple types of injury/violence. | The plan identifies at least one risk/protective factor that is shared between at least two areas of injury/violence. | The plan identifies at least one risk/protective factor that is shared between at least two areas of injury/violence. This plan cites data, empirical literature or other resources (ex. CDC materials) in demonstrating how this factor is shared between areas of injury/violence. | The plan identifies at least one risk/protective factor that is shared between at least two areas of injury/violence OUTSIDE of the shared risk/protective factor targeted in the work plan. This plan cites data, empirical literature or other resources (ex. CDC materials) in demonstrating how this factor is shared between areas of injury/violence. |

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| **4. d. Plan identifies and utilizes reliable sources (ex. WISQARS, NVDRS, PDMP, emergency room data) for epidemiological data.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not identify or utilize epidemiological data. | The plan on identifies and uses epidemiological data are on the national level. | When citing state-specific data, the plan only identifies and utilizes unreliable data sources OR only uses state-specific data sources (ex. Hospital admission data). | The plan identifies and utilizes national and state-specific epidemiological data from multiple epidemiological databases, including non-state specific datasets (ex. WISQARS, NVDRS) for at least one area of injury/violence (or discussing injury/violence broadly). | The plan identifies and utilizes national and state-specific epidemiological data from multiple epidemiological databases, including non-state specific datasets (ex. WISQARS, NVDRS) for multiple areas of injury/violence. |
| **4. e. Plan presents data that are relevant/specific to the state/tribe/territory/jurisdiction.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan provides no data or only provides data that are country or multi-state specific. | The plan only provides broad data that are state specific (ex. number of people hospitalized for injury or violence for the whole state). | The plan provides state-specific data for each area of injury/violence discussed. | The plan provides state-specific data for each area of injury/violence discussed, and the plan also details relevant/significant county, city, or regional data for at least one area of injury/violence. | For each area of injury/violence, the plan provides relevant/significant data on counties, cities, and regions within the state OR the plan indicates that no significant differences between regional and state-wide data exist. |

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| **4. f. Plan describes status of injury and violence burden on relevant diverse sub-populations (age, gender, ethnicity, sexual orientation, income, and geographic/regional locations).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan makes no mention of sub-populations. | Than plan only provides data (without drawing implications) on sub-populations. | The plan provides data on some sub-populations and provides implications for this data. | The plan provides detailed information for multiple sub-populations across multiple areas of injury/violence. The plan draws implications for these data. | The plan provides detailed information for multiple sub-populations across multiple areas of injury/violence. The plan pays special attention to intersecting identities (ex. Injury and violence in adolescent men from underprivileged backgrounds). The plan also tries to highlight major differences across areas of diversity, and if no differences exist (ex. there may be no differences by race for a specific type of injury of violence), then the plan makes efforts to indicate this. |
| **4. g. Plan identifies potential barriers (behavioral, social, environmental, economic, etc.) contributing to injury and violence burden (ex. lack of instruction for non-English speaking families to reduce drowning hazards at home).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not cover any potential barriers for reducing injury and violence burden. | The plan indicates that barriers to injury and violence reduction may exist but does not elaborate, OR the plan lists potential barriers without elaboration. | The plan lists potential barriers to injury and violence reduction across multiple types of injury/violence (but does not elaborate), OR plan elaborates on potential barriers for only one or two areas of injury/violence. | The plan elaborates on potential barriers to injury and violence reduction across multiple types of injury/violence. | For each area of injury/violence that the plan covers, the plan elaborates on potential barriers. Barriers of multiple levels (ex. Behavioral, social, environmental, economic, etc.) are elaborated on, and the plan describes how barriers are identified. |

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| **4. h. Plan identifies gaps that exist in current data.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not indicate whether gaps in the current data exist. | Plan indicates that data may be missing or absent but does not elaborate. | Plan identifies when data is missing across areas of injury/violence. | Plan identifies specific areas where data are missing on multiple levels (ex. the level of sub-populations, regions, risk/protective factors) for all areas of injury/violence discussed. | Plan identifies specific areas where data are missing on multiple levels (ex. the level of sub-populations, regions, risk/protective factors) for all areas of injury/violence discussed. Plan elaborates on implications of this missing data (ex. Conclusions cannot be drawn, may negatively impact prevention because...). |
| **4. i. Plan identifies potential outstanding circumstances that may impact the implementation of the plan (ex. health department reorganization, policy changes, budgeting changes, etc.).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not describe any special circumstances that may occur. | The plan indicates that at least one special circumstance may occur but does not elaborate on its potential impact. | The plan identifies at least one special circumstance and elaborates on its potential implications. | Whenever discussing implementation, the plan identifies special circumstances that may occur and elaborates on potential implications, OR the plan directly states that no changes are anticipated in any relevant area. | Whenever discussing implementation, the plan clearly identifies circumstances for each potential implementation resource (ex. Personnel, funding, other resources, etc.) and elaborates on potential implications, OR the plan directly states that no changes are anticipated for EACH of these areas. The plan discusses how it assessed for these circumstances. |

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| **4. j. Plan describes previous efforts to reduce the burden of injury and violence.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan makes no mention of previous/ongoing efforts to reduce the burden of injury and violence. | The plan describes at least one previous or ongoing effort but does not provide data or relevant outcomes. | The plan describes multiple previous or ongoing efforts but does not provide data or relevant outcomes. | For each area of injury/violence covered in the plan, the plan describes previous or ongoing efforts but does not provide data or relevant outcomes, OR the plan states that there have been no previous efforts in relevant areas. | For each area of injury/violence covered in the plan, the plan describes previous or ongoing efforts and provides data/outcomes for these efforts (or indicates clearly if data are not available). The plan describes how these efforts were identified and assessed. |
| **Section 5: State Goals** | | | | |
| **5. a. Plan identifies clearly listed and labeled goal statements.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain goals, or goals are difficult to identify. | The plan includes goal statements that can be found with a thorough reading of the plan, but they are not easily identified. | The plan's goal statements are listed within the plan, but some searching is required. | The plan's goal statements can be found easily without reading. | The plan's goal statements are labeled as goals and can be found easily without reading. The plan includes information about how the goals were developed and agreed upon. |

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| **5. b. Goals include the needs and efforts of a broad range of stakeholders (not just those of the state health department).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain any goals, or goals are difficult to identify. | The goals provided are too vague to determine how they benefit the public, the state health department, or other stakeholders. | The goals provided reflect the interests of the public and state health department and are logically related to other areas of the plan (ex. Burden of injury/violence, data provided). | The goals provided reflect the interests of the public and state health department and are logically related to other areas of the plan (ex. Burden of injury/violence, data provided). Additionally, the plan directly identifies how at least one other stakeholder benefits from each goal listed in the plan. | The goals provided reflect the interests of the public and state health department and are logically related to other areas of the plan (ex. Burden of injury/violence, data provided). Additionally, the plan directly identifies how multiple stakeholders were involved in the development of or benefit from each goal listed in the plan. The plan describes how the needs of stakeholders were assessed. |
| **5. c. Goals cover a multiyear timeframe.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain any goals, or goals are difficult to identify. | The goals provided do not have any timeframe attached or timeframe is implied without being stated directly. | The majority of goals provided serve only a narrow time frame that is less than the whole 5 year plan. | All goals provided generally serve several years of the 5 year plan, but there may be a few lacking a multiyear timeframe. | All goals cover a multiyear timeframe across all 5 years of the active plan. |
| **5. d. Plan and goals relate to the whole state, not just cities, counties, or select regions.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain any goals, or goals are difficult to identify. | The goals provided only relate to small regions within the state. | Some goals provided represent the whole state while others only represent smaller regions. | The goals provided generally represent the whole state, but some aspects could be too regionally focused. | Overall, the goals provided represent the needs of the whole state. |

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| **5. e. Goals are not simply restatements of existing programs (especially those that have not yielded positive changes). Goals are new strategies that can be feasibly implemented and are expected to create change.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain any goals, or goals are difficult to identify. | Most of the goals are restatements of old programs (especially those that have not yielded positive results or that lack data altogether). | Some goals are new while others are restatements of old programs (especially those that have not yielded positive results or that lack data altogether). | Most goals are new, but some aspects include those of old programs (especially those that did not yield positive results or that lack data altogether). | All goals represent new and innovative programs. If a goal included existing programs, it is a program that has yielded positive results and is included only as a supplement to the new goal. |
| **5. f. Goals reflect the complex and broad needs associated with violence and injury, and are directly tied to reducing this burden.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain any goals, or goals are difficult to identify. | The goals are seemingly related to reducing injury and violence, but they do not reflect the complexity of this goal AND do not directly indicate that violence and injury will be reduced. | The goals are reasonably related to reducing injury and violence. However, they do not reflect the complexity of this goal OR do not directly indicate that violence and injury will be reduced. | The goals reflect the complexity of implementing suitable interventions (for example, include partnerships and engagements, capacity-building, and interventions specific for reducing injury and violence), OR the goals directly reflect the reduction of injury and violence. | The goals reflect the complexity of implementing suitable interventions (for example, include partnerships and engagements, capacity-building, and interventions specific for reducing injury and violence). The goals directly reflect the reduction of injury and violence. |
| **Section 6: Objectives** | | | | |
| **6. a. Plan identifies clearly listed and labeled objectives.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain any objectives, or objectives are difficult to identify. | The plan includes objectives that can be found with a thorough reading of the plan, but they are not easily identified. | The plan's objectives are listed within the plan, but some searching is required. | The plan's objectives can be found easily without reading. | The plan's objectives are labeled as objectives and can be found easily without reading. The plan includes information about how the objectives were developed and agreed upon. |

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| **6. b. Objectives are organized.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain any objectives, or objectives are difficult to identify. | The plan's objectives are listed but do not seem to be organized by another variable (temporally, via sub-population, via type of injury/violence, etc.) | The plan's objectives seem to be organized around some criteria (ex. Goal, temporally, sub-population), but they seem unorganized or unclear in other regards. | The objectives are clearly listed and are organized by goal. Objectives are also organized temporally (by short-, intermediate-, and long-term). | The objectives are clearly listed and are organized by goal. Objectives are also organized temporally (by short-, intermediate-, and long-term) as well as by any other relevant factors (ex. Type of injury/violence, sub-population, geographic region). The plan's organizational strategy is explained clearly. |
| **6. c. Plan links objectives to relevant goals.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not contain any objectives, or the stated objectives seem unrelated to goals. | While objectives are present, they are vague so that it is difficult to see how they relate to goals in a meaningful way. Objectives only appear superficially related to goals. | Objectives appear to be loosely tied to goals but are not specific in how they support goal progress/completion in a meaningful way. | Objectives are specific in how they clearly support the progress/completion of the plan's goals. | Each objective is organized by goal, and the objectives under that goal are specific in how they clearly support the progress/completion of that goal. |
| **6. d. Objectives are S.M.A.R.T. (Specific, Measurable, Attainable, Results-oriented, and Time-phased).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has no objectives, or the stated objectives are vague and unmeasurable. | At least some of the objectives are specific or measureable. | The majority of the objectives are specific or measureable. At least some of these objectives include information about the time-phase of the objective. | The majority of objectives are clearly laid in the S.M.A.R.T. format. | All objectives are clearly laid in the S.M.A.R.T. format. |

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| **6. e. The plan includes objectives that are short term (process changes), intermediate (behavior, environment, or policy changes), and long term (health impact).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| If objectives are present, they are overly vague so that it is difficult to determine which qualify as short-, intermediate-, or long-term, OR no objectives are present. | While objectives can be organized into "early" and "late" phase, there do not appear to be consistent short-, intermediate-, and long-term objectives. | Each goal has objectives that are long-term. At least some objectives appear to be short- and intermediate- term to help meet this goal. | Under each goal, the plan has objectives that are short-, intermediate-, and long-term. | Under each goal, the plan has objectives that are short-, intermediate-, and long-term, and the objectives are labeled as such and organized temporally. |
| **6. f. Objectives cover multiple levels of action: individuals, families, institutions, and communities.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| If objectives are present, they are overly vague so that it is difficult to determine if they cover multiple levels of action, OR no objectives are present. | The plan references multiple levels for intervention, but does not explicitly detail how objectives will address these levels. | At least one goal has objectives that cover multiple levels. | The majority of goals include objectives that cover multiple levels. | Under each goal, the plan includes objectives that cover multiple levels. |

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| **6. g. Plan identifies a party responsible for each objective (personnel, project, agency, etc.).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| If objectives are present, the plan has not assigned a party responsible for oversight/execution, OR objectives are overly vague so that responsibility is hard to discern, OR no objectives are present. | The plan identifies a party responsible for at least some of the objectives. | The plan identifies a party responsible for the majority of the objectives. | The plan identifies a party responsible for each of the objectives. | The plan identifies responsibility for each objective, and these responsibilities are detailed within the plan (including explaining how this responsibility was determined). |
| **Section 7: Strategies for Interventions** | | | | |
| **7. a. Plan identifies clearly listed and labeled strategies.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has no strategies, or strategies are difficult to identify. | The plan includes strategies that can be found with a thorough reading of the plan, but they are not easily identified. | The plan's strategies are listed within the plan, but some searching is required. | The plan's strategies can be found easily without reading. | The plan's strategies are labeled as strategies and can be found easily without reading. The plan includes information about how the strategies were developed and agreed upon. |
| **7. b. Strategies are organized.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has no strategies, or strategies are difficult to identify. | The plan's strategies are listed but do not seem to be organized by another variable (temporally, via sub-population, via type of injury/violence, etc.) | The plan's strategies seem to be organized around some criteria (ex. Goal, temporally, sub-population), but they seem unorganized or unclear in other regards. | The strategies are clearly listed and are organized. | The strategies are clearly listed and are organized. Strategies are also organized temporally (by short-, intermediate-, and long-term) as well as by any other relevant factors (ex. Type of injury/violence, sub-population, geographic region). The plan's organizational strategy is explained clearly. |

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| **7. c. Plan links strategies to relevant objectives.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has no strategies, or strategies are difficult to identify. | While strategies are present, they are vague so that it is difficult to see how they relate to objectives in a meaningful way. Strategies only appear superficially related to objectives. | Strategies appear to be loosely tied to objectives but are not specific in how they support objective progress/completion in a meaningful way. | Strategies are specific in how they clearly support the progress/completion of the plan's objectives. | Each strategy is organized by objective, and the strategies under that objective are specific in how they clearly support the progress/completion of that objective. |
| **7. d. Plan clearly describes and justifies criteria used to select strategic interventions.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has no strategies, or strategies are difficult to identify. | The plan provides little to no criteria to explain how strategies were chosen. | The plan provides the criteria used to select some of the presented strategies, but there are still gaps in explanation. | The plan provides the criteria used to select most of the presented strategies, but there are a few that remain unexplained. | The plan clearly presents criteria used in the selection of all presented strategies. |
| **7. e. Plan prioritizes evidence-based strategies (or provides justification for different criteria).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has no strategies, or strategies are difficult to identify. | The plan provides little to no data/evidence or explanation to justify strategy selection. | The plan presents some data/evidence of a few of the presented strategies, but there are still gaps or the explanation for strategy selection was lacking significant detail. | The plan provides data, evidence, or an explanation with significant detail supporting the selection of most strategies, but a few remain unexplained. | The plan provides data, evidence, or an explanation with significant detail supporting the selection of all listed strategies. |

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| **7. f. Plan chooses strategies that are well correlated to the population subtype selected for intervention (i.e. age, gender, culture, etc. are all considered).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has no strategies, or strategies are difficult to identify. | The plan does not identify specific subtypes for intervention. | Some of the strategies mention population subtypes for intervention, but there is a significant lack of ties to population subtypes affected by violence/injury. | Most population subtypes adversely affected by violence and/or injury are represented by strategies selected specifically for that subpopulation, but some populations remain unaddressed OR the strategies selected do not appear to well match the subpopulations for which they are intended. | All population subtypes adversely affected by violence and/or injury are represented by strategies selected specifically for that subpopulation, and the strategies selected appear to well match the subpopulations for which they are intended. The plan elaborates on the link between strategies and subpopulations. |
| **Section 8: Reducing Injury and Violence Disparities** | | | | |
| **8. a. Plan identifies subpopulations at highest risk of injury/violence related morbidity and mortality.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan makes no mention of any subpopulations at greatest risk for mortality. | The plan identifies subpopulations at greatest risk broadly (for all injury/violence), OR the plan provides information on subgroups at greatest risk for at least one area of injury/violence discussed in the plan. | For the majority of areas of injury/violence discussed in the plan, the plan identifies subpopulations at the highest risk of injury/violence. It is unclear if the plan has reviewed many forms of diversity in identifying subpopulations. | For each area of injury/violence discussed in the plan, the plan identifies subpopulations at the highest risk of injury/violence. The plan elaborates on the risks variables and barriers related to each subpopulation at greatest risk. However, it is unclear if the plan has reviewed many forms of diversity in identifying subpopulations. | For each area of injury/violence discussed in the plan, the plan identifies subpopulations at the highest risk of injury/violence. The plan elaborates on the risks variables and barriers related to each subpopulation at greatest risk. The plan clearly indicates that multiple levels of diversity (ex race, income, education level, geographic region, age, gender, sexual orientation) were considered when identifying subpopulations. |

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| **8. b. Plan prioritizes highest risk subpopulations for select types of injury or violence as high priority for intervention.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan makes no mention of any high risk subpopulations. | The plan implies (but does not directly state) that highest risk subpopulations are also high priority. These high risk groups are not detailed in goals, objectives, or strategies. | The plan directly states that highest risk subpopulations are high priority for intervention. However, these high risk groups are not consistently detailed in goals, objectives, or strategies. | For each area of injury/violence discussed in the plan, the highest risk subpopulations are clearly specified as being high priority for intervention. Some objectives and strategies address these highest risk groups, but these strategies may be incomplete for the targeted group. | For each area of injury/violence discussed in the plan, the highest risk subpopulations are clearly specified as being high priority for intervention. The plan provides reasonable support for this prioritization through goals, objectives, or strategies that are well-suited for these groups (ex. are disseminated through schools for children, include multi-language options for non-English speaking groups). |
| **8. c. Plan uses data-driven criteria to select population subgroups for strategy intervention.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not indicate that any subgroups are selected, OR the plan does not provide any data, rationale, or explanation relevant to said subgroup. | The plan describes vaguely how subgroups were selected, but does not elaborate. It is difficult to determine if the criteria were data-driven. | The plan demonstrates that the subgroups were selected via data demonstrating unequal injury/violence burden, disparities in resources, or similar issues. | The plan demonstrates that the subgroups were selected via data, citing at least two sources demonstrating unequal injury/violence burden, disparities in resources, or similar issues. | The plan demonstrates that the subgroups were selected via data, citing at least two sources demonstrating unequal injury/violence burden, disparities in resources, or similar issues. The plan also elaborates relevant evidence or literature on related risk factors, geographic region, and/or vulnerability factors pertaining to the subgroup. |

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| **8. d. Plan identifies how disparities between population subgroups will be addressed.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not indicate that any disparities between subgroups exist (or ignores subgroups altogether), OR the plan indicates disparities exist but does not provide plans to address any disparities. | The plan indicates that disparities exist and states that reducing disparities is important. However, the plan is unclear on how this will be achieved. | The plan's strategies and objectives are logically related to reducing disparities between subgroups. | The plan's strategies and objectives are logically related to reducing disparities between subgroups. The strategies and objectives appear to be obtainable and sensitive to the subgroup at greatest risk. | The plan's strategies and objectives are logically related to reducing disparities between subgroups. The strategies and objectives appear to be obtainable and sensitive to the subgroup at greatest risk. The plan details how it will evaluate rates of injury/violence between the subgroups to identify any remaining disparities as plan is being implemented. |
| **Section 9: Implementation of Plan** | | | | |
| **9. a. Plan describes how strategies will be integrated with existing programs.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not describe how strategies will be integrated with existing programs. | The plan's strategy integration details are very limited. | For some of the identified strategies, the plan mentions integration with existing programs, but many identified strategies lack descriptions of how they will be integrated with existing programs. | For most of the identified strategies, the plan mentions integration with existing programs, but a few gaps in explanation exist. | The plan well describes how strategies will be integrated with relevant existing programs, OR strategies explicitly state that they are novel without building upon any existing programs. |

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| **9. b. Plan describes how existing or potential stakeholders will be involved with plan implementation.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention stakeholders in regards to plan implementation. | The plan states that stakeholders will help with plan implementation, but there is a significant lack of detail as to how they will do so. | The plan provides some detail for how certain stakeholders will be involved with implementation, but the plan lacks detail for several strategies and/or several stakeholders on their involvement. | The plan well describes the role of stakeholders for most of the strategies to be implemented and for most of the stakeholders involved. However, a few gaps exist in explanation. | For each strategy to be implemented, the plan thoroughly describes the role of the stakeholders involved. If no stakeholder is involved for a specific strategy, the plan indicates this (ex. States that only the health department is responsible). |
| **9. c. Plan elaborates on how partners will be supported with implementation (ex. training, technical assistance, funding).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention implementation support. | The plan broadly states there is a need for implementation support or that support will be provided, but little to no specifics are provided (ex. no resource allocation provided). | The plan specifies some types of implementation support (ex. Training, resource allocation), but there is little detail provided and/or there are significant gaps in certain areas of implementation support. | The plan identifies needed implementation support and specifies the support that will be provided for most of the strategies to be implemented, but a few aspects are missing. | For each strategy to be implemented, the plan identifies support that will be needed and specifies what support will be provided. The listed support covers multiple domains (ex. funding, training, resource allocation, technical assistance, etc.). |
| **9. d. Plan describes how implementation will be sustained.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention implementation sustainability. | The plan mentions implementation sustainability (ex. The plan mentions the need to sustain implementation or that implementation will be sustained), but it provides no detail or elaboration for the statements provided. | The plan describes implementation sustainability with minimal elaboration. The plan's elaborations are not based on evidence, data, or existing literature. | The plan well describes the issues/process of implementation sustainability, but it lacks some elaboration (ex. Only mentions one aspect of maintaining a plan but not others, such as funding, resources, personnel, training). | The plan elaborates on sustainability of implementation. The plan mentions multiple domains of sustainability (ex. Renewed funds, updated training, new personnel) and/or evidence based approaches to sustainability. |

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| **9. e. Plan describes criteria used for prioritizing strategies to be implemented.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not prioritize strategies for implementation. | The plan prioritizes the strategies list but does not describe the prioritization process/decisions behind prioritization. | The plan provides a prioritized strategies list with very minimal descriptions for how prioritizations were made. | The plan describes most aspects of strategy prioritization (including elaboration on how these decisions were made) but a few descriptions are missing. | The plan explains well its strategy prioritization, including elaborating on prioritization decisions. |
| **9. f. Plan describes process for updating or revising the plan throughout implementation.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not describe the update/revision process. | The plan states that revisions can or will occur but does not describe how this will be achieved. | The plan broadly gives some detail for how/when the plan will be revised and updated but is lacking explanation. | Throughout the entirety of the plan, the plan provides information about how and when updates will occur. | Throughout the entirety of the plan, the plan provides information about how and when updates will occur. Information about stakeholder involvement, resources needed, and data-driven processes related to updates is included. |
| **Section 10: Resources for Implementation** | | | | |
| **10. a. Plan describes funding necessary for implementation.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan mentions no expected costs required to implement or evaluate the plan. | The plan indicates that there are expected costs to implement/evaluate the plan, but does not indicate whether additional funding is required for these costs. | The plan broadly indicates that there are expected costs to implement/evaluate the plan and states broadly that funding will be sought after to pay for these costs. | The plan provides an estimated, detailed account of expected costs to implement/evaluate the plan and reports on how much funding will be required to do so. | The plan provides an estimated cost analysis that reflects each goal (and relevant objectives and strategies). The plan includes a description of how these costs were assessed. The level of funding required to implement/evaluate the plan is described. If no additional funding is required, the plan specifies this. |

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| **10. b. Plan describes other resources needed to implement plan (ex. necessary training for personnel, etc.).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan mentions no resources needed to implement or evaluate the plan. | The plan indicates that there are expected needs to implement/evaluate the plan, but does not indicate whether other resources are required to meet these needs. | The plan broadly indicates that there are expected needs to implement/evaluate the plan and states broadly that resources will be sought after to address these needs. | The plan provides an estimated, detailed account of expected needs to implement/evaluate the plan and reports on what resources will be required to do so. | The plan provides an estimated needs analysis that reflects each goal (and relevant objectives and strategies). The plan includes a description of how these needs were assessed. Resources required to implement/evaluate the plan are described. If no additional resources are required, the plan specifies this. |
| **10. c. Plan describes strategy for how necessary funding and resources will be obtained.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not specify whether funding and resources will be needed, OR does not mention any specific strategies for obtaining either. | The plan states that sources for funding and/or resources will be identified or applied for, but the plan does not elaborate beyond this. | The plan states that sources for funding and/or resources will be identified and applied for. The plan identifies at least some potential sources. | The plan states that sources for funding and/or resources will be identified and applied for and provides a list of potential sources. Responsibility for applying for sources is identified and included in the plan. | The plan states that sources for funding and/or resources will be identified and applied for and provides a list of potential sources. Responsibility for applying for sources is identified and included in the plan. Additionally, the plan includes other strategies for raising funds, gathering resources, or reducing costs besides applying to sources. |
| **10. d. Plan describes status of current funding resources and a variety of potential sources of funding and resources.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan mentions no current or potential sources of funding or resources. | The plan only mentions the CDC Core SVIPP funding as a potential/current source. | The plan lists some additional sources of potential funding or resources. | The plan lists some potential AND current sources of funding or resources. | The plan lists several potential AND current sources of funding AND resources. |

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| **10. e. Plan identifies a lead agency for each funding source.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan provides no lead agency for current funding. | The plan indicates current funding exists but only identifies some agencies providing this funding. | The plan provides amounts of current funding, but only lists some agencies providing this funding. | The plan provides detailed amounts of current funding and lists the lead agencies for each source of funding. | The plan provides detailed amounts of current funding and lists the lead agencies for each source of funding. The plan also lists agencies that are potential sources for future funding. |
| **10. f. Plan describes how funds and resources will be allocated to support individual interventions.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan provides no information about fund or resource allocation. | The plan states that interventions will require funding and resources, but does not specify amounts or allocations. | The plan provides an estimated cost of interventions and indicates that funding/resources will be allocated for their implementation, but the plan does not provide detailed amounts. | The plan provides an estimated cost analysis that is itemized by strategies and interventions. The plan states the amount of funding and resources expected to be allocated to each itemized strategy/intervention. | The plan provides an estimated cost analysis that is itemized by strategies and interventions. The plan states the amount of funding and resources expected to be allocated to each itemized strategy/intervention. If the allocated funding and resources does not match the expected cost, the plan provides strategies for acquiring additional funding and resources. Additionally, the plan describes how allocation decisions were made. |

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| **Section 11: Evaluation** | | | | |
| **11. a. Plan describes expected/potential effects on populations if goals and objectives are met.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan offers no prediction of the effect of accomplished goals and objectives. | The plan provides a few statements predicting the effects of the plan but does not provide detail. | The plan provides some statements predicting possible outcomes of the plan, but the plan does not offer support of justification for these statements. | The plan provides expected outcomes in detail (including support and justification of the predictions) for most strategies, objectives, and/or goals. However, a few are missing or are missing detail. | The plan provides expected outcomes in detail (including support and justification of the predictions) for all strategies, objectives, and/or goals. The plan provides expected outcomes for population subgroups, particularly those that are at greatest risk. |
| **11. b. Plan describes how short-term indicators (process) will be measured.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention short-term indicators. | The plan mentions a few short-term indicators, but several areas of the plan do not include indicators for relevant strategies. The plan's information on indicator measurement is unclear. | The plan lists some short-term indicators, but several are missing or irrelevant. The plan's information on indicator measurement is unclear. | The plan details most areas where short-term indicators are useful and provides adequate information on indicator measurement. | Wherever short-term indicators are useful, the plan details what these indicators are and how to clearly measure indicators. |
| **11. c. Plan describes how intermediate indicators (behavior, environment, or policy changes) will be measured.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention intermediate indicators. | The plan mentions a few intermediate indicators, but several areas of the plan do not include indicators for relevant strategies. The plan's information on indicator measurement is unclear. | The plan lists some intermediate indicators, but several are missing or irrelevant. The plan's information on indicator measurement is unclear. | The plan details most areas where intermediate indicators are useful and provides adequate information on indicator measurement. | Wherever intermediate indicators are useful, the plan details what these indicators are and how to clearly measure indicators. |

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| **11. d. Plan describes how long-term indicators (reduction of injury/violence mortality, other health impact indicators) will be measured.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention long-term indicators. | The plan mentions a few long-term indicators, but several areas of the plan do not include indicators for relevant strategies. The plan's information on indicator measurement is unclear. | The plan lists some long-term indicators, but several are missing or irrelevant. The plan's information on indicator measurement is unclear. | The plan details most areas where long-term indicators are useful and provides adequate information on indicator measurement. | Wherever long-term indicators are useful, the plan details what these indicators are and how to clearly measure indicators. |
| **11. e. Plan describes how stakeholders will be involved in evaluation.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not mention stakeholders with regards to evaluation. | The plan may list stakeholders as assisting with evaluation, but the plan provides little to no detail with regards as to how stakeholders are involved. | The plan lists stakeholder involvement for most areas of evaluation but some specifics remain ambiguous. The plan sometimes elaborates on how stakeholders will be involved. | The plan outlines in detail most of the proposed stakeholder involvement with evaluation, but the plan misses a few details. | The plan outlines in detail all areas of proposed stakeholder involvement with plan evaluation. If there is an area of evaluation that does not include stakeholders, the plan states this clearly. |
| **11. f. Plan describes how data will be collected and analyzed.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not specify any methods as to how the data will be collected/analyzed. | The plan mentions that data will be collected and analyzed but leaves out most of the details as to how. | The plan provides some detail regarding the data collection and analysis process, but details may be vague/unclear or absent. | The plan provides most of the data collection/analyzation details for most areas of plan evaluation. The plan provides some reasoning and justification for the methods identified. | The plan provides details on data collection/analyzation for all areas of plan evaluation. The plan elaborates on the reasoning and justification for the processes selected. If there are concerns about inadequate data, these are also discussed. |

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| **11. g. Plan identifies a data source for each indicator. If an indicator lacks a data source, plan describes needed changes in data collection systems to support measurement of an indicator.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not provide any data sources for its indicators. | The plan identifies data sources for a few indicators, but many are lacking. The plan does not provide justification for why data sources are missing. | The plan identifies data sources for several indicators, but some are lacking. The plan does not provide justification for why data sources are missing. | The plan identifies data sources for most indicators, but a few are missing. The plan provides some rationale for how the identified data source will reflect indicator outcomes. The plan provides only limited justification for why data sources are missing. | The plan identifies appropriate data sources for all indicators OR justification as to why some indicators lack proper data sources. The plan provides at least brief rationales for how these identified sources appropriately reflect the indicator of interest. |
| **Section 12: Plan Accessibility and Usability** | | | | |
| **12. a. Plan is written using clear and understandable language.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has multiple spelling and punctuation errors, AND/OR the plan uses a lot of specific jargon and terminology that is geared toward program evaluators and health specialists. | The plan still includes some jargon and technical language. While the plan is understandable by more than just specialists, it is not easy to follow for many people. | Some jargon and technical language is used. The plan may not be readable by the majority of the public, but many people could reasonably follow along. | Little jargon is used, and when used, jargon is defined. The majority of the state's literate public could read the state's plan. | The plan uses clear language that is supported by helpful graphs and illustrations of data. Little jargon is used, and when used, jargon is defined. The majority of the state's literate public could read the state's plan. |

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| **12. b. Plan is logically organized into sections to make information easy to find.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan is not divided or categorized, and the information is difficult to find without reading the entire plan. | The plan includes main chapters that organizes some content, but the chapters contain a variety of information that can be difficult to find. | The plan roughly divides information so that readers only have to read a small section to find relevant information, OR the plan stretches information over several relevant sections, causing readers to have to flip between sections to obtain all relevant information. | The plan is divided into relevant chapters and subsections, which are all labeled. As such, it is easy for readers to identify the burden of injury/violence and the proposed plan (goals, objectives, and strategies). | The plan is divided into relevant chapters and subsections, which are all labeled. As such, it is easy for readers to identify the burden of injury/violence, past/current efforts to reduce injury/violence, the proposed plan (goals, objectives, and strategies), plans for evaluating/implementing the plan, and updates. |
| **12. c. Plan includes a description of intended audience.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan provides no description of the intended audience. | The plan includes an introductory letter or statement addressed to a group, but it is unclear if this is the audience for the entire plan. | The plan identifies groups who may be interested in the plan but does not clarify the intended audience of the plan. | The plan identifies groups who may be interested in the plan and clearly states which of the groups (or all of them) are the intended audience. | The plan identifies all relevant groups who may be interested in the plan and states that they are the intended audience. The plan provides brief elaborations on how the plan relates to the audience. |

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| **12. d. Plan is appropriate in content and scope for its intended audience.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan does not identify an audience. | The information is too technical for the audience, OR the information provided is overly redundant and/or scattered. | The plan covers appropriate content, but is either too in depth or is too brief for the intended audience. | The plan covers appropriate content that is neither too brief nor too in depth. It elaborates on points but is not redundant. The information is organized and not scattered. | The plan covers appropriate content that is neither too brief nor too in depth. It elaborates on points but is not redundant. The information is organized and not scattered. Summaries of information are provided to assist readers with lower reading levels and educations. The plan provides contact information for reader questions. |
| **12. e. Plan includes a brief summary of the full content of the plan.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan provides no summary of the content. | The plan contains opening remarks that do not seem to summarize any information. | The plan provides an opening summary, but key information is not included. | The plan provides a summary of the plan that highlights information to be later detailed. Based on this summary, readers can know what to expect in the plan and where to find information. | The plan provides a summary of the plan that highlights information to be later detailed. Based on this summary, readers can know what to expect in the plan and where to find information. The summary addresses the context for the plan (burden or injury/violence) and the related goals. |

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| **12. f. Plan is updated within the most recent 5 year period.** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan has not been updated in a reasonable timeframe. | It is difficult to tell when the plan was last updated. It appears to be outside the 5 year period but less than 3 years previous. | It is difficult to tell when the plan was last updated, but it appears to be in preparation for the most recent 5 year period. | Based on citations and data used in the plan, it appears to have been updated within the most recent 5 year period. | The plan clearly indicates when it was last updated (with the appropriate month and year as a minimum) and this update is within the most recent 5 year period. |
| **12. g. Plan is readily accessible for the public (ex. plan is easily accessed online).** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| The plan is difficult to find or is not linked to the public. | The plan is linked to the public, but it is buried under multiple links or must be found through extensive online searching. | The online pathway to the plan is easy to trace but requires some advanced searching. | The plan is easy to access with a reasonable search for SVIPP state information, but not additional explanation or context is provided on the website. | The plan is easy to access with a reasonable search for SVIPP state information. The website provides extra context of the plan to the public. |