**County Family First Readiness Work Plan Template**

**Performance Targets**

1. Decrease our use of congregate care from \_\_\_\_\_\_ to \_\_\_\_\_\_\_ by \_\_\_\_\_\_\_.
2. Increase our use of certified kinship care as a percentage of our foster care census from \_\_\_\_\_\_ to \_\_\_\_\_ by \_\_\_\_\_\_\_.
3. [Others}

**Critical Issues**

* [Summary of key issues and data points]

**Priority Strategies**

1. Strategy #1:
2. Strategy #2:

**Resource Considerations and Plans**

[How does this work impact staffing, financing, technology use and other resources? How will Transition Fund allocations be used? What other resource needs should be addressed? [This section can be organized by priority strategy or more generally, depending on county plans.]

**Milestones**

[Please identify your milestones—the big-picture goals you plan to achieve relative to each of your strategies by the end of the 2nd and 4th quarters of 2020 and 2021. Use these goals to inform the development of a more specific first-year work plan related to your strategies in the format below the Milestone table.]

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| --- | --- | --- | --- | --- | --- |
| Strategy | Q 2 2020 Milestone | Q4 2020 Milestone | Q2 2021 Milestone | Q4 2021 Milestone | Q4 2021 Milestone |
| Strategy 1 |  |  |  |  |  |
| Strategy 2 |  |  |  |  |  |
|  |  |  |  |  |  |

**Work Plan**

This plan details the next six months of tasks related to Family First Readiness, as well as high-level milestones through October 2021.

| **Task** | **Start Date** | **End Date** | **Responsible For (Who will complete this work?)** | **Accountable For (Who is overseeing this work?)** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Project Management Tasks** | | | | | |
| [Examples include:  Initiative decision-making, work plan management, program area work plan management, communication with the Feds, Implementation Team meetings] |  |  |  |  |  |
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| Q2 2020 MILESTONE: |  |  |  |  |  |
| Q4 2020 MILESTONE: |  |  |  |  |  |
| Q2 2021 MILESTONE: |  |  |  |  |  |
| Q4 2021 MILESTONE: |  |  |  |  |  |
| **Administrative Tasks** | | | | | |
| [Examples include: communications, partnerships, policy revision and development, QRTP oversight, foster family licensing, budgeting and finance, and program monitoring and reporting] |  |  |  |  |  |
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| Q2 2020 MILESTONE: |  |  |  |  |  |
| Q4 2020 MILESTONE: |  |  |  |  |  |
| Q2 2021 MILESTONE: |  |  |  |  |  |
| Q4 2021 MILESTONE: |  |  |  |  |  |
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| **Strategy #1:** | | | | | |
| [Examples include decision-making and documentation, program procedure changes, supervision charges, service procurement, forms and documentation, guidance to staff/providers, program data collection, and contract management and oversight] |  |  |  |  |  |
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| Q2 2020 MILESTONE: |  |  |  |  |  |
| Q4 2020 MILESTONE: |  |  |  |  |  |
| Q2 2021 MILESTONE: |  |  |  |  |  |
| Q4 2021 MILESTONE: |  |  |  |  |  |
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| **Strategy #2:** | | | | | |
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