

Action Plan

CJJR “School-Justice Partnerships and Diversion Pathways” Capstone Project

April 2019

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CJJR Team Members

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Adapted from the Florida’s Positive Behavior Support Project Action Planning Booklet for School-Wide Positive Behavior Support

BUILDING BRIDGES FOR SCHOOL-BASED DIVERSION

Our team meetings are regularly scheduled on a monthly basis.

Date & time: To be determined via a monthly doodle poll

Location: The Tow Youth Justice Institute

Length of Meeting: 1 hour

Establish a Team Goal or Purpose: *The Georgetown University Center for Juvenile Justice Reform Connecticut Capstone Team seeks to increase school-based diversion knowledge and buy-in, as well as the diffusion of effective school-based diversion models, by creating a Connecticut school-based diversion inventory and organizing restorative conversations with statewide stakeholders to increase knowledge and buy-in.*

Develop an action plan that includes development, implementation, and management activities.

Goal	What is it?	Who is responsible?	When will it be started?	When will it be completed?	How will we evaluate it?
Goal 1	Compile an inventory of CT school-based diversion initiatives/programs.	Full team	April 2019	December 2019	<ul style="list-style-type: none"> • Minimum of 25% of CT Middle & High Schools inventoried • Summary document
Goal 2	Create a Restorative conversation structure and script.	Team Lead, Full team	January 2020	March 2020	<ul style="list-style-type: none"> • Conversation structure and script document
Goal 3	Conduct stakeholder conversations.	Full team	April 2020	June 2020	<ul style="list-style-type: none"> • Minimum of 50% of targeted of stakeholder groups participate • Pre & post questionnaire
Goal 4	Compile and analyze stakeholder feedback.	Full team	July 2020	December 2020	<ul style="list-style-type: none"> • Summary document
Goal 5	Create report and present to the JJPOC.	Full team	October 2020	February 2021	<ul style="list-style-type: none"> • Report for JJPOC & stakeholders • Presentation to JJPOC • At least 2 recommendations to JJPOC • At least 2 next steps for JJPOC to take • # of key stakeholders attending presentations

Goal 1: Compile an inventory of CT school-based diversion initiatives/programs.

Goal	Step	Person(s) Responsible	Timeline	Completed?
Compile an inventory of CT school-based diversion initiatives/programs.	Contact SDE for list of CT districts Middle & High Schools	TYJI Staff (Devon McCormick & Erika Nowakowski); JPPOC SDE member(s)	April 2019- June 2019	
	Compile name of Principal and e-mail address for each	TYJI Student	June 2019- August 2019	
	Create brief online survey related to existence of and components of school-based diversion at site	TYJI Staff (Dr. Danielle Cooper, Devon McCormick, student)	April 2019- August 2019	
	Conduct brief online school-based diversion survey	CJJR Team; TYJI Staff; CT School Principals (Middle & High)	September 2019- November 2019	
	Create summary document	CJJR Team	December 2019-March 2020	

Goal 2: Create a Restorative conversation content and methodology.

Goal	Step	Person(s) Responsible	Timeline	Completed?
Create Restorative conversation content and methodology.	Develop conversation content under the following overall categories: 1) baseline knowledge of school-based diversion, 2) providing information on SBDI & our school-based diversion inventory, 3) future diffusion efforts	TYJI Staff (Dr. Danielle Cooper, Devon McCormick, Student), CJJR Team	September 2019-January 2020	
	Develop the methodology for a Restorative conversation on the school-based diversion content	Team Lead, TYJI Student, CJJR Team	September 2019-January 2020	
	Test content and methodology	CJJR Team, TYJI Student, TBD (test participants)	February 2020	
	Finalize content and method	CJJR Team, TYJI Student, Dr. Danielle Cooper	March 2020	

Goal 3: Conduct stakeholder meetings.

Goal	Step	Person(s) Responsible	Timeline	Completed?
Conduct stakeholder meetings.	Develop pre and posttest for stakeholders on school-based diversion	TYJI Staff (Dr. Danielle Cooper, Devon McCormick, Student), CJJR Team	April 2019- August 2019	
	Develop methodology for capturing notes during stakeholder conversations	CJJR Team, TYJI Staff (Dr. Danielle Cooper), TYJI Student	April 2019- August 2019	
	Contact stakeholder groups and schedule conversations	CJJR Team, TYJI Student	November 2019-March 2019	
	Facilitate pre and posttest, Restorative conversations, with stakeholders	CJJR Team	April 2020- June 2020	

Step 4: Compile and analyze stakeholder feedback.

Goal	Step	Person(s) Responsible	Timeline	Completed?
Compile and analyze stakeholder feedback.	Identify a methodology for summarizing notes/pre and posttest from conversations	CJJR Team, TYJI Staff (Dr. Danielle Cooper, Students)	July 2020	
	Create summary of notes/pre and posttest taken from stakeholder conversations	CJJR Team, TYJI Staff (Dr. Danielle Cooper, Students)	August 2020	
	Analyze summary for common themes, important learnings and meaningful feedback for the JJPOC	TYJI Staff (Dr. Danielle Cooper, Students), CJJR Team	September 2020-November 2020	

Step 5: Create report and present to the JJPOC.

Goal	Step	Person(s) Responsible	Timeline	Completed?
Create report and present to the JJPOC.	Identify at least two recommendations and at least two next steps to report to the JJPOC from conversation/pre and posttest summary	CJJR Team, TYJI Staff (Dr. Danielle Cooper, Erika Nowakowski, Student)	November 2020-January 2021	
	Using the conversation/pre and posttest summary, recommendations and next steps, create a report for the JJPOC	CJJR Team, TYJI Staff (Dr. Danielle Cooper, Students)	January 2021-March 2021	
	Create a presentation for the JJPOC on learnings and recommendations from CJJR Capstone	CJJR Team, TYJI Staff (Dr. Danielle Cooper, Erika Nowakowski, Student)	January 2021-March 2021	
	Invite stakeholder participants to attend JJPOC presentation	CJJR Team	January 2021-March 2021	
	Present to JJPOC the findings of the CJJR Capstone Project	CJJR Team, TYJI Staff (Dr. Danielle Cooper)	April 2021	