

# Creating your Action Plan



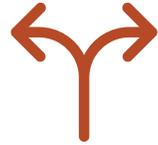
# Developing Your Action Plan



## Assemble Team

Recruit a person in authority to approve implementation

Assure key positions are represented in the planning stage



## Choose Activity

Conduct gap analysis

Decide which activity relevant to substance use and pregnancy will best serve your clients and agency



## Goals and Obj.

Set desired outcome

Create goals and objectives



## Create Plan

Set timeline

Identify success indicators

# Fill out the Form

 Activity	 First Step	CALENDAR OF ACTIVITIES			 Resources	 Success Indicators
		March 2022	April 2022	May 2022		

# Q & A



Can I work with other participants to collaborate on a similar goal?



Can we submit the same plan?



Do I have to use the Action Plan form you created?



What if I can't get a supervisor to authorize my plan?



My supervisor won't authorize any plan that takes up additional staff time. What are my options?

# Q & A



We just submitted a grant proposal—can I take an idea from that?



I can't think of an idea. Can you help?



How can I connect with other participants who may want to collaborate?



When is our Action Plan due?



Do you have any examples you can share?

# GOAL: To improve staff knowledge about substance use and pregnancy

 Activity	 First Step	CALENDAR OF ACTIVITIES			 Resources	 Success Indicators
		October 2020	November 2020	December 2020		
Assemble Team and set meetings	Schedule agenda item on weekly clinical team mtg	Present idea to clinical team	Assemble training planning team, meet as needed	Meetings as needed	Dedicated staff Zoom CDC/SAMHSA	Team held 1 <sup>st</sup> meeting by Nov 5 <sup>th</sup>
Define training priorities	Knowledge assessment	Conduct knowledge assessment	Review assessment with team to prioritize training		Assessment data Staff expertise	Assessment complete by Oct 31  Priorities established
Choose existing trainings to promote/schedule	Review existing training menus	Identify available training	Choose appropriate (and accessible) training	Schedule training dates or "self-study"	Journal articles CDC/SAMHSA existing courses CUPH	Courses identified
Develop evaluation parameters	Identify how we will evaluate staff participation/knowledge change		Develop evaluation checklist	Finalize evaluation checklist	Staff Evaluator CUPH	Evaluation checklist complete

# GOAL: To screen all clients at the point of intake for FASD

 Activity	 First Step	CALENDAR OF ACTIVITIES			 Resources	 Success Indicators
		October 2020	November 2020	December 2020		
Assemble Team and set meetings	Ask Dr. Frazier to attend	Team assembled by October 22	Meetings as needed	Meetings as needed	Dedicated staff Zoom	Team held 1 <sup>st</sup> meeting by Oct 31
Define project	Gap analysis	Conduct gap analysis	Review analysis with team to decide on what issue to move forward with		Agency data Staff expertise Course resources	Gap analysis complete by Oct 31 Focus chosen
Choose/adapt FASD screening tool for client population	Review existing tools		Review tools with team and suggest edits	Finalize tool	Published tools Staff expertise CUPH staff Existing literature	Tool identified/created
Develop screening protocols (who, when, how)	Identify who will conduct screening		Map out screening plan with handoffs specified	Review draft protocol	Staff Similar protocols	Screening protocols complete
Develop referral protocols (who, when, where to)	Identify diagnosticians in county		Contact clinic to identify ind clinicians/waitlist	Review draft protocol	Staff time Telehealth	Referral protocols complete
Identify treatment modifications for clients affected	Identify training opportunities		Review treatment planning process for insight	Develop checklist of modifications based on assessment	Published lit Online courses CUPH courses	Modification checklist

# What happens when we finish...

- You will present it to your training cohort!
  - June 9<sup>th</sup>
  - 9:00 am - 12:30 pm
  - 10-minute presentation per Action Plan
  - 2 minutes for questions



# Dates to Remember

## Q&A Sessions:

- Tuesday, March 1<sup>st</sup> 11:00 am
- Wednesday, March 9<sup>th</sup> 1:00 pm
- Zoom Meeting  
ID: 897 6860  
1374

## Action Plans Due:

- Friday, April 22<sup>nd</sup>,  
5:00 PM CT

## Action Plan Presentations:

- Thursday, June 9<sup>th</sup>, 9:00 am-  
12:30 pm

# Q & A

