FairFutures ›

CHECKLIST FOR PROGRAM INTEGRATION AND LONG-TERM SUCCESS: PHASE 2

THE 4 P'S: *PEOPLE, PROCESS, PROGRAM & PERFORMANCE*

The final phase in making your Fair Futures program part of the "DNA" of your agency is Integration and Long-Term Success. We encourage you to review **Checklist for Implementation Success: Phase 1** prior to reading below.

In this next phase, your Fair Futures program is ideally operating with efficiency, hitting all or most of the key goals/ objectives, and most importantly - making a positive impact on the lives of the young people served. In order to achieve this level of excellence, you will need the **4 P's**:

1 THE RIGHT *PEOPLE* & CULTURE

2 A STRONG *PROGRAM* MODEL

3 EFFECTIVE & CLEAR *PROCESSES*

4 STRONG *PERFORMANCE* MANAGEMENT

PEOPLE & CULTURE

☐ **Program leadership have created a culture where staff feel supported, safe, and empowered.**
This is reflected in low staff attrition rates, high staff morale, job satisfaction and strong performance metrics.

☐ **Leadership fully understands and supports the needs, wants and goals of the program.**
They actively respond and collaborate in problem-solving challenges when they arise. This includes the Executive Director/CEO and agency's board.

☐ **The program champion recruited other champions (e.g. Foster Care Director) and collectively working on the program's goals.**

☐ **The program champions have dissolved silos between the Fair Futures program and other programs.**

☐ **The program actively hires staff who view the work from a strength-based, trauma-informed, youth development lens.** These staff are also the right "fit" for the work and program culture.

☐ **Staff are able to build relationships with young people through employing consistency, constancy, and creative approaches**

☐ **All program staff know their role and are able to execute with intention and purpose.** This includes having a full understanding of the Fair Futures model and the continuum of services.

☐ **All program staff, and most agency staff, are using a coaching framework. This includes:**

- ☐ Using a coaching mindset
- ☐ Engaging and always working to build trust with one another
- ☐ Partnering with the young person when goal setting; working collaboratively with young people
- ☐ Partnering with co-workers to problem-solve and support
- ☐ **Celebrating youth successes**
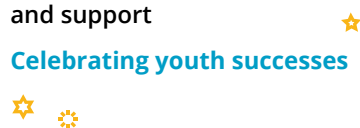
PROGRAM MODEL IS SOLIDIFIED

☐ **There is one umbrella program (no siloed programs) that supports youth, middle schoolers to age 26, with all coaching, education, career, college and housing services.**

☐ **The Executive Director, board, and all agency staff know the name of your Fair Futures program, what your Fair Futures program does and does not do and understands the value in helping young people.**

☐ **The Fair Futures program staff are using the developed shared program language to communicate to the youth and other key stakeholders. This includes messaging on your agency website and social media.**

☐ **There are peer-led peer groups (in addition to independent living workshops) led by Coaches, Specialists and/or Independent Living specialists.**

    ☐ Calendar of events can be easily accessed – shared drive, website, agency newsletter and/or bulletin board.

    ☐ Agency staff are invited to attend to provide support and encouragement to the young people (*when applicable*).

PROCESSES IN PLACE

☐ **Processes to ensure streamlined communication and collaboration:**

    ☐ The full Fair Futures team meets minimally once per month.

    ☐ Program leadership is meeting with, and presenting to, Case Planning staff on a consistent basis to inform them about any program changes, recruit and/or re-educate and educate new staff.

☐ **Supervision processes are in place**

    ☐ Weekly or biweekly as a best practice

    ☐ A supervision structure is being used (e.g. **Kadushin model**)

    ☐ Review Care4 report in advance – contacts, goals

☐ **A clear youth recruitment/referral process is in place.**

    ☐ **Can use guidance in manual**

☐ **All agency staff know who to contact in the Fair Futures program for any requests or referrals.**

☐ **The Fair Futures Staff Screening & Hiring Toolkit is part of program practice/policy**

☐ **Staff onboarding practices are being followed (see Checklist for Implementation Success: Phase 1)**

    ☐ All staff receive the **Fair Futures manual**, a Fair Futures onboarding session, and **sign up for all trainings** in first 1-2 weeks

☐ **Staff coverage processes are in place**

    ☐ How are youth supported when a staff person is out on PTO or leaves the agency?

☐ **Meetings with co-workers who support the Fair Futures program are scheduled and happening at a regular frequency – e.g. Case Planning, Fiscal, Data/AQ**

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PERFORMANCE MANAGEMENT

☐ **Program Director(s) and all Supervisors use Data to Inform Work – "Walking Dashboard"**

  ☐ Run ACS report 2 weeks before due, each month. Follow up with staff.

  ☐ Run youth-level reports regularly to check on contacts and goal progress. Follow up with staff.

☐ **All trained staff are demonstrating mastery of Care4**

  ☐ Staff have completed all necessary platform trainings and are returning for refreshers, if needed.

  ☐ Staff have mastered key functionality of the platform, based on their role.

  ☐ Staff review reports applicable to their role.

☐ **Fiscal management**

  ☐ Program leadership knows and understands the program's budget.

  ☐ Program leadership helps staff understand what can be spent on youth activities – trips, food, school, vocation programs, technology, travel and more.

☐ **Staff have taken full ownership of their learning and professional development. This includes:**

  ☐ All new staff have completed all Fair Futures and ACS mandatory trainings within 12 months.

  ☐ Staff are registering for all **ACS mandatory trainings**

  ☐ Staff are utilizing the **Fair Futures website** to register for trainings and optional workshops.

  ☐ Staff are proactively scheduling **Technical Assistance (TA)** and **1 on 1 coaching**.

  ☐ Staff are seeking out and participating in the **Learning Communities** for the purposes of self-care, networking and sharing.