

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

**Date:** May 10, 2016

**Team Members:** Tamika, Amy, Anab, Steve, Akemi, Joe, Larry

<b>Management Activities</b>	<b>Who</b>	<b>By When</b>	<b>Status Update</b>
1. Regular organization-wide team meetings scheduled	Akemi	Every Month	Achieved
2. Regular pilot team meetings scheduled	Steve	Every 2 Weeks	Achieved
3. Report progress to staff	Tamika	Quarterly	In progress May, 2016 September, 2016
4. Record & distribute meeting minutes for all meetings (Organization-wide and pilot team)	Akemi & Steve	After each meeting	Monthly
5. Complete team self-assessment annually	Amy	Annually Spring	June, 2016
6. Onsite Evaluation Day Planned	Akemi	October	Not Yet Completed
<b>Design and Implementation Person-centered Practices</b>	<b>Who</b>	<b>By When</b>	<b>Status Update</b>
7. Process for reviewing use of PCT tools with each person	Steve	June 6, 2016	Completed
8. One page profiles for each person supported are completed	Steve	June 6, 2016	Completed
9. Ongoing monitoring to ensure all staff have participated in PCT training	Tamika	July 1, 2016	In Progress
10. Coaches create plan for supporting staff in using tools on an ongoing basis	Steve	August, 2016	In Progress
11. One page profiles for staff are completed	Amy	August/ September, 2016	In Progress
12. Policy review completed and revisions made	Larry	August 3, 2016	In Progress
13. Success stories posted on website	Joe	October, 2016	Not Started
14. Newsletter describing person-centered thinking and practices designed and distributed	Joe	October, 2016	Not Started
15. Team identifies community groups that people may be interested in joining	Anab	November, 2016	Not Started

16. Survey staff completed to see whether people are involved in community	Anab	December, 2016	Not Started
<b>Design and Implementation Organizational Design and Workforce</b>	<b>Who</b>	<b>By When</b>	<b>Status Update</b>
17. Tenure and retention data are gathered with attention to pilot areas for self-assessment	Akemi	May, 15, 2016	Completed
18. Team gathers information about different cultures represented for both people supported and staff members	Tamika & Amy	May 17, 2016	Completed
19. Information about different cultures are integrated within staff development	Tamika & Amy	August 31, 2016	In Progress
20. 20 minutes are dedicated to cultural learning discussions within staff meetings monthly	Tamika & Amy	Starting September, 2016	In Progress
21. Staff development and performance monitoring now includes both online methods and onsite coaching using competence-based strategies	Anab & Steve	October 3, 2016	Not Yet Started
22. Information is gathered annually from all staff to improve organization	Akemi	October 18, 2016	Not Yet Started
23. Administration provides information to all staff annually showing how recommendations that are made from surveys have been used	Larry	August, 2016	Not Started Yet
<b>Design and Implementation Positive Behavior Support</b>	<b>Who</b>	<b>By When</b>	<b>Status Update</b>
24. Confirm pilot area for consensus building	Steve	May 25, 2016	Completed
25. Schedule time to show recorded intro webinar to share with all staff members involved in implementation	Steve	May 26, 2016	In Progress
26. Schedule review of policies across all areas within organization	Jane/Team	June, 6, 2016	Completed
27. Ask staff in pilot are to complete <i>Quality of Social and Physical Interaction Assessment</i> with Coach interviewing people in setting	Steve	June 6, 2016	In Progress
28. Dedicate 15 minutes to staff meetings to share updates related to planning	Jane	August, 2016	In Progress
29. Event planned in the fall to share progress, celebrate, and gather advice with larger stakeholder group	Steve & Tamika	October 18, 2016	Not Yet Started
30. Schedule onsite evaluation visit with ICI trainers	Steve	August, 2016	Not Yet Started
31. Person-centered values and positive social interactions identified in pilot area	Amy	July 12, 2016	Not Yet Started
32. Observation schedule in place	Akemi		In Progress
33. Improve documentation of BIRF systems and begin using data to guide training discussions	Larry	September, 2016	In Progress
34. Plan for acknowledging & reinforcing positive social interactions implemented	Steve	July 12, 2016	In Progress
35. Team uses data to assess progress and continue planning	Alice	October 4, 2016	Not Yet Started