



Sustainability Workshop: Organizational Capacity

September 4, 2024

RETAIN

Retaining Employment and Talent
After Injury/Illness Network

 **AIR**[®]


ODEP
Office of Disability
Employment Policy

Disclaimer

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ENGAGE EVERYONE



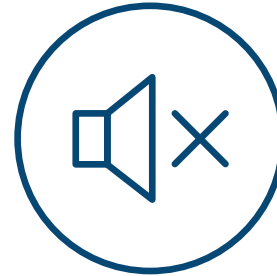
BE HEARD AND SEEN



ACKNOWLEDGE SPEAKER



MAXIMIZE MICROPHONES



MINIMIZE NOISE



MAXIMIZE VISUAL DISPLAYS

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*If you have technical difficulties, please email us at
RETAINTA@air.org and a team member will assist you.*

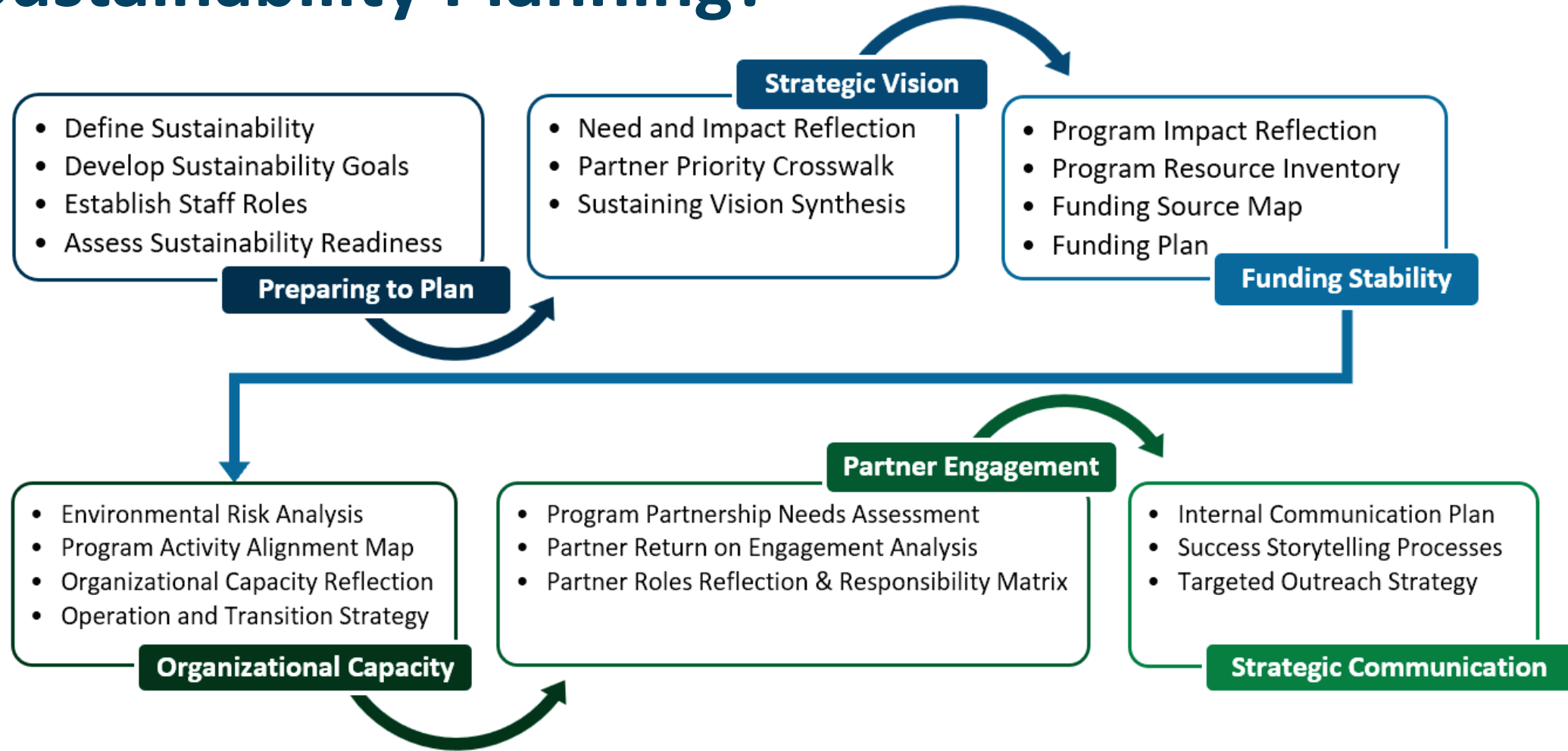
Agenda

- Define organizational capacity
- Overview of key organizational capacity strategies
- Share relevant tools and resources
- Peer-sharing and discussion

What is Organizational Capacity?

- Organizational capacity covers a broad range of resources (partnerships, funding, staffing, infrastructure, resources, etc.) required to carry out your state's current and future functions.
- There are different stages of developing or assessing organizational capacity, that may relate to current or future states of a program.
- Assessing the sustainability aspect of organizational capacity requires considering long-term program success and viability beyond the current structure of funding, priorities, etc.

Where Does Organizational Capacity Fit Into Sustainability Planning?



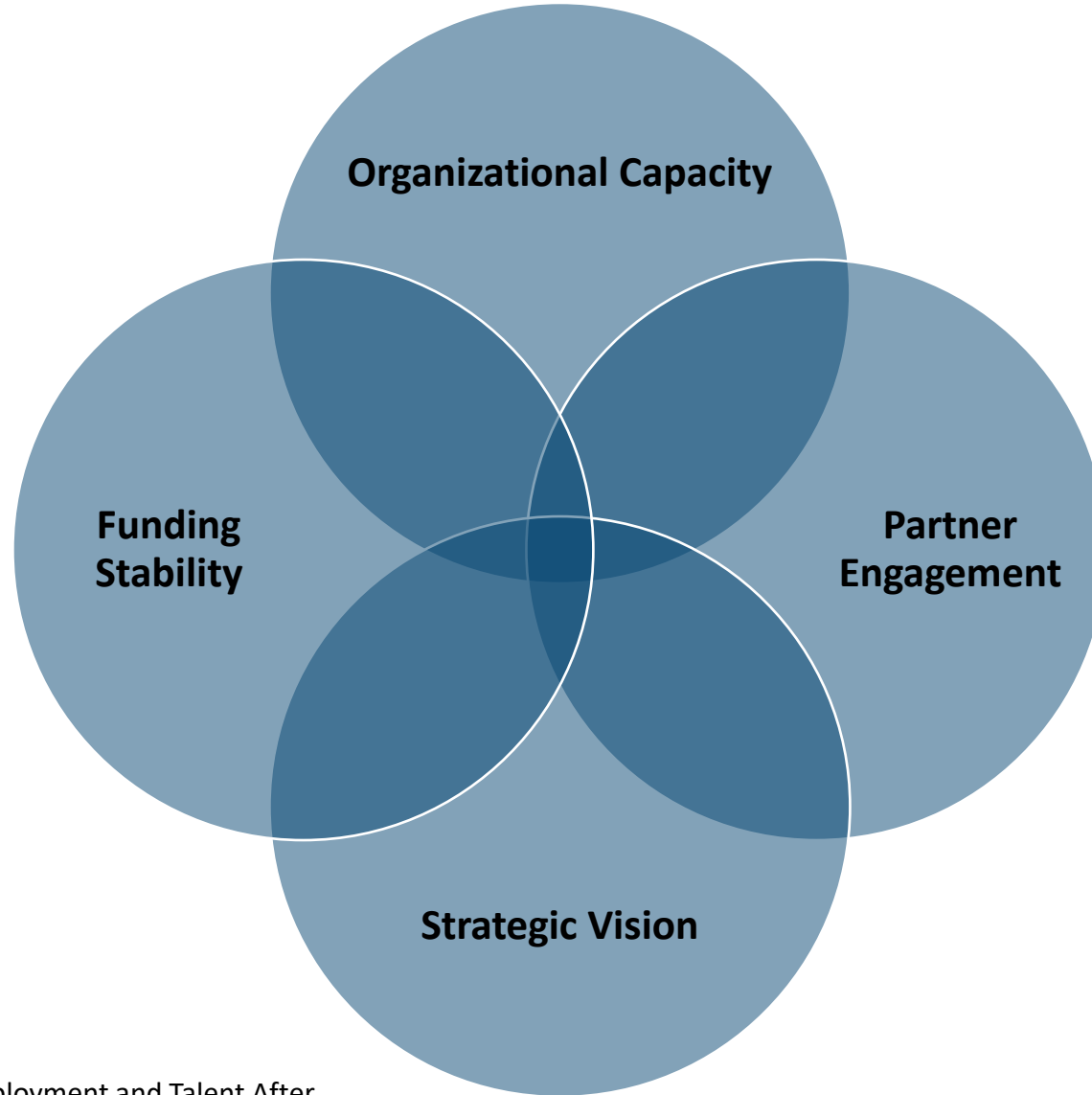
Why Does it Matter?



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It's Part of a Larger System of Sustainability



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Organizational Capacity for Sustainability: Strategies to Consider

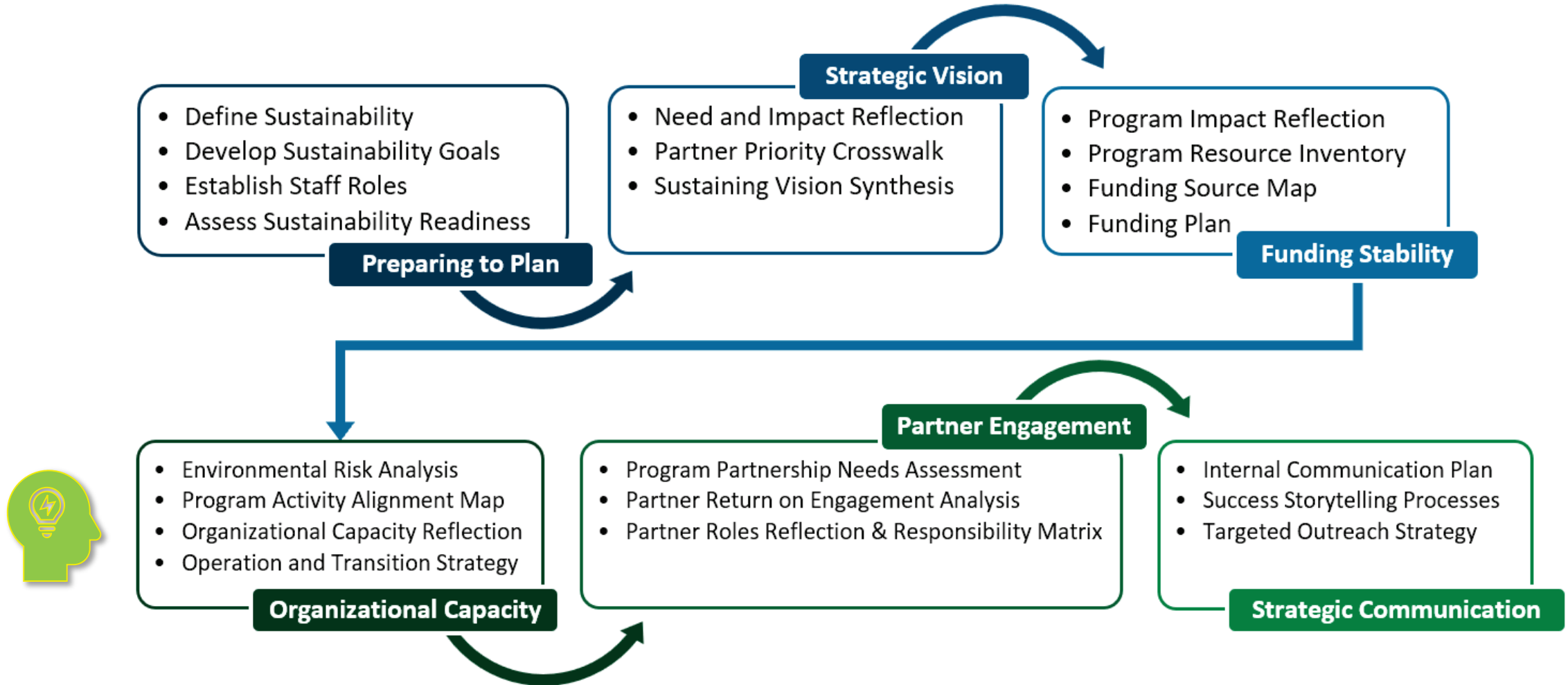
- Assessing potential changes by considering strengths and risks
- Evaluate program activities
- Align key roles and responsibilities
 - Is there alignment between program staffing needs and personnel/partnership support?
 - Where are the gaps? Where are the anticipated gaps?
- Looking ahead when assessing organizational capacity
 - How robust is organizational capacity based on anticipated changes?




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Using the Sustainability Readiness Toolkit:



Assessing Readiness to Tackle Organizational Capacity

	Readiness level		
	Exploratory <i>We have not yet started or are just starting to explore.</i>	In Development <i>We are currently in the process of developing.</i>	Prepared <i>Yes, we are fully prepared in this area.</i>
<ul style="list-style-type: none"> We have assessed both the risks and opportunities (e.g., political, economic, social) that may affect program sustainability. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We have evaluated staff and partner roles to identify duplication of effort. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We have evaluated our strengths and limitations in consideration of anticipated changes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> We have identified transition needs and skill gaps across key staff roles. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Risk Analysis

Potential change	Likelihood of change <i>(certain, likely, possible, unlikely, rare)</i>	Impact severity potential <i>(minor, marginal, critical, significant)</i>	Impact risks	Impact opportunities
<i>Example: State workforce transition to new agency</i>	<i>Likely</i>	<i>Critical</i>	<i>Staff role reorganization, delays in fiscal processing</i>	<i>New partnership access to additional state programs and funding streams</i>

Program Activity Alignment

Program goal	Program functional area	Program activity	Staff responsible
<i>Example: Reduce return-to-work barriers by making support services available</i>	<i>Local workforce board One-Stop system partners and community-based organizations</i>	<i>Referrals made for partner services through the local One-Stop Career Center</i>	<i>Local job center case manager or partner program</i>

Organizational Capacity Reflection

Original program	Notes for sustained program
Coordination: <i>What has worked well regarding the management and coordination of the program? What could be improved?</i>	
Management: <i>What management functions will be required to sustain prioritized activities? What is the best strategy for managing those functions?</i>	
Staffing structure: <i>What expertise is needed to continue the activities we have prioritized to sustain?</i>	

Relevant Tools and Resources

- [Beyond Implementation: Planning for Sustainability: A Brief From Your RETAIN Technical Assistance Provider](#)
- [Sustainability Readiness Toolkit](#)
- [Operational Planning and Implementation Guidance Checklist \(OPIG\)](#)
- [RETAIN Resource: Root Cause Analysis Process Handout and Worksheet](#)
- [RETAIN Resource: Continuous Quality Improvement Strategies](#)

What's Next?

- **Partner Engagement**

- Wednesday, September 11 from 2:00 – 3:00 pm ET

- **Strategic Communication**

- Wednesday, September 18 from 2:00 – 3:00 pm ET

Questions? Please email us at RETAINTA@air.org

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