

Work Plan Workshop



The Linkages Team



Jennifer Marcelli
Program Director



Andrea Lewis
Program Associate



Melissa Connelly
Associate Director



Danna Fabella
Consultant

Housekeeping



Rename yourselves to your name, county and position.



Keep your camera on if possible!



Keep yourself muted.



Use the chat for comments and questions.



Agenda

- Linkages 2.0 – What Is it?
- Why a work plan?
- Self Assessment/Renovation
- Creating a collaborative workplan
- Closing

Menti-Meter



<https://www.menti.com/alwjg17jquac>

CalWORKs & Child Welfare Collaboration

Primary	<ul style="list-style-type: none">• Family support info and resources for CalWORKs families
Secondary	<ul style="list-style-type: none">• ER/CalWORKs service coordination• Family Stabilization & Home Visiting• Differential Response
Tertiary	<ul style="list-style-type: none">• FM/CalWORKs service coordination• FR/CalWORKs service coordination

ZOOM POLL

Why Have a Work Plan?

Accountability to stakeholders

Serves as a guide for moving
Linkages forward

Helps identify specific
activities/tasks and who is
responsible for follow through

Useful as a tool to track and
communicate progress



What a work plan clarifies:

- What you want to accomplish
- How long will it take
- Who needs to be involved
- What actions will get you there

Creating a Work Plan Relies on a Team!

- Maintain balanced co-leadership
- Involve the right players from the start
- Communicate regularly between co-leaders & sponsors
- Members to consider...program experts, data analysts, training staff, fiscal analysts, union representatives, etc.



Review: The path to work planning

Process	Actions	Tools
Self Assessment	<ul style="list-style-type: none">• Examine current reality• Interpret the results	Readiness Assessment Renovation Assessment
Workplan Development	<ul style="list-style-type: none">• Identify critical priorities to address• Define what success looks like• Delegate the work	Workplan Template

LINKAGES READINESS ASSESSMENT: A SELF-ASSESSMENT TOOL

County		Email	
Contact Person		Date	

Linkages is a partnership between CalWORKs and the Child Welfare System, that supports coordination, collaboration, and leveraging resources.

This self-assessment tool will help determine your county's readiness to coordinate services through a Linkages model and will help inform planning efforts.

Instructions: Gather your planning team or another group of informed stakeholders to engage in a dialogue about the current service environment and collectively rate the statements below. The overall picture created by rating these items will help your team/stakeholders determine if Linkages makes sense to pursue at this time and where to start.

Rating: For each item listed below, read the statement, and mark an "X" below the number that most accurately depicts your county's current circumstances.

1. We have a strong history of CWS and CalWORKs working together successfully on other collaborative initiatives.

Not at all	Not very much	Somewhat	Quite a bit	Completely
1	2	3	4	5

2. The leadership of both Child Welfare Services (CWS) and CalWORKs see the value of pursuing a continuum of services for vulnerable families with a focus on prevention and early intervention.

Not at all	Not very much	Somewhat	Quite a bit	Completely
1	2	3	4	5

3. CalWORKs and CWS leaders are committed to modeling Collaboration, Engagement, Teaming, and Advocacy through implementation of Linkages in our county.

Not at all	Not very much	Somewhat	Quite a bit	Completely
1	2	3	4	5

LINKAGES RENOVATION ASSESSMENT A SELF-ASSESSMENT TOOL

County		Email	
Contact Person		Date	

Assessing Linkages for Renovation and Work Planning

Instructions: Read each statement and mark an "X" below the number that most accurately depicts your organization's current reality with respect to Linkages.

PROGRAM EXPANSION OR RENEWAL

Strategic Direction ♦ Target Populations ♦ Infrastructure of Coordination ♦ Communication

1. Our written Linkages vision, mission and guiding principles support sustainable service coordination and collaboration between CalWORKs and Child Welfare Services (CWS).

Strongly Disagree				Strongly Agree
1	2	3	4	5

2. Agency leadership in our county demonstrate commitment to maintaining the strategic direction of coordinated services and collaboration between CalWORKs and CWS.

Strongly Disagree				Strongly Agree
1	2	3	4	5

3. Linkages continues to be visible as an organizational priority in our county.

Strongly Disagree				Strongly Agree
1	2	3	4	5

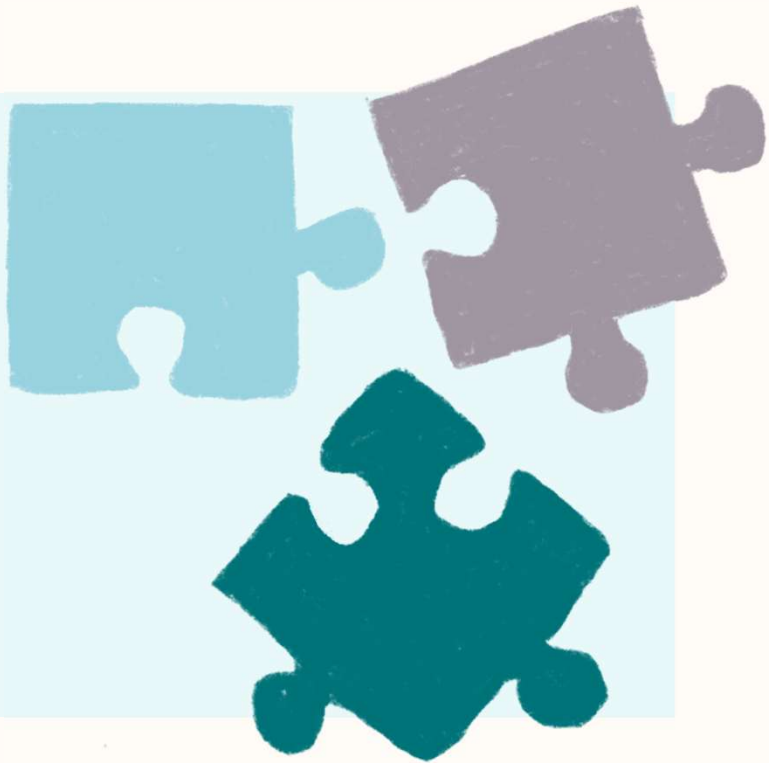
4. CalWORKs sees itself as preventing child abuse and neglect through engagement in work participation and family stabilization and CWS views itself as reducing poverty stressors through strengthening protective factors.

Strongly Disagree				Strongly Agree
1	2	3	4	5

5. Our organizational structure supports cross system collaboration through teamwork and does not reinforce "working in silos."

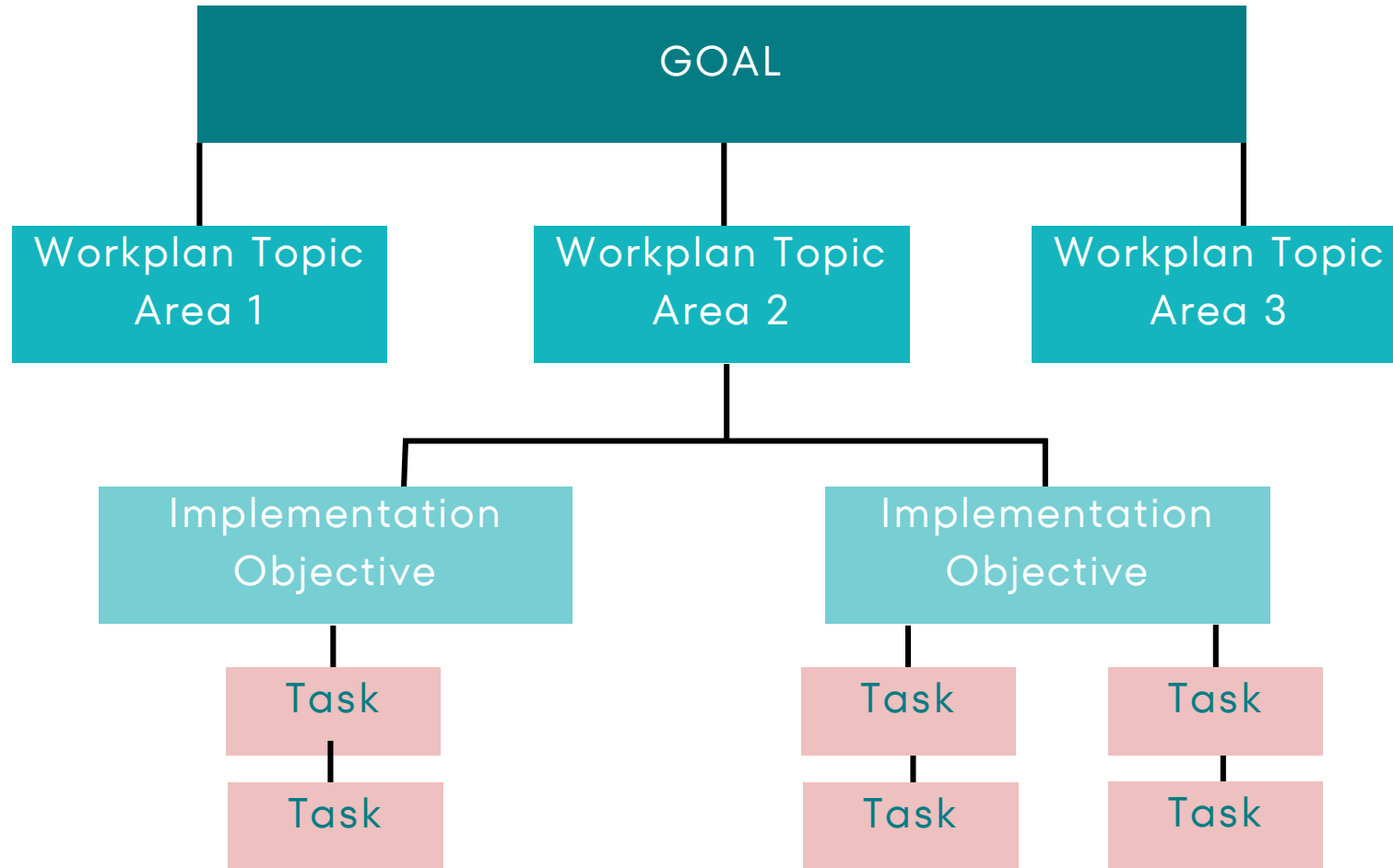
Strongly Disagree				Strongly Agree
1	2	3	4	5

Anatomy of a work plan



- Plan components
- Plan structure
- Logic sequence
- Actions & due dates

Anatomy of a work plan



Work Plan Components



Goal: Begin with the end in mind

What's the ultimate result you want to accomplish from Linkages?

- Focus on results for families and children
- Customize for your reality
- State the goal in terms of your "desired end result"
- Be specific

Implementation Objectives

**What would success look like for your county's
CalWORKs/CWS coordination?**

- For each topic, describe what would be happening if the project were successfully implemented in that area.
- Use the present tense.
- Identify at least 1 objective for each topic selected

Task Due Dates

- Link to key project milestones
- Consider any pre-determined due dates
- Who will be responsible
- Develop draft and final due dates to allow for input



Steps for Using your Work Plan Template

1

Set your Linkages
Goal

3

Customize your work plan
template

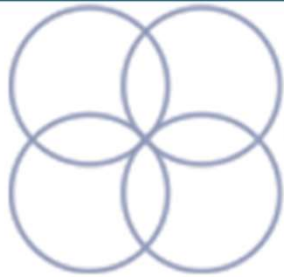
2

Select work plan topic
areas

4

Build the work plan
details

Touring the Template



Linkages Work Plan Template

County:	
Contact Person:	
Phone:	
Email:	
Date:	

Step 1: Set your Linkages Goal

Step #1 – Identify the overall result your County wants to accomplish through coordination of CalWORKs and Child Welfare Services over the next 12 months. Write this result as your Linkages Goal into the blank cell below.



LINKAGES GOAL *for the next 12 months*



Step 2: Select Topic Areas

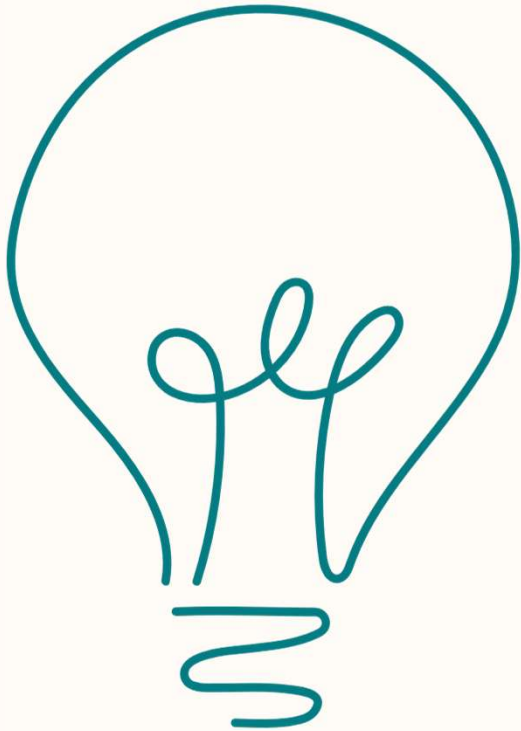
Step #2 – Build your work plan using the following Work Plan Topic Areas. Check as many boxes as needed to meet your Linkages Goal for this year. Type additional Topic Areas into the Other cell.

WORK PLAN TOPIC AREAS		
Program Expansion or Renewal ↓	Practice Development ↓	Administration ↓
<input type="checkbox"/> Strategic Direction	<input type="checkbox"/> Client Identification	<input type="checkbox"/> Project Management
<input type="checkbox"/> Target Population	<input type="checkbox"/> Information Sharing	<input type="checkbox"/> Staff Training
<input type="checkbox"/> Infrastructure of Coordination	<input type="checkbox"/> Coordinated Case Planning Protocols	<input type="checkbox"/> Funding
<input type="checkbox"/> Communication	<input type="checkbox"/> Confidentiality	<input type="checkbox"/> Outcomes Evaluation
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Step 3: Customize Template

Work Plan Topic Area:			
Implementation Objective: <i>A year from now, what has been accomplished in this topic area?</i>			
Target Date: <i>to complete the Implementation Objective</i>			
What are the Action Steps to be taken? <i>List below</i>	Who is Assigned?	Due Date	
1.			
2.			
3.			

Step 4: Build Workplan Details



Tips to Keep in Mind

Ask team members with specific expertise for realistic objectives & dates for the plan

Delegate

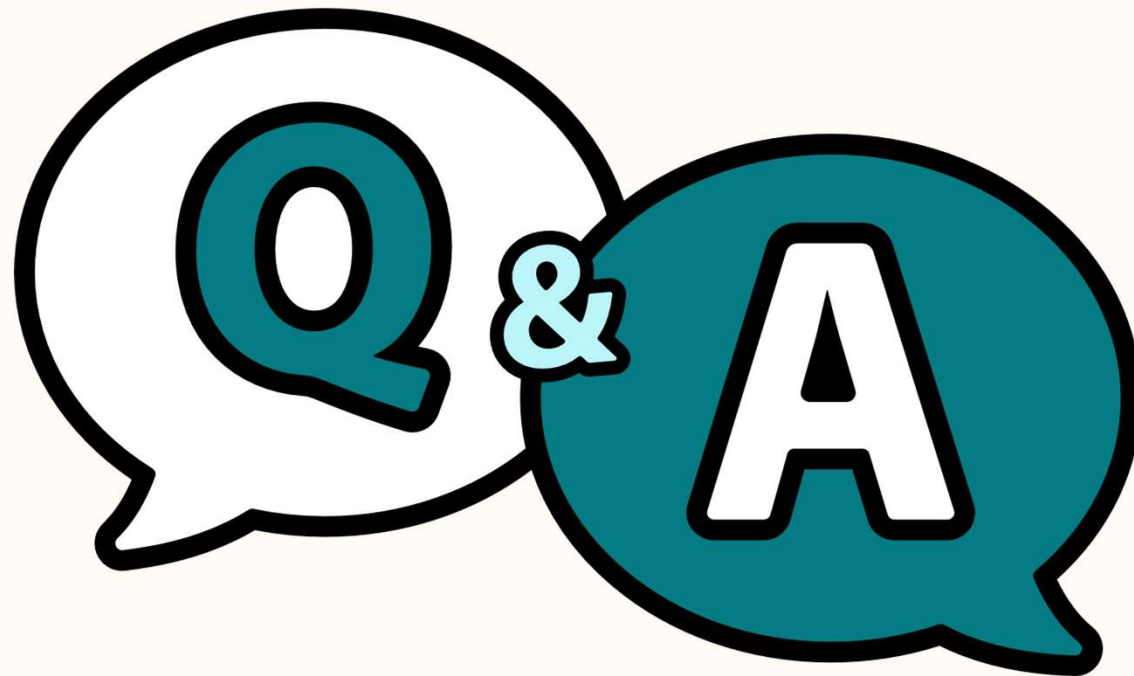
- Who's best suited to complete each task?
- What information & materials will staff who are assigned need?
- What supports can the Planning Team offer?

Work Plan Development Next Steps

- Meet with your Linkages Team
- Complete a Self-Assessment – what is our reality?

Identify:

- Overall Goal for Linkages
- Topic Areas
- Implementation Objectives
- Tasks/Activities
- Products



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<https://www.menti.com/alwjg17jquac>

Implementation Support



- Reach out to Jennifer & Andrea with questions or support needs
- Visit the Linkages Website at www.cfpic.org
- If you missed the Assessment Webinars, visit YouTube for recordings:
 - New Counties: <https://youtu.be/9L7EKXyAlBw>
 - Existing counties: <https://youtu.be/HEeY2T9P8X>



<https://www.surveymonkey.com/r/5JM893B>