

Building Local Continuums of Care to Support Youth Success

Final Plan Checklist

Introduction

This checklist has been created to assist grantees in submitting their final strategic plan to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) for the Building Local Continuums of Care to Support Youth Success planning grants. As outlined in the Notice of Funding Opportunity (NOFO), these grants were awarded to *“assist jurisdictions in planning and assessing promising and evidence-based prevention and intervention services that will inform the development of a community-based continuum of care for youth at risk of becoming or already involved in the juvenile justice system. The long-term goal of this effort is to support sustainable, research-based and data-informed recidivism reduction policies, practices and programming, and the strategic reinvestment of cost savings into effective prevention and intervention programs.”*

The following guide will help sites meet the requirements of the NOFO. All specific questions related to the submission and unique circumstances of a site should be directed to the site’s OJJDP program manager.

Plan Format

OJJDP does not have a required strategic plan format. The following is a list of suggested sections for your plan:

- Cover Page
- Table of Contents
- Executive Summary
- Introduction
- Planning Infrastructure
- Asset Mapping
- Data and Gap Analysis
- Cost Savings
- Continuum Priority Areas
- Goals and Objectives
- Implementation Plan
- Conclusion
- Appendices and/or Attachments, if applicable

Front Matter Sections

Cover Page

The cover page should include:

- Title of plan
- Date
- Author(s)

Consider including graphics, such as art by system-impacted youth.

Table of Contents

Ensure that page numbers in the table of contents correctly align with their corresponding sections in the plan.

Body Sections

Executive Summary

An executive summary is useful as a shorter discussion tool that can be shared with stakeholder groups. The executive summary provides a brief overview of the plan, including a summary of key points.

Introduction

Include a brief overview of:

- The OJJDP Continuum of Care goal and objectives
- How the strategic plan aligns with the OJJDP Continuum of Care

The following describes the goal and objectives of the initiative, as provided in the original solicitation and subsequent trainings:

GOAL

The primary goal of the initiative is to support better outcomes for youth and families by investing more resources in prevention and intervention programming across a community-based continuum of care in neighborhoods disproportionately impacted by incarceration. By lifting up community-based alternatives and supporting systems integration, better outcomes for all youth can be achieved.

A well-resourced continuum should include a range of supports and opportunities that build on youth and family strengths and assets to promote healthy development, improve family functioning, meet essential needs, and strengthen neighborhoods. Ideally, youth and families would have access to a rich variety of supports and services

outside the juvenile justice system so that it is not the only entry point for access, and participation can continue beyond a youth's involvement in the justice system. Services should be effective and responsive to the evolving needs of youth and families.

OBJECTIVES

The objective of this initiative is to support interested jurisdictions to conduct a planning process that will identify available resources and existing gaps in prevention and intervention services for youth at risk of involvement or already involved in the juvenile justice system. Creating alternative pathways to deeper system involvement and incarceration for justice-involved youth is central to the initiative and investing in supportive and effective youth-serving systems, no matter where a youth sits on the continuum, in a non-siloed manner, is good practice. This planning process must be comprehensive, collaborative, and focused on cost savings that allow for the identification, development, and sustainability of promising and evidence-based strategies for youth. Specific program objectives include:

- Identify strategies that support promising and evidence-based approaches that advance the long-term well-being and success of youth and their families.
- Develop economic impact strategies that result in cost savings and identify how those cost savings can be reinvested into the larger continuum of care.
- Establish a sustainable framework that supports the decarceration of youth and the diversion of children identified as being at risk of involvement in the criminal justice system through a coordinated, collaborative strategy and that promotes safe communities.

Planning Infrastructure

Discuss:

- Staff hired, their roles and responsibilities, and how/if they will be sustained
- How youth and families were included in the planning infrastructure and how their voices will be sustained moving forward
- The process used for assembling your planning body
- The leadership of the body and work groups created
- When/how the planning body convened to support the planning process
- How this body will continue to sustain the work of this plan

Asset Mapping

Explain:

- The process used to develop the asset map for the site, including how youth and family voice was included in the process
- Any challenges related to asset mapping and how they were addressed or will be addressed moving forward
- The results of the asset mapping exercise, specifically identifying the evidence-based programs and best practices that exist in the site
- How the asset map and process will be utilized and sustained moving forward
- Any changes that have occurred from the time of the asset mapping process to the report submission

Data and Gap Analysis

Describe:

- How the site collected and analyzed data, including how youth and family voice was included in the process
- Any challenges related to data collection and how they were addressed or will be addressed moving forward
- Gaps identified in data collection, specifically including populations where over/under representation exists compared to the general youth population
- The key results of the data collection and how they will inform the priorities
- Any key changes to gaps or data from when the data was collected to report submission

Cost Savings

Address:

- How the planning process worked to identify cost savings across the continuum
- How the site will explore reinvesting identified cost-saving measures

Continuum Priority Areas

Discuss:

- The overarching results of the planning activities that led to the identified priority areas
- How these priority continuum areas were decided based on asset mapping, data and gap analysis, and youth/family input

Goals and Objectives

Ensure goals and objectives are:

- Directly related to the priorities and activities outlined above

- SMART (specific, measurable, achievable, relevant, time-bound) and data driven

Implementation Plan

Include:

- Clear, actionable activities and provide a clear plan for accessing, delivering, and sustaining the continuum of care—or an identified section of the continuum—utilizing evidence-based and/or best practices
- A clear implementation timeline and benchmarks
- An explanation of how the site will leverage funding sources for implementation

Sustainability

Include (chart form acceptable):

- Current and planned activities to sustain the work of the planning council, including who is responsible for the ongoing duties and how this will be funded
- Current or planned activities to engage in sustaining the current assets, services, and supports in the Continuum of Care
- Any proposed funding sources
- A formal sustainability plan could be attached if this work has been done

Conclusion

The conclusion should briefly summarize the planning process and next steps.

Back Matter Sections

This section should contain any appendices or necessary attachments.