

Fort Worth Action Plan 2014 & 2015 (Grant Years 3&4)

REQUEST ID # 20120016

Task ID	Year 3&4 Updated Action Steps Related to Goals	Who is Responsible?	Start Date	End Date	4 th Q 2013	1 st Q 2014	2 nd Q 2014	3 rd Q 2014	4 th Q 2014	1 st Q 2015	2 nd Q 2015	3 rd Q 2015	4 th Q 2015
Building Block 1 Data	Goal 1.1: Improve access to quality programming by identifying locations of existing programs and service gaps, using geo-mapping tools.												
1.1.1	Determine final data needs for locator	PACS Program Assistant Provider partners	12/2013	12/2015	X								
1.1.2	Collect provider information.	Program Assistant Open Channels Contractor Mktg/PR Contractor	10/13	6/2014	X	X	X						
1.1.3	Hire Marketing/PR firm and develop materials for locator launch	Mktg/PR Contractor	12/2013	12/2014	X	X	X	X	X				
1.1.4	Install online program locator on website	Mktg/PR Contractor SPARC CEO	2/2014	8/2014		X	X	X					
1.1.5	Create & explore analytical capability of GIS for strategic planning	City GIS Specialist SPARC CEO	3/2014	8/2014		X	X	X					
1.1.6	Conduct focus groups, recruit students and parents to provide input about the locator	Mktg/PR Contractor Director of Programs	10/2014	5/2015					X	X	X	X	X
Building Block 1 Data	Goal 1.2: Coordinate efforts of OST providers citywide to collect reliable data (including attendance and program effectiveness) utilizing a common record keeping system (MIS).												
1.2.1	Continue to collect program participation data	Data Task Team	9/2013	12/15	X	X	X	X	X	X	X	X	X
1.2.2	Determine program or youth outcome effectiveness measures for data collection	Data Task Team Quality Task Team Data Contractor SPARC CEO	1/2014	1/2015		X	X	X	X	X			
1.2.3	Convene a Task Team to develop consensus about how the MIS system will be used and present recommendation to Board	Data Task Team Quality Task Team SPARC CEO SPARC Board	1/2014	5/2014		X	X						
1.2.4	Create interlocal agreements with city, FWISD and other partners for data-sharing, any system inter-relationships and/or MIS use	SPARC CEO Partners & School Districts	9/2014	3/2015				X	X	X			

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1.2.5	If outside resources are required, advertise, select vendor & install system	Data Task Team SPARC CEO MIS Contractor	1/2015	6/2015						X	X		
Building Block 1 Data	Goal 1.3: Build capacity of individual providers to use a common management information system (MIS) for program record-keeping.												
1.3.1	Work with provider partners to integrate required data points into their systems	Data Task Team Data Contractor	10/2013	12/2014	X	X	X	X	X				
1.3.2	Conduct a needs assessment to gather information about OST programs, existing practices, use of data	Data Contractor Data Task Team	11/2013	3/2014	X	X							
1.3.3	Address FERPA and HIPAA issues with providers for legal data sharing to meet all regulations	Data Contractor Data Task Team	12/2013	3/2014	X	X							
1.3.4	Collect interim data as snapshots of current activities	Data Task Team Quality Task Team Program Assistant	1/2014	12/2014		X	X	X	X				
1.3.5	Conduct stakeholder meeting to share findings and develop logic model and recommended timeline	Data Contractor Data Task Team SPARC CEO	3/2014	5/2014		X	X						
1.3.6	Develop team, write scope of work, review vendors and make a selection and institution to house the system	Data Contractor MIS Vendor Data Task Team SPARC CEO	6/2014	9/2014			X	X					
1.3.7	Prepare and assist with execution of data-sharing MOUs with providers	Data Contractor MIS Vendor Data Task Team SPARC CEO	6/2014	4/2015			X	X	X	X	X		
1.3.8	Develop and pilot the system at self-selected provider sites and plan for data transfer	MIS Vendor Data Task Team SPARC CEO	6/2014	10/2014					X	X			
1.3.9	Using first pilot data, plan for and implement second pilot	MIS Vendor Data Task Team SPARC CEO	10/2014	3/2015					X	X			
1.3.10	Using second pilot data, plan for and implement data sharing with additional participants	MIS Vendor Data Task Team SPARC CEO	4/2015	12/2015							X	X	X

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Building Block 1 Data	Goal 1.4: Capture reliable information about the demand for quality OST programs through conducting market research.												
1.4.1	Prepare bid documents, review vendor proposals and select market research contractor	Management Team	9/2013	11/2013	X								
1.4.2	Execute scheduled tasks with regular consultation with Project Director and SPARC CEO, and report to SPARC Board on results	Market Research Contractor SPARC CEO Project Director	1/2014	6/2014		X	X						
1.4.3	Review results with board, and based on feedback, create PR plan	Mktg/PR Contractor SPARC CEO SPARC Board	4/2014	6/2014			X						
1.4.4	Disseminate findings with key community and provider stakeholders, and with community at large	Market Research Contractor Mktg/PR Contractor SPARC CEO SPARC Board	6/2014	12/2014			X	X	X				
Building Block 2 Quality	Goal 2.1: Improve program quality by defining city-wide quality standards.												
2.1.1	Complete work of Quality Task team to define standards and plan for implementation with providers	Quality Task Team Program Assistant	9/2013	2/2014	X	X							
2.1.2	Provide opportunities for review by key providers and key stakeholders	Quality Task Team Program Assistant	9/2013	1/2014	X	X							
2.1.3	Obtain endorsements from key providers and stakeholders	Quality Task Team Program Assistant	11/2013	3/2014	X	X							
2.1.4	Develop marketing plan and communicate standards to the community	Quality Task Force Mktg/PR Contractor	12/2013	6/2014	X	X	X						
Building Block 2 Quality	Goal 2.2: Improve program quality through identification of quality components and the development/adoption of a common program quality assessment tool.												
2.2.1	Analyze and prepare a comparison of assessment instruments related to standards and decide on tool for use	Quality Task Force Project Director	10/2013	3/2014	X	X							
2.2.2	Prepare and distribute the agreed-upon assessment instruments related to standards to key partners	Quality Task Force SPARC CEO	4/2014	6/2014			X						

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2.2.3	Plan and conduct training on assessment tool with key partners	Quality Task Force SPARC CEO Training Contractor	4/2014	8/2014			X	X					
2.2.4	Research and develop a means of incentivizing adoption of quality assessment and improvement goals for providers	Quality Task Force SPARC CEO	6/2014	12/2014			X	X	X				
Building Block 2 Quality	Goal 2.3: Develop a citywide training system for OST providers for quality programming, evaluation and business practices												
2.3.1	Determine ongoing training needs, including review of online and webinar options.	Training Task Force Training contractor	9/2013	12/2015	X	X	X	X	X	X	X	X	X
2.3.2	Develop evaluations for each session and review comments for continuous improvement	Training Task Force Training contractor	9/2013	12/2014	X	X	X	X	X				
2.3.3	Set training schedule for year, engage training contractors, secure locations.	Training Task Force Program assistant	9/2013	12/2015	X	X	X	X	X	X	X	X	X
2.3.4	Execute contracts for trainers	City PACS	9/2013	12/2015	X	X	X	X	X	X	X	X	X
2.3.5	Develop marketing tools to promote training	Training Task Force Mktg/PR contractor	9/2013	12/2015	X	X	X	X	X	X	X	X	X
2.3.6	Conduct trainings	Training Task Force Training contractors	9/2013	12/2015	X	X	X	X	X	X	X	X	X
2.3.7	Develop a working relationship with Tarrant County College or other educational institutions to provide quality enhancement courses specifically for out of school time providers	Training Task Force SPARC CEO	6/2014	12/2015			X	X	X	X	X	X	X
2.3.8	Research and develop plan for use of mentor/coaches to improve program quality.	Training Task Force SPARC CEO	6/2014	12/2015			X	X	X	X	X	X	X
2.3.9	Formalize afterschool provider network for formal & informal best practices sharing	Training Task Force Director of Programs	8/2014	12/2015				X	X	X	X	X	X

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2.3.10	Create and maintain a database of local after school and non-profit professionals with specialized skill sets to serve as resources for planning and training	Training Task Force SPARC CEO	11/2014	12/2015	X	X	X	X	X	X	X	X	X
2.3.11	Investigate training outcome measurement options	Training Task Force Director of Programs	1/2015	12/2015						X	X	X	X
Building Block 3 Entity	Goal 3.1: Establish a sustainable citywide OST coordinating entity.												
3.1.1	Finalize establishment of 501(c)3, including board recommendations and appointments, as requested by Mayor and affirmed by Leadership Group	Ctr for NonProfit Mgmt City PACS	10/2013	2/2014	X	X							
3.1.2	Compile data on juvenile crime statistics to support requests for funding from juvenile justice sources.	Data Task Force Project Director	10/2013	12/2015	X	X	X	X	X	X	X	X	X
3.1.3	Continue to identify funding streams that will provide sustainability, with personal contacts by staff and board, and written applications by contractor	City PACS SPARC Board Contract Grant Writer	1/2013	12/2015	X	X	X	X	X	X	X	X	X
Building Block 3 Entity	Goal 3.2: Develop a Board of Directors that will provide strategic direction for the coordinating entity.												
3.2.1	Recruit a diverse group of community leaders to provide oversight and community input for SPARC, conducting regular meetings as determined by board by-laws	City PACS SPARC Leadership	11/2013	12/2015	X	X	X	X	X	X	X	X	X
3.2.2	Host a SPARC board training with board members and key stakeholders facilitated by Center for Nonprofit Management	Ctr for NonProfit Mgmt SPARC Board SPARC CEO City PACS	3/2014	6/2014		X	X						
3.2.3	Examine options for provider roles within SPARC and determine responsibilities for members or partner providers	SPARC Board SPARC CEO Key Stakeholders	3/2014	9/2014		X	X	X					
Building Block 3 Entity	Goal 3.3: Hire personnel to support programming and operations of the grant and the future coordinating entity.												
3.3.1	Hire, train and utilize administrative support for project	City PACS	10/2013	9/2014	X	X	X	X					
3.3.2	Continue contracts in process, and create new contracts as needed for communication, IT Specialist, grant-writing, training, legal	City PACS	10/2013	12/2015	X	X	X	X	X	X	X	X	X

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3.3.3	Interview and hire SPARC CEO (Contract)	City PACS SPARC Board	1/2014	1/2014		X							
3.3.4	Interview and hire Director of Programs (Contract)	City PACS SPARC CEO	3/2014	4/2014		X	X	X					
Building Block 3 Entity	Goal 3.4: Implement the communication plan to keep constituents informed and engaged.												
3.4.1	Maintain mass e-mail system and distribute monthly e-newsletters	Program Assistant Mktg/PR Contractor	2/2014	12/2015		X	X	X	X	X	X	X	X
3.4.2	Build new website with capability for locator system and information on SPARC partners, providers, and afterschool resources	Mktg/PR Contractor Program Assistant SPARC CEO	2/2014	8/2014		X	X	X					