

SAMPLE COUNTY WORK PLAN
July 1, 2004-June 30, 2005

County: Any County

Project Title: After School Program

Overarching Goal: By December 31, 2004, 6 school sites in Any County will significantly improve the degree to which students view a caring and safe school community, free of substance abuse, and thereby see a measurable increase in the protective factors of caring school climate, parent involvement in school, commitment to learning, positive values, social competencies, positive identity and academic achievement. These factors in turn will result in long-term impacts of decreasing youth ATOD use, violence, and drop-out rates.

1. Program Goal: By September 30, 2004, six school sites will begin full implementation of the After School Program in order to increase perception of a caring and safe school community.

1a. Program Objective: By September 30, 2004, a strategic plan will be completed and agreed upon by all parties involved in the After School program.

| ACTIVITIES | RESPONSIBLE AGENCY | TIMELINE |
|--|---|-----------------|
| 1a.1 Contact and work with EMT and/or TA-POM for technical assistance in developing a strategic plan for the After School program. | After School Planning Team | July 04 |
| 1a.2 Contact evaluator, school partners and their teams, inviting them to attend strategic planning sessions. | After School Planning Team | July 04 |
| 1a.3 Planning session one to include: overview of After School Program proposal, and build framework to include indicators and immediate, mid-term and final outcomes. | After School Planning Team & collaborating partners (LEA) | Aug 04 |
| 1a.4 Planning session two to include a step by step scope of work to include timeline and responsibilities for implementation of program at each school site. | After School Planning Team & collaborating partners (LEA) | Aug 04 |
| 1a.5 Completed strategic plan with consensual agreement from partners. | After School Planning Team | Sept 04 |
| Deliverables: Meeting records, strategic plan | | |

1b. Program Objective: By September 31, 2004, the necessary infrastructure (hiring, roles clarification, etc) for implementation of program at each school site will be completed.

| ACTIVITIES | RESPONSIBLE AGENCY | TIMELINE |
|---|---|-----------------|
| 1b.1 Develop job description and contract with Program Evaluator. | After School Planning Team | July 04 |
| 1b.1 Develop job description for School Site Coordinator and deliver to each school site to assist in recruitment of coordinator. | After School Planning Team | July 04 |
| 1b.2 Identify, sign agreement, and train a School Site Coordinator for each of the school sites. | After School Planning Team & collaborating partners (LEA) | Aug 04 |
| 1b.3 Develop job description for District Data Collector. | After School Planning Team | July 04 |
| 1b.4 Identify, sign agreement, and train a District Data Collector for each school site. | After School Planning Team & collaborating partners (LEA) | Aug 04 |
| Deliverables: Job descriptions, evaluator contract, list of coordinators. | | |

1c. Program Objective: By December 31, 2004, six school sites will fully understand and be implementing the After School Program after receiving an introductory and follow-up training on the After School Program.

| ACTIVITIES | RESPONSIBLE AGENCY | TIMELINE |
|---|--|----------------------|
| 1c.1 Coordinate training dates for Introductory After School Program workshop, ongoing training and consultation at the six school sites. | After School Planning Team and Curriculum Developers/Trainers | Oct 04 |
| 1c.2 Coordinate training dates for Youth Development (YD) trainings at all School Sites. | After School Planning Team & School Site Coordinator | Oct 04 |
| 1c.3 Order support materials for 6 school sites | School Site Coordinators | Oct 04 |
| 1c.4 Deliver Introductory After School Program workshop and one ongoing training to all six sites. | Curriculum Developers/Trainers | Oct 04-Dec 04 |
| 1c.5 At all of the involved school districts, data collector knows roles and handles responsibilities. | Data Collector, After School Planning Team & Principal | Oct 04-Dec 04 |
| 1c.6 At all of the involved school sites, school coordinators know their role and assist in furthering the After School Program. | School Site Coordinator and After School Planning Team | Oct 04-Dec 04 |
| Deliverables: Training agreements, training registration sheets, process and progress notes from site coordinator, and baseline data gathered. | | |

2. Program Goal: Implement an after-school component on school sites that enhances the in-school work and furthers perceptions of connection to school and a caring school climate.

2a. Program Objective: By March 31, 2005, the complimentary tutoring programs will be operating at at least 3 school sites in order to further strengthen the After School Program.

| ACTIVITIES | RESPONSIBLE AGENCY | TIMELINE |
|---|---|-----------------|
| 2a.1 Coordinate Tutor Training for at least 3 sites. | After School Planning Team, School Coordinator, and LEA | Jan 05 |
| 2a.2 Train volunteer Tutors at 3 sites. | After School Planning Team, School Coordinator, and LEA | Jan05-Feb05 |
| 2a.3 Order support materials Tutor Training and Tutor Program Implementation for at least 3 sites. | School Coordinator | Jan 05 |
| 2a.4 Implement Tutor Program at school sites | After School coordinators | Jan05-Mar 05 |
| 2a.5 Coordinators collect data as designated by strategic plan | After School coordinators | Jan 05-Mar05 |
| 2a.6 After School Planning Team works with after-school delivery partners to monitor and ensure quality program | SAP, After School coordinators, and LEA | Jan 05-Mar05 |
| Deliverables: After school program schedules, process data, outcome data. | | |

3. Program Goal: The Any County After School Program contains a rigorous evaluation component that utilizes strong indicators to document effectiveness of the program.

3a. Program Objective: By June, 2005, data will be being gathered, submitted, compiled and analyzed as delineated in the completed Any County After School Program evaluation plan.

| ACTIVITIES | RESPONSIBLE AGENCY | TIMELINE |
|---|------------------------------------|-----------------|
| 3a.1 Identify and hire evaluator to design evaluation plan, and to compile, analyze collected data submitted by District Coordinator into complete written reports. | After School Planning Team and LEA | July 04 |
| 3a.2 Invite evaluator to attend early strategic planning sessions (Aug) with school partners | After School Planning Team and LEA | Aug04 |
| 3a.3 Evaluator to meet with After School Planning Team to discuss evaluation and submit evaluation plan to After School Planning Team. | After School Planning Team | Aug04 |
| 3a.4 Compile and analyze data, submit written reports | Evaluator | July 04- June05 |
| Deliverables: Evaluation Plan, reports | | |