**CFSR T/TA PACKAGE**

**CFSR PROGRAM IMPROVEMENT PLANNING (PIP) KICK-OFF (One Day)**

**CONFERENCE CALL PLANNING MEETINGS**

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| ***NRCs call RO prior to the*** ***3 calls.*** | *Planning Call #1:**Date and time:**Call-in info:* | *Planning Call #2:**Date and time:**Call-in info:* | *Planning Call #3 if needed)**Date and time:**Call-in info:* |
| *Agenda Topics* | * Purpose of a PIP Kick-Off Event.
* Preliminary decisions on the Event’s participants and their roles.
* Preliminary discussion of the agenda for Event.
* Preliminary discussion of the roles of the State agency leader, the Federal Regional Office, the NRCs, and the work groups’ facilitators.
* Preliminary decisions on logistics.
* Preliminary discussion about the PIP themes/work groups.
* Plan for who will be at debrief session the following morning.
* Preliminary decision about whether to invite other NRCs, based on the State’s PIP themes.
* Schedule the second and third conference call planning meetings, dates and times, and determine whether any other persons need to participate.
 | * Detail/finalize the agenda.
* Confirm roles and timeframes for each section of the agenda.
* Discuss chosen themes and how they fit with CFSR initial findings and state’s self-assessment.
* Determine whether any other NRCs should participate in the Event based on the themes.
* Discuss with the State their initial ideas about how to “drop down” the PIP to the Regional and/or County levels.
* Confirm the logistics:
* Space – is it ample for projected number of attendees?
* Does the date work for all critical people?
* Determine when to send the invitation in order to facilitate the best attendance.
* Determine any audio-visual aids that will be necessary.
* Check on materials sent to the State by NRCs.
* Confirm invitation.
* Detail issues needing further attention:
* Preview of each organization’s presentation.
* Need for a conference call with facilitators to discuss responsibilities.
 | * Firm up any needed details.
* Confirm themes.
* Confirm State plans for dropping down the PIP to the Regional and/or County levels.
* Review timetable and assignments.
* Review Final Agenda.
* Finalize plans for the morning after debriefing meeting.
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| *Sample materials to be emailed to State prior to call (please distribute to all call participants)* | * PIP Kick-Off Synopsis.
* Sample Letter of Invitation.
* Guidelines for Work Groups and Facilitators.
* Group worksheets (2).
 | * Detailed description of the NRCs and their expertise (brochure).
* *Sample State Findings* PPT.
* *State PIP Planning Process* Template PPT.
* *PIP Planning Process* State Examples (2).
* CB PIP Matrix and Guidelines (October, 2007).
* *Sample Federal Expectations* PPT to RO Staff.
* NRCOI Newsletter: Change at Local Level.
 | * Finalized Agenda—from State.
* NRC will finalize *Lessons Learned from First Round* PPT.
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| *Additional participants in the call (e.g., State participants; other NRCs participants)* | * NRC staff currently working with State.
 | * NRCOI Lead suggests other NRCs to attend the PIP Kick-Off to offer consultation on themes with the work groups.
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10/31/08a