**Action Planning Form (DRAFT)**

**Group: Work Group #2 Technical Assistance Delivery (7/22/15) Facilitators: Maurice Belote & Peggy Malloy**

**Review and discussion of draft document: *Strategies for Child-Focused TA Provided by SDBPs***

|  |
| --- |
| **Settings and Needs** |
| **Suggestions for and concerns about the framework** | **Recognized uses for the tool** |
| * Make it visually interesting
* Make major points clear
* Use plain English as much as possible
* Embed resources and examples into the document
* Keep research citations
* Consider a 1- or 2-page fact sheet to explain what it is about
* Be sure to specify that teams include families
* In the first section, in the phrase “Identify how many children/families will be affected,” change “affected” to “involved”
* The evaluation sections are confusing
 | * Orientation and information for new people
* A way to share resources and experiences
* A way to think about and plan TA
* Get affirmation for the fact that your TA practice is okay
* A way to share what we know with other TA&D partners
 |
| **Other questions you could consider:****What are key experiences in this area that inform the decisions we make or have made?****What barriers have we experienced and what have the methods/mechanisms been for overcoming them?**See meeting notes. Participants provided numerous examples of how their knowledge of barriers and specific strategies for dealing with them can inform and enhance the framework. |

|  |
| --- |
| **Action details** |
| **Goal(s): Complete the framework *Strategies for Child-Focused TA Provided by SDBPs*** |
| **Activities/outputs** | **Inputs** | **Timeline** | **Commitments/shared Leadership** | **How can others contribute** |
| Revise draft based on SDBP input (obtained via Summit workgroup session and other avenues):1. Revise wording & formatting
2. Review places where linked tools will be helpful and begin to collect them
3. Collect and begin to integrate examples
 | NCDB staff time | Complete by 08/31/15 |  |  |
| Convene workgroup to: 1. Review and discuss revised draft
2. Provide guidance about what is still needed
3. Provide guidance about where we can obtain needed tools & examples

The workgroup will also provide advice regarding outreach to the rest of the state projects | SDBP workgroup time (see volunteers under (Commitments/Shared Leadership) | 09/15 | Volunteers for workgroup:* Stacy Aguilara (CA)
* Maurice Belote (CA)
* Mark Campano (DE)
* Julie Durando (VA)
* Sue Ann Houser (PA)
* Katie Humes (WA)
* Lisa Lawter (OH)
* Mellanie Lee (HI)
* Molly McLaughlin (NM)
* Emma Nelson (VT)
* Emily Taylor-Snell (FL)
 | Even if unable to be part of the workgroup, any state deaf-blind project personnel can:1. review the guide and give feedback
2. share examples
3. share tools

Just contact Peggy Malloy (malloyp@wou.edu) or Sam Morgan (sam.morgan@hknc.org)Everyone’s feedback is important. |
| Develop preliminary publicly available document (e.g., pdf with links to resources and examples that can be posted on the web) | NCDB staff time and resources | 09/15 |  |  |
| Collaborate with other workgroups to determine evaluation strategies to be incorporated | NCDB staff timeOther Summit workgroups:, data collection and futures planning | 09/15 |  |  |
| Webinar for all SDBPs to learn more about the guide and ask questions  | NCDB staff time and resourcesSDBP workgroup time | 12/15 |  |  |
| Develop web-based interface to replace preliminary document | NCDB staff time | TBD |  |  |
| Discuss possibility of creating a product describing “usable interventions” that could accompany the framework | NCDB staff time SDBP workgroup time | TBD |  |  |

|  |
| --- |
| Communication Plan: How will we continue to communicate and work together? (Structure, roles, technology) |
| Will discuss at first workgroup meeting.Webinar as described above. |

|  |
| --- |
| Follow up information and activities: What would you do to inform the network and enlist new collaborators? |
| Will discuss at first workgroup meeting.Webinar as described above. |