State T/TA Plan Template

HCCT Center of Excellence
May 5, 2020

OFFICE OF COMMUNITY SERVICES
An Office of the Administration for Children & Families

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NASCSP

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Agenda

- Why the State T/TA Plan?
  - Value in the process, plan, & data
- Review the Template
- Review the List of T/TA
- Timeline & Due Date
- Areas for feedback:
  - Content
  - Timeline
  - Categories of T/TA & Alignment with State CSBG Plan



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State T/TA Plan Process

- The State T/TA Plan template was developed as part of the previous OSCOE and RPIC grants
- The intent of the Plan is to:
  - Encourage collaboration between State Associations, State Offices, and CAAs at the state level to plan and coordinate T/TA activities
  - Support regional collaboration by identifying shared T/TA needs and sharing of resources
  - Help identify national needs and trends in T/TA

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State T/TA Plan Process

- Ideally, State Associations and State Offices will meet to jointly develop the State T/TA Plan
- State T/TA Plans are not a contract or workplan; they are a planning tool to promote collaboration and coordination
- Common process across all states and the ability to aggregate information regionally/ nationally

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The Value

State and Regional Level

- **Enhanced collaboration between State CSBG and State Association**
- **More efficient coordination of training resources within states and across regions**
- **More strategic approach to training activities**
- Increased support for ROMA Professionals
- More frequent sharing of resources & best practices
- Increased capacity of State Associations and stranger state networks

Source: Top Themes from FY2019 RPIC Impact Assessment

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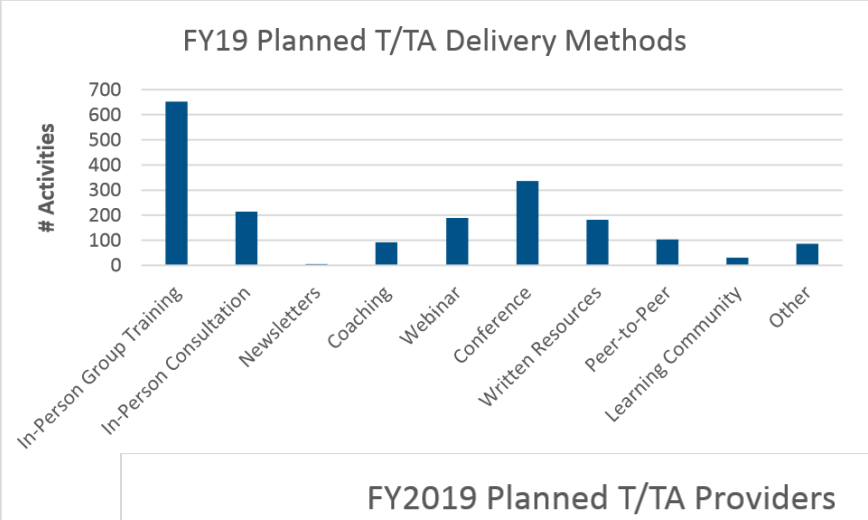
State T/TA Plan Data

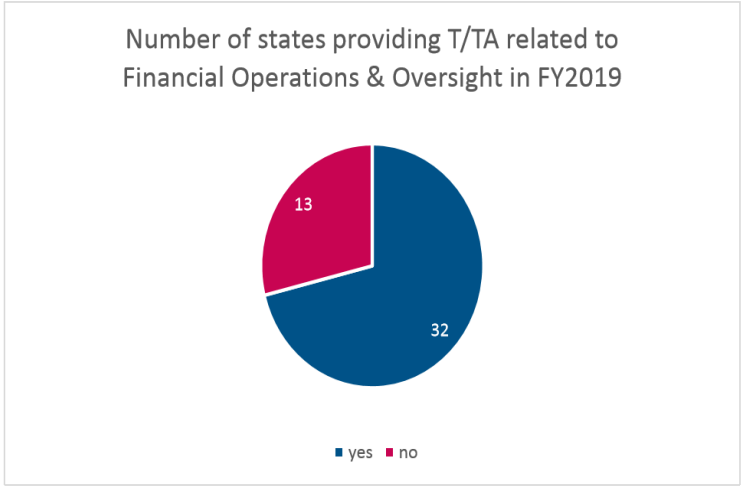


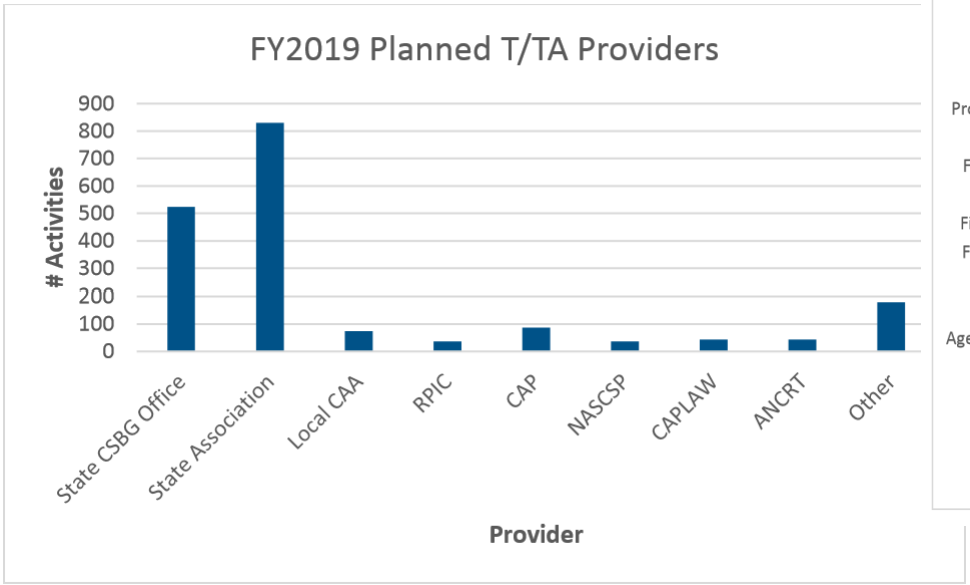
Data from FY2019 State TTA Plans

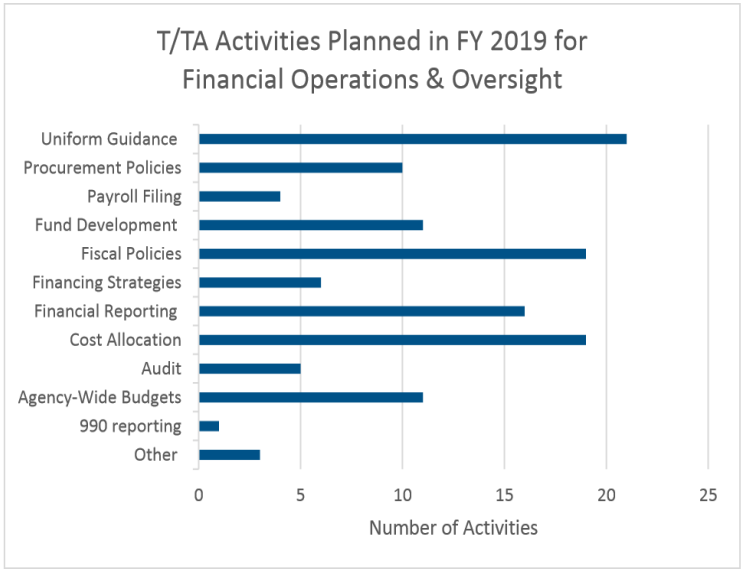
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State T/TA Plan Data









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Draft Template Sections

I. T/TA Needs
   a. Needs assessment process described
   b. Top ten needs (list up to ten)
   c. T/TA specific to the HCCT Initiative/COVID; Year 1 collaboration

II. T/TA Plan
   a. Strategies
   b. T/TA topics/activities (to be completed via Survey Monkey)

III. Implementation Plan

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Updates to the State T/TA Template: HCCT and COVID-19

- High Priority T/TA Needs
  - *note with * if a T/TA need is a result of the COVID-19 pandemic or other crisis/natural disaster/emergency situation.*
- HCCT Initiatives/COVID response
  - *identify anticipated training needs/activities that promote **community transformation** (think HCCT initiatives and/or the COVID-19 response)*

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List of T/TA

Board Governance:
- Board Roles & Responsibilities
- Board Self-Assessment
- Board Structure
- Bylaws
- Conflict of Interest
- Financial/Programmatic
- Reporting
- Organizational Standards
- ROMA for Boards
- Board Orientation
- Recruitment and Retention

Communications:
- Communications - General
- Communicating Activities/Results
- Branding
- Messaging
- Storytelling
- Social Media
- Website Development

Community Engagement and Involvement:
- Community Engagement Strategies
- Consumer Involvement
- Customer Satisfaction - General
- Stakeholder Analysis
- Partnerships/Cross-Sector
- Collaboration Volunteers – General

Community Needs Assessment:
- Community Needs Assessment Process
- Collecting Quantitative Data
- Collecting Qualitative Data
- CAP Engagement Network
- Analysis of Causes and Conditions of Poverty
- Structuring the CNA Report

Data Analysis:
- Tracking Demographics and Services
- Tracking Outcomes
- Collecting Data for National Performance Indicators
- Agency-Wide Scorecards
- Data Integration
- Database Use/Development
- Performance Targeting

Financial Operations and Oversight:
- 990 Reporting
- Agency-Wide Budgets
- Audit
- Cost Allocation
- Financing Strategies
- Fiscal Polices - General Fund
- Development
- Payroll
- Filing
- Procurement
- Policies
- Uniform Guidance
- Financial Reporting

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Human Resources: o Compensation and Benefits o Cultural Competency o Department of Labor o Policies o Equal Employment Opportunity o Performance Appraisals o Personnel Policies o Self-Care o Staff Development o Staff On-Boarding o Whistleblower Policies	**Monitoring & Quality Assurance:** o Agency Monitoring Process o Program-Level Monitoring o Community Action Plan o Quality Improvement Plans o Technical Assistance Plans o Risk Assessment	o Financial Reporting **Reporting:** o CSBG Annual Report - General o Module 1 o Module 2 o Module 3 o Module 4 o National Performance Indicators o Reporting Systems/Databases
Organizational Leadership: o Leadership Development o Emerging Leaders o Executive Director Training o Mission and Vision Development o New Executive Director Onboarding o Organizational Change o Succession Planning	**Organization Standards/Excellence:** o Overview of organizational standards o Process for documenting compliance with standards o Organizational standards and organizational sustainability	**Building Organizational Capacity to implement ROMA/ ROMA Next Gen:** o ROMA Trainer Cohort o ROMA Implementer Cohort o ROMA Training - General Implementation principles o ROMA Theory of Change

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Programs and Services:

- Early Childhood
- Evidence-Based Programs
- Energy Programs
- Family Development
- Financial Empowerment
- Food Security
- Head Start/Early Childhood
- Housing
- Senior Citizens
- Service Delivery Strategies
- Service Integration
- Transportation
- Weatherization
- Workforce Development

Strategic Planning:

- Preparing for Strategic Plan
- Implementing Strategic Plan
- Strategic Planning Process
- Scorecards/Dashboards

Human Capacity & Community Transformation:

- Building Partnerships Across Sectors
- Stakeholder Analysis
- Identifying Community Level Needs
- Sustaining Community Initiatives
- Creating a Common Agenda
- Measuring Community Initiatives
- Linking Family Level Needs to Systems Change Opportunities
- Implementing Effective Family Level Services
- Integrated Services
- Whole Family Services
- Ensuring Equity in Service Delivery
- Family Development

Disaster/Crisis Response & Relief

- Transitioning Services to Virtual/ Remote Interactions
- Staffing a CCA Remotely
- Using Technology to Better Support Agency Capacity
- Adjustments to Providing Essential Services in a Changing Community Setting
- Adjustments to Providing Longer-Term Services
- Redistribution of Resources to Ensure Payroll
- Caring for Employees' Mental and Emotional Wellbeing
- Keeping Employees Safe and Physically Healthy
- Balanced Communication

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State T/TA Plan Timeline

- State T/TA Plans will likely be due in late summer (August)
  - RPIC leads set internal due dates prior to final deadline
  - State Associations will send the Plans to their RPIC leads who will send them to OCS, CAP, and NASCSP
- The State T/TA Plans are meant to be **prospective**, looking forward to your T/TA activities for the upcoming year (FY2021).

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Save the Dates!

Upcoming HCCT webinars (topics TBD):

Tuesday May 26, 3:00 pm EDT

Tuesday June 16, 3:00 pm EDT

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Questions?



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