

Agency Tiered Supports Action Plan

Agency Team:
Excellent A-Team

ATSC Coach:
Excellent ATSC

Date of Plan and Revision Dates:
6/20/19; 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:

- | | | | | |
|---|-----------|--------|--|-----------------------------------|
| 1. Recruit staff for the agency team <ol style="list-style-type: none"> 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 |
|---|-----------|--------|--|-----------------------------------|

4. Create an expectation matrix incorporating above values for all homes	A-Team	7/25/19	Incomplete	Meeting notes & permanent product: Word file with matrix
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%