

## COMPREHENSIVE WORK PLAN FOR IMPLEMENTATION AND TRAINING OF CASELOAD ANALYSIS

**TRAINING #:**  
**COUNTY(IES):**

STEPS	DATES	TASKS	METHODS	INVOLVED PARTIES	COMPLETION DATE
Preparation	2 - 6 days	Establish needs of agency to prepare for introduction of CLA	On site visits to determine agency needs and barriers to implementation	Director/ administrators	2 to 8 weeks
STEP 1	3 days	Establish agency capacity and standards	3 3-hour sessions every 2 weeks on site	Director/Administrators	6 weeks
STEP 2	2 days	Principles and Components training	3 weeks after completion of above on site	Director/administrators and supervisors	9 weeks
STEP 2	2 days	Demonstration workshop	Within 2 weeks following above on site	Director/ Administrators and Supervisors	11 weeks
STEP 3	2 days	Strength-Based Comprehensive Family Assessments (Genograms & Ecomaps)	Within 2 weeks following completion of above on site	Assessment and service Caseworkers	13 weeks
STEP 4	3 days	Reinforcement of Implementation Strategies	Immediately following Demonstration workshop telephone teleconference/ videoconference	Administrators and Supervisors	17 weeks
STEP 4 small	6 days - 1/2 day per month per supervisor for 6 months	Mentoring/ Technical Assistance	Upon Implementation on site	Supervisors	10 months

STEP 4 medium	18 days - 1/2 day per month per supervisor for 6 months	Mentoring/ Technical Assistance	Upon Implementation on site	Supervisors	10 months
STEP 4 large	36 days - 1/2 day per month per supervisor for 6 months	Mentoring/ Technical Assistance	Upon Implementation on site	Supervisors	10 months
STEP 5 small	6 days - 1/2 day per month per supervisor for 6 months	Permanency Review	Upon completion of Mentoring sessions on site	Supervisors and Caseworkers	1 year and 4 months
STEP 5 medium	18 days - 1/2 day per month per supervisor for 6 months	Permanency Review	Upon completion of Mentoring sessions on site	Supervisors and Caseworkers	1 year and 4 months
STEP 5 large	36 days - 1/2 day per month per supervisor for 6 months	Permanency Review	Upon completion of Mentoring sessions on site	Supervisors and Caseworkers	1 year and 4 months
STEP 6	2 - 6 days	Evaluation of Progress/Barriers	At 6 and 12 months following implementation	Director/ Administrator	2 years and 4 months
STEP 7	2 - 4 days	Revision to Implementation	At 6 and 12 months following revisions	All staff	3 years and 4 months