

ACTION PLAN

Please note that this document is intended as an example of how you might use the Action Plan template to frame and document your county-specific goals. The items included are examples only and not intended to be comprehensive or representative of what counties should be doing. Please connect with your TA Liaison with any questions.

County: County A

Fiscal Lead Agency: First 5 Commission- County A

Goal # 1 of 3: A. Build or strengthen the county-wide vision for how a coordinated local early childhood development and family support system, including home visiting, can address the needs of families impacted by COVID-19.

Action Steps

Description	Milestones	Timeframe	Resources	Responsibility
<i>What actions are necessary to achieve the goal?</i>	<i>What is the expected outcome of the action?</i>	<i>When will this action take place?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will oversee task completion?</i>
<ol style="list-style-type: none"> 1. Create a project summary for stakeholders 2. Develop a communication plan with partners 3. Identify existing partners and potential gaps 4. Draft policies and procedures to support parent engagement (reimbursement, stipend, training) 5. Identify and recruit parent leaders 6. Determine a meeting schedule and agenda 	Establish a diverse Early Childhood Coalition (ECC) which includes 8-10 representatives from community partners as well as families served that meets at least once by March 15, 2021.	2/1/21 – 3/15/21	Grant-supported budget Organization leaders/staff	Julie Leis Nichole Sturmfels Lance Till
<ol style="list-style-type: none"> 1. Develop baseline survey to assess competencies 2. Complete RFA to secure contractor 3. Review contractor proposal 4. Secure training dates/times 5. Conduct follow-up survey 	Deliver systems change training that includes an emphasis on racial equity to 100% of ECC members by May 1, 2021.	3/15/21 – 5/1/21	Grant-supported budget Local experts Survey tool and software	Colleen Morrison Hannah Simmons
<ol style="list-style-type: none"> 1. Develop timeline for vision activities 2. Develop a process for crafting a vision 3. Create meeting schedule and agendas; meet regularly to reach consensus 4. Determine process for gathering feedback between meetings 5. Identify “change champions” at each partner agency to communicate and promote the progress and vision to colleagues 	Adopt a comprehensive, unified vision for how a coordinated early childhood system can address the needs of families impacted by COVID-19 with MOUs secured with 100% of ECC partners to operationalize vision by June 30, 2021.	3/15/21 – 6/30/21	Project documents Meeting space Meeting facilitator	Heather Johnson Katie Brennan Matt Poes

Goal # 2 of 3: B. Determine scope and effectiveness of existing home visiting programs and family support services designed to help families in crisis, and expand access, as needed, to help families recover from the effects of the COVID-19 pandemic.

Action Steps

Description	Milestones	Timeframe	Resources	Responsibility
<i>What actions are necessary to achieve the goal?</i>	<i>What is the expected outcome of the action?</i>	<i>When will this action take place?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will oversee task completion?</i>
<ol style="list-style-type: none"> 1. Develop a detailed work plan 2. Conduct literature search 3. Gather and review existing data 4. Collect new quantitative data 5. Host focus groups 	Complete the home visiting and family support services environmental scan to determine if access can be expanded to help families recover from the effects of the COVID-19 pandemic by Apr 30, 2021.	2/1/21 – 4/30/21	Grant-supported budget Data sources Survey/interview tools	Cynthia Minkovitz Danielle Gaskin Colleen Morrison
<ol style="list-style-type: none"> 1. Assess current data tracking system 2. Review existing metrics 3. Identify priority measures 4. Draft dashboard 5. Gather feedback 6. Finalize and disseminate dashboard 	Create a home visiting and family support services data dashboard that reflects key metrics using an equity lens and comparison to pre-COVID-19 data by June 30, 2021.	3/1/21 – 6/30/21	Data sources Data analyst Input of partners	Leah Childress Heather Johnson
<ol style="list-style-type: none"> 1. Identify existing resources 2. Categorize resources 3. Determine connections between existing resources 4. Identify gaps 5. Share draft 6. Gather feedback and make revisions 	Develop a comprehensive list of existing home visiting and family support services and potential gaps by June 30, 2021.	3/1/21 – 6/30/21	Grant-supported budget Input of partners	Dakota Bragato Erin Morehouse

Goal # 3 of 3: C. Strengthen (or rebuild) coordination and alignment across home visiting and family support agencies to address the effects of the pandemic on family support systems to help families recover from the effects of COVID-19.

Action Steps

Description	Milestones	Timeframe	Resources	Responsibility
<i>What actions are necessary to achieve the goal?</i>	<i>What is the expected outcome of the action?</i>	<i>When will this action take place?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will oversee task completion?</i>
<ol style="list-style-type: none"> 1. Assess current agreements 2. Identify gaps 3. Develop data exchange standards 4. Draft data sharing agreements 	Secure data sharing agreements with 100% of ECC partners by June 30, 2021.	4/31/21 – 6/30/21	Grant-supported budget Organization leaders/staff Legal counsel	Julie Leis Nichole Sturmfels Lance Till
<ol style="list-style-type: none"> 1. Identify partners that will participate 2. Select/hire lead agency 3. Collect referral requirements 4. Draft a universal referral form 5. Develop a decision tree 6. Create a process map 7. Gather feedback 8. Pilot process and form 9. Make revisions based on pilot feedback 10. Review and update MOUs 11. Implement coordinated intake and referral system 	Implement a coordinated intake and referral system by Sep 30, 2021.	3/15/21 – 9/30/21	List of community resources Draft MOUs Data sharing agreements Grant-supported budget Local experts	Colleen Morrison Leah Childress Cynthia Minkovitz
<ol style="list-style-type: none"> 1. Train staff at each family serving organization on referral/intake process 2. Review data and address barriers during ECC meetings 	Of total referrals received for each family serving organization, achieve 25% coming from CI&R system by Dec 31, 2021.	3/15/21 – 12/31/21	Data Dashboard	Heather Johnson Katie Brennan Matt Poes
<ol style="list-style-type: none"> 1. Conduct literature review 2. Conduct key informant interviews 3. Train staff at each family serving organization on referral/intake process 4. Review data and address barriers during ECC meetings 	Increase total referrals received for each family serving organization from ECC partners from X% to X% for families of color by Dec 31, 2021.	3/15/21 – 12/31/21	Electronic literature database Interview tool Data Dashboard	Dakota Bragato Erin Morehouse