

UCLA/Johnson & Johnson  
**HEALTH CARE INSTITUTE**  
*for Head Start*



In Association With



and the Washington State Health Care Authority

# PROJECT PLAN 2007/2009



# UCLA/J&J Health Care Institute State of Washington

## 2007-2009 Action Plan

ID	Task Name	Duration	Start	Finish
1	<b>PHASE I: BEGINNING - TRAIN THE TRAINERS PREPARATION</b> <b>(Nov 2007 - April 2008)</b>	89 days	Thu 11/1/07	Tue 3/4/08
2	HCI Team travels to Washington to present the HCI MODEL to Head Start and ECEAP (PROGRAMS)	22 days	Thu 11/1/07	Fri 11/30/07
3	WEB+APPLICATION PACKAGE+ UPDATES	13 days	Mon 12/3/07	Wed 12/19/07
4	DEADLINE FOR APPLICATION	1 day	Thu 12/20/07	Thu 12/20/07
5	SELECTION OF PROGRAMS	23 days	Fri 12/21/07	Tue 1/22/08
6	FORMAL NOTIFICATION OF ACCEPTANCE	1 day	Wed 1/23/08	Wed 1/23/08
7	PROGRAM TEAMS MEET TO BEGIN PLANNING FOR THE HCI	7 days	Thu 1/24/08	Fri 2/1/08
8	PROGRAM TEAMS PRESENT PROJECT TO ALL STAFF MEMBERS	7 days	Mon 2/4/08	Tue 2/12/08
9	PROGRAM TEAMS PRESENTS PROJECT (with press release) TO ALL STAKEHOLDERS OF LOCAL COMMUNITY: Board, Policy Council, Press	14 days	Wed 2/13/08	Mon 3/3/08
10	PROGRAM TEAMS SUBMIT "DRAFT" OF HIP: Timeline, Training, Incentives, Budget and Marketing Materials (TO UCLA)	1 day	Tue 3/4/08	Tue 3/4/08
11	<b>PHASE II: TRAIN THE TRAINERS - PARENT TRAINING PREPARATION</b> <b>(May 2008 - September 2008)</b>	72 days	Wed 5/14/08	Thu 8/21/08
12	TRAIN THE TRAINERS	2 days	Wed 5/14/08	Thu 5/15/08
13	PROGRAM TEAMS MEET TO FINALIZE: Timeline, HIP, Training, Incentives	1 wk	Fri 5/16/08	Thu 5/22/08
14	PROGRAM TEAMS PRESENT PROJECT TO ALL STAFF MEMBERS	1 wk	Fri 5/23/08	Thu 5/29/08
15	PROGRAM TEAMS PRESENT PROJECT TO ALL STAKEHOLDERS OF LOCAL COMMUNITY: Board, Policy Council, Press	1 wk	Fri 5/30/08	Thu 6/5/08
16	FAMILY RECRUITMENT (Commitment forms)	4 wks	Fri 6/6/08	Thu 7/3/08
17	AGECNY TEAMS COLLECT/ PRE TRACKING INFORMATION (One Visit to each family)	2 wks	Fri 7/4/08	Thu 7/17/08
18	TO ENSURE FULL PARENTS ATTENDANCE: Market, Market, Market	7 wks	Fri 7/4/08	Thu 8/21/08
19	<b>PHASE III: PARENT TRAINING - GRADUATION</b> <b>(Oct 2008 - Feb 2010)</b>	339 days	Tue 10/28/08	Fri 2/12/10
20	PARENT TRAINING YEAR I + PRE / ASSESSMENT	3 wks	Tue 10/28/08	Mon 11/17/08
21	POST / TRACKING: Visit parents once a Month for 3 months	12 wks	Tue 11/18/08	Mon 2/9/09
22	TEAM REGROUPS PARENTS FOR "GRADUATION" AND POST/ ASSESSMENT	4 wks	Tue 2/10/09	Mon 3/9/09
23	PARENTS TRAINING YEAR II + PRE / ASSESSMENT	3 wks	Mon 10/5/09	Fri 10/23/09
24	POST / TRACKING: Visit parents once a Month for 3 months	12 wks	Mon 10/26/09	Fri 1/15/10
25	TEAM REGROUPS PARENTS FOR "GRADUATION" AND POST/ ASSESSMENT	4 wks	Mon 1/18/10	Fri 2/12/10

**YES!!!**

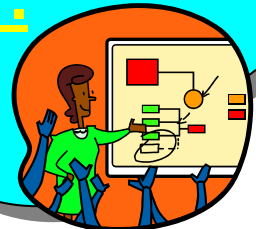
**JANUARY– APRIL 2008**

**FORMAL  
NOTIFICATION OF  
ACCEPTANCE**

- **BEGIN PLANNING**
- **PRESENT TO STAFF**
- **PRESENT TO ALL STAKEHOLDERS**



**TEAM SUBMITS  
DRAFT OF H.I.P.**



MAY - JULY 2008

TRAIN THE  
TRAINERS



TEAM MEETS TO  
FINALIZE  
(Timeline, HIP,  
Training, Incentives)



TEAM PRESENTS  
PROJECT TO  
STAFF & COMMUNITY

SUBMIT FINAL  
H.I.P. (TO UCLA)

**YEAR 1:**

**SEPTEMBER – OCTOBER 2008**

**FAMILY  
RECRUITMENT**

**PRE/TRACKING  
(VISIT FAMILIES  
ONCE BEFORE  
TRAINING)**

**MARKET, MARKET,  
MARKET!!!!  
TO ENSURE FULL  
PARENTS  
ATTENDANCE**

OCTOBER - MARCH 2009

PARENTS  
TRAINING YEAR 1  
&  
PRE-ASSESSMENT

Parents  
survey

POST TRACKING  
(VISIT PARENTS  
ONCE A MONTH  
FOR 3 MONTHS)

REGROUP FOR  
"GRADUATION"  
&  
POST-ASSESSMENT

Parents  
survey



**YEAR 2:**

**FAMILY  
RECRUITMENT**

**PRE/TRACKING  
(VISIT FAMILIES  
ONCE BEFORE  
TRAINING)**

**MARKET, MARKET,  
MARKET!!!!  
TO ENSURE FULL  
PARENTS  
ATTENDANCE**

PARENTS TRAINING  
&  
PRE-ASSESSMENT

Parents survey

POST TRACKING  
(VISIT PARENTS  
ONCE A MONTH  
FOR 3 MONTHS)

REGROUP FOR  
"GRADUATION"  
&  
POST-ASSESSMENT

Parents survey

