

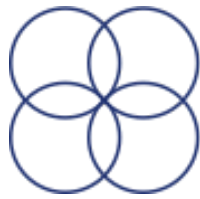
|                        |  |
|------------------------|--|
| <b>County:</b>         |  |
| <b>Contact Person:</b> |  |
| <b>Phone:</b>          |  |
| <b>Email:</b>          |  |
| <b>Date:</b>           |  |

**Instructions:** This customizable template provides a structure for you to create a Work Plan for a 12-month planning horizon.

- *Begin by filling out the table above to record who will be your point person. This person will be contacted for updates or feedback about the Work Plan.*
- *Below in Step #2, you'll see 12 potential topic areas organized into 3 categories of planning. As you consider which topic areas are most relevant for your county to focus on this year, consult with your Linkages Implementation Team and use the guidance in the Linkages Toolkit (Assessment & Planning Toolkit).*
- *In Step #4, you'll be customizing the template to meet your needs. For each topic area you choose in Step #2, you'll copy & past a table to fill in with information about implementation objectives, action steps and the like. Consider the template a baseline structure from which you can build a work plan to suit your unique needs.*
- *If your Implementation Team has questions about completing your Work Plan, email Danna Fabella: [danna.fabella@cfpic.org](mailto:danna.fabella@cfpic.org).*

**Step #1** – Identify the overall result your County wants to accomplish through coordination of CalWORKs and Child Welfare Services over the next 12 months. Write this result as your Linkages Goal into the blank cell below.

|  |
|--|
| <b>LINKAGES GOAL</b> <i>for the next 12 months</i> |
|  |



**Step #2** – Build your work plan using the following Work Plan Topic Areas. Check as many boxes as needed to meet your Linkages Goal for this year. Type additional Topic Areas into the Other cell.

| WORK PLAN TOPIC AREAS                                   |  |  |
|---|--|--|
| Program Expansion or Renewal ↓                          | Practice Development ↓                                       | Administration ↓                             |
| <input type="checkbox"/> Strategic Direction            | <input type="checkbox"/> Client Identification               | <input type="checkbox"/> Project Management  |
| <input type="checkbox"/> Target Population              | <input type="checkbox"/> Information Sharing                 | <input type="checkbox"/> Staff Training      |
| <input type="checkbox"/> Infrastructure of Coordination | <input type="checkbox"/> Coordinated Case Planning Protocols | <input type="checkbox"/> Funding             |
| <input type="checkbox"/> Communication                  | <input type="checkbox"/> Confidentiality                     | <input type="checkbox"/> Outcomes Evaluation |
| <input type="checkbox"/> Other:                         | <input type="checkbox"/> Other:                              | <input type="checkbox"/> Other:              |

**Step #3** – For *each* Work Plan Topic Area selected in Step #2, fill out the information in a table like the one below. The rest of your Work Plan will consist of a series of these tables, each for a different Work Plan Topic Area. Please record your information into the blank cells as indicated: First, record the name of the topic area in the top cell. Next, type in the implementation objective and expected target date. Finally, fill in the action steps, including the individuals or teams responsible for completing each step and the due dates.

|  |                         |                 |
|--|-------------------------|-----------------|
| <b>Work Plan Topic Area:</b>   |                         |                 |
| <b>Implementation Objective:</b><br><i>A year from now, what has been accomplished in this topic area?</i> |                         |                 |
| <b>Target Date:</b><br><i>to complete the Implementation Objective</i>                                     |                         |                 |
| <b>What are the Action Steps to be taken? List below</b>   | <b>Who is Assigned?</b> | <b>Due Date</b> |
| 1.   |                         |                 |
| 2.   |                         |                 |
| 3.   |                         |                 |



|    |  |  |
|----|--|--|
| 4. |  |  |
| 5. |  |  |

**Step #4:** Copy & paste the table below for **each** Work Plan Topic Area you chose in Step #2. Complete each table.

|  |                         |                 |
|--|-------------------------|-----------------|
| <b>Work Plan Topic Area:</b>   |                         |                 |
| <b>Implementation Objective:</b><br><i>A year from now, what has been accomplished in this topic area?</i> |                         |                 |
| <b>Target Date:</b><br><i>to complete the Implementation Objective</i>                                     |                         |                 |
| <b>What are the Action Steps to be taken?</b> <i>List below</i>  | <b>Who is Assigned?</b> | <b>Due Date</b> |
| 1.   |                         |                 |
| 2.   |                         |                 |
| 3.   |                         |                 |
| 4.   |                         |                 |
| 5.   |                         |                 |