

Work Plan Example – Elevate Youth California

Organization Name: Youth Empowerment Center

Grant Period: November 16, 2020 – November 15, 2023

Priority Area/Population: *Latinx 2S/LGBTQ+ youth*

Problem Statement: *Latinx 2S/LGBTQ+ youth in rural California are at greater risk of experiencing negative impacts of substance use disorders.*

Contributing Factors: *Poor social support, reduced access to gender-confirming medical care, and higher risk of homelessness or unstable housing may lead to increased likelihood of using harmful substances.*

Program Goal: *To reduce the yearly number of school suspensions or expulsion of 2S/LGBTQ+ youth participants due to possession or use of a controlled substance from 61 suspensions (2021-2022) to less than 40 suspensions by December 2023.*

Policy Goal: *To improve school climate by addressing the disproportionate rate of expulsion that 2S/LGBTQ+ students of color experience by expanding anti-bullying campaigns and healing-centered restorative justice programs throughout the six middle schools and three high schools in Plumas County by November 2023.*

Work Plan

The work plan has five parts:

- **Objectives:** The objectives are statements of what major accomplishments you expect to achieve that year. Objectives should relate to the contributing factors. For example, you might have an objective related to decreases in depression. Please limit your plans to the 2-4 objectives that are essential for achieving your project goal. Objectives should be “SMART”:
 - **Specific:** Identify the specific change you want to see, including the individuals or groups you want to see the change in.
 - **Measurable:** Identity how much change you expect to see.
 - **Achievable:** Be ambitious, but also realistic, in what can be achieved within the grant period.
 - **Relevant:** Identify changes that are likely to affect the contributing factors in ways that will help you achieve the overall project goal.
 - **Time-bound:** All objectives should be achievable by the end of the grant period. Annual objectives should identify what can be achieved each year.
 - **Examples:**

- In partnership with the local school district, establish a local youth mentorship program at two high schools and three middle schools by 2023 (by the end of the project).
- Develop a new school district policy that replaces zero-tolerance approaches for bullying and substance use with healing-centered restorative justice practices in six middle schools and three high schools in Plumas County by 2023.
- Plan and host an annual youth action summit to educate and empower 50 youth ages 12-26 on topics of policy systems change, advocacy and SUD prevention in Plumas County by 2023.
- **NOTE: You will be required to report on the extent to which you achieved or exceeded your objectives. Make them ambitious, but realistic.**
- **Responsible staff/partner:** Identify the responsible partner/organization who will be implementing the specific objective.
- **Monitoring/evaluation approach:** In this column, identify the tool and analysis approach you will use to track progress toward your intermediate/long-term outcomes and overall goal.
- **Activities:** List the activities that support the identified objective.
- **Timeline:** Identify the start and end dates.

See examples in the tables below.

1. Programmatic Objectives

Example Objective:	<i>At the conclusion of the program, at least 80% of the participants will have an increase from baseline in leadership, decision-making and social skills by November 2023.</i>		
Project activities that support the identified objectives	Responsible staff/partners	Timeline	
		Start Date	End Date

<ol style="list-style-type: none"> 1. Recruit and train 10 peer-mentors 2. Outreach and recruitment of 30 program youth 3. Connect program youth to peer mentors 4. Hold bi-weekly mentoring sessions with peer youth mentors and mentees 5. Hold monthly trainings for program youth on relevant topics in Year 2 and 3 	<ol style="list-style-type: none"> 1. Project Lead 2. Project Lead 3. Project Lead 4. Peer Mentors, Project Lead 5. Peer Mentors, Coordinator, Project Lead 	1/5/21 1/5/21 1/5/21 2/1/21 11/16/21	2/15/21 3/30/21 1/30/22 11/15/23 11/15/23
Monitoring/evaluation approach: <i>Example:</i> <ul style="list-style-type: none"> • Participation in meetings using confidential sign-in sheets • Participant pre/post survey gauging increase in leadership, decision-making and social skills • Listening sessions with youth who identify as Latinx 2S/LGBTQ+ or straight to determine program design and receive program feedback at the end of Year 1. 			

2. Policy, Systems and Environmental Objective

Example Objective:	<i>Youth Empowerment Center in collaboration with ABC organization will improve school climate by providing a 4-part training series to all relevant staff of the six middle schools and three high schools in Plumas County on healing-centered restorative justice to increase staff knowledge of alternative approaches to discipline by November 2022.</i>		
Activities that support the identified objective	Responsible staff/partners	Timeline	
		Start Date	End Date
<ol style="list-style-type: none"> 1. ABC organization will provide one training per month available to all Plumas County high school and middle school staff on each of the following topics: trauma-informed care, healing-centered practice, harm reduction, and the HEADSS psychosocial assessment. 2. ABC org, Youth Empowerment Center and Youth Participants will advocate for a policy in Plumas County Office of Education (PCOE) to incorporate training curriculum to 	<ol style="list-style-type: none"> 1. ABC Organization, YEC Staff Policy Lead 2. Staff Policy Lead & Youth Policy Participants 3. Staff Lead 4. Staff Wellness Lead 	10/1/21 10/1/21 1/1/21 1/1/21	9/30/23 8/19/23 11/15/23 (Ongoing)

<p>the onboarding plan for new hires that manage school discipline</p> <p>3. Youth Empowerment Center will work with PCOE to update organizational policies to align with current trauma-informed care best practices</p> <p>4. Youth Empowerment Center will join the school district wellness committee to support district-wide policy change</p>			
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Monitoring/evaluation approach:

Example:

- *Needs assessment to help determine the specific trainings and policy change at each of the schools*
- *Participation in trainings and meetings using confidential sign-in sheets*
- *Participant pre-test/ post-test gauging increase of knowledge in trainings*
- *Rates of expulsion at Plumas County school districts*
- *Number of schools in Plumas County that adopt policy updates with relevant trainings*
- *Number of schools in Plumas County that require staff to complete the relevant trainings*
- *Listening sessions with youth of color who identify as 2S/LGBTQ+ or straight to gather youth voice and data comparisons for the specific policy change and impact on school climate.*