

SANTA BARBARA KIDS NETWORK – DIFFERENTIAL RESPONSE PLANNING PROCESS AND OPERATIONAL IMPLEMENTATION PLAN

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ACTIVITIES	DELIVERABLES	Date Due
PHASE I		
<p>1. Develop the work plan and deliverables with Task Force Planning Committee</p> <p>1.1 Consultants and Task Force Planning Committee draft a work plan, deliverables, and due dates</p> <p>a. Consultants share their vision of the plan with Task Force Leadership members via email</p> <p>b. Task Force Planning Committee and consultants meet to discuss, refine, and agree upon the scope of work, deliverables, and due dates</p> <p>1.2 Consultants and KIDS Network Task Force execute a contract for Operational Planning</p>	<p>1. Contract signed by both parties</p>	<p>October 1, 2006</p>
<p>2. Consultants gather and review existing information and data on Differential Response trials within the county.</p> <p>2.1 Task Force Planning Committee provides notes, documents, and data to Consultants regarding Differential Response planning and implementation that has taken place to date, including CWS SIP plans and referral process</p> <p>2.2 Consultants review existing records, dialogue with Task Force regarding “pilot” data, and its significance to the Operational Planning Process</p>	<p>2. Consultants attend Task Force meetings in October and November</p> <p>2.1 Orientation to the project</p>	<p>October and November, 2006</p>

ACTIVITIES	DELIVERABLES	Date Due
<p>3. Develop a Differential Response Planning Process Taskforce webpage 3.1 Consultants assist Katharina in the design of a Differential Response Planning Process Taskforce web page to host project notes, meeting notices, and deliverables</p>	<p>3. Web page</p>	<p>November 30, 2006</p>
<p>4. Conduct meetings and hold conversations with community members to inform the planning process 4.1 Conduct bilingual meetings in various geographic locations, including: Carpinteria, Lompoc, Santa Barbara, Santa Maria (two meetings), Santa Inez, Cuyama 4.2 Conduct meetings with diverse groups, which may include: families, children/students, “ordinary” citizens (business or store personnel), school personnel, childcare providers, health providers, family support providers</p>	<p>4. Summary of community conversations provided to Task Force</p>	<p>January 2007</p>
<p>5. Facilitate and report on a Task Force “General Planning Meeting” (aka, “Retreat”) 5.1 Consultants prepare agenda, facilitate and conduct a one-day “retreat” for Task Force members and key Stakeholders a. Review the existing system and pilot data (brief) b. Share data and suggestions from community meetings c. Gather input from stakeholders d. Brainstorm scenarios for a more interactive, user-friendly DR system that responds to local communities’ needs and reflects cultural and linguistic values 5.2 Consultants summarize meeting notes and ideas gathered and post on the project web page</p>	<p>5. Produce Task Force “Retreat” summary report which is posted to web page</p>	<p>February, 2007</p>

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<p>6. Conduct focus groups with local stakeholders and service recipients to gather input on the DR ideas collected.</p> <p>6.1 Prepare key questions for focus groups with Task Force.</p> <p>6.2 Facilitate and conduct multicultural/bilingual focus groups in Carpinteria, Santa Barbara, Santa Maria and Cuyama. Task Force organizes and schedules meetings and prepares ‘invitation’ in timely manner for distribution to groups/persons</p> <p>6.3 Summarize results of the focus groups and post to the web page</p> <p>6.4 Meet with Task Force to discuss project findings and plan next steps</p>	<p>6. Focus group summary report presented to Task Force and posted on web page</p>	<p>March 2007</p>
<p>PHASE II</p>		
<p>7. Process and analyze information in conjunction with Task Force</p> <p>7.1 Meet with Task Force (or conduct teleconference meeting) to review all data gathered and generate one or more DR plans for Santa Barbara County</p> <p>7.2 Write summary of what was learned with recommendations to consider for system design</p> <p>7.3 Develop final draft of report outlining how to operationalize the most effective system for Differential Response</p>	<p>7. Draft report of Operational Plan</p>	<p>April 2007</p>
<p>PHASE III</p>		
<p>8. Submit documentation to Task Force for consideration and approval. Documents include an operational plan, an executive summary of the process used to develop the operational plan, and related Differential Response materials for participating CBO’s</p> <p>8.1 Consultants prepare a draft final operational plan and meet with Taskforce members to iron out details and work flow.</p> <p>8.2 Revise operational plan based on Task Force member input.</p> <p>8.3 Provide documentation to IT and PR point persons for consideration re: distribution to stakeholders and the press</p>	<p>8. Final Report consisting of: Operational Plan, Executive Summary, Process Summary (methodology), and any surveys or materials developed by Consultants</p>	<p>April 2007</p>

ACTIVITIES	DELIVERABLES	Date Due
9. Brainstorm strategies with Planning Committee for public dissemination of the system for Differential Response through existing networks, public media, website, and the internet	9. List of strategies for dissemination	May 15 2007