

CPM Implementation Plan Template

Contact Information

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|------------------------|--|---------------|--|
| County: | | Date: | |
| Contact Person: | | | |
| Email: | | Phone: | |

Step #1 – Who’s on Our Planning Team?

List the members of your CPM Implementation Planning Team below.

Refer to p. 8-9 of the CPM Implementation Planning Guide for factors to consider in establishing and supporting your Team.

Step #2a – Set the Plan Boundaries: Where Do We Start?

Refer to the 3 to 5 “Priorities for Local Planning” your team identified in Section E of the Scoring and Analysis segment of your county’s completed CPM Implementation Snapshot. Consider with your Planning Team any strategic reasons to address certain priorities before others. Refine the set of priorities on which to focus your planning efforts accordingly and enter the result into the chart below:

Priorities for Local Planning

| | |
|---|----------------|
| Organization & Leadership | 1. 2. 3. |
| Workforce Development | 1. 2. 3. |
| Using Data for Understanding & Improvement | 1. 2. 3. |
| Strengthening Partnerships for System Change | 1. 2. 3. |

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Step #2b – Set the Plan Boundaries: What’s Our Planning Horizon?

Identify the span of time your county has determined is reasonable for carrying out its CPM Implementation Plan. This planning horizon begins with the target start date for action being taken on any of the Plan priorities and ends when sufficient progress has been made to reassess circumstances and revise the Plan. A typical planning horizon is 12 to 18 months. Think about your fiscal cycle and other considerations in choosing an appropriate planning period for your county. Enter the target dates below:

| CPM Implementation Planning Horizon | |
|-------------------------------------|------------------------------|
| Target Start Date | Target Date for Reassessment |
| | |

Step #3 – Define Success: What Changes Do We Want to See in Our County?

Articulating what success looks like helps your county strategically target its CPM implementation efforts toward specific objectives.

a) Engage Your Planning Team in Defining Success

In collaboration with your planning team, consider all the priorities identified in Step 2a and ask yourselves, “What changes are we hoping to see by the end of our planning horizon if these priorities are addressed?”

b) Select Relevant Implementation Objectives

- Mark an “X” next to the implementation objective statement listed in the table below that correspond to the priorities identified in Step #2a.
- If your county has developed its own implementation objective in any of the 4 areas, check the “Other” box and type the statement into the table. Additional “Other” items can be included by copying and pasting the “Other” checkbox to the end of the list.

Planning Tip

Consider the following suggestions to promote thinking strategically as you establish objectives for your implementation plan:

- Prioritize objectives to be accomplished early in implementation so other activities can build on them (*e.g., training staff in CPM happens early so coaching and other supports can follow*)
- Prioritize objectives that bring greater targeted support to CPM implementation and practice (more bang for your CPM buck) (*e.g., CPM coaching and meaningfully involving partners in CPM are particularly helpful in strengthening CPM momentum and accountability for outcomes*)

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Linking Priorities to Progress

| IMPLEMENTATION OBJECTIVES <i>[achievable during planning horizon]</i> | |
|---|---|
| Organization & Leadership | <ul style="list-style-type: none"> <input type="checkbox"/> ORB 1. For each level and program in CWS, planned meetings and forums provide opportunities for staff to develop clarity about and participate in local CPM implementation and practice <input type="checkbox"/> ORB 2. A clear, visible leadership team structure for CPM meets regularly to guide CPM planning, communication, problem-solving and sustainability <input type="checkbox"/> ORB 3. A clear implementation teaming structure supports day-to-day coordination and management of CPM implementation and evaluation <input type="checkbox"/> ORB 4. Feedback about what's working and not working in CPM implementation and practice is regularly sought out and received from all levels of staff and partners <input type="checkbox"/> ORB 5. Designated team(s) are periodically reviewing CPM implementation data and using it for decision-making and improvement <input type="checkbox"/> ORB 6. Staff, partners and/or implementation team(s) engage in ongoing periodic assessments of key aspects of local CPM readiness, implementation, capacity and support <input type="checkbox"/> ORB 7. Leadership communicates frequently with staff about CPM data, successes, challenges, and next steps in supporting CPM practice, implementation and evaluation <input type="checkbox"/> ORB 8. Leadership and implementation teams communicate regularly to address issues for strengthening CPM practice and implementation <input type="checkbox"/> Other: (describe here) |

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IMPLEMENTATION OBJECTIVES *[achievable during planning horizon]*

Workforce Development

- WD 1.** Executive leaders, managers and supervisors have received training in the specific knowledge and skills required for applying the CPM Leadership Behaviors
- WD 2.** Executive leaders, managers and supervisors are receiving ongoing coaching to build skill in using CPM Leadership Behaviors
- WD 3.** Workers and Supervisors have received training in the knowledge and skills required for applying the CPM Practice Behaviors as part of an integrated local practice which aligns CPM and other local initiatives
- WD 4.** Supervisors and Managers have received training and skill-building opportunities in supervision coaching of their staff
- WD 5.** Workers and Supervisors are receiving ongoing coaching in CPM practices/behaviors
- WD 6.** Staff recruitment processes incorporate CPM values and principles and provide realistic information about the position
- WD 7.** Interview and selection processes use questions and behavioral rehearsals related to CPM values and skills and assess “coachability”
- WD 8.** The CPM competencies needed at each level of the agency are identified and incorporated into recruitment, selection and performance review processes
- Other:** (describe here)

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IMPLEMENTATION OBJECTIVES *[achievable during planning horizon]*

Using Data for Understanding & Improvement

- QOSI 1.** The agency is using relevant data to monitor progress in achieving local CPM implementation plan objectives
- QOSI 2.** The agency has a process in place for assessing fidelity to the CPM practice and leadership behaviors
- QOSI 3.** The agency is systematically collecting CPM fidelity assessment data
- QOSI 4.** The agency is making decisions about local implementation and practice based on periodic review of CPM implementation and fidelity data
- QOSI 5.** The agency has co-created a CPM logic model or “Blueprint for Change” with key staff and partners
- QOSI 6.** The agency has developed a CPM Data Plan and is building capacity to collect data for all outputs and short-term outcomes in the local CPM logic model or Blueprint
- QOSI 7.** The agency is systematically collecting data for all outputs and outcomes in our logic model or Blueprint
- QOSI 8.** The agency periodically reviews CPM logic model or Blueprint data reports and uses the information to strengthen CPM implementation & fidelity and refine strategies for achieving short-term outcomes
- QOSI 9.** CPM data reports are periodically shared with agency staff to strengthen teamwork and shared accountability
- QOSI 10.** The agency has integrated its CPM logic model and Data Plan into County Self-Assessment, CQI, strategic planning and/or SIP processes
- Other:** (describe here)

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| IMPLEMENTATION OBJECTIVES <i>[achievable during planning horizon]</i> | |
|---|---|
| Strengthening Partnerships for System Change | <p><input type="checkbox"/> ERP 1. The agency is actively collaborating with current and new partners important to CPM success</p> <p><input type="checkbox"/> ERP 2. There is shared agreement between CWS and partners regarding the purpose of the partnership, information-sharing, managing conflict and accountability for results</p> <p><input type="checkbox"/> ERP 3. Planned meetings and forums provide opportunities for partners to understand and become involved in CPM implementation</p> <p><input type="checkbox"/> ERP 4. The agency is engaging partners in ongoing review of CPM data for co-creation, problem-solving and improvement</p> <p><input type="checkbox"/> ERP 5. The agency and its partners have jointly assessed system barriers to CPM implementation and co-created action steps to address these obstacles</p> <p><input type="checkbox"/> ERP 6. Working with partners, accessible pathways to cultural/community services and supports for families have been developed and communicated to staff</p> <p><input type="checkbox"/> ERP 7. Partners have meaningful roles in training, coaching and supporting CPM practice and implementation within the agency (<i>e.g. input into curriculum design, share cultural/community perspective during training or coaching</i>)</p> <p><input type="checkbox"/> ERP 8. Partner contracts, agreements, and MOU's include CPM values, expectations, and partner roles in practice-level teaming</p> <p><input type="checkbox"/> ERP 9. Protocols for timely communication and feedback loops with partners are established and in use</p> <p><input type="checkbox"/> ERP 10. The agency and its partners have co-created and are implementing strategies to meet the specific needs of caregivers and increase caregiver support</p> <p><input type="checkbox"/> Other: (describe here)</p> |

Step #4 – Document the Pathway to Action: How Do We Get There?

a) **Customize Your Plan** – Build the structure of your Plan as follows:

- Copy the blank CPM Implementation Planning Priority Table below.
- Paste the copied Table below this one until you have one Table for each Priority listed in Step #2a above.

For example, if you have 4 Priorities listed in Step #2a, then copy the blank Priority Table and paste it 3 times below the original Table.

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CPM Implementation Planning Priority Table

| | | | |
|----------|---|-----------------------------------|------------------------|
| A | CPM Implementation Planning Priority: <i>Copy from Step #2a (one per table)</i> | | |
| B | Implementation Objective(s): <i>What will be happening if this priority is addressed?</i> | | |
| C | Tools & Resources: <i>What can we use from the CPM Toolkit to build our capacity for this priority?</i> | | |
| D | What are the Action Steps to be taken? <i>List below</i> | Responsible Leader or Team | Target Due Date |
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| | 5. | | |
| | 6. | | |

↓ PASTE ADDITIONAL PRIORITY TABLE(S) HERE ↓

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- b) Develop Your Plan Content** – For each table within your Plan structure (one for each Planning Priority) complete the contents of the table using the instructions outlined below:
- A) CPM Implementation Planning Priority – Select one of the Planning Priorities from the list of Priorities in Step #2a and enter it into Row A of the table.
 - B) Implementation Objective(s) – Refer to the short-term outcomes selected in Step #3b and consider which one(s) you would expect to see happening if the Planning Priority in Row A is addressed. Translate this information into Row B of the table in either of the following ways:
 - Copy and paste the appropriate short-term outcome(s) into Row B of the table.
or
 - Develop a consolidated statement that reflects how you will know when this Planning Priority has been addressed. What changes will you see? What will be different than now?
 - C) Tools & Resources – Name any tools or resources to be utilized from the CPM Implementation Toolkit to build your county’s capacity for addressing this Planning Priority in Row C. Access the Toolkit on the CalSWEC website. [\[hyperlink\]](#)
 - D) Plan Details – Document the specific action steps necessary to address this Planning Priority. For each step, identify the person or team responsible for carrying it out by the targeted date of completion.