

King County District Court: Community Court Planning

# Project Action Plan

This Action Plan is designed to outline the possible milestones and other key activities you might consider as you plan your community court project, as well as provide a timeframe for completing them. These milestones and activities are based on the Center for Court Innovation’s experience with helping to launch and enhance other community justice programs.

Community Court Planning Milestones	Key Dates (Mo/Day/Yr)
<p><b>1. Identify lead planner</b></p>	<p>Anticipated completion date: July 2017</p> <p>Actual completion date: TBD</p>
<p><b>2. Convene steering committee *</b> <i>e.g.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify members-Visits done by end of July, decision about where pilots August 2017</li> <li><input type="checkbox"/> Convene initial meeting-September 2017</li> <li><input type="checkbox"/> Calendar and convene regular meetings</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p>Anticipated date of first convening: TBD</p> <p>Actual date of first convening: TBD</p> <p>Other anticipated meeting dates: TBD</p>
<p><b>3. Conduct a needs assessment *</b> <i>e.g.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct data analysis May/June</li> <li><input type="checkbox"/> Complete community survey</li> <li><input type="checkbox"/> Complete focus groups</li> <li><input type="checkbox"/> Complete stakeholder interviews</li> <li><input type="checkbox"/> Produce a needs assessment report, with description of concept</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p>Anticipated completion of needs assessment: November 2017</p> <p>Actual completion of needs assessment: TBD</p>
<p><b>4. Create a concept paper</b> <i>e.g.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe the needs assessment process</li> <li><input type="checkbox"/> Define project principles</li> </ul>	<p>Anticipated completion of concept paper:</p>

<input type="checkbox"/> Provide a detailed overview of program elements, including range of services provided <input type="checkbox"/> Other: _____	November/December 2017  Actual completion of concept paper: TBD
<b>5. Create a project implementation plan</b> <i>e.g.</i> <input type="checkbox"/> Develop mission statement and objectives <input type="checkbox"/> Determine location(s) to be used <input type="checkbox"/> Define operations (e.g., day/time) <input type="checkbox"/> Define staffing and roles <input type="checkbox"/> Develop eligibility criteria, screening and assessment process, and case flow <input type="checkbox"/> Create policy for linking participants to services <input type="checkbox"/> Develop community service protocol <input type="checkbox"/> Define case management and monitoring procedures <input type="checkbox"/> Develop a communication strategy <input type="checkbox"/> Develop plan for ongoing community engagement <input type="checkbox"/> Create policy & procedures manual <input type="checkbox"/> Draft project implementation plan <input type="checkbox"/> Identify performance measures <input type="checkbox"/> Other: _____	Anticipated completion of implementation plan: November/December 2017 Actual completion of implementation plan: TBD
<b>Community Court Planning Milestones (provided on going funding)</b>	<b>Key Dates (Mo/Day/Yr)</b>
<b>6. Launch community court or enhancement project</b> <input type="checkbox"/> Set “soft” launch <input type="checkbox"/> Set “hard” launch	Anticipated soft launch date: TBD  Actual soft launch date: TBD  Anticipated hard launch date: TBD  Actual hard launch date: TBD

<p><b>7. Implement a risk/needs assessment tool, if desired</b>  <i>e.g.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review existing risk/needs tools</li> <li><input type="checkbox"/> Select tool and determine implementation strategy</li> <li><input type="checkbox"/> Train relevant staff on its use</li> <li><input type="checkbox"/> Use tool in court’s screening and assessment process</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p>Anticipated training date:</p> <p>Actual training date:</p> <p>Anticipated implementation date:</p> <p>Actual training implementation date:</p>
<p><b>8. Collect and report data (ongoing)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify data collection personnel</li> <li><input type="checkbox"/> Determine performance metrics to be collected</li> <li><input type="checkbox"/> Develop and implement data tracker</li> <li><input type="checkbox"/> Collect data on a quarterly basis</li> </ul>	<p>Anticipated date of completion of data tracker:</p> <p>Actual date of completion of data tracker:</p>

\*Data collection and Spokane visits, once completed, will inform us where to place pilot communities (2). Once communities have been determined, steering committees and stakeholder meetings will be determined.