

2019 Year**Two****KELLY - CFO**

Determine Cost of Service Delivery in Child Welfare.	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Determine cost of every revenue producing position in CW	Kelly	6/30/2019	Kelly created master template for all of CW, and Vince duplicated to individual departments.	4/3/2019
2	Produce spreadsheets that show fully loaded costs of all revenue producing CW positions.	Kelly	6/30/2019	Kelly created master template for all of CW, and Vince duplicated to individual departments.	4/3/2019
3	Use information from spreadsheets to determine productivity standards and in making budget decisions	Necole	9/30/2019	Met with Necole and 2 statewide directors on 2 different occasions to review their programs and determine contract feasibility. 04/09/19 and 04/16/19	7/2/2019

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MATT - INTERIM CCO

Develop & Implement an Evaluation Plan for Every Program	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Develop a logic model for each program	CPQI Manager for Performance Evaluation & Program Directors	6/1/2019	Thrive, YAS and Parent Aid are completed.	
2	Develop an evaluation plan (which includes evaluation tools/processes) for each program based on information from the logic model	CPQI Manager for Performance Evaluation & Program Directors	8/1/2019		
3	Implement the evaluation plan for every program	Program Directors	10/31/2019		

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SUSAN - CIO

Select a Dashboard Tool for NextGen	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Identify and demo various products	Susan/Justin	3/1/2019	Justin/Susan phone meeting with Eric Ferguson regarding Casa review configuration	2/14/2019
2	Select a product	Susan/Justin	3/1/2019	MS Power BI licensing purchased; evaluate licensing for Office 365	4/10/2019
3	Install and configure selected product	IT Developers	5/1/2019 5/30/19	Delay in licensing purchase of MS Power BI; installation/config of product in work	6/4/2019
4	Define set of dashboards to create and clarify metrics for display	Susan/BH Leadership	5/1/2019 6/15/19 8/15/19		
5	Restructure and normalize data for given product to optimize app capabilities/performance/ identify deficiencies	IT Developers	8/1/2019 8/15/2019	DB table creation and data mappings between the tables to clearly define data relationships between imported data. Have begun basic reporting on sites/providers/productivity.	
6	Design visual component	IT Developers	9/1/2019		
7	Testing/validation	IT Developers/BH Leadership	10/1/2019		

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SUSAN - CIO

Select a Dashboard Tool for NextGen	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
8	Go Live/Training	Training/IT/BH Leadership	11/1/2019		

2019 Year Two NECOLE - EXEC VP of CW

E.H.R. Implementation for Child Welfare	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Kickoff Meeting	Andrea Fries, Project Manager	2/4/2019		2/4/2019
2	Discovery Work	Andrea Fries, Project Manager	3/8/2019	Discovery Work was completed with AzCA programs however the Future State Report produced by Topaz was incomplete and not fully reflective of all information/documents shared with them. Met with Topaz on 4/19/2019 to discuss concerns. Topaz will send AzCA	AZCA: 3/8/2019
3	Development of Scope & Estimates	Andrea Fries, Project Manager	4/5/2019	Topaz will send AzCA Future State workflows by 4/30/19 to review and compare up against Current State workflows. Topaz will meet with program leaders starting the week of 05/06/2019 to ensure all information is captured correctly. We continue to meet with Topaz to ensure that our needs are being met in their development.	
4	Development	Andrea Fries, Project Manager	7/19/2019	Topaz is to start working on development request forms this week. Continue to work with Topaz on finalizing the project requirements.	

2019 Year Two NECOLE - EXEC VP of CW

E.H.R. Implementation for Child Welfare	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
5	User Acceptance Testing	Andrea Fries, Project Manager	10/18/2019 - 10/21/2019		
6	Super User Training	Andrea Fries, Project Manager	10/25/2019		
7	Pre-Go Live Preparedness	Andrea Fries, Project Manager	10/21/2019 - 10/31/2019		
8	End User Training	Andrea Fries, Project Manager	10/28/2019 - 12/12/2019		
9	Cutover Activities	Andrea Fries, Project Manager	12/15/2019		
10	GO LIVE	Andrea Fries, Project Manager	12/16/2019 - 12/20/2019		

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JASON - EXEC VP of BH

Develop & Deliver Data Informed Training for Staff	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Create a general definition of what we mean by a data informed culture	ELT, SLT	7/31/2019 9/30/2019	Need to postpone to prioritize other priorities	
2	Determine how/when to share this definition during NEO	ELT, SLT, Training department	8/31/2019		
3	Create program specific data informed training to be delivered during program specific orientation	Training department	10/31/2019	Need to include Power BI information	
4	Create supervisor specific training on being data informed	Training department, HR, ELT, SLT	11/30/2019	Need to include Power BI information	

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TIFFANY - CHRO

Finalize & Roll Out Supervisor Core Competencies	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Finalize supervisor core competencies	ELT, SLT HR, Training	2/28/2019	Core competencies have been finalized.	4/19/2019
2	Embed these competencies into job descriptions	HR in conjunction with ELT & SLT feedback	6/30/2019 9/30/2019		
3	Develop Supervisor Focused Core Competency training(s)	HR, Training with ELT & SLT feedback	6/30/2019 9/30/2019		
4	Roll out Core Competency Training as part of AzCA Supervisor Training	HR, Training	7/31/2019 10/31/2019		

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TIFFANY - CHRO

Develop & Deliver Core Trainings for All Supervisors	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Determine schedule of delivery for core competency trainings	HR, Training with ELT & SLT feedback	6/30/2019 9/30/2019		
2	Determine renewal schedule of core competency trainings for existing AzCA Supervisors	HR, Training with ELT & SLT feedback	6/30/2019 9/30/2019		
3	Roll out Core Competency Training as part of AzCA Supervisor Training	HR, Training	7/31/2019 10/31/2019		
4	Complete at least 75% participation for all existing AzCA Supervisors by 9/30/19	HR, Training	9/30/2019 11/30/2019		

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NECOLE - EXEC VP of CW

Evaluate & Determine Future Plans for Current Prevention Products	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Identify all products and current inventory of each	Necole/Paula/Kelly	2/1/2019	Necole, Paul, Vince and Kelly met 01/30/19 to review Brain Box inventory worksheet. Worksheet provided to Accounting Team to review for mathematical accuracy and make any corrections or improvements.	3/31/2019
2	Identify ownership of all products	Necole	2/1/2019	AzCA owns tangible products; Jill owns educational component (cards).	1/30/2019
3	Determine fair market value & cost of each product	Necole/Paula/Kelly	2/1/2019	Necole, Paula, Vince and Kelly met 01/30/19 to review Brain Box inventory worksheet. Determined labor and storage should not be included in inventory cost, but otherwise cost was being properly calculated using cost of each product in each Brain Box. Discussed FMV is retail value of individual products included in box, plus value of proprietary educational materials (cards). Need market comps of educational materials piece.	3/31/2019

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NECOLE - EXEC VP of CW

Evaluate & Determine Future Plans for Current Prevention Products	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
4	Determine which products to move forward with and the plans to do so	Necole/Paula/Kelly	3/1/2019 8/15/2019	Paula is reviewing updated spreadsheet from accounting and adjusting some of the price points. Plan to meet with Kelly and Vince in July for a final review and then will meet with Marketing and set some revenue goals as well.	

2019 Year

Two CDO

Develop & Implement a Plan for Regularly Hosting Paid Trainings	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
1	Develop & implement vetting policy and process for trainings that we would provide	Cindy Hansen/ Liz Wong	3/31/2019	<p>Vetting process for approved speakers and topics, NBCC and other certifications, curriculum approval template.</p> <p>UPDATE: HR 887 drafted 03/22/19 and presented to team for review and edits on 4/9/19. Jacob to make final edits by 4/12/19 and Liz/Cindy final review by 4/19/19.</p>	4/19/2019
2	Develop & finalize policy and procedure for accepting payment for AzCA sponsored- trainings	Jacob Schmitt/Kelly Meltzer	3/31/2019	<p>Registration, Confirmation, Cancellation by Registrant, Cancellation by AzCA, How Rates are set and fees collected.</p> <p>UPDATE: Tiffany, Liz, Cindy and Kelly met 02/11/19 to discuss processes used for past trainings. Kelly to use notes to develop draft policy.</p> <p>UPDATE: FN 914 drafted 03/22/19 and was presented to team for review and edits on 4/9/19. Jacob to make final edits by 4/12/19 and Liz/Cindy final review by 4/19/19.</p>	4/19/2019

2019 Year**Two****CDO**

Develop & Implement a Plan for Regularly Hosting Paid Trainings	Action Step	Person/Group Responsible	Due Date	Updates	Date Completed
3	Develop implementation plan for hosting and conducting paid trainings to include logistical planning	Lauren Watson	4/30/2019 8/15/2019	Grace developed application form addressing IT/AV, room availability/location, materials/equipment, food. Room set up and building access. Marketing team to prepare registration site options for review with team by 5/20/19 and implement by 5/31/19. Jacob to follow up with Lauren on Registration site decisions	