




Policy and Procedures

DEPARTMENT NAME: Administration		
SUBJECT: Strategic Planning	POLICY NUMBER: AD-011	
APPROVAL: 	Effective Date: 5/6/2021	REPLACES : New Policy

- I. **PURPOSE:** Strategic planning is essential in managing. By having measurable goals and objectives, the Children’s Network can set priorities. The planning process defines the vision for the agency and clarifies actions needed from staff.
- II. **REVIEW HISTORY:** This is a new policy.
- III. **CONTACT:** Chief Executive Officer
- IV. **PERSONS AFFECTED:** All employees of the Children’s Network
- V. **POLICY:** The Children’s Network will develop and implement a five-year strategic plan for the agency, utilizing information and data gathered about performance and about needs and opportunities. The plan will be reviewed and updated annually by the Board of Directors. Planning will involve the Board of Directors, the management team and the agency’s directors with input from agency employees. Since the agency is flexible as changes are mandated from funders and legislative changes, the Children’s Network is open to amending and updating planning to meet current and future needs.
- VI. **RATIONALE:** This plan will identify long-term and short-term needs and provide a structure to establish strategic planning.
- VII. **CROSS REFERENCES:** Contract HJ-300 with the Department of Children and Families; Children’s Network of Southwest Florida Board of Directors Guidelines.
- VIII. **DEFINITIONS:**

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.
- IX. **PROCEDURES:**

A. The Chief Executive Officer, and/or designees, will review short-term and long-term objectives to identify goals which fit into the agency’s vision.

1. Identify steps needed to achieve goals and objectives
2. Assure goals are realistic and measurable, aligning with the mission statement

B. Management team will gather pertinent information and current analysis about the agency's present strategic position, gathering any needed input from staff to complete a strengths/needs assessment.

C. Working with the Board of Directors, the Children's Network will develop a five-year plan which will be approved by the Board and which will be reviewed and updated annually. The Strategic Plan will be readily available to Children's Network employees.

D. The management team and the Board of Directors will constantly monitor and manage performance, tweaking the plan as needed to continue progress.

X. **EXHIBITS:**

A. Strategic planning flow chart

EXHIBIT A

Strategic Planning

Children's Network of Southwest Florida

Inputs

Community – Alliances, Guardian ad Litem, United Way,
County Needs assessments
Department of Children and Families, Judicial system

Internal – Quality Management input from case reviews
Data reviews
Utilization Management input from contract monitoring,
Team meetings



Activities

Management team - reviews scorecard, other inputs
Recommends changes as needed
CEO, COO, CFO - make recommendations to the Board of Directors
Board of Directors - Provides direction and approves 5-year plan



Outputs

5-year strategic plan accepted, with annual reviews and updates mandated



Outcomes

The Children's Network has a plan to improve and expand services as needed to
Achieve Safety, Permanency and Well-being for children in the child welfare system