



HAWAII WORK PLAN

TASK	PERSON (S) RESPONSIBLE	ON-SITE DAYS TO ACCOMPLISH TASK (Identify number of days as well as scheduled dates if known)	OFF-SITE DAYS TO ACCOMPLISH TASK (Identify number of days as well as scheduled dates if known)
<p>Gathering of intake screening examples and intake screening criteria</p> <p>Establishment of focus groups to be held; schedule; sites; purpose.</p> <p>Establishment of random sample to be reviewed on-site.</p> <p>Development of intake screening case reading form.</p>	Theresa Costello	None	<p>2 days</p> <p>Conference calls to be used.</p> <p>Off-site work in advance of on-site visit.</p>
Focus groups with Intake screening Supervisors and review of sample intakes (screened in and screened out)	Theresa Costello Donna Hornsby	3 (3 sites for focus groups and case reading?) Dates?	1 day travel and prep

Compilation of findings from focus groups	Theresa Costello Donna Hornsby		1 day
Discussion of focus group findings and case reading with Intake workgroup- identification of next steps for development of intake screening criteria	Theresa Costello Donna Hornsby	1 day	None
Intake screening criteria development	Theresa Costello Donna Hornsby Workgroup members	None	2 days (work independently from workgroup; send drafts electronically; use conference calls to discuss)
Discuss Safety assessment protocol development with workgroup. Share examples; share observations of current limitations. Work with group to draft separate safety assessment and planning protocol.	Theresa Costello Donna Hornsby State workgroup members	1.5 days	1 day
Finalize safety assessment protocol after workgroup	Theresa Costello Donna Hornsby John Walters		1 day

Discuss risk assessment with workgroup. Share examples; share observations of current limitations. Work with group to draft separate risk assessment and case planning protocol	Theresa Costello Donna Hornsby State workgroup members	1.5 days (tag on to safety assessment work above for 3 on-site days)	
Provide one-on-one technical assistance to John Walters to finalize safety and risk assessment; write instructions, procedures for processes.	Theresa Costello Donna Hornsby	2 days	Follow-up with conference calls as needed; e-mail; sharing of electronic documents, etc.

Note: Items in blue could be accomplished in one week of on-site work.

Items in green could be accomplished in second week of on-site work.

Recommend doing one week on-site in January?, then returning for second on-site week in February?

Work between now and then can be to prepare for focus groups, gather intake screening ideas, review final CFSR, finalize PIP, etc.