

Coordinated Services Team Initiative Work Plan Completion Guide

Work Plans for the upcoming grant period are due 60 days prior to the start of the upcoming grant contract period (*see due dates below*). The “Goals/Expected Outcomes” and “Tasks/Activities” columns should be completed to reflect expected outcomes for the upcoming grant contract period.

Grant Contract Period	Work Plan Due Date
July 1 st – June 30 th	May 1 st (prior to start of new contract period)
Oct 1 st – Sept 30 th	Aug 1 st (prior to start of new contract period)

Work Plans for the current grant contract period with the “Completed/In Process”, and “Results/Accomplishments toward Goal...” columns updated are also due 60 days prior to the start of the new grant contract period (*see due dates above*).

Column-by-Column Completion Instructions

Column 1: Goal/Expected Outcomes

Choose approximately 3 to 5 Goals/Expected Outcomes to target during the upcoming grant contract period. Utilize your completed Goals and Expected Outcomes Checklist and/or 8 Key Components of Collaborative Systems of Care as a guide. Additional items not found on these tools may also be included, including “unmet/ongoing” items from last period’s Work Plan.

Try and be as specific as possible when framing goals/expected outcomes, ensuring they are measurable.

For example, a goal of “Increase parent participation on the Coordinating Committee” can be improved by getting more specific: “Parents represent at least 25% of attendance at all coordinating committee meetings”.

Column 2: Tasks/Activities

Lay out the tasks and activities associated with how you plan to reach your goal/expected outcome. Be as specific as possible. Include who will be responsible for completing the task/activity and in what time frame.

Column 3: Completed/In Process

This column should be completed 60 days prior to the end of the current Work Plan’s contract period.

Check the “Completed” box if the Goal/Expected Outcome has been reached during the Work Plan period. This completed Goal/Expected Outcome would not be included on next year’s Work Plan.

Check the “Ongoing” box if the Goal/Expected Outcome has not been reached. This Goal/Expected Outcome should appear on next year’s Work Plan.

Column 4: Results/Accomplishments Toward Goal in this Grant Period

This column should be completed 60 days prior to the end of the current Work Plan’s contract period.

Describe the specific activities & tasks that have been completed, as well as other outcomes related to the Goal/Expected Outcome.

For more information, including information on training and technical assistance, please contact:

George Hulick (608) 266-0907 or Nancy Marz (608) 261-6746
Bureau of Prevention, Treatment and Recovery
Division of Mental Health & Substance Abuse Services

**Coordinated Services Team Initiative
SAMPLE Annual Work Plan**

County or Tribe: Our Tribe

Contact Person: Ima Greatcoordinator

Work Plan for 7/1/11 – 6/30/12

(Contract Period)

Please see Annual Work Plan Completion Guide for instructions. Use additional pages as necessary.

Goal/Expected Outcome	Tasks/Activities <i>(Include task, who is responsible, and by when)</i>	Completed In Process	Results/Accomplishments toward Goal this Grant Contract Period
Parents/caregivers will represent at least 25% of attendance at coordinating committee meetings	<p><i>Below are several example tasks/activities. Only 1 task/activity is required in your Work Plan.</i></p> <ul style="list-style-type: none"> Example 1: Mr. Advocate will talk with existing parent/caregiver members who have missed several previous meetings to discuss barriers by 8/15/11. Example 2: Coordinating Committee (CC) will review and address barriers at 9/1/11 meeting. Example 3: CC will recruit additional parent/caregiver representatives to bring membership up to 25%. 	<input checked="" type="checkbox"/> <input type="checkbox"/>	<p><i>Below are several example results/accomplishments. Only 1 result/accomplishment is required in your Work Plan.</i></p> <ul style="list-style-type: none"> Example 1: Mr. Advocate met with caregivers and found two major barriers existed: childcare and transportation. Example 2: CC discussed barriers & put together a plan to address the childcare and transportation issues. Example 3: Two additional caregivers were recruited for CC membership Example 4: The goal of at least 25% parent representation has been met for the past 3 CC meetings.
		<input type="checkbox"/> <input type="checkbox"/>	
		<input type="checkbox"/> <input type="checkbox"/>	

Coordinated Services Team Initiative Annual Work Plan

County or Tribe: _____

Contact Person: _____

Work Plan for _____

(Contract Period)

Please see Annual Work Plan Completion Guide for instructions. Use additional pages as necessary.

Goal/Expected Outcome	Tasks/Activities <i>(Include task, who is responsible, and by when)</i>	Completed	In Process	Results/Accomplishments toward Goal this Grant Contract Period
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	