

COSIG – WORKFORCE DEVELOPMENT (WFD) COMMITTEE WORKPLAN
(Revised 12/12/06)

WORKFORCE DEVELOPMENT TASKS					
Goal # Priority	Goal & Action Steps	Begin Date	Target Date	Responsible Parties	Strategies/Progress Notes/ Comments
1	<p>Develop a method of disseminating information to expand knowledge base among staff through the Essential Learning (EL) web-based system.</p> <p>1.1 Develop strategy to monitor efficiency & cost effectiveness of EL.</p> <p>1.2 Implement web-based Learning Management System – EL</p> <p>1.3 Archive training presentations</p>	1/04/07			
			2/28/07	T.Coyne	<p>1.1.1 Review of existing EL evaluations</p> <p>1.1.2 utilize validated instruments to survey the organizational learning climate within each agency</p>
			2/28/07	WFD Comm	<p>1.2.1 Develop policies for Essential Learning</p> <p>1.2.2 Develop criteria & review courses statewide to be developed for EL.</p>
			3/30/07	WFD Comm	<p>1.3.1 Determine by committee and/or accept requests for training presentations / courses</p> <p>1.3.2 Catalogue all courses in EL</p>

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2	<p>Develop a certification program that utilizes testing as a means to ensure skills development to practice at specified level of competency utilizing a person-centered approach; raise professional standards & resolve licensure & credentialing conflicts</p> <p>2.1 Assure consistency between professional standards & licensure requirements (levels of expertise) for treatment of co-occurring disorders (COD) & the development of a state level COD certification</p> <p>2.2 Formulate a curriculum of core competency courses required for treatment of COD in order to establish a state level certification</p> <p>2.3 Establish state level certification based on obtaining competency in the COD core curriculum</p>	1/04/07			
			4/30/07	WFD Subcomm	2.1.1 Determine any Board standards for treatment of COD which might aid or conflict with development of a state certification in COD treatment
			5/30/07	WFD Subcomm	2.2.1 Review documentation in the area of state certification of COD 2.2.2 Formulate a discipline specific COD curriculum
			6/30/07	WFD Subcomm	2.3.1 Develop policies and procedures for state level certification
			ongoing	WFD Subcomm	3.1.1 Review requests by local committees 3.1.2 Establish process for what is needed & what can be delivered

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4	<p>Develop program of organized clinical supervision and quality improvement to ensure sustainability of skill levels.</p> <p>4.1 Obtain managerial buy-in for quality maintenance through ongoing clinical supervision</p> <p>4.2 Develop a plan for sustaining COD competency through clinical supervision</p>	1/04/07	4/30/07	WFD Subcomm	<p>4.1.1 Implement DDCAT administrative elements which involve supervisory managerial components</p> <p>4.2.1 Establish COD criteria for supervisors</p> <p>4.2.2 Consider incorporation of COD skill level or certification for use in:</p> <ul style="list-style-type: none"> • job descriptions • performance evaluations (PPRS) competency plans • promotional opportunities • incentive pay (Civil Service) for supervisors and their supervisees

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5	<p>Ensure information flow to direct care staff from regional, district and state leadership.</p> <p>5.1 Develop a section on the COSIG website to manage information flow to local areas.</p> <p>5.2 Utilize the EL system for information flow on training (if feasible)</p>	1/04/07	<p>3/31/07</p> <p>5/30/07</p>	WFD Subcomm	<p>5.1.1 Review with COSIG coordinator and develop training section</p> <p>5.2.1 Investigate possibilities with Pat Tully</p>