

State T/TA Plan Template: Training Webinar for State Associations and State CSBG Lead Agencies

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Agenda

- Overview and rationale for the State T/TA Plan Template
- Description of the Implementation Process
- Section I: Needs Assessment
- Section II: T/TA Resources
- Section III: T/TA Strategies and Activities
- Section IV: Implementation
- Questions

Overview and Rationale

- T/TA in the new CSBG Performance Management Framework:
 - Maximize and Align T/TA Resources
 - Improved T/TA coordination and collaboration.
 - Enhanced and focused T/TA at all levels
 - Be strategic in our use of T/TA resources.
 - Provide opportunities for continuous learning and continuous improvement to achieve outcomes for families and communities

Overview and Rationale

- The State T/TA Plan template allows the collection of data in a single, common format
- The template supports collaboration between State CSBG Lead Agencies and State Associations
- The template will enhance regional coordination and collaboration on T/TA
- The template will provide more accurate data to the national partners to improve delivery of T/TA

Implementation Process

Step 1: March 13th – May 18th

State CSBG Lead Agencies and State Associations collaborate to complete the State T/TA Plan template with support of the RPIC lead as necessary. Discussion should focus on:

- Recent T/TA needs assessments
- Sources and amounts of funding/resources
- Overall T/TA strategies, activities, and outcomes
- Implementation and evaluation plans

The RPIC lead will coordinate when State Associations submit their State T/TA Plans to them.

Implementation Process

Step Two: Friday, May 19th

- RPIC leads send State T/TA Plans to all State Associations and State CSBG Lead Agencies in the region, OCS, the Partnership and NASCSP

Implementation Process

Step Three: May 22nd – September 29th

The RPIC lead:

- Review data in the State T/TA Plans,
- Convenes regional discussions among State Associations and State CSBG Lead Agencies, and
- Facilitates the use of the data to support related state and regional T/TA activities.

State Associations and State CSBG Lead Agencies are encouraged to review and discuss State T/TA Plans from other states in their regions.

Implementation Process

- In FY 2018, State T/TA Plans will be submitted on October 1st 2017, and on every October 1st thereafter

Using the State T/TA Template

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General Tips and Guidance for Using the Template

- The target audience is other State CSBG Lead Agencies, State Associations, and the national partners to create a clear picture of state T/TA needs and activities and improve coordination of state, regional, and national T/TA
- The process and dialogue are as important as the content
- Use attachments to provide additional context, share resources, and highlight best practices
- The template is understood to be a prospective planning document, not a “set in stone” plan

Section I: Needs Assessment

What data is collected?

- One to two paragraphs each (State CSBG Lead Agencies and State Association) describing the T/TA needs assessment process and best practices
- Prioritized list of top ten T/TA needs based on State CSBG Lead Agency and State Association discussion
- Notes section provided for additional context
- Attachments: Additional T/TA needs assessment results and surveys

Section I: Needs Assessment

State Association

The Partnership uses a variety of methods to assess the CSBG Network's T/TA needs. These include collection of State T/TA Plan template data, direct surveys of Community Action Agencies, soliciting feedback from State Associations and State CSBG Lead Agencies on RPIC calls, convening State Associations at national conferences to discuss T/TA needs, one-on-one discussions with State Associations and State CSBG Lead Agencies as part of conference/training planning activities, soliciting direct feedback from agencies at training events and reviewing T/TA needs assessment data collected by other national partners.

An especially effective method for assessing T/TA needs the Partnership uses is the triangulation of needs using multiple levels of analysis. Aggregate data at the national level is used to identify the broad range and prioritization of T/TA needs. RPIC calls and State Association/State CSBG Lead Agency meetings at national conferences provides a state-level perspective that adds additional context. Workshop and training evaluations combined with direct dialogue with agencies at the local level provides a grassroots perspective on the T/TA needs and refinement of tools and resources.

Section I: Needs Assessment

High Priority T/TA Needs

Use the section below to list the ten highest priority T/TA needs as identified by the State CSBG Lead Agency and State Association. Use the Additional Comments section to add any narrative necessary to explain the state's T/TA needs.

List the top ten T/TA needs identified in your state with a brief description of each need.

1. Leadership development for new executive directors and emerging leaders with a focus on CSBG legislation, requirements, and history; board governance; financial management; and general leadership skills
2. The CSBG planning cycle with a focus on the design, implementation, and linkages among the needs assessment, strategic planning, and community action plan processes
3. Development, implementation, and dissemination of innovative and evidence-based service delivery strategies that increase program efficiency, maximize resources, and improve outcomes
4. Data collection and reporting for local agencies and State CSBG Lead Agencies related to the implementation of ROMA Next Generation
5. Board governance and development, including tripartite board structure; recruitment and retention; board roles and responsibilities; organizational standards; and financial and programmatic reporting
- 6.

Section I: Needs Assessment

Why is it collected?

- Promotes dialogue about T/TA priorities between State CSBG Lead Agencies and State Associations
- Allows for identification of regional and national T/TA needs to improve coordination of T/TA activities
- Supports improved T/TA needs assessment processes

Section II: Resources

What data is collected?

- Total funding supporting T/TA from State CSBG Lead Agencies, State Associations, and RPIC sources
 - Include all direct and indirect costs as long as they support T/TA activities
 - Do not “double count” sub-contract revenues (e.g. a State Association should not count a sub-contract from a State CSBG Lead Agency to provide T/TA since those dollars will already be included in the Lead Agency’s total).
- Other resources (Other units of state government, universities, nonprofit associations)
- Notes section provided for additional contextual information

Section II: Resources

State Association Resources

Total State Association funding dedicated to T/TA

- | | |
|--|---|
| <input type="radio"/> \$0-24,999 | <input type="radio"/> \$200,000-299,999 |
| <input type="radio"/> \$25,000-49,999 | <input type="radio"/> \$300,000-399,999 |
| <input type="radio"/> \$50,000-99,999 | <input type="radio"/> \$400,000-499,999 |
| <input checked="" type="radio"/> \$100,000-149,999 | <input type="radio"/> \$500,000+ |
| <input type="radio"/> \$150,000-199,999 | |

Other State Association Resources

The Partnership is able to leverage additional T/TA resources from a number of sources. CAP coordinates T/TA activities with its national partners (NASCSP, CAPLAW) and their grants to maximize available resources. CAP also has an MOU with Springfield College that allows the use of their facilities for training purposes.

Section II: Resources

Why is it collected?

- Ensure clarity at state level about available resources
- Identify differences in state resources to address through regional T/TA strategies
- Identify opportunities to leverage additional resources
- Create an accurate picture of overall CSBG Network T/TA investments

Section IIIA: T/TA Strategies and Outcomes

What data is collected?

- Up to five sentence description of primary T/TA strategies such as...
 - Conferences
 - Training series
 - ROMA cohorts
- Primary outcomes for each strategy

Section IIIA: T/TA Strategies and Outcomes

Why is it collected?

- Support coordination of state-level T/TA strategies
- Allow for regional comparison of T/TA strategies
- Help better target regional and national T/TA support

Section IIIA: T/TA Strategies and Outcomes

State Training and Technical Assistance Plan Section III A Strategies and Outcomes

Strategies	Lead	Outcomes
State, regional, and national conference trainings for State Associations, State CSBG Lead Agencies, and national partners (approx. 75 conferences and over 200 sessions)	CAP	<ol style="list-style-type: none"> 1. Build capacity of CAAs, State Associations, and State CSBG Lead Agencies across a wide range of management and operational issues 2. Disseminate critical information on CSBG Network activities such as the Org Standards and ROMA Next Generation
Center of Excellence Webinar series (approx. 35-40 per year) focused on Organizational Standards, ROMA Next Generation, and management and operational practices	CAP	<ol style="list-style-type: none"> 1. Build the capacity of CAAs to comply with the Org Standards and improve overall management and operations 2. Support State CSBG Lead Agency monitoring processes 3. Disseminate critical information on key issues such as ROMA NG and Head Start Program Performance Standards
Fee-for-service trainings targeting high-priority T/TA needs using one and two day events (approx. 15-20 per year)	CAP	<ol style="list-style-type: none"> 1. Build CAA capacity in key areas such as needs assessments, strategic planning, community action plans, leadership development, and board development 2. Disseminate training materials to State Associations and State CSBG Lead Agencies
T/TA manuals, guides, and other written resources (approx. 20-30 per year)	CAP	<ol style="list-style-type: none"> 1. Build CAA capacity to comply with the Org Standards and State CSBG Lead Agency capacity to monitor compliance 2. Improve CAA management and operations in key areas such as needs assessments and strategic planning

Section IIIB: T/TA Activities

What data is collected?

- **T/TA Activities:** Indicate which training will be provided (or has been provided) during the year. If a training covers multiple topics, choose all that apply. Use the “Other” option to enter topics not listed.
- **Provider:** List who will (or has) provided the training. If multiple trainings are offered by different providers on a given topic, choose all that apply.

Section IIIB: T/TA Activities

What data is collected?

- **Delivery Method:** A list to indicate how the training will be provided. If multiple trainings are offered through multiple methods, choose all that apply
- **Notes:** Provides an open ended space to note how many trainings are provided on a given topic or other additional information. For example, if multiple trainings are offered on the same topic, note the provider and delivery method for each one

Section IIIB: T/TA Activities

Why is it collected?

- Provides more detailed picture of state T/TA activities to support regional collaboration
- Provides national partners with accurate data of T/TA activities, providers, and delivery methods to better coordinate T/TA efforts

Section IIIB: T/TA Activities

Board Governance			
T/TA Activities	Provider	Delivery Method	Notes
<input checked="" type="checkbox"/> Board Roles and Responsibilities			
	<input type="checkbox"/> State CSBG Lead Agency	<input checked="" type="checkbox"/> In-Person Group Training	Covered by TA Guides on Org Standards and other guides on the CAP website, trainings delivered at State Association conferences, sessions at CAP conferences, and two day board-executive director trainings
	<input type="checkbox"/> State Association	<input type="checkbox"/> In-Person Consultation	
	<input checked="" type="checkbox"/> Local CAA	<input type="checkbox"/> Newsletters	
	<input type="checkbox"/> RPIC	<input type="checkbox"/> Coaching	
	<input checked="" type="checkbox"/> CAP	<input type="checkbox"/> Webinar	
	<input type="checkbox"/> NASCSP	<input checked="" type="checkbox"/> Conference	
	<input checked="" type="checkbox"/> CAPLAW	<input checked="" type="checkbox"/> Written Resources	
	<input type="checkbox"/> ANCRT	<input type="checkbox"/> Peer-to-Peer	
	<input checked="" type="checkbox"/> Other Provider	<input type="checkbox"/> Learning Community	
		<input type="checkbox"/> Other	

Section IV: Implementation

What data is collected?

- One to two paragraphs describing implementation and evaluation activities
- Attachments: Additional implementation and evaluation plans

Why is it collected?

- Clarify state-level implementation processes
- Improve implementation and evaluation by regional and national dissemination of process descriptions

Section IV: Implementation

IV. Implementation Plan

In two to three paragraphs, describe how the State CSBG Lead Agency, State Association, and RPIC will work together to implement the State T/TA Plan. Include (1) communication and coordination processes (e.g. regular conference calls, reporting procedures) that will be used to manage implementation of the Plan, and (2) a brief summary of how the Plan's outcomes will be evaluated. Attach any additional documents that provide further details on implementation and evaluation plans if available.

The Partnership uses a variety of methods to coordinate implementation of T/TA activities with its key partners. With OCS, this includes development of project work plans, submission of semi-annual reports on all HHS grants, regular project meetings, bi-weekly "check in" calls, and routine inclusion of OCS in T/TA planning activities with other stakeholders. With NASCSP, this includes regular project planning meetings to manage implementation of T/TA activities, development of project planning documents to coordinate joint activities, weekly (sometimes daily) check-in calls for ongoing projects, convening of stakeholders (e.g. State CSBG Lead Agencies, State Associations, RPIC Leads) at conferences and other meetings to plan T/TA implementation, and co-training models to enhance collaboration.

Several evaluation methods are used across the Partnership's T/TA activities. These include conducting annual evaluations of project steering committees; analysis of evaluation results from conference sessions, trainings, and webinars; soliciting direct qualitative feedback from gatherings of key stakeholders (e.g. State Association meetings, RPIC calls); and analysis of social media and web-based resources data (e.g. newsletter distribution and open rates, followers on social media platforms, and downloads of webinars and written T/TA resources).

Questions

- Description of the Implementation Process
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