H.O.P.E. Collaborative STRATEGIC PLAN AT-A-GLANCE 2009

Initiative #1: Create accessible, responsive & welcoming environments in our Domestic Violence agencies.
Initiative #2: Create responsive & welcoming environments in our disability agencies.
Initiative #3: Create policies & protocols that promote disclosures of violence & abuse & linkage to other services.
Initiative #4: Create policies & protocols that promote the request & provision of accommodations & linkages to other services.
Initiative #5: Build & enhance relationships & resources among all levels of agency staff.
Initiative #6: Explore issues of mandatory reporting and confidentiality.

***Specific tasks for each short-term initiative are detailed out in the Short Term Strategic Plan Chart that will be used by each Initiative Team Leader.**

Initiative	Lead Collaborative Team Member(s)	April 2009	May 2009	June 2009	July 2009
1	Holly Lemieux, The Arc	Develop work group	Review existing data on accessibility	Adapt tools	Finalize tools; to OVW for approval
2	Julia Freeman, REACH (DV agency)	Develop work group	Review existing data on responsiveness		Adapt tools
3	Sam Hubbard, APS Consultant		Develop work group	Review/collect existing data on policies & procedures for DV disclosure	
4	Laura Jansen, Smoky Mental Health	Develop work group	Review/collect existing data on policies & procedures for disclosures of disabilities		Make recommendations for change
5	Denise Coleman Sue Fowler Co-Project Directors	Develop work group	Collect data on all agencies	Plan schedule for lunch & learn and speakers	
6	Collaborative (exploration initiative)	Set date to meet; collect information on mandatory reporting	Meeting with experts to inform collaborative	Follow up with agencies for any guidance needed	

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Initiative	August 2009	September 2009	October 2009	November 2009	December 2009
1		Train on approved tools	Vera Associates On-site training	Compile report	DV agencies to develop short term goals for accessibility
2			Finalize tools and submit to OVW for approval	Train on tools	Vera Associates On-site training
3	Make recommendations for intake change		Introduce agency specific policies & procedures changes related to survivors	Finalize policies & procedures & submit to OVW for approval	Pilot training to selected disability agencies
4	Draft agency specific protocols	Revise as needed with input from persons with disabilities	Finalize protocols & submit to OVW for approval	Budget for any needed approved accommodation	
5		Plan and develop a resource guide/select medium for distribution	Hold first Lunch & Learn	Submit Resource Guide/Materials to OVW for approval	
6					

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Initiative	January 2010	February 2010	March 2010	April 2010	May 2010
1		Approval of goals & budget	Complete any necessary changes		
2		Compile report	Short term initiatives completed by disability agencies	Approval of goals and budget	Begin implementing changes
3	Revise policies & procedures as needed	Begin training on policies & procedures for all			Develop new training module
4	DV agencies to purchase selected materials for accommodation	Train staff on policies & procedures & intake	Develop training module		
5		Conduct 2nd Lunch and Learn	Insert guide information into training module		
6					

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Initiative	June 2010	July 2010	August 2010	September 2010	Grant closeout & evaluation
1			Evaluate strategic plan process & impact		
2			Evaluate strategic plan process & impact		
3	Complete training on the intake process	Launch intake	Evaluate strategic plan process & impact		
4	Launch new intake process	Evaluate effectiveness	Evaluate strategic plan process & impact		
5	Conduct 3rd Lunch and Learn	Develop sustainability plan for Lunch and Learn & resource guide	Evaluate strategic plan process & impact		
6			Evaluate strategic plan process & impact		

H.O.P.E. Collaborative **SHORT-TERM STRATEGIC PLAN** **Appendix B**

Initiative #1 – **Create accessible, responsive and welcoming environments in our Domestic Violence Agency.**

Short-Term Activities: **Create and implement a review process for accessibility: physical, attitudinal, programmatic and communication.**

Steps	Who	When	Resources	Outcome Measures
Identify and convene a work group to include consumers and advocates.	Holly Lemieux	April 2009	Community members and collaborative	Names and contact information; meeting schedule; time line
Explore other models of accessibility reviews.	Team	April/May 2009	Consultants from VERA Other grantees Internet Accessibility guides	Documentation of information collected and notes from meetings
Adapt the tools/process to meet needs of collaborative	Team	May/June 2009		Draft of tools/process developed
Finalize tools/process	Amy Loder	July 2009		Tools/process approved
Train assessment group to conduct the accessibility reviews	Team	September 2009		Team is trained
Conduct accessibility reviews	Team and VERA associates	October 2009	VERA Associates as appropriate to needs	Review of buildings, materials, etc. are complete
Compile results and REACH/ Alliance share with boards	Team	November 2009		Report Board meeting minutes
REACH/Alliance develop short-term goals and share with work group	REACH/Alliance	December 2009-January 2010	Cost estimates for accommodations, printing, etc.	Short-term goals and costs to meet goals

REACH/Alliance makes changes	REACH/Alliance	February-April 2010		Documentation of changes/purchases
Explore funding for assistive technology or needed changes that cannot be OVW funded	Team	Throughout		

H.O.P.E. Collaborative   **SHORT-TERM STRATEGIC PLAN**   **Appendix C**

Initiative #2 - **Create responsive and welcoming environments in our disability agencies.**

Short-Term Activities: **Create and implement a review process for a responsive/welcoming environment: attitudinal, programmatic and communication.**

Steps	Who	When	Resources	Outcome Measures
Identify and convene a work group to include survivors.	Julia Freeman	April 2009	Community members and collaborative	Names and contact information; meeting schedule; time line
Explore other models of responsiveness reviews.	Team	May/July 2009	Consultants from VERA Other grantees Internet Responsiveness guides	Documentation of information collected and notes from meetings
Adapt the tools/process to meet needs of collaborative	Team	July/September 2009		Draft of tools/process developed
Finalize tools/process	Amy Loder	October 2009		Tools/process approved
Train assessment group to conduct the responsiveness reviews	Team	November 2009		Team is trained
Conduct responsiveness reviews	Team and VERA associates	November 2009	VERA Associates as appropriate to needs	Review of buildings, materials, etc. are complete
Compile results and agencies share with boards	Team	January/February 2010		Report Board meeting minutes
Agencies develop short-term goals and share with work group	Agencies	March 2010	Cost estimates for changes, printing, etc.	Short-term goals and costs to meet goals

Collaborative approves goals and allocates funding	Collaborative	March/April 2010		
Agencies make changes	Agencies	May 2010		Documentation of changes/purchases
Explore funding or other sources for any changes that cannot be OVW funded	Team	Throughout		

H.O.P.E. Collaborative   **SHORT-TERM STRATEGIC PLAN**   **Appendix D**

Initiative #3 - **Create policies and protocols that promote disclosures of violence and abuse and linkages to other services.**

Short-Term Activities: *Revise intake information to include questions on violence and abuse; create protocols to guide staff in screening for violence and abuse; and protocols guiding their response to disclosures.*

Steps	Who	When	Resources	Outcome Measures
Identify and convene a work group.	Sam Hubbard	May 2009	Community members and collaborative	Names and contact information; meeting schedule; time line
Collect existing intakes, research models of policies and protocols (best practices), research statutes or other legal implications of changes	Team	June/July 2009	Consultants from VERA Other grantees Internet NC Statutes	Documentation of information collected and notes from meetings
Make recommendations for intake form changes	Team	August/September 2009		Draft of intake forms developed
Draft agency specific policies and protocols	Team/Collaborative	October/November 2009		Draft policies and protocols developed
Engage survivors in the review	Team/survivors	October 2009	Survivors	Intakes, Policies and Protocols were reviewed and ready for OVW review
Finalize intake form as well as policies and protocols	Amy Loder	November 2009		Intakes/policies and protocols approved
Pilot Training on policies and protocols at one site/review	Collaborative Agency and collaborative	December 2009-February 2010		Review of what worked and what did not at a collaborative meeting
Revise policies and protocols as indicated by the pilot site	Collaborative	March 2010		New policies and protocols are developed

Training for all agency staff on new forms, policies and protocols	Collaborative	March – April 2010		Agency Reports on how it is working
Training for all agencies on new intake forms for identifying violence and abuse	Collaborative	May-June 2010		Agency reports on new survivors identified during intake and how the process worked
Evaluate	Collaborative	September 2010		Notes from meeting

Initiative #4 - **Create policies and protocols that promote the request and provision of accommodations and linkages to other services.**

Short-Term Activities: *Revise intake information to include questions on needs for accommodations; create protocols to guide staff in responding to needs for accommodations.*

Steps	Who	When	Resources	Outcome Measures
Identify and convene a work group	Laura Jansen	April 2009	Community members and collaborative	Names and contact information; meeting schedule; time line
Collect existing intakes, research models of policies and protocols (best practices), research statutes or other legal implications of changes (DSS/REACH)	Team	April/May 2009	Consultants from VERA Other grantees Internet NC Statutes	Documentation of information collected and notes from meetings
Make recommendations for intake form changes	Team	July/August 2009		Draft of intake forms developed
Draft agency specific policies and protocols	Team/Collaborative	August-September 2009		Draft policies and protocols developed
Engage individuals with disabilities in the review	Team/individuals with disabilities	September 2009	Survivors	Intakes, Policies and Protocols were reviewed and ready for OVW review
Finalize intake form as well as policies and protocols	Amy Loder	October 2009		Intakes/policies and protocols approved
Budget for accommodations and explore funding for accommodation not consistent with OVW funding guidelines	Collaborative Agency and collaborative	November/ December 2009		Budget will reflect changes

Purchase approved accommodations	Agency	January 2010		Accommodations are available at agencies
Train staff on intakes/ policies/protocols/ resources	Agency/collaborative	February 2010		
Finalize training module that can be used for orientation in the future	Collaborative	March – April 2010		Training module available for use
Launch new intake form	Agencies (DSS/REACH)	June 2010		
Evaluate new procedures and protocols	Collaborative	July/August 2010		Agency Reports on how it is working and number of persons with disabilities provided accommodations

HO.P.E. Collaborative **SHORT-TERM STRATEGIC PLAN** **Appendix F**

Initiative #5 - Build and enhance relationships and resources among all levels of agency staff.

Short-Term Activities: Develop a resource guide to support staff; a mechanism for organizations to share information about their specialty areas with other agencies and develop formalized MOUs with collaborative agencies.

Steps	Who	When	Resources	Outcome Measures
Identify and convene a work group	Sue Fowler and Denise Coleman	April 2009	Community members and collaborative	Names and contact information; meeting schedule; time line
Collect existing resource guides and agency information from all collaborative agencies	Team	April/May 2009	Agency staff and management	Documentation of information collected and notes from meetings
Explore options for informal training (lunch and learn, etc.)	Team	July/August 2009		Draft a calendar of options/locations/speakers to present to group
Draft a MOU for increasing communication among collaborative agencies	Team/Collaborative	July-September 2009	Agency directors	MOUs signed by all agencies
Roll out Lunch and Learn	Collaborative	October 2009	Agency staff	Staff evaluations
Explore mediums for the resource guide with collaborative	Collaborative	November/December 2009		1st Draft of the resource "guide" is developed
"Guide" to OVW for approval	Amy Loder	January 2010		Guide content and medium approved
Train staff resource guide and review MOUs	Agency/collaborative	February/March 2010		Current Agency personnel are trained
Finalize training module that	Collaborative	March – April 2010		Training module

can be used for orientation in the future				available for use
Finalize plan for maintaining the resource guide & perpetuating the "Lunch and Learn"	Collaborative	July/August 2010		Plans will be in place and all collaborative partners will be aware of plans

H.O.P.E. Collaborative **SHORT-TERM STRATEGIC PLAN** **Appendix G**

Initiative #6 - Explore issues of mandatory reporting and confidentiality.

Short-Term Activities: The collaborative will develop a better understanding of these issues so that we can be better equipped to develop new intakes, procedures, plans and move our initiatives forward.

Steps	Who	When	Resources	Outcome Measures
Identify and engage "experts"	Sue Fowler and Denise Coleman	April 2009	Community members and collaborative	Names and contact information
Collect existing information on these topics from all agencies	Team	April/May 2009	Legal resources/DSS	Meeting date will be set when steps one and two are completed
Convene experts to work with the group for guidance on mandatory reporting and confidentiality	Team	May/June2009		A meeting will be held to discuss these topics with the collaborative and experts