



Healthy Juvenile Justice Action Plan

Site Name:
State:
Initial Date of Completion:
Updated on:
Updated on:
Updated on:
Final Review Date:

Instructions to Site Team: By now, your site has selected your top one to three goal(s). Use this Action Plan template to detail exactly what steps your site will take to achieve your one to three goal(s).

- Insert additional rows in the template to identify as many steps as necessary to accomplish each goal.
- Conduct periodic quality checks to ask:
 - Is the plan *Complete*? Does it list all the action steps or changes needed to accomplish the goal?
 - Is the plan *Clear*? Is it apparent who will do what by when on the Action Plan?
 - Is the plan *Current*? Do you need to update the plan based on new information or progress you have made?

Instructions for completing each column:

The first row of the table includes examples.

- A. What is the best practice or goal your site wants to achieve?** Insert the number and name from the inventory worksheet.
- B. List all the steps needed to achieve this goal.** Insert a row for each step. Put only one step on each row.
- C. Identify lead person.** List the person responsible for ensuring that each step gets done.
- D. Initiation date.** Specify the date that the step was added to the plan. Insert new steps into the electronic document at any time.
- E. List target completion date.** Identify the date when you want each step to be complete.
- F. List criteria for completion.** Clearly identify your criteria for judging whether the work is done.
- G. Status at final review.** Complete this with your project manager at your final annual review.

Action Plan

I. SITE ACTION PLAN

A. What is the best practice or goal your site wants to achieve?	B. List all the steps to achieve this best practice or goal (one step per line)	C. Identify lead person for each step	D. Initiation Date	E. Target completion date	F. List criteria for step completion	G. Status of step at final review a. Completed b. Almost done c. Early progress d. Have not started e. Abandoned
1. JJ02-F. Wellness challenges are utilized to increase participation in employee wellness offerings	1a) Identify options for wellness challenges and get staff input on the top 2 or 3	Jack Spratt	October 31, 2015	November 15, 2015	We will make a list of 5 or 6 options, circulate them for voting, and will have the results of the vote	a.
	1b)					
	1c)					
2.	2a)					
	2b)					
	2c)					
3.	3a)					

Action Plan

Summary Review

Prior to your final annual review, copy the best practices and goals (not steps) from your action plan into this table. Complete this with your project manager at your final annual review.

II. SITE BEST PRACTICE OR GOAL ACHIEVEMENT

A. What is the Best Practice or goal your site wants to achieve?	B. Review date	C. Level of goal completion a. Completed b. Almost done c. Early progress d. Have not started
1. JJ02-F. Wellness challenges are utilized to increase participation in employee wellness offerings	<i>January 31, 2015</i>	b.

Action Plan

THIS PAGE TO BE COMPLETED BY ALLIANCE FOR A HEALTHIER GENERATION PROJECT MANAGER.

REVIEW DATE:

Please use the table below to describe any unplanned accomplishments or unintended consequences of work this site undertook on its action plan.

III. UNPLANNED AND UNINTENDED OUTCOMES

What Happened—Describe unplanned accomplishments or unintended consequences	What goal or step was it related to, if any?

Action Plan

IV. SUSTAINABILITY PLAN

Indicate the status of the following at the final review:

1. Wellness team development

- a. Completely formed
- b. Completely formed
- c. Partially formed
- d. Not started forming yet

2. Wellness team activity

- a. Meets regularly
- b. Does not meet regularly but has met at least once
- c. Has never met

3. Comments on Wellness Team:

4. Wellness policy

- a. Ratified
- b. Written but not ratified
- c. Not fully written but in progress
- d. Site hasn't started writing it yet

5. Comments:

6. Wellness policy annual review

Site has plans to conduct an annual review of wellness policy review by *Insert Date*.

7. Comments:

8. Annual action plan review

Site has plans to conduct next action plan review by *Insert Date*.

Action Plan

9. Comments:
