****

**Dispute Resolution System Improvement**

**Action Planning Tool**

Action planning will provide your team with a roadmap to help you reach your desired system changes. It will help your team and stakeholders share the workload and responsibilities. The *Dispute Resolution System Improvement* *Action Planning Tool* can be used to focus a team’s efforts on a few targeted improvement areas by setting achievable goals and assigning responsibility among the group. In order to complete the *Dispute Resolution System Improvement* *Action Planning Tool*, follow the steps below:

* Step 1. Use the following tools and resources to better understand how your system is functioning:
	+ [*Dispute Resolution System Self-Assessment*](https://www.cadreworks.org/resources/cadre-materials/cadres-dispute-resolution-system-self-assessment-tool)
	+ [*OSEP Part B Dispute Resolution Self-Assessment*](https://www.cadreworks.org/sites/default/files/resources/OSEP%20Part-B-Self-Assessment.pdf)
	+ *[Improve Understanding of How Your DR System or Process Functions](https://www.cadreworks.org/resources/improve-your-understanding-how-your-dr-system-or-process-functions)*
	+ *[Diagnosing System Performance Issues](https://www.cadreworks.org/resources/cadre-materials/diagnosing-system-performance-issues)*
	+ [*Data Drill Down Tool*](https://www.cadreworks.org/resources/data-resources/data-tools)
* Step 2. Use the following tools to help determine priorities, assess readiness, and identify the strategies most likely to bring about desired results:
	+ [*Determining Priority Areas*](https://www.cadreworks.org/resources/cadre-materials/determining-priority-areas)
	+ *[Creating Readiness for Change](https://www.cadreworks.org/resources/cadre-materials/creating-readiness-change)*
	+ *[Getting to Desired Results](https://www.cadreworks.org/resources/cadre-materials/getting-desired-results)*
* Step 3. Use this template to:
	+ Identify activities to be implemented under each selected priority area (use as many sheets as needed).
	+ Identify resources necessary for each activity.
	+ Assign a staff lead.
	+ Identify initiation and completion dates for each activity.
* Step 4. Begin implementing activities.
* As an ongoing practice to ensure the Action Plan is effective:
	+ Track and share progress.
	+ Celebrate accomplishments.
	+ Make adjustments as needed.

**Priority Area:** *(Examples:* [*Systemwide Oversight, Infrastructure, & Organization*](https://www.cadreworks.org/improving-your-system/systemwide-oversight-infrastructure-organization)*;* [*Access & Delivery*](https://www.cadreworks.org/improving-your-system/program-access-delivery)*;* [*Standards & Professional Development*](https://www.cadreworks.org/improving-your-system/standards-professional-development)*;* [*Public Awareness & Outreach*](https://www.cadreworks.org/improving-your-system/public-awareness-outreach-activities)*;* [*Evaluation & CQI*](https://www.cadreworks.org/improving-your-system/evaluation-continuous-quality-improvement-cqi)*)*

* Measurable Performance Target(s):
* Data Source(s):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activities | Resources Needed | Staff Lead | Date to be Initiated | Date to be Completed | Notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Priority Area:**

* Measureable Performance Target(s):
* Data Source(s):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activities | Resources Needed | Staff Lead | Date to be Initiated | Date to be Completed | Notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |