

CSBG: State Office and State Association Training and Technical Assistance Plan and the Role of the RPIC

2017 NASCSP Spring Training Conference

Presenters: Seth Hassett, Director, Division of Community Assistance (DCA); Crystal Crews, Program Specialist, DCA



ADMINISTRATION FOR
CHILDREN & FAMILIES

Agenda

- Opening Remarks
 - *Seth Hassett, Director, Division of Community Assistance (DCA)*
- Purpose of Training and Technical Assistance (T/TA) Plans
- T/TA Plan Coordination Efforts
 - *Crystal Crews, OCS Program Specialist*
- T/TA Plan Development Activities
 - *Jarle Crocker, CAP & Jackie Orr, NASCSP*
- Q&A
- Wrap Up

Opening Remarks

- Seth Hassett, Director, Division of Community Assistance (DCA)

Purpose of State Specific Training and Technical Assistance Plans

- Promote stronger communication between State Associations and states
- Assess T/TA needs and resources within each state
- Create a resource tool to use for future state T/TA planning efforts

Training and Technical Assistance Plan Coordination Efforts

- OCS partnered with the Organizational Standards Center of Excellence (OSCOE) on the T/TA Plan Kick-off Meeting in October 2016
- OCS participation on the monthly OSCOE calls with the RPICs
- OCS partnered with OSCOE and NASCSP on fielding questions from the CSBG network about the T/TA Plan

Training and Technical Assistance Plan Coordination Efforts Cont'd

- Invited the OSCOE and NASCSP to the quarterly OCS meeting with the RPICs
- OCS has created FAQs to address questions about the T/TA Plan
- OCS partnered with the OSCOE and NASCSP to provide an opportunity to discuss the T/TA plan at the NASCSP conference



THANK YOU!



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

State Office and State Association T/TA Plans

Presenters

- ❖ **Jackie Orr**, CSBG State Assistance Director, NASCSP
- ❖ **Jarle Crocker**, Director, Training and Technical Assistance, Community Action Partnership
- ❖ **Laura Saintey**, Project Manager, Training, Texas Department of Housing and Community Affairs

Agenda

- Overview and Purpose
- Implementation Process Overview
- Steps in T/TA Plan Development
 - Meeting Preparation
 - Plan Development
 - Plan Review
- The Process in Action – Texas State Office
- Regional Initiative
- Questions

Performance Management Framework

- State Accountability Measures
- Federal Accountability Measures
- Organizational Standards
- CSBG State Plan
- CSBG Annual Report
- ROMA Next Generation

Overview and Purpose

- Maximize and Align T/TA Resources
- Improved T/TA coordination and collaboration.
- Enhanced and focused T/TA at all levels
- Be strategic in our use of T/TA resources.
- Provide opportunities for continuous learning and continuous improvement to achieve outcomes for families and communities

Overview and Purpose

- The State T/TA Plan template allows the collection of data in a single, common format
- The T/TA Plan process supports collaboration between State CSBG Lead Agencies and State Associations
- The plan will enhance regional coordination and collaboration on T/TA
- The template will provide more accurate data to the national partners to improve delivery of T/TA

Implementation Process Overview

Step 1:

State CSBG Lead Agencies and State Associations collaborate to complete the State T/TA Plan template.

Step Two: By May 19th

RPIC Leads send State T/TA Plans to all State Associations and State CSBG Lead Agencies in the region, OCS, the Partnership and NASCSP.

Implementation Process Overview

Step Three: May 22nd – September 29th

RPIC Lead convenes regional discussions among State Associations and State CSBG Lead Agencies and

Facilitates the use of the data to support regional work plans and related state and regional T/TA activities.

Moving Forward

In FY 2018, State T/TA Plans will be submitted on October 1st 2017, and on every October 1st thereafter.

Implementation Process Overview

- If the state does not have a State Association, the State Office should work with its network of local CAAs and the RPIC to complete the template.
- The RPIC Lead should be involved for support as determined by the State CSBG Lead Agency and State Association.

T/TA PLAN IMPLEMENTATION PROCESS

Step 1

- Meeting Preparation

Step 2

- Plan Development
- March 19-
May 18, 2017

Step 3

- Plan Review
- March 19
– May 18,
2017

Step 4

- Final Plan and Moving Forward

Step 1:

Meeting Preparation

- State Association and State CSBG Lead Agency decide a time to meet to develop the T/TA Plan.

Meeting Preparation Items to Review

- T/TA Needs Assessment
- CSBG State Plan – Section 8 T/TA
- State Association RPIC Plan
- Current T/TA Activities and Resources
- IS T/TA Section
- IM 151: T/TA Strategy
- CSBG Annual Report
- T/TA Plan Template Components

Meeting Preparation-

How is this useful?

A thorough review of items in advance will make the plan development meeting more productive.

Sets the stage for a focused conversation on T/TA.

Understanding of the roles and current activities of the State Lead Agency and the State Association.

Step 2:

Plan Development Meeting

- State Association and State CSBG lead Agency staff meet to complete T/TA Plan Template.

Discussion: T/TA Needs

- What are the results of the recent T/TA needs assessment?
- How do these needs connect to the Performance Management Framework?
- What are the top 5-10 T/TA needs in your state?

T/TA Needs Assessment – How is this useful?

Encourages conversation about T/TA priorities.

Identifies needs in relation to current T/TA activities.

Supports improved T/TA needs assessment processes.

Step 2 continued:

Plan Development Meeting

- State Association and State CSBG Lead Agency staff meet to complete T/TA Plan Template.

Discussion T/TA Resources

- What are the T/TA resources that the State CSBG Lead Agency, State Association, RPIC have?
- Are there any in-kind resources?
- Are there other resources to consider?

T/TA Resources- How is this useful?

Encourages conversation about all kinds of resources available to support T/TA.

Identifies opportunities to leverage additional resources.

Identifies potential collaboration/coordination around resources development.

Step 2 continued: Plan Development Meeting

- State Association and State CSBG Lead Agency staff meet to complete T&TA Plan Template.

Discussion: T/TA strategies, activities and outcomes

- What are the current T/TA strategies?
- What are the outcomes associated with the strategies?
- What needs to change?
- How do the T/TA activities fit into the Performance Management Framework?

Discussion: T/TA activities, providers and delivery

- What T/TA will be provided?
- How will it be provided?
- Who will provide it?
- Are there patterns regarding provider or delivery methods?

T/TA Strategies/Outcomes/Activities-

How is this useful?

Support the coordination of state-level T/TA strategies.

Opportunity to discuss and focus on T/TA outcomes.

Communicate and coordinate T/TA strategies with planned outcomes.

Discern T/TA delivery and provider patterns.

Step 2:

Plan Development Meeting

- State Association and State CSBG Lead Agency staff meet to complete T&TA Plan

Discussion: Implementation Plan and Evaluation

- How will the State CSBG Lead Agency and State Association work together to implement the plan?
- How will the State Association and State CSBG Lead Agency communicate and coordinate this process?
- Review the evaluation of the Plan's outcomes.

T/TA Resources- How is this useful?

Clarify state-level implementation processes.

Improve implementation and evaluation by regional and national through sharing information.

Step 3:

Writing Plan and Review

- Following Plan Development Meeting (s), State Association writes the plan.

Review Process

- State Association writes a draft of the plan, based on the plan development meetings.
- The draft plan is shared with the State CSSBG Lead Agency for review and comment.
- Changes are made.
- Final Plan is submitted to RPIC.

Plan Review-

How is this useful?

Opportunity for both State CSBG Lead Agency to review and comment on a final plan.

Have a clear understanding of State-wide T/TA activities.

Step 4:

Final Plan

- RPIC Leads sends State T/TA Plans to all State Associations and State CSBG Lead Agencies in the region, OCS, the Partnership and NASCSP by May 19.
- Moving forward, plan will be submitted no later than October 1 of every year, starting October, 2017.

Plan Submission

For RPICs:

OCS: CSBGStates@acf.hhs.gov

CAP: jcrocker@communityactionpartnership.com

NASCSP: jorr@nascsp.org

TEXAS PROCESS FOR DEVELOPING THE STATE T/TA PLAN

Step 1A:

Meeting Preparation

- State CSBG Lead and State Association set a time to meet to evaluate T/TA needs and how to address them

Items Reviewed:

- ACSI Survey Results
- Monitor Reports
- TTA Surveys
- Analysis of FAQs from Network
- IM 151: T&TA Strategy
- CSBG Plan: Section 8
- T&TA Template Components

How was this useful?

We used the materials to create a spreadsheet of what T/TA had been done, was scheduled to be done, or needed to be done.

This set the stage for network workgroups to obtain input regarding if T/TA provided was adequate, if slated T/TA was appropriate, and their suggestion for needed T/TA.

The T/TA was checked against the new Performance Management Framework.

Step 1B:

Meeting Preparation: Conference Call

- State CSBG Lead Agency, State Association, and RPIC set a time to talk about our roles in T/TA for our network.

Items Discussed:

- Identified roles
 - RPIC keeps all parties informed of guidance
 - State Association responsible for state conference, informs network of T/TA opportunities and announcements, and is liaison between lead and network.
 - State CSBG Lead is the main developer of materials and T/TA provider.

How was this useful?

Opportunity to understand each others' role, where we overlap, and where we are disassociated.

Provided clarity as to each entity's involvement in the implementation of our T/TA Plan.

Cleared up duplicative efforts; as we assigned specific tasks to each; creating a "team" approach.

Step 2:

Plan Development Meeting

- State CSBG Lead Agency, State Association and RPIC held conference call to populate the T&TA Plan

Discussion:

Implementation Plan

- Sparked discussions about:
 - who reports what funds
 - topics that would be addressed at RPIC or state conferences
 - different interpretations we had regarding the listed topics

How was this useful?

Timeline for getting plans to RPIC for quality control prior to deadline date.

Topics for each state may be “titled” the same, but addressed differently.

We found that many T/TA may require multiple T/TA strategies; and some topics we have not addressed.

Step 3:

Plan review

- Following Plan Development Meeting (s), State CSBG Lead developed the T/TA Plan.

Review Process

- State CSBG Lead wrote a draft of the plan, based on the plan development meetings.
- The draft plan was passed onto the State Association for review, additions, and comment.
- Changes will be made.
- Final Plan will be submitted to RPIC.

How was this useful?

We decided to identify all forms of T/TA resources , in addition to in-person T/TA, as well (such as: online webinars, toolkits, guides, best practices, FAQs, e-Newsletters, etc.)

The need for each T/TA may vary; making T/TA between states not equal and that some may require multiple T/TA strategies.

We were able to ensure that our identified top T/TA needs would be addressed.

Impact of Engaging in this Process

- Clear understanding of the role that each entity will play in our state T/TA plan from here out.
- Increased communication and enhanced relationship between the State CSBG Lead and State Association.
- Increased network input through workgroups and surveys.
- Better understanding of the root need for T/TA topics, so to better prepare T/TA of value.

Resources

- [Partnership-TTA Plan Template and Webinar Recording](#)
- [NASCSP-TTA Plan Template and Webinar Recording](#)

Regional Initiative

- All 11 regions will participate in an initiative over the next three federal fiscal years.
- Each regional initiative will be collaboratively managed by the RPIC lead and COE with support from the national partners: OCS, NASCSP, CAPLAW, and Association for National Certified ROMA Trainers (ANCRT).
- The ultimate objective of the initiatives are to develop strategies that leverage and maximize collective resources to address regional T/TA needs.

Regional Initiative Process

- The RPIC lead identifies a consensus in the region on the timing of the initiative (year one, two, or three) and coordinates with the COE and OCS to finalize its selection.
- The regional stakeholders choose a date for a two day meeting to plan the initiative, preferably scheduled immediately before or after a state or regional event to reduce travel costs.

Regional Initiative Process

- State Associations and State CSBG Lead Agencies in each state discuss recent T/TA needs assessments, activities, and resources to identify top priorities. (done through T/TA Plan Development process)
- Convene a two day meeting to plan the initiative with one representative each from the State Associations and State Offices in the region and representatives from the national partners.
- Develop a one year (or longer) Regional T/TA Initiative.
- Implement the initiative.

Questions?