WSCC **Practice** Blueprint

Session 9

Purpose: To create an action plan for each practice change you are going to pursue with plans for progress monitoring and optimizing implementation

Review

❑ Action Planning activity, case study, & reflection questions

Do Together

❑ Activity 9: Action Planning

Activity 9 – Action Planning

Anticipated time needed to complete this activity: 30-45 minutes

It is time to create an action plan! Using Activity 9 – Action Planning, you will plan implementation supports and actionable steps that can facilitate use of identified practices. This worksheet should be completed for each practice you decided to pursue or modify when completing the Confirming Congruence worksheet.

On the first page of the worksheet, you will provide an overview of the implementation of the identified priority practice. This includes a description of the practice, objectives, who is involved in implementation, the project timeline, and the expected deliverables and/or outcomes of the practice.

ACTIVITY 9 – ACTION PLANNING

Establishing Actions

Time to Complete: 30-45 minutes

Goal of Activity: To create an action plan for each practice change you are going to pursue with plans for progress monitoring and optimizing implementation.

Instructions

Complete a unique action plan for each priority WSCC practice. Use this first page to provide the overview of the identified priorities for implementation, and the second to determine tasks needed to complete the project. When you are ready to implement, use page 3 to document progress.

WSCC Practice Implementation Plan

What are the identified priorities for implementation?

Address teachers' self-reported need for increased prep time.

What are the objectives?

To increase teacher prep time by offering coverage during one class period on a rotating basis.

Who is involved?

- Mr. Smith, Mrs. Garcia, Dr. Greenberg: Provision of coverage
- WSCC Leadership Team: Develop and analyze results of surveys (coverage preference survey, Employee Wellness survey)
- Teaching Staff: Completing surveys

What is the timeline?

- Introduce coverage plan to all staff and disseminate coverage preference survey to teachers by 10/24/22
- Finalize coverage schedule by 10/28/22
- Begin implementing coverage plan by 10/31/22
- Disseminate Employee Wellness survey on 11/14/22 (then once per month thereafter)

What is the expected impact and how will it be measured?
(e.g., what are the deliverables and/or outcomes?)

The expected impact is higher wellness ratings on the Employee Wellness survey among teaching staff.

This tool was adapted from T. Hurson (2018) Action Sheet.

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Next, you will determine the tasks that need to be done to complete implementation. The second page of the activity contains a Task Action page. The Task Action page will guide planning and implementation and help monitor progress toward full implementation of priority WSCC practices.

Activity 9 – Action Planning can be found in Appendix B. A completed example of the third page is shown below.

Task Action Worksheet

Practice Name: Rotating Teacher Coverage	
Practice Description: Provision of coverage for staff during one class period on a rotating basis.	**Person Leading:** Mrs. Garcia
Task Description: Introduce coverage plan to all staff and disseminate coverage preference survey to staff.	

Steps Involved:	Others Participating (and Roles):
Steps Involved: • Draft basic rotating coverage plan in Excel based on availability of Mr. Smith, Mrs. Garcia, & Dr. Greenberg • Develop Coverage Preference Survey • Introduce coverage plan to all staff and disseminate Coverage Preference Survey to teachers via Google Forms at start of next PD	**Others Participating (and Roles):** • Mr. Smith, Mrs. Garcia, Dr. Greenberg: Identify availability and add into Excel sheet • WSCC Leadership Team: Develop Coverage Preference Survey • Mrs. Garcia: Introduce & describe coverage plan to staff • Dr. Greenberg: Send out Coverage Preference Survey via Google Forms
Actions to Strengthen Sustainability - <u>IMPLEMENTATION:</u> • Offer incentives to non-teaching staff to provide coverage • Monitor wellness of those providing coverage	**Notes:** • We want to make sure we are offering coverage to all staff who might need it – so we should monitor who is receiving coverage every 2 weeks
Actions to Strengthen Sustainability – <u>COORDINATION & INTEGRATION:</u> • Interdisciplinary team (WSCC Leadership Team) creates Employee Wellness survey with input from teachers, school mental health providers, school nurse, etc. • Implementers update availability monthly • Coverage Preference Survey disseminated at the start of each quarter	

Actions to Strengthen Sustainability – <u>EQUITY:</u>
 	
    • **Access:** Rotating schedule to ensure all have access to coverage
 	
    • **Diversity:** Offer opportunities for coverage to diverse staff roles (e.g., teachers, paraeducators, administrative assistants)
 	
    • **Inclusion:** Obtain staff input on practice regularly (monthly) to ensure inclusion of staff voice and choice	

Timeline: • Introduce coverage plan to all staff and disseminate coverage preference survey to teachers by 10/24/22	**Date Completed:**

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Once you get started implementing, the final page of the worksheet can be used to document and monitor progress. Here, you can indicate the date of your team's meeting or progress review, provide a brief description of the current status of implementation, and rate your progress on a scale from 1 (implementation is not proceeding as planned) to 10 (implementation is proceeding as planned).

Monitoring whether implementation is proceeding as planned is a critical component of successful implementation. If your team is consistently earning high implementation progress ratings (7-10), that is great! Implementation can proceed as planned, and no shifts are needed. Your team can continue to monitor progress using this page so that, if shifts are needed in the future, you can act promptly.

If you start seeing moderate implementation progress ratings (4-6), the team should dive into discussion as to why. Are you rating yourselves too harshly? Have there been minor barriers to implementation that can be addressed? Depending upon what your team identifies as the reason for moderate ratings, you can make necessary tweaks to increase those ratings. For example, if one of the staff involved in driving implementation has been out on leave, it may be time to bring in another team member to support implementation so that progress can continue to be made in that person's absence.

If your team rates implementation progress as low (1-3), it will be time for a discussion and further analysis as to whether the initiative is appropriate at this time. This may involve going back and revisiting previous worksheets (e.g., Activity 7 – Your WSCC Practice Balance Sheet, Activity 8 – Confirming Congruence) and possibly completing them again to determine whether to continue pushing forward or to switch gears. For example, you may find that your team overestimated buy-in and support for the initiative, or perhaps anticipated funding did not come through – both of which may be reason to pause and revisit the initiative later, or to just abandon and move on to another priority. Or, you may find that staff are passionate about the initiative but do not have capacity to take on something new right now.

Whatever the case may be, remember that the goal of WSCC blueprinting is to promote whole child development. We want to optimally allocate your available resources towards whole child initiatives that are efficient, effective, and sustainable. We don't want to fall down a rabbit hole if an initiative is not going as anticipated – keeping whole child development at the center of our focus, we want to be able to change course to maximize whole child outcomes!

Progress Notes

(Indicate date, brief description, and progress rating with 1 (*not proceeding as planned*) to 10 (*proceeding as planned*).

- 10/24/22 – introduced coverage plan to all staff and sent teachers coverage preference survey (10)
- 10/28/22 – coverage preference survey completed by 85% of teaching staff (9)

This tool was adapted from T. Hurson (2018) Action Sheet.

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Case Study:

Hillside's Action Plans

The WSCC Practice Leadership Team works to create action plans for implementing Hillside's new Employee Wellness practices. They identify their priorities and objectives for the new Employee Wellness initiatives: (1) to de-implement the team-building activities and begin recognizing staff at the start and end of all staff meetings/PDs, (2) to increase teacher prep time by offering coverage on a rotating basis, and (3) to have students prepare a teacher appreciation meal using locally sourced foods from the Farm-to-School program. The team identifies a PD next month as a reasonable goal for implementing staff recognition. They also plan to cancel the remaining formal team-building PD sessions for the year. The WSCC Practice Leadership Team will monitor the impact of these practice changes through bi-monthly brief and voluntary staff surveys.

The team also action plans for providing teachers with additional coverage. Action steps include creating a calendar of potential coverage times and creating a form for teachers to specify their preferences. The team sets a goal of introducing this initiative at the same PD next month.

REFLECT

1. How did your team address any challenges when completing the Establishing Actions worksheet?
2. What actions did you identify to strengthen sustainability?
3. How often will your team monitor implementation progress?
4. What will your team do if implementation progress is not proceeding as planned for any identified initiatives?

Celebrating Your Practice Plan

Congratulations – your team has successfully worked through blueprinting for WSCC practice! Thank you for your commitment to supporting positive whole child outcomes in your setting. Take some time as a team to celebrate your successes!

We know that as the leadership team, each member has contributed effort to this process, and you have solid directions and plans for action. As part of celebrating your successes, think about how you might continue to share the work that your leadership team has done with key groups, such as staff, families, administrators, and community

ACTIVITY 9 – ACTION PLANNING

Time to Complete: 30-45 minutes

Goal of Activity: To create an action plan for each practice change you are going to pursue with plans for progress monitoring and optimizing implementation.

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WSCC Practice Implementation Plan

What are the identified priorities for implementation?

What are the objectives?

Who is involved?

What is the timeline?

What is the expected impact and how will it be measured? (e.g., what are the deliverables and/or outcomes?)

Task Action Worksheet

Practice Name:	
Practice Description:	**Person Leading:**
Task Description:	
Steps Involved:	**Others Participating (and Roles):**
Actions to Strengthen Sustainability – <u>IMPLEMENTATION</u>:	**Notes:**
Actions to Strengthen Sustainability – <u>COORDINATION & INTEGRATION</u>:	
Actions to Strengthen Sustainability – <u>EQUITY</u>: • **Access:** • **Diversity:** • **Inclusion:**	
Timeline:	
	Date Completed:

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Progress Notes
(Indicate date, brief description, and progress rating with 1 (*not proceeding as planned*) to 10 (*proceeding as planned*).