

Phase 4: Post Assessment Activities

This section outlines all of the post-assessment activities including selecting priority areas and developing an action plan, and developing and presenting findings and action strategies to agency leadership.

Post Assessment Activities

In phase four, GRPPA team members will have a series of meetings to facilitate:

- Selecting Priority Areas and Developing an Action Plan
- Developing the Presentation
- Determine Priority Areas and Next Steps
- Presentation of Findings and Action Plan to agency leadership

Post-assessment Activities

Selecting Priority Areas and Developing an Action Plan

Priority Areas

- After the consensus scoring process is complete, (each item has a score and domains have been scored) each domain of the GRPPA shall be put in rank order from the lowest scoring to the highest scoring.
- Team members will review this rank order and determine priority areas for change or enhancement.
- During this discussion, it is important to return to the original reasons or motivation that your agency, program or correctional facility stated before the project began. Priority areas should be determined collectively, considering the rank order, motivation, and desired project outcomes.
- The domains will then be prioritized into a final list, which will guide the development of a site action plan.

Develop the Action Plan

- The team will use the three highest priority areas to develop the initial action plan. A sample plan is included in appendix F.
- Action steps can include a variety of activities, including training, policy revision, policy creation, practice changes, technical assistance, implementation of quality assurance practices, changes to data collection activities or analysis, or even a commitment to further exploration of programming options.
- Specific action steps will be included for each of the three highest priority areas and will include timeframes and staff involved.
- If large-scale activities are recommended, a project coordinator should be identified (this may or may not be the person identified to be the project coordinator for the GRPPA project).

Specific recommendations for common Action Plan activities:

- **Training activities** should include an active participant learning process that includes constructive dialogue, innovative activities and experiential role-plays.
- **Technical assistance activities** should reinforce skill development learned in training settings, provide staff guidance and coaching regarding implementation of gender-specific practices, and include an open dialogue of strengths and challenges of implementation
- **Quality assurance (QA) activities** are essential to ensure implementation of any new skills, programs and practices. A well-developed QA process and plan ensures the use of data to identify areas of improvement that support change in program and organizational quality of service delivery, performance, client satisfaction, and client outcomes. Identification of internal “staff coaches” who can lead individual quality assurance activities are very effective in helping to establish and maintain change. Staff coaches can support fidelity, flag training needs, and maintain a standard of operational performance. QA also helps establish a formal feedback loop where information can flow freely and directly between program administration and staff. Including a review of client outcome data is also a meaningful strategy in a comprehensive QA process.

Yearly, the action plan should be reviewed and activities updated. Additional priority areas can be added as appropriate, particularly if successful activities have resulted in better outcomes in previously identified areas. If used regularly, action plans can continuously guide system and site improvements until all priority areas are addressed and become part of standard practice in your agency, program, or correctional facility.

Develop the Presentation

A sample presentation is provided, which can be used as a template for presentation of findings. The process of developing the presentation should include all project team members and include a copy of the consensus scores and action plan.

Present Findings and Action Steps

Following the completion of project activities, consensus scoring of the GRPPA and development of Action Plans, findings shall be presented to the Executive Director/ agency leadership. The action plan will be presented at this time to ensure agency buy-in and establish processes for completing activities outlined in the Action Plans. This will include training, technical assistance, quality assurance as well as specific recommendations for policy revisions, development of new policies and/or changes to assessment tools and programming. The goal of this presentation meeting is to gain support of the site stakeholders and authorization to implement Action Plans.

Activity	Post- Assessment Activities Work Plan	Estimated Time
Selecting Priority Areas and Developing an Action Plan: Project Team Meeting 7	<p>At Meeting 7, the Project Coordinator will facilitate the following activities:</p> <ul style="list-style-type: none"> • After the consensus scoring process is complete, (each item has a score and domains have been scored), each domain of the GRPPA shall be put in rank order from the lowest scoring to the highest scoring. • Team members will review the rank order and determine priority areas for change or enhancement. • The domains will then be prioritized into a final list which will guide the development of a site action plan. • The team will use the three highest priority areas to develop the initial action plan which will include recommended action strategies, timelines, and staff involved. • The last Project Team meeting will be scheduled to discuss the presentation of findings and the action plan to agency leadership. 	2-3 hours
Develop the Presentation	The Project Coordinator will develop a presentation for the agency leadership based on the findings and action plan developed by the team. This draft will be presented at Meeting 8 for review and edit.	2-3 hours
Project Team Meeting 8	<p>The Project Coordinator will facilitate the following activities:</p> <ul style="list-style-type: none"> • Collect copies of all findings from each team member • Provide a draft of the presentation on findings and recommended action strategies (the action plan) to team members • Get feedback on the presentation to leadership • Determine the role of team members in the presentation. • Set date for presentation. 	1-2 hours