

**Organization-wide Annual Action Plan  
County Example**

**Date:** May 10, 2016

**Team Members:** Cullen, Alina, Nlta, Andrew, Katana, Yara, Mark, Dalia

| <b>Management Activities</b>  | <b>Who</b>     | <b>By When</b>     | <b>Status Update</b>                        |
|---|----------------|--------------------|---|
| 1. Regular organization-wide team meetings scheduled  | Alina          | Every Month        | Achieved                                    |
| 2. Regular pilot team meetings scheduled  | Cullen         | Every 2 Weeks      | Achieved                                    |
| 3. Report progress to staff   | Alina & Cullen | Quarterly          | In progress<br>May, 2016<br>September, 2016 |
| 4. Record & distribute meeting minutes for all meetings (Organization-wide and pilot team)  | Alina & Andrew | After each meeting | Monthly                                     |
| 5. Complete team self-assessment annually   | Yara           | Annually<br>Spring | June, 2016                                  |
| 6. Onsite Evaluation Day Planned  | Alina          | October            | Not Yet Completed                           |
| <b>Design and Implementation Person-centered Practices</b>  | <b>Who</b>     | <b>By When</b>     | <b>Status Update</b>                        |
| 7. Develop a one page description for all persons for whom the Jensen settlement applies. Ensure the plan is used in the on-going planning for the person               | Katana         | June 6, 2016       |   |
| 8. Develop a one page description for all persons for whom the county has been appointed guardian. Ensure the plan will be used in the ongoing planning for the person. | Cullen         | July 7, 2016       |   |
| 9. Supervisors will shadow each assessment staff one time per year as a way to model, support, & provide feedback around PCT  | Katana & Dalia | June 6, 2016       |   |
| 10. All employees in leadership and administrative roles trained in Person-Centered Thinking 2 day  | Yara           | July 1, 2016       |   |
| 11. All teams within the areas currently participating in the roll out of PCT will create a one page description representing their team                                | Nita           | August, 2016       |   |
| 12. County trainers have designed a plan for supporting organizations in PCT/PCP  | Katana         |                    |   |

|  |                    |                                |                        |
|--|--------------------|--------------------------------|------------------------|
| 13. Update policies and procedures to be person centered   | Yara               | August/<br>September,<br>2016  |                        |
| 14. Develop success stories for website to inform stakeholders; communicate pct/pcp outcomes, videos   | Mark               | August 3,<br>2016              |                        |
| 15. Newsletter describing person-centered thinking and practices designed and distributed  | Mark               | October, 2016                  |                        |
| <b>Design and Implementation Organizational Design and Workforce</b>   | <b>Who</b>         | <b>By When</b>                 | <b>Status Update</b>   |
| 16. Tenure and retention data are gathered with attention to pilot areas for self-assessment   | Andrew             | May, 15, 2016                  | Completed              |
| 17. Team gathers information about different cultures represented for both people supported and staff members in region  | Dalia              | May 17, 2016                   | Completed              |
| 18. Information about different cultures are integrated within staff development   | Dalia              | August 31,<br>2016             | <b>In Progress</b>     |
| 19. 20 minutes are dedicated to cultural learning discussions within staff meetings monthly  | Dalia              | Starting<br>September,<br>2016 | In Progress            |
| 20. Staff development and performance monitoring now includes both online methods and onsite coaching using competence-based strategies  | Yara               | October 3,<br>2016             | Not Started            |
| 21. Information is gathered annually from all staff to improve organization  | Yara               | October 18,<br>2016            | Not Started            |
| 22. Administration provides information to all staff annually showing how recommendations that are made from surveys have been used  | Andrew             | August, 2016                   | Not Started            |
| <b>Design and Implementation Positive Behavior Support</b>   | <b>Who</b>         | July 12, 2016                  | <b>Status Update</b>   |
| 23. Confirm pilot area for consensus building  | Cullen             |                                | Completed              |
| 24. Schedule review of policies across all areas within organization   | Andrew             | September,<br>2016             | Completed              |
| 25. Ask staff in pilot area to share <i>Quality of Social and Physical Interaction Assessment</i> teams supporting individuals for whom the Jensen Settlement applies                                    | Katana             |                                | In Progress            |
| 26. Dedicate 15 minutes to staff meetings to share updates related to planning   | Yara               | October 4,<br>2016             | In Progress            |
| 27. Schedule time to show recorded intro webinar to share with all staff members involved in implementation  | Cullen             | May 26, 2016                   | In Progress            |
| 28. Event planned in the fall to share progress, celebrate, and gather advice with larger stakeholder group ( <i>for all areas including person-centered practices, organizational design, and PBS</i> ) | Dalia              | October 18,<br>2016            | Date Set<br>Agenda TBD |
| 29. Schedule onsite evaluation visit with ICI trainers   | Katana &<br>Cullen | August, 2016                   | Completed              |
| 30. Person-centered values and positive social interactions identified in pilot area within county   | Cullen             | July 12, 2016                  | In Progress            |

|   |                |                 |                 |
|---|----------------|-----------------|-----------------|
| 31. Self-assessment and shadowing observation schedule in place   | Katana & Dalia | July 12, 2016   | In Progress     |
| 32. Plan for acknowledging & reinforcing positive social interactions implemented   | Cullen         | July 12, 2016   | In Progress     |
| 33. create plan to share regional BIRF data and discuss how to improve BIRF systems as part of ongoing training for providers | Andres         | September, 2016 | Not Yet Started |
| 34. Team uses data to assess progress and continue planning   | Andrew         | October 4, 2016 | Not Yet Started |
| 35. County trainers are identified and plan for supporting organizations in PBS   | Amy            | October, 2016   | Not Yet Started |