



Fathers and Continuous Learning in Child Welfare

## **Toolkit for Building System Capacity to Engage Fathers and Paternal Relatives in Child Welfare: Sustainability Planning Worksheet**

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## Sustainability Planning Worksheet<sup>1</sup>

### Purpose

A sustainability plan can be a road map for achieving or sustaining long-term goals. It outlines specific plans for practices, processes, and partnerships to ensure sustainability. Improvement teams can use the Sustainability Planning worksheet to communicate their plans to other offices or departments.

### Instructions

Using the details from the [LADDERS Worksheet](#) and the [Racial Justice Action Planning Form](#), you are encouraged to develop a plan to sustain the important work you have started. Begin by documenting an overall vision and timeline for sustainability activities, and then document the action steps necessary to achieve sustainable improvements.

Consider the following when developing your plan:

- **Leadership:** What internal and external support do you need to sustain your program?
- **Agency fit and capacity:** How does this work align with the overall mission of the agency and other initiatives? How do new practices complement existing practices?
- **Documentation:** What internal resources does the improvement team need to effectively sustain new activities? How will you document activities in an ongoing way? How will you communicate the plan to internal and external partners?
- **Data:** How will you assess and monitor performance of the plan to evaluate effectiveness and to inform future planning?
- **Expectations and engagement:** How will you communicate expectations about new practices, and what changes are needed to ensure ongoing effectiveness of new programs?
- **Replacement:** How will your agency know that new practices are better than the old way of doing things?
- **Staffing:** How will staff be trained to learn and sustain the work?

Improvement teams are encouraged to be specific. Anyone, including new hires, should be able to read the plan and understand what needs to happen to reach your objective. If your improvement team finds this template limited in space, you are encouraged to use another format that makes sense to you.

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<sup>1</sup> The Sustainability Planning Worksheet was developed by the FCL Project Team. For the full toolkit, please visit <https://www.acf.hhs.gov/opre/toolkit/toolkit-building-system-capacity-engage-fathers-and-paternal-relatives-child-welfare>.

## Sustainability Planning Worksheet

**Sustainability plan: Action steps to promote the sustainability of practices that engage fathers and paternal relatives**

**Program vision statement:** Describe the long-term goal or vision for improving your engagement of fathers and paternal relatives and achieving racial justice for men of color in child welfare.

**Time frame:** Enter the date by which you aim to achieve implementation of the plan.

**Sustainability action steps**  
*(Add or delete rows to meet your needs)*

Strategy to sustain	Person/s responsible	Metrics used to track progress	Resources needed and where they will come from	Plans and processes needed to sustain strategy (include dates)

## Sustainability Planning Worksheet (Example)

### Example sustainability plan: Action steps to promote the sustainability of practices that engage fathers and paternal relatives

**Program vision statement:** Describe the long-term goal or vision for improving your engagement of fathers and paternal relatives and achieving racial justice for men of color in child welfare.

Our department will take a comprehensive approach to promote engagement of fathers and paternal relatives in child welfare. We will examine practices to support better outcomes for fathers of color who are disproportionately disadvantaged through involvement with the child welfare system. We will assess and address the preferences of fathers and paternal relatives, and create a system that engages fathers and paternal relatives through every step of policy and practice.

**Time frame:** Enter the date by which you aim to achieve implementation of the plan.

### Sustainability action steps

*(Add or delete rows to meet your needs)*

Practice improvement to sustain	Person/s responsible	Metrics used to track progress	Resources needed and where they will come from	Plans and processes needed to sustain improvement (include dates)
Family-team meeting enhancements	Joanne	<ul style="list-style-type: none"> <li>Number of fathers attending family-team meetings</li> <li>Father experience of family-team meetings</li> </ul>	<ul style="list-style-type: none"> <li>Staff to support team meetings</li> <li>Documentation of father participation before and after meeting</li> <li>Staff to review father responses to surveys</li> </ul>	<i>Teams are guided to detail this information on another form that they can create</i>
Ongoing training and support for staff and supervisors to discuss father engagement during supervision	Mark	<ul style="list-style-type: none"> <li>Number of conversations where supervisors support staff use of father engagement strategies</li> <li>Staff self-assessment of their ability to support fathers</li> </ul>	<ul style="list-style-type: none"> <li>Training team will continuously develop curriculum on working with fathers and coach supervisors to apply the skills</li> </ul>	<i>Teams are guided to detail this information on another form that they can create</i>
Father advisory council	Tina	<ul style="list-style-type: none"> <li>Number of fathers engaged in father advisory council</li> <li>Frequency of advisory council meetings</li> <li>Fathers' report of whether the council recommendations are incorporated in policy and practice</li> </ul>	<ul style="list-style-type: none"> <li>Staff to support meetings</li> <li>Time for father leader to attend leadership meetings to report back on council recommendations</li> </ul>	<i>Teams are guided to detail this information on another form that they can create</i>
Quarterly review of father engagement data	Sam	<ul style="list-style-type: none"> <li>Occurrence of quarterly review meeting</li> <li>Follow-up actions from meetings</li> </ul>	<ul style="list-style-type: none"> <li>Data reports from data lead</li> <li>Quarterly meeting date</li> <li>Action steps and follow up plan</li> </ul>	<i>Teams are guided to detail this information on another form that they can create</i>