

DCFS Implementation Plan

DATA ENTRY ON THIS PAGE ONLY

Key	Indicates activity is complete	
	Indicates activity is on schedule, no risk factor	
	Indicates activity is at risk	
	Indicates activity is behind schedule and critical	

ID	Task	Task Lead	Start Date	End Date	Actual End Date	% Complete	Project Status	Meeting Comments/ Notes & Progress Updates	Updates from Core Team (As of XXX Date)
<b>Goal #1 - Develop Implementation Team</b>									
<b>Strategy #1: Select Members From Parole/Program/Facility</b>						100%			
1.1.1	Membership	Deputy	7/1/2017	10/1/2017	10/1/2017	100%		Team Selected	
<b>Strategy #2: Implementation Team Work</b>						100%			
1.2.1	Create Sub Committees	Deputy	7/1/2017	10/1/2017	10/1/2017	100%		Committee Selected	
1.2.2	Assign projects/tasks to sub committee	Committee Chair	1/16/2018	1/22/2018	1/22/2018	100%		Subcommittees: Parole and Facilities	
1.2.3	Schedule ongoing meetings for implementation team	CIT	1/16/2018	1/22/2018	1/22/2018	100%		Scheduled bi-weekly	
<b>Goal #2: Agency Communication Plan</b>									
<b>Strategy #1: Determine Messaging</b>						69%			
2.1.1	What will be communicated	CIT	1/16/2018	4/9/2018	4/9/2018	100%		Implementation Guide and PP.	
2.1.2	Send implementation guides/powerpoint on implementation changes	Sharon Anderson	1/16/2018	ongoing		75%		Updated to include NRS language	
2.1.3	Convene a meeting with line staff in facilities, parole and programs office to share information on DCFS new policies in changes	Sharon Anderson	1/16/2018	ongoing		50%		in progress	
2.1.4	Establish a method for follow up and ongoing communication	Sharon Anderson/John Munoz	1/16/2018	ongoing		50%		in progress	
<b>Strategy #2: Determine Sender and platform</b>						100%			
2.2.1	Who will be the primary messenger	CIT/ Sharon Anderson	1/16/2018	4/10/2018		100%		DCFS Staff	

DCFS Implementation Plan

2.2.2	Messenger to deliver in person, 'road show'	CIT/ Sharon Anderson	7/1/2018	ongoing	100%	DCFS Staff
<b>Strategy #3: DCFS Internal Communication Plan</b>					<b>93%</b>	
2.3.1	Communication with Superintendents, Chief of Parole and Chief of Programs Office	Sharon Anderson	1/16/2018	7/1/2018	100%	via email with follow up meetings with minutes - communication, ongoing
2.3.2	Communication with line staff in facilities, parole and programs office	Sharon Anderson	1/16/2018	7/1/2018	100%	ongoing
2.3.3	Communication with DCFS Deputies on changes	John Munoz	1/16/2018	7/1/2018	50%	in progress
2.3.4	Include progress updates on required changes	Sharon Anderson	1/16/2018	7/1/2018	100%	ongoing
2.3.5	Outline specific steps/changes that each group is responsible for making.	Sharon Anderson/John Munoz	1/16/2018	7/1/2018	100%	ongoing
2.3.6	Determine training timeline	Sharon Anderson/CIT	1/16/2018	4/10/2018	100%	Parole will complete by 4/30/18; Facilities will complete by 5/31/18; NYTC completed 3/30/18.
2.3.7	Determine which staff is from DCFS will be responsible for information distribution	Sharon Anderson/CIT	1/16/2018	4/10/2018	100%	Parole and Facilities Trainers; NYTC is complete.
<b>Goal #3 - Adoption and Implementation of New Regulations</b>					<b>79%</b>	
<b>Strategy #1: State Compliance for EBP Standards and QA Process (State)</b>					<b>79%</b>	
3.1.1	Identify appropriate placement for this/policy or regulation	Administrator and Programs Office	12/15/2017	3/27/2018	100%	Not withholding funds from state, implementing QA process
3.1.2	Review currnt regulations to idenitfy appropriate placement.	Leslie Bittleson	12/15/2017	3/27/2018	100%	
3.1.3	Gather and review policies or regs used by other states	Leslie Bittleson	12/15/2017	3/27/2018	100%	
3.1.4	Contact other state subject matter experts for addidiontonal information and adoption	Leslie Bittleson	12/15/2017	3/27/2018	100%	

DCFS Implementation Plan

3.1.5	Draft language for policy or regulation	Leslie Bittleston/ John Lum	12/15/2017 12/15/2017	3/27/2018	75%	Information added to NRS 62H.200	Draft is being reviewed and edited internally
3.1.6	Approval of JJOC	JJOC			0%		
<b>Strategy #2: Ability to withhold funding for non-compliance of EB Standards (County)</b>					<b>79%</b>		
3.2.1	Identify appropriate placement for this/policy or regulation	Administrator and Programs Office	12/15/2017	4/10/2018	100%	NRS 62 H will include language/ recommendation	
3.2.2	Review currnt regulations to idenitfy appropriate placement.	Leslie Bittleson	12/15/2017	4/10/2018	100%		
3.2.3	Gather and review policies or regs used by other states	Leslie Bittleson	12/15/2017	4/10/2018	100%		
3.2.4	Contact other state subject matter experts for addidiontonal information and adoption	Leslie Bittleson	12/15/2017	4/10/2018	100%		
3.2.5	Draft language for policy or regulation	Leslie Bittleston/ John Lum	12/15/2017	4/11/2018	75%	Draft is being reviewed and edited internally	
3.2.6	Approval of JJOC	JJOC	12/15/2017		0%		
<b>Strategy #3: Review and Revise NRS 62H (DCFS Policy)</b>					<b>53%</b>		
3.3.1	Review for appropriate language	Leslie Bittleston/John Munoz/ John Lum/ DAG Leslie	1/16/2018	4/6/2018	75%	NRS 62H-025 is in draft and review with John and John.	Leslie is the primary.
3.3.2	Review for appropriate crimes	Bittleston/John Munoz/ John Lum/ DAG Leslie	1/16/2018	4/6/2018	75%		
3.3.3	Review for reporting requirements	Bittleston/John Munoz/ John Lum/ DAG Leslie	1/16/2018	4/6/2018	75%		
3.3.4	Add language for reporting requirements	Bittleston/John Munoz/ John Lum/ DAG Leslie	1/16/2018	4/6/2018	75%		
3.3.5	Draft updated version for review by JJOC	Bittleston/John Munoz/ John Lum/ DAG	1/16/2018	7/1/2018	75%	Draft is being reviewed and edited internally	

DCFS Implementation Plan

3.3.6	Determine process for adopting new regulation	Leslie Bittleston/John Munoz/ John Lum/ DAG	1/16/2018	7/1/2018	75%	Draft is being reviewed and edited internally
3.3.7	Policy Development	Leslie Bittleston	1/16/2018	4/10/2018	75%	
3.3.8	Policy Review	Leslie Bittleston	1/16/2018	7/1/2018	0%	
3.3.9	Policy Approval	CIT	1/16/2018	7/1/2018	0%	
3.3.10	Approval of JJOC	JJOC	1/16/2018		0%	
<b>Strategy #4: Review and Revise NAC 62H (Policy DCFS)</b>					<b>53%</b>	
3.4.1	Review for appropriate language	Leslie Bittleston/John Munoz/ John Lum/ DAG	1/16/2018	4/6/2018	75%	Will be combined with NRS 62H
3.4.2	Review for appropriate crimes	Leslie Bittleston/John Munoz/ John Lum/ DAG	1/16/2018	4/6/2018	75%	
3.4.3	Review for reporting requirements	Leslie Bittleston/John Munoz/ John Lum/ DAG	1/16/2018	4/6/2018	75%	
3.4.4	Add language for reporting requirements	Leslie Bittleston/John Munoz/ John Lum/ DAG	1/16/2018	4/6/2018	75%	
3.4.5	Draft updated version for review by JJOC	Leslie Bittleston/John Munoz/ John Lum/ DAG	1/16/2018	4/6/2018	75%	
3.4.6	Determine process for adopting new regulation	Leslie Bittleston/John Munoz/ John Lum/ DAG	1/16/2018	7/1/2018	75%	
3.4.7	Policy Development	Leslie Bittleston	1/16/2018	4/10/2018	75%	
3.4.8	Policy Review	Leslie Bittleston	1/16/2018	7/1/2018	0%	
3.4.9	Policy Approval		1/16/2018	7/1/2018	0%	
3.4.10	Approval of JJOC	JJOC	1/16/2018		0%	
<b>Goal #4 - Policy Development (Cross Reference with JJOC Tab)</b>						
<b>Strategy #1: Violations of Parole and Revocations (Supervision Policy)</b>					<b>56%</b>	

DCFS Implementation Plan

4.1.1	Policy Development - Responses to Violations and Terms of Parole	Parole Subcommittee	1/25/2018	4/6/2018	100%	Jody, Kathryn, Dolly (lead) Linda Tompkins; Draft done 4/6/18
4.1.2	Policy Review - Responses to Violations and Terms of Parole	Parole Subcommittee	1/25/2018	7/1/2018	100%	
4.1.3	Policy Approval - Responses to Violations and Terms of Parole	Parole Subcommittee	1/25/2018	7/1/2018	0%	
4.1.4	SOP Development - Responses to Violations and Terms of Parole	Parole Subcommittee	1/25/2018	4/6/2018	75%	John Lum/ Sharon Anderson - provide SOP for policy development
4.1.5	SOP Approval - Responses to Violations and Terms of Parole	Parole Subcommittee	1/25/2018	7/1/2018	0%	
4.1.6	Policy Development - Recommendations of Revocation	Parole Subcommittee	1/25/2018	4/6/2018	100%	
4.1.7	Policy Review - Recommendations of Revocation	Parole Subcommittee	1/25/2018	7/1/2018	100%	
4.1.8	Policy Approval - Recommendations of Revocation	Parole Subcommittee	1/25/2018	7/1/2018	0%	
4.1.9	SOP Development - Recommendations of Revocation	Parole Subcommittee	1/25/2018	4/6/2018	75%	
4.1.10	SOP Approval - Recommendations of Revocation	Parole Subcommittee	1/25/2018	7/1/2018	0%	
4.1.11	JIOC Review of Policies	Parole Subcommittee	1/25/2018		100%	
4.1.13	Statewide Training	CIT	1/25/2018		25%	Pending policy approval.
<b>Strategy #2: Placement of Youth Committed to DCFS/ Admission Determination Procedure</b>					57%	
4.2.1	Policy Development	Parole Subcommittee	1/25/2018	4/4/2018	100%	Draft out 4/4/18
4.2.2	Policy Review	Parole Subcommittee	1/25/2018	7/1/2018	100%	
4.2.3	Policy Approval	Parole Subcommittee	1/25/2018	7/1/2018	0%	
4.2.4	SOP Development	Parole Subcommittee	1/25/2018	4/4/2018	75%	

DCFS Implementation Plan

4.2.5	SOP Approval	Parole Subcommittee	1/25/2018	7/1/2018	0%		
4.2.6	JJOC Review of Policies	CIT	1/25/2018		100%		
4.2.8	Statewide Training	CIT	1/25/2018		25%		Pending policy approval.
<b>Strategy #3: Family Engagement Plan</b>					67%		
4.3.1	Review current SOP/policy - Parole & Facilities	Bruce Burgess	1/25/2018	2/6/2018	100%		Reviewed areas already in place; ongoing.
4.3.2	Compile information - Parole & Facilities	Bruce Burgess	1/25/2018	2/6/2018	100%		Ongoing
4.3.3	Policy Development - Parole & Facilities	DCFS Parole & Facilities Kathryn Roose	1/25/2018	4/6/2018	100%		Draft is being reviewed and edited internally
4.3.4	Policy Review - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	100%		
4.3.5	Policy Approval - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	100%		
4.3.6	SOP Development - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	75%		
4.3.7	SOP Approval - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	0%		
4.3.8	JJOC Review of Policy	CIT	1/25/2018		0%		
4.3.10	Statewide Training	CIT	1/25/2018		25%		Pending policy approval.
<b>Strategy #4: Court Findings Prior to Commitment (Admissions Policy)</b>					67%		
4.4.1	Review current SOP/policy - Parole & Facilities	DCFS Parole & Facilities Subcommittees; Dave Laity	1/25/2018	4/6/2018	100%		
4.4.2	Compile information - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	100%		
4.4.3	Policy Development - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	100%		Draft done 4/6/18
4.4.4	Policy Review - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	100%		

DCFS Implementation Plan

4.4.5	Policy Approval - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	0%	
4.4.6	SOP Development - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	75%	Draft done 4/6/18
4.4.7	SOP Approval - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	0%	
4.4.8	JJOC Review of Procedures	CIT	1/25/2018		100%	
4.4.10	Statewide Training	CIT	1/25/2018		25%	Pending policy approval.
<b>Strategy #5: Individual Case Plan and Discharge Planning/Re-Entry</b>					<b>54%</b>	
4.5.1	Review tools (YLS and MASY2) to help identify the domains Review current and other tools used for Case Plan Coordinate with Resource Center for EBP (discharge/re-entry)	Facilities Subcommittee	1/25/2018	2/6/2018	100%	
4.5.2		Facilities Subcommittee	1/25/2018	2/6/2018	100%	
4.5.4		CIT	1/25/2018	TBD	0%	TBD
4.5.5	Review current SOP/policy - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	100%	ongoing
4.5.6	Compile information - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	100%	ongoing
4.5.7	Policy Development - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	75%	Draft done 4/6/18 Draft is being reviewed and edited internally
4.5.8	Policy Review - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	75%	
4.5.9	Policy Approval - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	0%	
4.5.10	SOP Development - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	75%	Draft done 4/6/18
4.5.11	SOP Approval - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	0%	
4.5.12	JJOC Review of Policy	CIT	1/25/2018		0%	
4.5.14	Statewide Training	CIT	1/25/2018		25%	Pending policy approval.
<b>Strategy #6: Out of State (OOS) Placement of Child</b>					<b>35%</b>	

DCFS Implementation Plan

4.6.1	Policy Development	John Lum	1/25/2018	4/6/2018	75%	Draft is being reviewed and edited internally
4.6.2	Policy Review	CIT	1/25/2018	7/1/2018	75%	
4.6.3	Policy Approval	CIT	1/25/2018	7/1/2018	0%	
4.6.4	JJOC Review	CIT	1/25/2018		0%	
4.6.5	Statewide Training	CIT	1/25/2018		25%	
<b>Strategy #7: Release of Information/Information Sharing</b>					<b>88%</b>	
4.7.1	Development of MOU	Leslie Bittleston Facilities Subcommittee;	1/25/2018	7/1/2018	100%	Completed if needed. New policy dated 7/1/18 is complete. Still need SOP's.
4.7.2	Policy Development	John Lum Facilities	1/25/2018	7/1/2018	100%	
4.7.3	Policy Review	Subcommittee Facilities	1/25/2018	7/1/2018	100%	
4.7.4	Policy Approval	Subcommittee	1/25/2018	7/1/2018	100%	
4.7.5	JJOC Review	CIT	1/25/2018		100%	
4.7.6	Statewide Training	CIT	1/25/2018		25%	
<b>Strategy #8: System Information Requirements (Data Collection Activities)</b>					<b>36%</b>	
Review current SOP/policy -						
4.8.1	Parole & Facilities	Leslie Bittleston	1/25/2018	7/1/2018	75%	Draft is being reviewed and edited internally
4.8.2	Compile information - Parole & Facilities	Leslie Bittleston	1/25/2018	7/1/2018	75%	
4.8.3	Policy Development - Parole & Facilities	Leslie Bittleston	1/25/2018	7/1/2018	75%	
4.8.4	Policy Review - Parole & Facilities		1/25/2018	7/1/2018	75%	
4.8.5	Policy Approval - Parole & Facilities		1/25/2018	7/1/2018	0%	
4.8.6	SOP Development - Parole & Facilities	Leslie Bittleston	1/25/2018	7/1/2018	0%	
4.8.7	SOP Approval - Parole & Facilities		1/25/2018	7/1/2018	0%	
4.8.8	JJOC Review of Procedures	CIT	1/25/2018		0%	
4.8.10	Statewide Training	CIT	1/25/2018		25%	
<b>Strategy #9: Length of Stay</b>					<b>75%</b>	
DCFS Parole & Facilities						
4.9.1	Review current SOP/policy - Parole & Facilities	Subcommittees	1/25/2018	4/6/2018	100%	ongoing as needed
4.9.2	Review current Matrix (discharge/re-entry)	Bruce Burgess	1/25/2018	2/6/2018	100%	ongoing as needed

DCFS Implementation Plan

4.9.3	Compile information - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	100%	ongoing as needed
4.9.4	Policy Development - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	100%	Draft done 4/6/18
4.9.5	Policy Review - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	100%	
4.9.6	Policy Approval - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	0%	
4.9.7	SOP Development - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	4/6/2018	75%	Draft done 4/6/18
4.9.8	SOP Approval - Parole & Facilities	DCFS Parole & Facilities Subcommittees	1/25/2018	7/1/2018	0%	
4.9.9	JJOC Review of Procedures	CIT	1/25/2018		100%	

**Goal #5 - Training Plan**

**Strategy #1: Petition by Court to Revoke Parole**

50%

5.1.1	Develop Training Plan	CIT	1/25/2018	Will be finalized after policy approval	50%	
5.1.2	Identify who will do the training	CIT	1/25/2018		50%	
5.1.3	Identify who needs the training	CIT	1/25/2018		50%	
5.1.4	Parole Training	CIT	1/25/2018		50%	
5.1.5	Facilities Training	CIT	1/25/2018		50%	

**Strategy #2: Newly created policy training by DCFS and JJOC**

50%

5.2.1	Develop Training Plan	CIT	1/25/2018	Will be finalized after policy approval	50%	Tentative training plan, pending policy approval.
-------	-----------------------	-----	-----------	---	-----	---