

NEW JERSEY JDAI

Core Strategy Framework for Guiding Work Plans

Purpose

- To move the work of Steering Committees and Subcommittees forward in an efficient manner by providing a tool for developing and implementing work plans consistent with the JDAI core strategy of using information to clearly identify problems and develop meaningful solutions.
- To move the work of Committees forward in a manner conducive to institutionalizing reform efforts, making the solutions adopted and implemented standard business practice that are not “current actor-dependent.” To that end, to provide a structure for: a) documenting the work of Committees, including how problems were identified and how solutions were developed; b) tracking the implementation of the solutions; and c) developing appropriate outcome measures and plans for tracking those outcomes.

Practical Uses of Framework

- Use to prepare for Committee meetings – think about the questions ahead of time, consult the relevant Pathways for guidance, etc.
- Use as a tool for keeping meetings productive and on track – use to pose questions to make sure everyone is clear on why decisions are being reached, to keep all focused on tasks at hand, etc.
- Use to prepare for subsequent meetings and for follow-up between meetings – are there questions that remain unanswered and need clarification?
- Use to document work plans developed by committees.
- Use to track implementation of solutions.
- Use to document impact of solutions.
- Use to prepare future narrative reports.
- A completed Framework provides the foundation for JJDP Committee (SAG) funding applications.

County	Committee/Subcommittee

A) Problem Identification

Briefly describe problem in general terms within the context of JDAI's core strategies. Does the problem affect admissions, LOS, DMC, other aspects of detention? How? What data helped identify that this problem exists? Is more data needed to clarify the nature/extent of problem? What type of data & how will it be obtained?

Most Relevant Pathways/Core Strategies	Summary Of Problem

Affects ... (X)	How?	Data Used to Identify Problem (Describe stats; cite source)	Additional Data Needs/Comments
<input type="checkbox"/> ADMISSIONS			
<input type="checkbox"/> LOS			
<input type="checkbox"/> DMC			
<input type="checkbox"/> OTHER			

B) Specific Nature of the Problem

What does the experience of other JDAI sites, the Pathways, etc., say about what might be contributing to the problem and what does local experience say about other factors that might be at work? When present, how do these factors contribute to the problem? What data did the committee use to assess the presence of each factor in this county? After reviewing the data, what factors were determined to be at work in the county? What factors were ruled out? Why?

All Possible Contributing Factors & How Each Contributes to Problem (X those at work here)	Data Used to Assess Factor (Describe stats; cite source)	Comments
<input type="checkbox"/> F1.		
<input type="checkbox"/> F2.		
<input type="checkbox"/> F3.		
<input type="checkbox"/> F4.		
<input type="checkbox"/> F5.		

C) Solutions to the Problem

What does the experience of other JDAI sites, the Pathways, etc., say about possible solutions to the problem? Were other solutions proposed by the committee? Which factor(s) would each solution address (enter F#s from B, e.g., F1, F2)? Which solutions did the committee agree to adopt/implement? Which did it rule out? Why? Which parties/agencies does each solution require to take action?

All Possible Solutions & How They Would Help Address Problem (X those adopted)	Factors	Parties Involved	Reasons Adopted or Ruled Out/Comments
<input type="checkbox"/> S1.			
<input type="checkbox"/> S2.			
<input type="checkbox"/> S3.			
<input type="checkbox"/> S4.			
<input type="checkbox"/> S5.			

D) Tracking Implementation of Solutions

List each adopted solution (1 per line) and note the start date for implementation. What are the possible barriers to implementation and how can they be overcome? How will you track implementation, i.e., how will you assess and document whether the solution/policy/practice is actually happening? Is there already a process for recording needed information? Or, is a new process needed? Who will share responsibility for recording, maintaining, reporting information? What are the timelines for reporting? Can tracking one solution dovetail with tracking of others?

Solutions		Barriers to Implementation of Solution & Strategies to Overcome Barriers	Process for Tracking/Documenting Implementation of Solution
S#	Start Date		

E) Expected Impact of Adopted Solutions

List each adopted solution (S#). Briefly describe the expected impact of each. Describe in terms of how it will impact the factors noted in C and the detention use indicators noted in A. What are possible barriers to implementation? What are the possible unintended consequences of implementing the solution? How will those consequences be avoided?

Solutions	Expected Impact of Each Adopted Solution	Unintended Consequences & How to Avoid Them

F) Measuring Impact of Solutions

List each adopted solution (S#). How will you measure the impact of the solution, i.e., how will you know if it's making a difference? What measures will be used? Describe in terms of the expected impact noted in E. Is needed data collected/available? Or, is a new process needed? Who will share responsibility for recording, maintaining, reporting information? What are the timelines for reporting? Is retrospective data needed for before-and-after comparisons? Will there be problems with sorting out the effects of this solution from the effects of other solutions? Can measuring the impact of a given solution dovetail with measuring other solutions?

Solutions	Methods for Measuring Impact of Each Adopted Solution	Comments

G) Progress on Implementation

List each solution (S# and description). Enter the date of the progress report. How is the implementation of the solution progressing? To what extent has the solution been implemented? Have barriers been avoided or new barriers identified? Is tracking occurring as planned? Have problems occurred or plans changed?

Solution #	Date	Progress Measuring Impact and Any Results to Date

Note: Sections G & H are not protected, so tab to add rows as needed. Use Sort on the Table menu to sort by solution or by date.

H) Progress on Measuring & Reporting Impact

Are plans for measuring impact being followed? What, if any, difficulties have been experienced? Have plans for measuring impact changed? How? Why? Are there results to date to report? Have any unintended consequences been avoided? How do you know? Have others surfaced?

Solution #	Date	Progress Measuring Impact and Any Results to Date

Note: Sections G & H are not protected, so tab to add rows as needed. Use Sort on the Table menu to sort by solution or by date.