

Year One Pinnacle Point 2 – Quarter 4

Date Submitted: July 18, 2013	Pinnacle Point Lead: Deborah Smith, Child Welfare Division Director
Goal: To create a system with clear delineation of roles, effective lines of communication, and accountability throughout the system.	Applicable Performance Areas: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Initiative	Initiative Lead	Evidence of Completion	Target Date	Documentation of Needs				Quarterly Update
				Technical Asst.	KIDS Changes	Research	Workgroup	
1. Integrate of all child welfare staff into one division will be completed.	Deborah Smith	Provided in Year 1 Q1	1/1/13		X		X	Completed in Year 1 Q1
2. Clarify the roles of all child welfare staff, leadership, and administrative support with written job descriptions and revised performance evaluations.	Deborah Smith	Provided in Year 1 Q1	1/1/13	OKDHS HRMD				Completed in Year 1 Q1
3. Examine each program area to determine if decisions made at the centralized office level should be made at the local level for the purpose of empowering front-line staff. Throughout implementation of the Pinnacle Plan, OKDHS will meet at least annually with the Co-Neutrals to discuss the organizational structure's ability to support decentralization of decision making, streamlined processes, access to services, and improved outcomes for children.	Program Managers		1/1/13				X	This initiative is ongoing. There is nothing new to report since last quarter.
4. Examine the function and documentation of case consultation at the centralized office level to ensure program staff is accountable for case-specific recommendations when provided.	Millie Carpenter		1/1/13				X	This initiative is ongoing. There is nothing new to report since last quarter.

Initiative	Initiative Lead	Evidence of Completion	Target Date	Documentation of Needs				Quarterly Update
				Technical Asst.	KIDS Changes	Research	Workgroup	
5. Finalize a schedule for regular team meetings for the Child Welfare Division. These meetings will serve to monitor progress on Pinnacle Plan implementation, support staff in carrying out responsibilities, break down barriers, provide opportunities to share critical information such as policy updates, and ensure staff is focused on Pinnacle Plan goals. Meetings may occur bi-monthly, monthly or quarterly, and technology such as teleconferencing may be utilized when appropriate to reduce travel.	Deborah Smith	Provided in Year 1 Q2	1/1/13	Clarus Consulting			X	Completed in Year 1 Q2
6. Finalize and conduct an annual in-service training program for all levels of the division to ensure an understanding of the organizational structure, new roles and responsibilities of staff, and Pinnacle Plan implementation.	Jami Ledoux and Deb Smith	Provided in Year 1 Q2	1/1/13	University Of Oklahoma			X	Completed in Year 1 Q2