

Home Visiting Coordination Action Plan Checklist

Item	Tips
✓ Convene a planning group	Ensure representatives from different sectors of family serving organizations are at the table. Counties may also consider involving family voices.
✓ Define SMART objectives for each goal	<p>In the F5CA Action Plan template, enter SMART objectives in the Milestones column. Carry over the objective to all applicable action steps. Multiple steps may have the same milestone/objective entered.</p> <p>Pro Tip! Consider a SMARTIE objective that includes a specific focus on equity:</p> <ul style="list-style-type: none"> Specific—focused and detailed Measurable—includes metrics to evaluate success Achievable—ambitious, but not unattainable Relevant—aligns with long-term strategies and values Time-bound—includes a clear deadline Inclusive—brings traditionally marginalized people (particularly those most impacted) into processes, activities, and decision/policymaking in a way that shares power Equitable—includes an element of fairness or justice that seeks to address systemic injustice, inequity, or oppression
✓ Develop action steps needed for each objective. Start with a high-level view, then refine into a more detailed plan	<p>In the F5CA Action Plan template, enter action steps in the Description column.</p> <p>The detailed action plan template can help break down the steps in a more detailed way. Ask your TA liaison for the template.</p>
✓ Prioritize and order the steps	
✓ Determine who will be responsible for doing each step	Each step should include who is responsible for completing the work and for reporting the status to the team or project manager.
✓ Add deadlines for each step	While your SMART objective timeline might span 3-6 months, your action steps should have smaller timelines such as 1 month or 1 week. This enables the team to keep the work moving and on track!
✓ Identify resources needed for each step	<p>Pro Tip! Be sure to anticipate and discuss potential challenges and how these might be overcome.</p>
✓ Set a schedule to communicate, monitor, evaluate, and update the plan	<p>Add action plan review as a standing agenda item on recurring team meetings to ensure the team is monitoring, updating, and evaluating the plan regularly.</p> <p>Pro Tip! Consider creating a communication strategy to ensure information is shared efficiently with all team members and stakeholders.</p>

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