BJA STOP School Violence Threat Assessment and Technology Reporting Program

Category 1 – State Population – 8.47 million (2017) forecast to 8.48 million (2018)

Commonwealth of Virginia/VA Center for School & Campus Safety

PROGRAM TIMELINE

Project Performance Measures to be mapped onto Project Timeline; for each activity the individual who is responsible will need to be identified. Timeline is in draft format for illustrative purposes and will be finalized once activities are reviewed and finalized by team.

Grant Manager

Activity	Person Responsible	Timeline
• Post position, conduct interviews and hire	Donna Michaelis	Q1

K12 Threat Assessment Training

Activity	Data	Person Responsible	Timeline
• Notify schools of award	Existing database	Shellie Evers	Q1
• Review data and prioritize divisions with greatest apparent need	Safety Survey Question Responses	Program Manager and Grant Assistant	Q1
• Request for Proposal	Under Development	Shellie Evers	Q1
• Identify training locations in each of 8 superintendent regions	See map	Program Manager and Grant Assistant	Q1
• Adapt training curriculum to include opportunities for teams/ localities to identify ways to strengthen teaming	See current curriculum	Program Manager and Grant Assistant	Q1

Activity	Data	Person Responsible	Timeline
and process issues			
• Schedule 2 sessions per superintendent area for a total of 16	Number of participants	Marc Dawkins	Q1
• Extend invitation to targeted school divisions promoting opportunity for team enhancement, encourage participation of key stakeholders.	# of personal contacts and responses	Program Manager and Grant Assistant	Q1-Q3
• Develop and print materials	As needed	Grant Assistant	Q1
• Facilitate trainings	# of trainings	Marc Dawkins and Others	Q2-4
• Get feedback from participants (data)	Satisfaction Survey	Program Manager and Grant Assistant and Research	Q2-4
• At end of grant year, review feedback to identify any adjustments needed	Via a team meeting	All	Q4
• At end of grant year, review school survey data to identify schools to target following year	Safety Survey Question Responses	Program Manager, Grant Assistant and Research	Q4

Training the Trainer Trainings – 3 year project

Activity	Data	Person Responsible	Timeline Years 1 & 2
• Notify schools of award	Updated database	Program Manager and Grant Assistant	Q1* YR 1 only
• Review data and identify school divisions who may have individuals who would be interested in participating	Safety Survey Question Responses	Program Manager and Grant Assistant	Q1
• Request for Proposal	To be developed	Shellie Evers, Program Manager	Q1* YR 1 only

		and Grant Assistant	
• Identify training locations	Based upon previous year and identified needs	Program Manager and Grant Assistant	Q1
• Schedule 4 training sessions per superintendent area	See above	Marc Dawkins and Others	Q1
• Print training materials	TBD	Program Manager and Grant Assistant	Q1
• Hold trainings	# of sessions and participants	Program Manager and Grant Assistant	Q1-Q4
• Develop survey tool	See criteria	Vendor	Q1-Q2
• Get feedback from participants (data)	Satisfaction/ Impact Survey	Program Manager and Grant Assistant, and Research	Q4
• Follow up with participants to support implementation and identify barriers to implementation (data)	Impact/ Barriers Survey	Program Manager and Grant Assistant	Q3-Q4
• At end of grant year, review feedback to identify any adjustments needed	Via team meeting	Program Manager and Grant Assistant	Q4
• At end of grant year, review school survey data to identify schools to target following year	School Safety Survey	All	Q4

Teacher Training Video

Activity	Data	Person Responsible	Timeline
• Identify subject matter experts to	Utilize	All	Q1

consult on project	existing and solicit additional		
• Request for Proposals	To be developed	Shellie Evers, Program Manager and Grant Assistant	
• Identify vendor	Upon completion of RFP solicitation process	All, in cooperation with VDOE and local division input	Q1
• Collaborate with vendor to produce video	With stakeholder input	Project Manager will lead with input with all, and partners	Q1-4
• Develop pre-test / post-test survey (data)	Data re: learning	Program Manager, Grant Assistant, and Research	Q1
• Identify pilot schools	Based on identified needs	Program Manager and Grant Assistant	Q1
• Offer teacher training	# participants	Vendor, Program Manager and Grant Assistant	Q4
• Adjust as necessary based on feedback from pilot	Ongoing	Vendor, Program Manager and Grant Assistant	Q4
• Release training statewide at beginning of year 2 and monitor.	Highlight at state	Program Manager and	YR 2 Q1

		conference	Grant Assistant	

Consultation and Technical Support

Activity	Data	Person Responsible	Timeline
• Develop / modify documentation process (data)	Referral sources, questions, time to respond	Program Manager and Grant Assistant	Q1
• Develop feedback survey	Impact of consultation	Program Manager, Grant Assistant, and Research	Q1
• Identify vendor(s)	TBD based upon RFP and state contract	All	Q1
• Make referrals as appropriate	With team input	Team decision	ongoing
• Request post-consultation feedback thru survey (data)	At conclusion of consultation	Program Manager, Grant Assistant, and Research	ongoing
• At end of grant year, review data on requests and feedback	Impact	Program Manager, Grant Assistant, and Research	Q4
• Adjust process as appropriate	Ongoing	Program Manager, Grant Assistant, and Research	Q4

Case Management Tool

Activity	Person Responsible	Timeline

• Develop CM Tool specifications	All, with input from VDOE and local school divisions	YR 1 Q1
• Request for Proposal	Program Manager, Grant Assistant, and Research	YR1 Q2
• Identify vendor YR 1	Program Manager, Grant Assistant, and Research with input from all	YR 1 Q2
• Consult with vendor	Project Manager/Team	YR 1 Q2-4
• Consult with attorney re: confidentiality/ information sharing	Program Manager/ Donna Michaelis/Dave Cotter	Ongoing as needed
• Develop module	Project Manager, Vendor, Grant Assistant, with input from all including VDOE and local school divisions	YR 1 Q3-4
• Pilot module YR 2	Program Manager, grant assistant, and Vendor	YR2 Q1-4
• Modify as appropriate	Program Manager, grant assistant, and Vendor	YR2 Q1-4
• Release module YR 3	Program Manager, grant assistant, and Vendor	YR3 Q1
• Modify as appropriate	Program Manager, grant assistant, and Vendor	YR3 Q1-4