

APPENDIX A PRINCIPLES OF PLANNING AND IMPLEMENTATION

❖ Create a Community Based Holistic Approach

Effective Practice	Indicator	Measurement
Identification and involvement of community members, service providers and others in planning and implementation	Clear plans with stakeholder roles identified, communicated, and implemented	Annual report of which services and supports meet documented needs
Community meetings to ensure input from specific populations	Continuity and consistency between plans, leaving no gaps in services and supports	Annual review of strategies in relation to current data, needs, and resources
Community decision making	Plans will respond to changing needs and norms of community	Number of community meetings for specific populations
Ongoing commitment, investment, and involvement		
Development and implementation of collaborative strategies, integrated across systems and key stakeholders		
Complete continuum of services on which to build		
Periodic review of community needs and norms and adjust strategies accordingly		
Planning and implementation accessible and understood by community		

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❖ Assure Family–Centered Processes

Effective Practice	Indicator	Measurement
Diverse youth and family involvement in all aspects the continuum of services and supports	Planning process supports active youth and family involvement	Annual review to ensure inclusion of families in planning and implementation
Planning and implementation recognize and support families as the constant in the lives of their children	Existing family and youth advisory councils are involved in planning and implementation	Number of families/youth involved in coordinated planning
	Participation by family/youth representatives is not an economic hardship (reimbursement for childcare, transportation, etc.)	Number of families/youth involved in partner planning

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❖ Establish and Maintain Effective Partnerships

Effective Practice	Indicator	Measurement
Clear identification and involvement of traditional and non-traditional partners	Membership of policy bodies includes diverse range of representation	Annual review of partner involvement
Understanding of motivation, resources (not just fiscal), and limitations	Partner resources documented and shared	Documentation and frequency of shared information and training
Shared and strategic use of partnerships to bring about action	Shared training	Documentation of community-wide data sharing system
Information sharing among partners to strengthen partnerships and ensure effective supports	Common vision and goals for planning and implementation	
Local strategic planning guides state planning	Community-wide data sharing system	
Continual involvement of new partners		

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❖ Utilize a Balanced Approach

Effective Practice	Indicator	Measurement
Planning and implementation evaluates strengths, assets, opportunities and risks, deficiencies, and challenges	Results of assessment and evaluation used to refine system	Documentation of assessment and evaluation refining system
Community assessment of needs and resources of system and results are used to refine system	Priorities and strategies reflect needs, assets, gaps, and barriers	Documentation of continuum of services from prevention to treatment to aftercare for children prenatal to 18 years
Community assessment and evaluation is used to improve individual services and supports	Services are responsive to children and adults with special needs	Annual review of the effectiveness of services to met needs
Priorities and strategies developed to guide practice	Child education reflects the developmental needs of the child	
	Parenting education builds on family strengths	

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❖ Data Driven Processes

Effective Practice	Indicator	Measurement
Planning includes review of existing data sources and assessments	Data is gathered from public and private agencies, organizations, businesses, the faith community, other community partners, and consumers	Documentation of strengths, assets, gaps, and barriers used to determine practice
Planning includes consumer recommendations and assessment of needs and strengths	Assessment consists of gathering, analyzing, and reporting information	Documentation of sources of data
Planning and implementation include a variety of methods to ensure consumer input (surveys, email, agency satisfaction forms, focus groups, newsletter response)		

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❖ Research Based Accountability

Effective Practice	Indicator	Measurement
Sustainability is addressed in planning and implementation	Consumer feedback mechanism in place	Percentage of families satisfied with accessibility of services
Planning and implementation based on proven practices	Program outputs and outcomes are monitored	Percentage of families satisfied with services
Planning and implementation measure effectiveness and use that effectiveness to evaluate supports and services	Regular review of community assessment to identify changing needs, assets	Documentation of outcomes and outputs
Planning and implementation are dynamic and change to meet changing needs and assets.	Improvements to system made in response to family input	Documentation of community asset review
		Number of improvements made in service system in response to family input

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❖ Promotion of Innovation

Effective Practice	Indicator	Measurement
Sharing of ideas and strategies is promoted	Collaborative innovative projects and practices are developed	Annual review of new, innovative practices
Collaborative partnerships work together to develop new, innovative practices		Annual review of innovative practice effectiveness and consumer satisfaction
Innovation is encouraged within existing programs		
Planning is open to innovation and risk taking		
Incentives or rewards are provided for innovation		

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❖ Reflect and Incorporate Diversity

Effective Practice	Indicator	Measurement
Planning and service implementation reflect the social, cultural, and economic diversity in the community	Training includes anti-bias and conflict resolution strategies	Number of hours and type of training
Planning and implementation supports services to meet the needs of diverse cultures and personal capacities	Family diversity in community in relations to staffing	Annual cultural competency self-assessments by practitioners
Planning and implementation ensure involvement in and advocacy for those of diverse cultures and abilities	Family diversity in the community in relation to diversity representation on planning and decision making bodies	Percentage of families reporting culturally sensitive practices
Implementation requires training and development in cultural competency and diversity	Translation services are available when needed	Percent of material in languages other than English
Planning and implementation promote diversity in the workforce	Written materials reflect diversity and literacy levels of the community	
Implementation requires culturally appropriate written and oral communication		
Planning and implementation address the special needs of children, youth, and adults		