

## PIP Workgroup Worksheet – \_\_\_\_\_

Licensing/Recruitment Disconnect

Issues	Related Item, Systemic Factor or Data Indicator	Possible Action Steps	Method of Measuring	Responsible Party
Effective recruitment requires a response to applicants	Coordination of staff/functions	<ol style="list-style-type: none"> <li>1. link/pair licensing and recruitment staff.</li> <li>2. assign both functions to same supervisor</li> <li>3. train staff on continuum of development /support.</li> <li>4. ensure that recruitment message is tied to needs assessment.</li> </ol>	<p>Establish time frame for restructured organization chart</p> <p>Review and approve training curriculum for cross training of newly formed teams.</p>	Training Institute
	Job descriptions/assignment of job functions.	<ol style="list-style-type: none"> <li>1. review/revise description of successful recruitment to de-emphasize numbers and emphasize target population ( needs assessment)</li> <li>2. include revised definition of successful recruitment in objectives for recruiter.</li> <li>3. review/revise job description of licensing ( family development specialist) to ensure inclusion of development goals.</li> <li>4. negotiate any necessary changes.</li> <li>5. develop a change management plan to ensure adoption of new goals.</li> </ol>	<p>Set time frame for establishing revised job descriptions.</p> <p>Establish Core objectives for evaluations</p> <p>Establish orientation /team building activities with feedback and evaluations.</p>	Office of Employee services
	<p>Staffing Levels</p> <p>Increase the staffing levels available for the assigned tasks/responsibilities.</p>	<ol style="list-style-type: none"> <li>1. agree on interim workload standards ( short term)</li> <li>2. develop study based workload standards ( long term)</li> <li>3. consider some additional specialization of the functions, i.e. develop a sub-specialty of staff to do initial licensing, and another to do maintenance.               <ol style="list-style-type: none"> <li>a. initial licensing includes the groundwork for the family development plan</li> <li>b. maintenance includes the family development plan.</li> <li>c. Maintenance includes monitoring and renewals</li> </ol> </li> </ol>	<p>Report to the project manager on variances between workload standards and actual workloads of staff.</p> <p>Establish timeframes for data collection regarding study based workloads.</p> <p>Determine time ( app-license) for initial licensing units</p> <p>Establish benchmarks for implementation for family development plans.</p>	PIP project manager

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		d. Determine appropriate place for support services when no children are in placement.		
	Staffing Levels  Increase the staffing levels available for the assigned tasks/responsibilities	<ol style="list-style-type: none"> <li>4. re-allocate staff to locate staff where the need is greatest ( based on needs assessment)</li> <li>5. ( Cook) centralize staff for initial licensing ; assign to appropriate LANS after for maintenance.</li> <li>6. Prioritize assignments. Support a plan to work first with those applicants interested in the children that we have, despite the inevitable complaints.</li> </ol>	Review variances report to	
	Developing programs	<ol style="list-style-type: none"> <li>1. review model developed for HOTEP</li> <li>2. Review PRIDE</li> <li>3. consider imple menting the family development plan from PRIDE..</li> </ol>		