



## Plan of Action – Strengthening Families

Congratulations on completing your Strengthening Families Self-Assessment! You can now develop a Plan of Action, using your Strengthening Families Self-Assessment as your guide.

A Plan of Action is a roadmap to the changes you hope to implement in your program. By creating a Plan of Action, you can target your efforts to areas that you would like to focus on right away or areas that will have the most impact long term. It is important to note that **you** create your Plan of Action – there are no ‘wrong’ answers or ‘bad’ goals. It is up to you to consider what you learned from the self-assessment to prioritize what makes the most sense for your facility and the children and families you serve.

### How to Begin Creating Plan of Action

#### Step 1: Identify Your Goals

- Review your Strengthening Families Self-Assessment
- Identify questions where you responded (if you completed the assessment using the Center for Study of Social Policy online database, you can readily access your information via their system):

Strengthening Families Program Self –Assessment	Strengthening Families Self- Assessment for Family Child Care Providers
<ul style="list-style-type: none"> <li>• Neither Agree or Disagree</li> <li>• Disagree</li> <li>• Strongly Disagree</li> </ul>	<ul style="list-style-type: none"> <li>• I Do Not Do This</li> <li>• I Want to Learn About the Value of Doing This</li> </ul>

- Identify which is a goal that is within reach and which ones may require more resources and support
- Prioritize your goals. You can begin with short term goals, or goals that will have the most profound impact

- Begin developing your plan

**Step 2: Complete the Early Achievers Plan of Action Template**

- Define the **Outcome/Goal** you hope to achieve. An example could be, “I want all parents and family members to feel welcome and involved”. *\*It is important to note that you define the outcome based on your self-assessment results and long term goals for your program. There might be many Strengthening Families strategies and item numbers that support your ultimate outcome.*
- Identify the Strengthening Families Program Strategy and Item Number. (See below for examples)
- Define the Action Step(s) you will take or implement in order to meet your outcome/goal. Some Action Step(s) will require more planning and may need their own Action Plan to complete. Consider the following criteria when creating the steps:
  - Are they specific? Is there a clear description of what should be done?
  - Are they observable? Will you be able to see that they are happening?
  - Are they achievable? Will you know when the step has been completed?
- Identify the resources you will need to meet your outcome/goal
- Designate who is responsible. It could be you, a member of your staff, a parent or all of the above.
- Define your time frame – when do you hope to accomplish your outcome/goal?
- Define how you will know that you have been successful.

**Plan of Action using the Strengthening Families Program Self-Assessment (EXAMPLE):**

<b>Desired Outcome:</b> <i>I want all parents and family members to feel welcome and involved</i>
<b>Strengthening Families Strategy(s) and Item Number(s):</b> <ol style="list-style-type: none"> <li>1. <i>Strategy 1 - Facilitate friendships and mutual support</i> <ul style="list-style-type: none"> <li>#1 - <i>A comfortable space is available for families to meet informally</i></li> <li>#3 - <i>The program connects families with similar interests, children’s ages and circumstances</i></li> <li>#4 - <i>The program provides opportunities for families to socialize and fosters a sense of community</i></li> <li>#7. <i>Program staff reach out to isolated families</i></li> </ul> </li> </ol>

2. *Strategy 2 - Strengthen Parenting*

*#4 - Opportunities are created for parents to explore*

*#7 - Parents are invited to visit and observe their children participating in programming, where appropriate, and talk with staff about observations and questions*

3. *Strategy 7 - Value and Support Parents*

*#1 - The program encourages parents to be active in making decisions about their children's education*

*#12 - The program welcomes fathers and other male family members*

<b>Action/Steps</b>	<b>Who</b>	<b>By When</b>	<b>How Will I Measure Success</b>
<p><i>I will create a space for parents in the lobby for conversation</i></p> <p><i>Steps:</i></p> <ul style="list-style-type: none"> <li><i>• Move reception desk to create more room</i></li> <li><i>• Ask families for donated coach or chairs in Parent Newsletter</i></li> <li><i>• Ask for parent volunteer to assist with moving furniture</i></li> </ul>	<p><i>Director/owner and parent volunteer</i></p>	<p><i>October 1, 2013</i></p>	<p><i>Space is created in main entrance</i></p>
<p><i>Staff will provide a potluck for families in their classrooms once a year</i></p> <p><i>Steps:</i></p> <ul style="list-style-type: none"> <li><i>• Meet with staff individually for feedback</i></li> <li><i>• Draft policy</i></li> <li><i>• Share draft policy at staff meeting</i></li> <li><i>• Share draft policy with Board</i></li> <li><i>• Finalize</i></li> </ul>	<p><i>Infant Teacher Sally</i></p>	<p><i>December and May yearly</i></p>	<p><i>Policy added to staff handbook and events are added to facility calendar</i></p>

<ul style="list-style-type: none"> <li>• <i>Modify staff handbook</i></li> </ul>			
<p><i>Parent/teacher conferences will be offered twice a year</i></p> <p><i>Steps:</i></p> <ul style="list-style-type: none"> <li>• <i>Meet with staff individually for feedback</i></li> <li>• <i>Draft policy</i></li> <li>• <i>Share draft policy at staff meeting</i></li> <li>• <i>Share draft policy with Board</i></li> <li>• <i>Finalize</i></li> <li>• <i>Modify staff handbook</i></li> </ul>	<p><i>Director and all staff; preschool teacher Ann will lead drafting policy</i></p>	<p><i>Immediately</i></p>	<p><i>Policy added to parent and staff handbook. Conference scheduled and added to calendars.</i></p>
<p><i>A Parent Advisory Group will be created</i></p> <p><i>Steps:</i></p> <ul style="list-style-type: none"> <li>• <i>Develop responsibilities and expectations to serve on Advisory Group</i></li> <li>• <i>Share with staff for feedback</i></li> <li>• <i>Share with parents for feedback</i></li> <li>• <i>Post call for volunteers in Monthly newsletter</i></li> <li>• <i>Create selection committee</i></li> <li>• <i>Interviews</i></li> <li>• <i>Draft charter</i></li> </ul>	<p><i>Facility leadership and parent volunteers</i></p>	<p><i>Initial Planning November 2013</i></p> <p><i>Call for volunteers January 2014</i></p> <p><i>First meeting April 2014</i></p>	<p><i>Project charter will be developed</i></p> <p><i>Potential volunteers interviewed</i></p> <p><i>First meeting occurs</i></p>
<p><i>A diaper changing table will be installed in the men's room</i></p>	<p><i>Director/owner</i></p>	<p><i>January 2015</i></p>	<p><i>Installation of changing table</i></p>

## **Frequently Asked Questions**

**1. Do participants have to use this tool?**

No, all state specific standards, with the exception of the ERS and CLASS assessments, are optional and you may 'opt-out' of attempting to meet any of them. However, if you would like to attempt to earn the point attached to this standard, you will need to develop a Plan of Action based on your Strengthening Families Self-Assessment results.

**2. Do I have to use this version?**

No. If you completed your assessment on the online database, you can complete the same process online. However, you should print your self-assessment and plan of action prior to your evaluation visit

**3. How is this different than my Quality Improvement Plan?**

This will inform your eventual Quality Improvement Plan which cannot be started, in partnership with a coach, until after your facility receives a rating. For example, you can set a QIP goal of "complete 50% of goals on my Strengthening Families Plan of Action" or you could incorporate specific goals from your Plan of Action that are more long term.

**4. Who can help me complete the Plan of Action if I don't have a coach?**

A technical assistance specialist can assist and there are several free online resources available.

**5. How many outcomes/goals/actions do I need to get credit for developing a Plan of Action?**

There is no specific number required to earn credit. Each Plan of Action will vary from facility to facility depending on each facility's unique goals and needs. You must demonstrate that you used the information from Strengthening Families Self-Assessment to help you set outcomes/goals.

**6. Am I required to complete the Strengthening Families Self-Assessment to develop a Plan of Action?**

Yes. You cannot create a Plan of Action unless you have completed the Strengthening Families Self-Assessment.



**Early Achievers Plan of Action – Family Engagement and Partnership**

<b>Desired Outcome:</b>			
<b>Strengthening Families Strategy(s) and Item Number(s):</b>			
<b>Action/Steps</b>	<b>Who</b>	<b>By When</b>	<b>How Will I Measure Success</b>