**Keeping Families Together Act (HB 1227) Implementation Planning**

Key components of the Implementation Planning using the toolkit include:

* Common understanding of key components of 1227
* Understanding your current shelter care process
* Identify challenges and opportunities with 1227 implementation. (Assessment)
* Engaging court partners and those with lived experience on the challenges and opportunities to make implementation work. Allowing the opportunity for court partners and those with lived experience to bring their own perspectives to the work.
* Prioritizing the work on your system needed for implementation and identify areas that may need deeper work. (Roadmap)
* Action planning to outline next steps for the court and court partners
* Process improvement work, working through your action items.
* Data and Analysis

Identify where your retreat will fit into this process.

What is the purpose of your retreat, what needs done before and after your retreat for implementation.

The storyboard example shown anticipates that participants come to the retreat with a common understanding of the key components to allow your court and partners to come together to identify your challenges and opportunities. This is just an example of how to use a storyboard with your co-design team, your co-design team will develop your own purpose, goals, and design.

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| Keeping Familes together act (HB 1227) Implementation Planning |  |

FJCIP Purpose Statement for the Retreat: Raise awareness, build capacity and prepare the court, partners and community to reduce trauma for all and keep families connected.

Principles:

* Engage with invested people at all levels of dependency.
* Role specific education

Retreat Participants

* Establish shared language and shared understanding of the process.
* Embrace change
* Create dialogue and share prospective
* Realistic timelines and have patience

Participants:

Co-Design Committee

* Co-Design Committee
* Retreat Participants

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| Agenda Item | | Goal | | Method | Why this method? | Question or  Invitation and Instructions | Time | Slide | Getting to the details,  Who, What materials |
| *Set-up Room* | *Creating a space that feel safe and inviting for participants to come together to network, brainstorm, and create an implementation plan for HB 1227.* | |  | |  |  |  | | Light breakfast items, snacks, tea, coffee, water.  Sign-In table with, sign in sheet, pens, 3x5 Index Cards, handouts.  Room set up:  Speaker system:  Projector and Screen: |
| Open Room |  | |  | |  |  | 8:15 |  | Provide light snacks and drinks to invite participants to come in and be comfortable.  Gather interview questions. |
| Welcome | Build by-in for the work | | Introduction | |  | Welcome, introduce co-design team | 8:35 |  | House Keeping |
| Networking | Building relationships and reconnecting with those in the room.  Setting mindset to work on 1227. | | [Impromptu Networking](https://www.liberatingstructures.com/2-impromptu-networking/) | | Initiate participation immediately for everyone. | **Invitation Question(s):**  **2mins pair up with someone in the room and have a discussion**  **2mins switch partners, continue to expand on the previous discussion**  **2mins switch again, this time look for patterns from previous discussions**  **Debrief** | 8:40 |  | -bell or chime to signal to switch, space for pairs to space out |
| Learning | Setting mindset to work on 1227. | | [Celebrity Interview](https://www.liberatingstructures.com/22-celebrity-interview/) | | Connect the group with the dependency judicial officer as a person and grasp the nuances of how that person is approaching the challenges with HB 1227. | **Questions generated for the interview questions.**  **Interview the judicial officer in front of the room where everyone can see and hear the interaction.**  **Follow** [**Celebrity Interview**](https://www.liberatingstructures.com/22-celebrity-interview) **steps** | 9:00 |  | -3-by-5 inch card |

**HB 1227 Readiness Assessment Results**

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| Agenda Item | | Goal | | Method | Why this method? | Question, Invitation Instructions | Time | Slide | Getting to the details,  Who, What materials |
| Assessment Results | Sharing out the results of the assessment | | presentation | | Understanding how your team assessed the areas identified for HB 1227. |  | 9:40 |  |  |
| Reflection | Participants to have the space to reflect on what they just heard | | [What, So what, Now What](https://www.liberatingstructures.com/9-what-so-what-now-what-w/)  Using 1-2-4-ALL | | Reflection on what was presented | Singles (1), Based off the assessment; What are the opportunities and challenges stood out to you in your role?  write down your list two columns.  2 minutes. | 9:55 |  | Paper and pens |
| Where are we at? | Identify how the assessment fits into the high-level overview of your current processes. Engaging all and building investment. | | Second and third step of What, So What, Now What? | | Analysis on what to do with this information, engage with the process and information. | In pairs (2), Share what you wrote down. Now add in, Why is that important? Why did that stand out to you?  4 mins in pairs to answer.  6 mins pair up two pairs for a group of 4 to answer same question.  Share out what your groups come out with challenges and opportunities. -start a list of themes on the wall and highlight patterns. | 10:00 |  | Poster board to write out on.  Note paper for participants. |
| Where do we need to be? | Spark ideas and conversation of how the system may look after implementation. | |  | | Example of what a high-level process may look like after implemented changes from HB 1227. | Show the road map, created by professionals around the state as part of the FWCC, after break you will begin to work on Now What, what do we need to do. | 10:18 |  | Leave up on screen to allow participants during break to view. |

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| Break 10:20-10:30  \*\*Co-Design team highlighting on the wall the priorities for opportunities and challenges. \*\* | 10 minutes |

**HB 1227 Implementation; Learning more to allow for prioritization**

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| Agenda Item | | Goal | | Method | Why this method? | Question, Invitation Instructions | Time | Slide | Getting to the details,  Who, What materials |
| Identifying areas in the assessment that need our attention. | Make the connection of where our process is at currently and what it will take to get to meet requirements of HB 1227 | | presentation | | Sharing out information on the highlights from the assessment. Highlighting what the group previously identified as areas. | Share information on data collected related to the topic. | 10:30 |  |  |
|  | Make the connection of where our process is at currently and what it will take to get to meet requirements of HB 1227 | | [1-2-4-ALL](https://www.liberatingstructures.com/1-1-2-4-all/) | | Quick way to look at the questions and identify areas the group see where change is needed. | Using the associated slide for question(s)  1 minute, self-reflection, have them relate to their role. Follow 1-2-4-ALL  **ALL**- write shared ideas on sticky notes and place on the wall on the poster board for that area of the timeline. | 10:35 |  | Large open wall  Large poster boards or paper with each step of the timeline written out.  Sticky Notes  Index cards for notes  \*idea as they go along tracking your own ranking of ideas.  \*suggestion encourage groups to be diverse with representation from different agencies. |
| Repeat for additional sections | Make the connection of where our process is at currently and what it will take to get to meet requirements of HB 1227 | | presentation | | Sharing out information | Share information on data collected related to the topic. | 10:50 |  |  |
|  | Make the connection of where our process is at currently and what it will take to get to meet requirements of HB 1227 | | 1-2-4-ALL | | Quick way to look at the questions and identify areas the group see change is needed | Using the next associated slide for questions… | 10:55 |  | Large open wall  Large poster boards or paper with each step of the timeline written out.  Sticky Notes  Index cards for notes |

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| Lunch 11:45-12:45  \*\*At lunch, co-design team will look for themes and highlight them.\*\*Rearrange the room\*\* | 60 minutes |

**HB 1227 Implementation; Prioritization Planning**

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| Agenda Item | | Goal | | Method | Why this method? | Question, Invitation Instructions | Time | Slide | Getting to the details,  Who, What materials |
| Prioritization | Identify areas that need made a priority for your system. | | Mentimeter or stickers | | Generate and sort the ideas for action. Get people up and moving after lunch, keeping energy high. | Using the highlighted themes by the co-design team. Review the themes and see if anything is missing.  Then start prioritization by asking:  To maximize our opportunity and energy to implement HB 1227, where in this process can we make the biggest impact?  Use Mentimeter or stickers on the wall to see what the group sees as the most impactful.  \*Share out and list top on the wall, visible to all around the room. | 12:45 |  | Open space, rearrange at lunch time if needed to allow for a large open space.  stickers, 3 for each participant  Mentimeter |
|  | In groups by agency identifying areas for their own work related to the top list. | | Agency  [15% Solution](https://www.liberatingstructures.com/7-15-solutions/) | | Get participation from all in the group to generate ideas, having the ideas things those there can move forward. | In their own group/agency, go through 15%  In connection with their personal and group/agency’s challenges, where does your group/agency have discretion and freedom to act? What can you do with out more resources?  Where do you have the freedom to work with others here in the room, group, to make a shift in practice? | 1:15 |  | Space for groups to break out around the room by their own agencies.  Paper, note taker  Facilitator for each group |
|  | In groups by agency identified areas for their own work related to the top areas on the wall. | | Group Documentation | | Providing time to record answers in one place to start building an action plan to follow after today’s retreat. | Create a list of your areas (goals/objectives) that your group identified they have the discretion and freedom to act upon as identified through 15% solution. | 1:35 |  | Hand out a sheet to track their agency’s goals and objectives. |
|  | In groups by agency of the prioritized areas for their own work related to the top areas defining what changes may be needed. | | Assign next steps (action items) | | Help the groups identify, of the areas they have the discretion and freedom to act, their goals and objectives. -what must they do (action items) for each goal. And who needs to participate. (participant and partner) | Create action steps for your identified goals and objectives.  Knowing your timeframes, what can you do to achieve your goals/objectives?  To make your action steps happen, identify who do you need to work with to make this happen? Who has the decision-making power and perspective? | 1:50 |  | Continue to use sheet previously provided to record on. Fill in Action Steps and then participants and partners. |

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| Break 2:30-2:45  \*\*Co-Design team collects what each group created, looking for themes and put them up on the wall. \*\* | 15 minutes |

**HB 1227 Closing, Action Planning**

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| Agenda Item | | Goal | | Method | Why this method? | Question, Invitation Instructions | Time | Slide | Getting to the details,  Who, What materials |
|  | Identify if the court and partners have the capacity and resources in place to implement an area and lay the groundwork for successful implementation | | Review/Share out | | Bring group back together to see the goals that agency feels they are able to create change in.    Bring groups together to identify the themes in the work. | Invitation for groups to share out their Goal/Objectives/Action Steps.  Identifying common themes.  AGO  OPD  Child Rep  DCYF  Court  GAL/CASA | 2:45 |  | Track themes of projects, relating to the work already up on the wall.  Write themes on table tents to place around the room. |
|  | Future Planning | | [Open Space](https://www.liberatingstructures.com/25-open-space-technology/) | | Building the structure for the work.  What workgroups are needed to move into the planning and development stage? | Is there a committed to the work? Identify who is willing to be the lead while FJCIP Coordinator helps facilitation.  Frequency these groups will meet?  Place table tents around the room with identified themes in the Action Steps. Follow Open Space guide to get your participants to move around the room where they are interested in participating. Provide sign-up sheets for them to track where they will participate. | 3:30 |  | Sign-up sheets  Table tents for labeling areas |
|  |  | | Design workgroups/  Actions  (Your Plan) | | Set commitments and groups. | Identify workgroups or projects that received enough support to move forward. Identify who will be the lead(s), who will facilitate, frequency of work. | 3:50 |  |  |
| Closing |  | |  | |  |  | 4:00 |  | Thank you, housekeeping. |

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| **Goal** | **Objective** | **Action Steps** | **Your Plan**  (Who, what, where, when, how) | **Participants from our Agency/Group** | **Partners in the system** |
| Broad statements describing a future condition or achievement. | Define strategies or implementation steps to attain your goal.  *What do we have to do to get there?* | Your organization’s activities that help the group achieve the outcome(s). | who, what, where, when, how | Who in our agency/group needs to be invited to make this happen. | Who else in the system is needed to make this happen. |
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