



Jefferson County
Communities That Care

Building Allyship and Diversity in Jeffco Initiative

(BADJ is pronounced “badge”)

Collaborative Action Plan

Category: Strategic Planning

Objective #1: Create and implement a written plan for on-going community engagement and initiative leadership, including youth, agency representatives, BIPOC or multiracial and LGBTQIA+ community members.

Measure of Success: Consistent engagement at meetings and on tasks between meetings, including JCTC BADJ Workgroup participation which continues to include:

- 50% of members from the LGBTQIA+ community, including one or more co-chair of the group
- 25% of members identify as BIPOC or multiracial, including one or more co-chair of the group
- 25% of members work directly with youth in the community at least weekly
- 25% of members aged <25 years

Additionally, host a minimum of four community input events, with at least one being designed and led by young people.

Activities: (Enter only one activity on each line) What action steps will you take to accomplish the objective?		Responsible Party: Who is the person responsible for each activity?	Timeframe: What is the timeframe for each activity?	Deliverables: What will you accomplish and/or produce as a result of each activity?
1.1	Compose and share a memorable vision, purpose and description of the BADJ Initiative.	Jeffco Communities That Care Building Allyship & Diversity in Jeffco Workgroup (JCTC BADJ) Workgroup members	4/1/22 to 6/30/22	Portion of written plan created.
1.2	Confirm, change and add to group norms and/or expectations for the group.	JCTC BADJ Workgroup members	4/1/22 to 6/30/22	Portion of written plan created.
1.3	Plan community engagement, including listening sessions, one-on-one interviews, town halls, etc. including opportunities for trusted adults, parents and family, and LGBTQIA+ and BIPOC or multiracial youth to provide input.	Jefferson County Public Health Community Engagement Coordinator with JCTC BADJ Workgroup input	4/1/22 to 8/25/22	A calendar of input events is established.
1.4	Establish goals and metrics for measuring and tracking community engagement, including a range of engagement (from single input session to leadership of the initiative).	Drafted by BADJ Project Coordinator, changed/approved by JCTC BADJ Workgroup	4/1/22 to 8/25/22	Baseline measurements are imputed into a tracking spreadsheet, along with written instructions for further updates.

1.5	Create a system for tracking participant demographic information.	Drafted by BADAJ Project Coordinator, changed/approved by JCTC BADAJ Workgroup	4/1/22 to 6/30/22	Google form created; used at meetings; results summarized and shared with Jeffco CTC Board.
1.6	Host monthly JCTC BADAJ Workgroup meetings, tracking attendance using established protocols, as well as group demographics.	JCTC BADAJ Workgroup chairs, facilitation by BADAJ Project Coordinator	4/1/22 to 6/30/23	Meetings with meeting minutes and attendance tracked.
1.7	Host a minimum of 4 community/stakeholder input projects/events and analyze results.	Jeffco CTC Teens Summer Interns and volunteers from work group (or others in the coalition); Jeffco Community Engagement Coordinator, JCTC staff, JCTC BADAJ Workgroup chairs	4/1/22 to 10/31/22	Events with meeting minutes and attendance tracked; results summaries shared with Jeffco CTC Board.
1.8	Create and implement a participant equity plan that includes (but is not limited to) enabling and encouraging participation people with impaired vision or hearing, people who are differently abled, people who speak different languages, and those who are members of communities that are historically and currently marginalized.	JCTC BADAJ Workgroup chairs	4/1/22 to 6/30/23	Plan created; metrics created.

Category: Building Staff and Volunteer Capacity

Objective #2: Host or make available 4 or more hours of existing, evidence-based training, including training on the following: allyship, health equity, racial equity, changing policies and systems, systemic injustice, and implicit bias. Additionally, offer 4 or more hours of training in the following: positive youth development, motivational interviewing, resource navigation & suicide prevention.

Measure of Success: Requisite number of hours offered; at least 2 staff members and 3 volunteers have attended a minimum of 12 hours of training, as described above.

Activities: (Enter only one activity on each line) What action steps will you take to accomplish the objective?		Responsible Party: Who is the person responsible for each activity?	Timeframe: What is the timeframe for each activity?	Deliverables: What will you accomplish and/or produce as a result of each activity?
2.1	Compile a list of existing applicable trainings, including details about each (evidence-basis, availability, cost, training-of-trainers available, etc.).	JCTC Community Board Chair with assistance from JCTC BADJ Workgroup	4/1/22 to 6/31/22	Training matrix created. LINK
2.2	Two or more JCTC BADJ Workgroup members attend and/or thoroughly review each potential training.	Volunteers from JCTC BADJ Workgroup	7/1/22 to 10/30/22	Observations/reports from participants added to the training matrix.
2.3	Using data from community input sessions, determine additional training resources needed and create/implement a plan to procure those.	Drafted by Jeffco CTC BADJ Project Coordinator, changed/approved by JCTC BADJ Workgroup	9/1/22 to 12/30/22	Recommended training resources and plan added to the matrix.
2.4	Create a pilot curriculum of trainings for an individual to earn a "BADJ," along with potential substitutions for trainings (e.g., QPR training allowable in place of SafeTalk training).	Drafted by BADJ Project Coordinator, changed/approved by JCTC BADJ Workgroup	9/1/22 to 10/30/22	List of trainings or training options, including sign up procedures.
2.5	Two or more group members complete the training curriculum as established.	Volunteers from JCTC BADJ Workgroup	10/1/22 to 12/30/22	Reports or interview notes with participants.
2.6	Compile referral navigation resources to assist BADJ wearers.	Jefferson County Public Health Health Equity Coordinator in partnership with 211, Aunt Bertha	4/1/22 to 12/30/22	Web page published on www.twelvetalks.com.

		and/or other referral patient navigation leads		
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Category: Strategic Planning				
Objective #3: Create a sustainable system for earning, maintaining and tracking a “Building Allyship and Diversity in Jeffco” designation as an individual employee or volunteer within a Jefferson County agency, to include background checks, minimum training requirements, and any responsibilities/obligations.				
Measure of Success: Written plan is created, along with an executive summary/ fact sheet, then voted as accepted by the Jeffco CTC coalition.				
Activities: (Enter only one activity on each line) What action steps will you take to accomplish the objective?		Responsible Party: Who is the person responsible for each activity?	Timeframe: What is the timeframe for each activity?	Deliverables: What will you accomplish and/or produce as a result of each activity?
3.1	Determine branding, messaging and design for BADJ products including, but not limited to: a badge to be worn on a lanyard with ID badges, online meeting background screens, stickers, posters, etc.	JCTC Teens Summer Interns and volunteers from work group (or others in the coalition); JCTC staff, JCTC BADJ Workgroup chairs	4/1/22 to 6/30/22	Packet of designed materials
3.2	Compile information for potential agencies, including requirements (e.g., background checks, point person, time allotted for training), costs, time commitments, and resources.	Drafted by BADJ Project Coordinator, changed/approved by JCTC BADJ Workgroup	6/1/22 to 8/30/22	Information packet for potential partners
3.3	Create a statement of involvement, MOU or similar, along with a virtual “publicity kit” for participating agencies to use.	JCTC staff; pilot site leaders	6/1/22 to 8/30/22	MOU or similar
3.4	Establish a simple, scalable tracking system for agencies to use to track individual employee training and designation as a BADJ participant.	Drafted by BADJ Project Coordinator, changed/approved by JCTC BADJ Workgroup	4/1/22 to 8/30/22	Tracking system (spreadsheet or similar)
3.5	Establish a reporting system for agencies to report to Jeffco CTC participation within their system.	Drafted by BADJ Project Coordinator, changed/approved by JCTC BADJ Workgroup	4/1/22 to 8/30/22	Online form or similar

3.6	Create a promotional video about the program.	Jeffco Teens Summer Interns; Jeffco Community Engagement Coordinator, JCTC staff, JCTC BADJ Workgroup chairs	5/20/22 to 8/30/22	Promotional video
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Category: Strategic Planning				
Objective #4: A written evaluation plan is created and implemented.				
Measure of Success: 6 months of evaluation outputs are recorded, including process and short-term outcome evaluations metrics.				
Activities: (Enter only one activity on each line) What action steps will you take to accomplish the objective?		Responsible Party: Who is the person responsible for each activity?	Timeframe: What is the timeframe for each activity?	Deliverables: What will you accomplish and/or produce as a result of each activity?
4.1	Select health outcome data to track and establish baseline data measures.	Jeffco CTC Data Workgroup; Jefferson County Public Health Health Equity Coordinator	4/1/22 to 6/30/22	Portion of written evaluation plan
4.2	Create output measures and a tracking system for those using data from 3.3, above.	Drafted by BADJ Project Coordinator, changed/approved by JCTC BADJ Workgroup	4/1/22 to 7/30/22	Portion of written evaluation plan
4.3	Establish and pilot a tool for measuring participant experiences in the BADJ program.	Jeffco CTC Data Workgroup in joint meeting with BADJ work group	7/30/22 to 6/30/23	Online form or similar
4.4	Establish and pilot a youth survey, to be used in the annual Jeffco CTC Youth Town Hall, to measure awareness of the initiative and changes in perception of safety at local agencies.	Jeffco CTC Data Workgroup in joint meeting with Workgroup	7/30/22 to 6/30/23	Town hall question(s) and/or online form or similar
4.5	Write a formal evaluation plan and template for a yearly evaluation report.	Drafted by BADJ Project Coordinator,	3/1/23 to	Portion of written evaluation plan

		changed/approved by JCTC BADJ Workgroup; Jefferson County Public Health Health Equity Coordinator	6/30/23	
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Category: Providing Technical Assistance within the Community/Grassroots Organizations.

Objective #5: Once a plan is created, sharing with and having it adopted by, a minimum of 3 agencies in Jefferson County. (Adopted means approved for use, which can vary by agency.)

Measure of Success: 3 agencies adopt the plan

Activities: (Enter only one activity on each line) What action steps will you take to accomplish the objective?		Responsible Party: Who is the person responsible for each activity?	Timeframe: What is the timeframe for each activity?	Deliverables: What will you accomplish and/or produce as a result of each activity?
5.1	Create a one-page document about participating for 2-3 pilot sites.	Jeffco Teens Summer Interns and volunteers from JCTC BADJ Workgroup (or others in the coalition); JCTC staff, JCTC BADJ Workgroup chairs	5/20/22 to 8/30/22	One-page document
5.2	Present information about the opportunity to participate, and need for the initiative, to relevant decision-making bodies.	Jeffco Teens Summer Interns & volunteers from JCTC BADJ Workgroup (or others in the coalition); Jeffco Community Engagement Coordinator, JCTC staff, JCTC BADJ Workgroup chairs	5/20/22 to 8/30/22	Slidedeck & presentation
5.3	Ask pilot sites to sign or agree to MOU or similar agreement of participation, including adjusting internal practices and policies, as needed, to allow personal display of allyship; to display signage about seeking support; and to provide information regarding resources for addressing inequities to clients, students, and participants about resources.	Jeffco Teens Summer Interns & Jeffco JCTC staff	5/20/22 to 8/30/22	Signed MOU or similar
5.4	Assist agencies with selecting or recruiting staff	JCTC BADJ Workgroup	4/1/23	Staff members recruited, selected

	members to pilot the program who are likely to become trainers in the future.	volunteers; BADAJ Project Coordinator	to 6/30/23	
5.5	Pilot site participants go to trainings.	Contracted trainers; trainers from organizations offering fee for service/ free trainings	4/1/23 to 6/30/23	Trainings completed
5.6	Gather and organize on-going feedback from pilot site participants.	Pilot site staff members who agree to be the curriculum testers with BADAJ Project Coordinator	4/1/23 to 6/30/23	Online form or similar

Category: Building Staff and Volunteer Capacity				
Objective #6: Create/ adopt/ modify a trainer-of-trainers (TOT) curriculum, then pilot the TOT model with agencies who are currently participating.				
Measure of Success: The TOT pilot is successfully tested, including TOT participants from at least 3 agencies.				
	Activities: (Enter only one activity on each line) What action steps will you take to accomplish the objective?	Responsible Party: Who is the person responsible for each activity?	Timeframe: What is the timeframe for each activity?	Deliverables: What will you accomplish and/or produce as a result of each activity?
6.1	Following the pilot, modify the suggested BADAJ curriculum for individuals, along with substitutions, and publish it.	JCTC BADAJ Workgroup and staff members who agree to be the curriculum testers	1/1/23 to 3/25/23	Modified curriculum
6.2	Establish a TOT curriculum.	JCTC BADAJ Workgroup	2/1/23 to 5/25/23	TOT curriculum draft
6.3	Pilot the TOT system with 2-3 pilot agencies.	Agencies agreeing to pilot	2/1/23 to 5/25/23	Trainers trained
6.4	With feedback from pilot TOT participants, modify the TOT curriculum.	Drafted JCTC BADAJ Workgroup and staff members who agree to be	1/1/23 to 6/25/23	TOT curriculum published online

		the curriculum testers, changed/approved by JCTC BADAJ Workgroup		
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Category: Strategic Planning					
Objective #7: Create and adopt, through the Jeffco CTC board and participating agencies, a sustainability plan for Building Allyship and Diversity in Jeffco.					
Measure of Success: Adoption of the plan by the Jeffco CTC board; inclusion in the plan tracking of specific measures of social supports, mental health, safety, and violence utilizing data sources including the Healthy Kids Colorado Survey and Jeffco CTC Jeffco Teens annual Youth Town Hall; 50 or more participants at first annual BADJ Summit.					
Activities: (Enter only one activity on each line) What action steps will you take to accomplish the objective?		Responsible Party: Who is the person responsible for each activity?	Timeframe: What is the timeframe for each activity?	Deliverables: What will you accomplish and/or produce as a result of each activity?	
7.1	Create a list of potential funding or in-kind resources to maintain the administration of the initiative.	JCTC BADJ Workgroup brainstorming; leads at participating agencies	1/1/23 to 5/25/23	Portion of written sustainability plan	
7.2	Create a list of potential funding or in-kind resources to maintain the training of BADJ participants.	JCTC BADJ Workgroup and leads at participating agencies	1/1/23 to 5/25/23	Portion of written sustainability plan	
7.3	Develop plans, with partners and as part of other similar resources navigation projects, to regularly update resources list regularly.	Jefferson County Public Health Health Equity Coordinator in partnership with 211, Aunt Bertha and/or other referral patient navigation leads	1/1/23 to 5/25/23	Portion of written sustainability plan	
7.4	Present the sustainability plan to the Jeffco CTC board and to key leaders in the community through Jeffco Connects (the collaborative management system in the county).	Jeffco Teens Summer Interns & volunteers from JCTC BADJ Workgroup (or others in the coalition); Jeffco Community Engagement Coordinator, JCTC staff, JCTC BADJ Workgroup chairs	5/20/22 to 8/30/22	Slidedeck & presentation	
7.5	Adoption of plan through Jeffco CTC coalition board	JCTC BADJ Workgroup	4/1/23	Vote of the board as captured in	

	vote.	chairs, CTC staff/volunteer taking meeting minutes & attendance	to 6/30/23	meeting minutes
7.6	Establish a yearly JCTC BADJ summit for participants to gather to plan advocacy efforts for additional policy and systems changes within organizations or jurisdictions, along with additional training and updating resources.	JCTC BADJ Workgroup volunteers; BADJ Project Coordinator	1/15/22 to 6/30/23	Sign in from the first summit; one or more policy one-pager drafted.