



## West Virginia Technical Assistance Work Plan

NOVEMBER 30, 2004

TASK	PERSONS RESPONSIBLE	ON-SITE DAYS AND DATES	OFF-SITE DAYS AND DATES
Meet with workgroup to continue to develop revised safety assessment and plan format related to improving Outcome S1.	Theresa Costello All workgroup members – Jane, Beth, Tanny, Lisa, Lorna, Laura, Kathy, Brenda, Terrance, Susan, Angela.		None
Develop draft form, definitions, protection plan, safety plan, flow chart.	Workgroup members as assigned	None	None
Meet with workgroup to review drafts and to define field test	Theresa Costello John Fluke by conference call	December 9, 2004	2 days?
Define next steps for field test with John's guidance.	Theresa Costello and Workgroup – John Fluke by conference call	December 9, 2004	Included in 2 days above
Define next steps for safety tool revision, policy, procedures, definitions, instructions, training.	Theresa Costello and workgroup	December 9, 2004	1 day
Finalize instruments; develop instructions and format for Tanny and Beth to use in field test	Theresa Costello and workgroup members	January 10-14, 2005 (2 days this week)	1 day

<b>TASK</b>	<b>PERSONS RESPONSIBLE</b>	<b>ON-SITE DAYS AND DATES</b>	<b>OFF-SITE DAYS AND DATES</b>
Train field test sites	Tanny and Beth	January, 2005	
Field test begins Jan 24 <sup>th</sup> – runs until March 9 <sup>th</sup> .	Tanny and Beth's Districts – selected offices	None	None
Workgroup meeting to review field test results. Develop final version of instructions and forms and process	Theresa Costello and workgroup. John Fluke for TA on field test results.	March 2005 – date to be determined	1 day
Identify evaluation methods for measuring progress on Outcome S1 as statewide implementation of safety begins	Theresa Costello, John Fluke, Terrance Hamm and others?	March 2005 – date to be determined	
Prepare final instrument to give to training for curriculum development.	Workgroup members as assigned	April 2005	None
Train selected Districts		May 2005	None
Meet to discuss ongoing CPS system changes needed in light of PIP and Outcomes S2 and Well Being 1.	Theresa Costello and Jane McCallister and workgroup?	Sometime during Jan 10-14, 2005 or March 2005 on-site dates?	1 day
Determine next steps for ongoing CPS system changes; determine evaluation methods which will support system changes and measuring PIP progress.	Theresa Costello and Jane McCallister and workgroup?	Sometime during Jan 10-14, 2005 or March 2005 on-site dates?	Included in 1 day above.