

PCE Implementation Plan - FFY 2015

Thank you for accessing the California WIC FFY 15 PCE Implementation Plan.

Materials you will need to complete this Plan:

Your agency's:

- FFY 13 Implementation Plan
- FFY 14 Learning Needs and Resource Assessment (LNRA)

Overview:

This Plan asks your agency to:

- Assess your progress towards meeting goals described in your FFY 13 Implementation Plan,
- Review your responses to the FFY 14 PCE LNRA,
- Based on findings from your LNRA: Identify 1-2 goals that reflect PCE improvements you would most like to see during FFY 15, and
- Describe the activities your agency will conduct during FFY 15 to meet these goals.

Due date:

Please submit the FFY 2015 Implementation Plan by Tuesday, September 30, 2014.

Editing, printing, and saving your responses:

BEFORE you submit your Plan:

- You will have an opportunity to review, edit, and print your responses before submitting your Plan.
- Partially completed Plans are saved* by the Vanguard Vista system. If you need to restart an incomplete Plan, you can resume work on your original Plan from the SAME computer. You will not lose work if your network connection fails, your web browser is closed, or if you simply need to stop before submitting.

* Please note: If the browser settings on your computer deletes "cookies", your responses will not be saved. ***If you are not able to complete the Plan in one session, we recommend you print (or copy and save) your responses as a precautionary measure, so you can more easily re-enter them if needed when you resume.***

AFTER you submit your Plan:

- You will receive an email with a link to your completed Plan so you can print and save the information in your files. **We highly recommend saving your responses so you can refer to them when needed.**

Please provide your contact information:

Your name: _____

Agency: _____

Phone Number: _____

Your email address: _____

(Once you submit your Plan, this address will be used to send a link so you can access your responses)

Section I: Describe your agency's progress towards meeting FFY 2013 PCE Goals

Please refer to your FFY 2013 PCE Implementation Plan, Section I: "Identify PCE Goals for FFY 13".
First, write your 2013 goal(s) using the format below.
Next, describe your agency's progress in measureable terms.

1) PCE Goal #1 from 2013 Implementation Plan:

What will be different: _____

By how much: _____

Who will be involved: _____

Where/In what setting: _____

When goal will be met: _____

1a) In measureable terms, please describe your agency's progress towards meeting this goal, including:

HOW you measured progress,
WHEN this measurement was last assessed, and
BY HOW MUCH; i.e., how much progress was made.

Example:

If your goal was:

Within one year, at least 75% of our agency's class designs will begin by eliciting participant successes,

your progress might be described as follows:

Our Nutrition Education Coordinator reviewed our agency's class designs. (**HOW**)

By December 2013, (**WHEN**)

75% of our agency's class designs began by eliciting participant successes. (**BY HOW MUCH**)

Describe your progress for Goal #1, including HOW you measured, WHEN this measurement was last assessed, and BY HOW MUCH (how much progress was made):

2) PCE Goal #2 from 2013 Implementation Plan (if applicable):

What will be different: _____

By how much: _____

Who will be involved: _____

Where/In what setting: _____

When goal will be met: _____

2a) Describe your progress, including HOW, WHEN, and BY HOW MUCH:

3) PCE Goal #3 from 2013 Implementation Plan (if applicable):

What will be different: _____

By how much: _____

Who will be involved: _____

Where/In what setting: _____

When goal will be met: _____

3a) Describe your progress, including HOW, WHEN, and BY HOW MUCH:

⋮
⋮ **Please describe what factors facilitated progress towards meeting your FFY 2013 goal(s):**

⋮
⋮ **Please describe what factors hindered progress towards meeting your FFY 2013 goal(s):**

Section II: Identify PCE Goals for FFY 15

This section asks you to describe areas of PCE your agency would most like to improve during FFY 15. These will become your PCE goals for 2015.

Before completing this section:

Please review your agency's responses to the FFY 14 LNRA (submitted in May 2014), especially LNRA questions I. B and I. D ("PCE Areas to Improve").

Next, identify 1-2 goals that reflect the improvements you would most like to see in your agency. You may select as many goals as you like, but we encourage agencies to focus on no more than 3 goals. It's fine to select goals similar to those in your previous Implementation Plan, should you decide to continue improving one or more of the same competencies.

Goals should be specific, measurable, and reasonable for your agency. Please include a description of:

- What will be different,
- By how much,
- Who will be involved,
- Where / in what setting (e.g.: individual or group education, staff training, etc.),
- When the goal will be met, and
- How you will measure progress towards meeting this goal.

For example:

A goal might be:

"Within one year, at least 50% of non-ISIS questions asked by educators during individual education will be open-ended questions".

One way to measure progress might be:

"During the final 3 months of this year, supervisors will observe at least 80% of educators who provide individual education. Educators will be observed at least 2 times each. Supervisors will note the frequency of open-ended vs. closed non-ISIS questions".

Some competencies are easier to measure than others; for example, identifying "Engagement" may seem relatively subjective. A way to measure this competency could be to examine the number of class designs that include safe, enjoyable activities that involve participants.

Please see "[PCE Key Competencies](#)" for additional ideas about measuring some of the more subjective principles and techniques.

1) PCE Goal #1:

What will be different: _____

Example: Educators will use more open-ended questions

By how much: _____

Example: At least 50% of questions will be open-ended

Who will be involved: _____

Example: Educators

Where/In what setting: _____

Example: During individual education

When goal will be met: _____

Example: Within one year

How progress will be measured (including WHEN and HOW you will measure):

*Example: WHEN: During the last 3 months of this year,
HOW: supervisors will observe at least 80% of educators providing individual education,
at least 2 times per educator. Supervisors will note the frequency of open-ended
vs. closed questions.*

2) PCE Goal #2:

What will be different: _____

By how much: _____

Who will be involved: _____

Where/In what setting: _____

When goal will be met: _____

How progress will be measured (including WHEN and HOW you will measure):

3) PCE Goal #3:

What will be different: _____

By how much: _____

Who will be involved: _____

Where/In what setting: _____

When goal will be met: _____

How progress will be measured (including WHEN and HOW you will measure):

Section III: Describe FFY 15 Implementation Plan to accomplish PCE Goals

What measures or activities will your agency put in place during FFY 15 to accomplish the goals described in Section III above?

Examples might include:

- Observe & mentor staff who provide individual or group education
- Provide inservices on PCE using State WIC online resources
- Develop PCE resources for staff (such as PCE class designs or staff job aids)

Please address each goal with at least one activity.

When describing activities, include the following items in your plan:

- Name and description; including how long the activity will last
- Proposed dates (e.g.: timeframes for observations and mentoring)
- Who is providing the activity (e.g.: who will provide mentoring, trainings, etc.)
- Which PCE goal(s) is addressed by this activity
- Participating staff: Total number of staff involved, and which staff positions will be included
- Desired outcome for the activity

(You can copy and paste entries from your Staff Training Plan where applicable.)

1) PCE Activity Schedule:

Activity #1:

a) **Name and Description** (Example: Open Questions Training)

b) **Length of Activity** (Example: 1 hr)

c) **Proposed Dates** (Example: 10/23/14)

d) **Who is providing the activity** (Example: Your agency, State WIC, County DPH, etc.)

e) **PCE Goal(s) addressed from Section II** (Example: Goal #1)

f) **Participating Staff: Total number:** (Example: 12)

g) **Participating Staff: Positions:** (Example: RDs and WNAs)

h) **Desired Outcome** (Example: Staff will use more open-ended questions during individual education)

Activity #2:

- a) Name and Description: _____
- b) Length of Activity: _____
- c) Proposed Dates: _____
- d) Who is providing the activity: _____
- e) PCE Goal(s) addressed from Section II: _____
- f) Participating Staff: _____
- g) Participating Staff: Positions: _____
- h) Desired Outcome: _____

Activity #3:

- a) Name and Description: _____
- b) Length of Activity: _____
- c) Proposed Dates: _____
- d) Who is providing the activity: _____
- e) PCE Goal(s) addressed from Section II: _____
- f) Participating Staff: _____
- g) Participating Staff: Positions: _____
- h) Desired Outcome: _____

Activity #4:

- a) Name and Description: _____
- b) Length of Activity: _____
- c) Proposed Dates: _____
- d) Who is providing the activity: _____
- e) PCE Goal(s) addressed from Section II: _____
- f) Participating Staff: _____
- g) Participating Staff: Positions: _____
- h) Desired Outcome: _____

Activity #5:

a) Name and Description: _____

b) Length of Activity: _____

c) Proposed Dates: _____

d) Who is providing the activity: _____

e) PCE Goal(s) addressed from Section II: _____

f) Participating Staff: _____

g) Participating Staff: Positions: _____

h) Desired Outcome: _____

Section IV: Describe your agency's ability to meet PCE Goals

1) How confident are you that your agency can achieve your goal(s)?



Confident



Somewhat confident



Not confident

2) If you are "somewhat confident" or "not confident", please tell us why you chose this response:

3) If you are "somewhat confident" or "not confident", please describe the support your agency would need in order to feel confident:

Section V: Your feedback on the Implementation Plan *(Optional):*

We would appreciate your feedback on the PCE Implementation Plan:

1) Given the type of information the Plan requests, how easy was it to use this online format?

- Easy to use
- Somewhat easy to use
- Somewhat difficult to use
- Difficult to use

2) What aspects of this online format worked well for you?

3) What suggestions do you have to make this online format better?

4) Please share any other comments you have about the PCE Implementation Plan:

Thank you for your feedback!

The next screen will display this message:

Thank you for completing the PCE Implementation Plan.

- Please click the "Next" button. You will be able to **review** your responses before submitting.
- After reviewing, you can **edit** responses by clicking the "Back" button.
- Once you are finished reviewing and editing, you can **print** a copy: Right-click your mouse and select "Print".
- Next, **be sure to click the "Submit" button at the bottom of the page.**
- Once submitted, you should see a screen with the message "Thank you for your response!".
- **You will then receive an email with a link** to your Implementation Plan responses. **This can be printed and saved** for your records.