

Management Checklist

QUARTERLY REVIEW OF PROGRESS: ALASKA WORKS INITIATIVE

DATE: 9/1/06

Eight elements of systems change, along with tasks specific to each element, are described below. Rank progress on each of these tasks according to a five-point scale that assesses to what extent the Alaska Works Initiative has:

- 1 = Not started this task
- 2 = Started initial conceptual and planning work
- 3 = Begun to implement this task
- 4 = Made solid progress in implementing this task
- 5 = Made sufficient progress in completing this task

ELEMENT ONE: Vision and Goals						
We know what we want to sustain.						
	1	2	3	4	5	Comments
We have developed a clear vision for our work.				X		New administration coming in – thus no change
We have developed a process to determine what is to be sustained, and by whom.					X	
We have decided what we want to sustain (for example, a formal entity, a process, a service, a particular practice, a method of operation).			X			
We have analyzed and can articulate how the initiative fits (or would like to fit) within the larger comprehensive employment structure.			X			

ELEMENT TWO: Results Orientation						
We incorporate processes to establish and track performance and process measures. We use that information to improve our work over time.						
	1	2	3	4	5	Comments
We have an annual work plan and can demonstrate how it fits into a range of state and community efforts to increase the employment rate of people with disabilities.					X	
We use indicators and performance measures to plan and evaluate our work and budget our resources.			X			
We examine data on these measures to find ideas for ways to improve service design and delivery.			X			Work with Research and Analysis at DOLWD

ELEMENT THREE: Strategic Funding						
We identify a variety of financing strategies that could support the Alaska Works Initiative. We have a plan to pursue those strategies and are following that plan.						
	1	2	3	4	5	Comments
We have identified and are pursuing ways to ensure the most efficient use of existing funds.					X	Virginia Selleck, TA plan Ticket regs – opportunity there (check out VT plan)
We have identified and are pursuing ways to support the redirection or reallocation of funds (for example, using funds freed up through improved outcomes to finance more prevention activities).			X			MH work changes – BG 250K for supported employment – RFP release 9/7 DSDS discussion
We have identified new funding sources and are taking steps to access these sources.				X		Disability Program Navigator program coordination

ELEMENT FOUR: Broad-Based Support

We actively involve the disability community and other stakeholders in our work and take steps to gain broad-based support.

	1	2	3	4	5	Comments
In addition to service recipients, we involve a diverse set of stakeholders in our work (e.g. employers, a wide range of state government agencies, and disability organizations) to improve service design and delivery and to build ownership and support.				X		DPN training DVR – M McAleese employment coordinator
We collect quantitative and qualitative data to show the value of our work.		X				Baseline data runs planned ALECSYS – collects disability data
We package those data in user-friendly formats and communicate them regularly to the disability community, key stakeholders, media, potential funders and others.	X					

ELEMENT FIVE: Key Champions

We identify potential champions we need to approach on an individual level and are following a plan to do so. These champions include participants in the program, executive branch staff, state legislators, employers, and other state agencies. We also pursue a variety of ways to communicate with stakeholders.

	1	2	3	4	5	Comments
We have identified key senior decision makers who can influence the initiative's sustainability.			X			New administration – how best to approach them
We have designed and implemented a plan for tailored outreach to these key decision makers (including appropriate messengers and messages).				X		Integrated Employment Services Group – information sharing going on. Employers coming to VR.

ELEMENT SIX: Adaptability to Changing Conditions						
We seek new opportunities for resource development and support and are able to respond to new opportunities as they arise.						
	1	2	3	4	5	Comments
We monitor changes in the policy and program environment to see how the initiative could fit with new directives and agendas.				X		New administration
We consider how our work can be framed or positioned to take advantage of new financing opportunities.				X		New Administration
We actively participate in decision-making processes about changes in policy and practice.				X		New administration Trust process/transportation

ELEMENT SEVEN: Internal Systems						
We have strong internal processes that ensure a vibrant, durable, and continuously improving initiative.						
	1	2	3	4	5	Comments
We have a well-defined management team and partners needed to accomplish our vision and goals.				X		
We develop financing strategies to meet short- and long-term revenues and expenses and review and change financial strategies as needed.				X		
We have strong internal systems (for example, accounting, auditing, management information, procurement, personnel) to maintain quality control over our work.				X		
We have strong communication processes to ensure that all partners are kept informed.			X			Need to improve. Share meeting notes more widely. Post checklist on website.

ELEMENT EIGHT: Sustainability

We have a sustainability plan that enables the initiative to set priorities and take action.

	1	2	3	4	5	Comments
We have a long-term plan for what we want to accomplish.					X	New administration is the issue
We have identified challenges or obstacles to sustaining the initiative, including potential conflicts with alternative initiatives or agendas.				X		
We have developed strategies to garner needed resources and overcome identified barriers.				X		
We have a process to reassess and adjust the initiative's plan periodically.					X	2007 AWI Work Plan
We have identified and communicated with other individuals who have a role in the sustainability plan.			X			DBH more outreach/coordination