

Improvement Planning Guide

This guide is designed to provide you with a framework to organize the steps involved in planning, implementing, evaluating and making adjustments related to family driven care in your organization. To advance family driven care it may be most helpful to choose an improvement area from the 3 domains of the Family Driven Care Organizational Self-Assessment listed below:

Leadership and Governance

Workforce Development and Support

Service Experience



Choose one area to improve that will be addressed during your participation in the FDC VLC. Consider focusing on a high priority area. As you consider the improvement area as well as the strategies you plan to implement, keep in mind it is best to select an improvement strategy that is:

- | | |
|---|---|
| *In your control & likely to have stakeholder support | *Consistent with program values and mission |
| *Likely to affect a significant number of individuals | *Not likely to cause other problems |
| *Likely to be accomplished within 2 months | *Not expensive |
| *Likely to include steps you can take immediately | *Measurable |

Name of your organization/agency and program: _____

Which domain do you plan to improve during your participation in the FDC VLC? _____

What exactly do you hope to improve? _____

List the various action steps involved in making significant progress and/or accomplishing this improvement goal in a few months.

Action Step 1: _____

Action Step 2: _____

Action Step 3: _____

Develop a PLAN for Action Step 1: _____

Project Leader: _____

Who needs to approve this plan? _____

What agency supports do you need to accomplish this? _____

Next steps to take: _____

When will these steps be completed? _____

How will this action step be implemented? _____

How will you know if the action step is accomplished? _____

If this step is not successful, what action will you take? _____

Develop a PLAN for Action Step 2: _____

Project Leader: _____

Who needs to approve this plan? _____

What agency supports do you need to accomplish this? _____

Next steps to take: _____

When will these steps be completed? _____

How will this action step be implemented? _____

How will you know if the action step is accomplished? _____

If this step is not successful, what action will you take? _____

Develop a PLAN for Action Step 3: _____

Project Leader: _____

Who needs to approve this plan? _____

What agency supports do you need to accomplish this? _____

Next steps to take: _____

When will these steps be completed? _____

How will this action step be implemented? _____

How will you know if the action step is accomplished? _____

If this step is not successful, what action will you take? _____

CIT members: _____

Today's date: _____