**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. |
| *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. |
| *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. |  |

10/31/08a