**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***

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| **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. | |

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| **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](mailto: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 time  Other 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 resources  SDBP 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 |  |  |

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

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| 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. |