State Team Responsibilities

- Send follow-up materials to all local areas, including the toolkit (email templates, agenda template, desk aids, planning materials).
- Confirm each local area's designated Point of Contact (POC).
- Coordinate scheduling for each area's first assessment event.
- Provide in-person support for each area's initial assessment session (Sara).
- Offer ongoing virtual support for subsequent assessment activities.
- Maintain clear communication loops with local POCs and leadership.
- Facilitate monthly technical assistance meetings until all areas complete their assessments.
- Conduct quarterly progress review meetings to monitor accomplishments, identify barriers, and provide guidance.
- Prepare for the one-year statewide review of progress and readiness for reassessment.
- Document statewide progress, share updates, and support areas in continuous improvement.

Local Area Leadership Responsibilities

- Identify and submit the name of the local POC (OSO, board representative, or local manager).
- Decide whether your area will conduct the assessment as a single local area, by individual AJC, or through combined smaller offices.
- Begin planning for your local assessment event, including setting a preferred date and location.
- Ensure necessary technology and materials are available: projector, breakout space, sticky-note pads, marker sets.
- Coordinate the participation of all core and required partners and any other local programs identified by the board.
- Review materials shared by the state team in advance (as feasible).
- Engage in monthly TA meetings and quarterly progress discussions.
- Participate in the one-year review and reassessment planning.

Local Point of Contact Responsibilities

- Serve as the main liaison between the local area and the state team.

- Coordinate local logistics for the assessment event (scheduling, invitations, room setup, materials).
- Make sure breakout groups are organized and all partners are represented.
- Track progress on identified priorities and ensure follow-up activities are initiated.
- Submit requested updates, activity completion reports, or progress documentation to the state team.
- Attend facilitation training (if provided) to support local implementation.