

SIP Chart Template Instructions

The Instruction Manual, templates and template instructions for the C-CFSR Process are available on the [Children's Services Outcomes and Accountability Bureau](#) and [CDSS County Extranets](#) webpages.

A sample SIP Chart can be found on the webpages listed above. The SIP Chart is the county's work plan for achieving change in the data outcome measures and systemic factors. This information is intended to assist the state and county with monitoring the SIP progress.

PRIORITY OUTCOME DATA MEASURE OR SYSTEMIC FACTOR

First page requirements:	See Chapter 3 of Instruction Manual.
First page of chart:	Should provide information regarding county's priority outcome data measure or systemic factor for SIP period.
Template space for four areas:	The county C-CFSR team, in collaboration with CSOAB consultant, will select number of data measures and/or systemic factors needed to accomplish desired system improvement.
If more than four areas selected:	Expand template: <ol style="list-style-type: none"> 1. Place cursor at bottom of page in last box provided and select tab key 2. Cut and paste text from previous box 3. Repeat until desired number of boxes appears

STRATEGY TABLE

Second section of chart:	Provides area for county to list following information: <ul style="list-style-type: none"> • Selected strategies • Identify if the strategy is supported by CAPIT, CBCAP, and/or PSSF funds • List all outcome measure(s) and/or systemic factor(s) that will be effected by strategy • Counties participating in Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project will identify if strategy is related to waiver • Action steps • Implementation and Completion Timeframes • Person responsible
Template space for four strategy tables:	It is at the discretion of the county to determine the number of strategies needed to cover the SIP period.

To create additional tables:	<ul style="list-style-type: none"> • Place cursor over top left-hand corner of table where a box will appear • Place cursor over box and right click • Select copy function • Place a hard return below last table that appears on template • Select paste function and a new table will appear • Cut and paste text from prior table • Change strategy number in strategy box
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ACTION STEP BOXES

For full descriptions of strategies, action steps and timeframes:	See Chapter 3.
Template provides five action step boxes per strategy:	It is up to discretion of county to determine how many action steps are needed to accomplish strategy.
If more than five action steps needed:	Expand template: <ul style="list-style-type: none"> • Place cursor in last box of strategy table • Select tab function • A new row will appear
For each box:	List only one action step.
Timeframe:	Each action step will have established timeframe to accomplish step which includes start and end date.
Person responsible:	Each action step must list person responsible for completion of step. May be identified as unit or workgroup responsible for tracking action item.

UPDATING THE SIP CHART FOR THE PROGRESS REPORT

A copy of the SIP Chart is included with the Progress Report. If additional goals and/or strategies and action steps have been added, the county includes them in the revised SIP Chart. The original SIP Chart is used with necessary updates to reflect the county’s current performance and current status of implementation strategies (i.e., completed, postponed, etc.).

The chart will also reflect any revised time frames for completion. Do not remove any information from the original SIP Chart; rather, strikethrough any action steps/timeframes/etc. that are removed or changed. Any changes/updates made are identified as updated information.