Agency Tiered Supports Action Plan

Agency Team:ATSC Coach:Date of Plan and Revision Dates:Excellent A-TeamExcellent ATSC6/20/19; 7/1/19; 8/1/19

Overall Mission:

Establish a system that improves quality of life by promoting a healthy, consistent environment for individuals being supported as well as those employed by the agency.

Goals to meet this objective:

- 1. Establish an agency team
- 2. Establish clear expectations for individuals supported by the agency and employed staff
- 3. Teach values and expectations to individuals supported and to employed staff
- 4. Develop universal strategies for improving quality of life
- 5. Reduce staff turnover

IMPLEMENTATION				EVALUATION		
What Needs to be Done?	Who will do it?	When will it be done?	Status/Date Completed	What Evidence Indicates this Progress		
Goal 1: Establish an agency team						
Specific objectives (action steps) for Goal 1:						
Recruit staff for the agency team a. Send out an email blast announcing open team roles b. Post flyers on all bulletin boards	Jerry Lee	7/1/19	Completed the following: 1a. 1b. and 1c on 7/1/19	Permanent product: emails, flyers		

c. Send a formal email to those candidates whom qualify to participate 2. Assign roles to agency team members a. Meet with team members to discuss role expectations and purpose	Jerry Lee & A-Team	7/7/19	Completed 2a & 2b on 7/5/19	Agency meeting notes & Signed expectations
b. Team members volunteer and choose their role; sign contract3. Establish a clear mission	Administration	7/1/19	Completed 7/3/19	Agency meeting notes & updated employee handbook
Goal 2: Establish clear expectations for	r individuals supporte	d by the ager	cy and employ	ed staff
Specific objectives (action steps) for Go	pal 2:			
Complete a survey to get input on agency values a. Design survey b. Email survey to staff and	A-Team	7/14/19	Completed 7a-7c on 7/13/19	Permanent product: surveys; Excel file with graphed results; meeting notes
print for individuals				Meeting notes
supported c. Collect surveys	A-Team		Completed	
supported	A-Team	7/16/19 7/20/19	Completed on 7/15/19	Meeting notes

4.	Create an expectation matrix	A-Team	7/25/19	Incomplete	Meeting notes & permanent product: Word file with	
	incorporating above values for all				matrix	
	homes					
5.	Add agency values into the employee handbook and policy and procedures	A-Team & Executive Director	8/28/19	Incomplete	Employee handbook; policies & procedures	

Month	# of Action Plan Objectives	# of Action Plan Objectives Completed	Completion Score
June 2019	0	0	0
July 2019	12	10	83%
August 2019	1	0	0
Total	13	10	77%