



TRANSFORMING CULTURE | TOGETHER

Racine County Human Services Department
Revised Scope of Work Proposal
01 15 21

Contractor Information:

Collaborative Safety, LLC
8161 Hwy 100 #206
Nashville, TN 37221
916-548-5041
sm@collaborative-safety.com

Proposal Timeline: January 1st, 2021 – December 31st, 2021

This proposal is designed to meet the needs of the Racine County Human Services Department. The following scope of work addresses the needs of Racine County with respect to capacity building across the agency as well as building sustainability for a safety culture.

The scope below provides for flexibility in activity/training selection for Racine County to adapt and adjust its scope of work as needs evolve across this contract period. Additionally, the eLearn component provides for training the entire workforce in basic Safety Science and the Collaborative Safety model. The cost for the eLearn for year 2 and all subsequent years is offered with a 75% discount. This will allow for continued ability to train large numbers of staff (new hires, refreshers, etc.) for low cost providing the best economy of scale.



Scope of Work

- 1. Conduct one (1) Leadership Lab [12 Months] **(\$48,000.00)**
 - a. (01/01/21-12/31/21)
 - b. 1 Virtual Lab, 3 Onsite Labs
- 2. eLearn **(\$14,000.00)**
 - a. Year 1 Cost: \$14,000.00
 - i. (01/01/21 – 12/31/21)
- 3. Conduct one (1) Safety Leadership Institute **(\$0)**
 - a. (01/01/21-12/31/21)
- 4. Systems Review Model Institute **(\$0)**
 - a. (01/01/21-12/31/21)
 - i. Includes SCIR Management System
- 5. Systems Review Model Technical Assistance 1 year **(\$0)**
 - a. (01/01/21-12/31/21)

Total: \$62,000.00

Scott J. Modell

REVIEWED BY FINANCE DIRECTOR

[Signature] 1/15/21
Sign Date

[Signature]
JONATHAN DELAGRAVE
RACINE COUNTY EXECUTIVE

Date 01-25-2021
Certified to be correct as to form
By *[Signature]*
Racine County Corporation Counsel

[Signature]
Wendy M. Christensen
Racine County Clerk 1/25/2021



Detailed Description of Work

Leadership Labs

Leadership Labs are designed to engage leaders, managers and supervisors who have completed the Safety Leadership Institute. Each Leadership Lab has 2 cohorts of up to 12 staff (total 24 staff per Leadership Lab). Content is provided through quarterly Webinars, Leadership Labs, and Cohort Calls. Leadership Labs are onsite learning engagements that incorporate specific tools and strategies to promote a safety culture in everyday practice and supervision. The month prior to the Leadership Lab, each Cohort participates in a Webinar that prepares them for the upcoming onsite Leadership Lab. The month following the Leadership Lab, each Cohort participates in a follow up conference call.

eLearn Year 1

The eLearn Year 1 is to maximize training up to 500 staff using interactive modules. There are 5 modules for frontline staff, supervisors, and managers. The five modules include moving to a safety culture, old view and new view safety, language, second story, accountability/safety culture.

Safety Leadership Institute

The Safety Leadership Institute is designed to provide agency management with a high-level understanding of safety science. The SLI engages leaders, managers and supervisors on how to integrate safety science into everyday work to support a culture of safety and accountability and to enhance communications between staff.

Systems Mapping

Systems Mapping is designed to support participants to develop an in depth understanding of safety science and how to review work from a systems



approach. The Systems Mapping is derived from systems mapping techniques commonly used in safety analysis and is used to study practice areas of interest. The goal of the Systems Mapping is to understand decision making within the organization and identify systemic barriers to everyday work that can be addressed through system wide change and improvement. Distance based training and support will be provided to users of Systems Mapping with focus on skill building, implementation, and sustainability. Additionally, Systems Mapping includes access to our SCIR Management System (SMS)*.

*SCIR Management System (SMS)

The SCIR Management System is a cloud-based software support for the Systemic Critical Incident Review process that is accessed by supported users via web application and includes two components: Systems Mapping Tool (SMT) and SCIR Reporting System (SRS). The SMT allows agencies to review critical incidents using evidence-based Safety Science. The tool is user friendly and designed to capture systemic influences within and outside of the agency. The SMT is web-based and can be used during in-person or distance-based review meetings. Users can create, save, and edit systems maps and generate PDF copies as a part of their review process. The SRS allows agencies to develop online forms unique to their critical incident review process. The SRS further allows users to complete forms online and easily capture and access data specific to the critical incident review process. The SRS functionality includes management of systemic critical incident review data (including demographics, systems maps, systems analysis tool and other critical incident data).

Systems Mapping Technical Assistance

- Technical Assistance and Ongoing Fidelity:
 - Unlimited Email Access



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- Dedicated Slack Channel
- Access to Technical Assistance Skills Sessions
- Access to SCIR Management System (SMS)*
 - Systems Mapping Tool (SMT)
 - SCIR Report System (SRS)