**CPPC Quarterly Report FY 2016 CPPC-DCFS6-09-071**

**Year End CPPC/DCAT due July 15, 2016**

**Warren County Board of Supervisors**

**Contract Start Date: July 1, 2015**

***1.3 Scope of Work.***

**1.3.1 Deliverables.**

The Contractor shall provide the following:

(a)Be trained and DHS certified in Family Team Meetings and conduct Community Based Family Team Meetings on an as needed basis determined by DCAT, DHS or community needs. **Received Facilitator’s Number in FY11. Three meetings (one prep, one initial and one follow up) were completed in FY16.**

(b)Facilitate meetings of the DCAT/CPPC Steering Committee Shared Decision Making Leadership Group, Al’s Pals and report on planning initiatives with community-wide partner organizations or neighborhood networking groups in Madison, Marion and Warren Counties. **Facilitated Steering Committee meetings and reported on initiatives of the three provider groups (one in each county) in FY16.**

(c)Maintain CPPC website ([cppconline.com](http://cppconline.com/)) to increase awareness of CPPC in Madison, Marion and Warren Counties. **Completed in FY16. All received updates, job postings, trainings etc. were posted on the website and sent out in weekly updates. New web address is** [**www.cppconline1.com**](http://www.cppconline1.com)**. Website got an average of 2,000 views per week FY16.**

(d)Prepare required CPPC/DCAT/CBCAP/Al’s Pals progress reports required by the CPPC State of Iowa, DCAT Governance Board, and DCAT/CPPC Steering Committee & CBCAP. **Completed in FY16.**

(e)Attend CPPC Regional and Annual Meetings.   
**Attended the following meetings in FY16:  
9/8/15: CPPC Regional Meeting  
11/3/15: CPPC Immersion 201 (Presenter/Planning Committee)  
11/4/15: CPPC Statewide Meeting (Presenter/Planning Committee)  
5/4/16: Statewide CPPC Meeting  
6/9/16: CPPC Regional Meeting**

(f)Supervise CPPC and Al’s Pals program for Madison, Marion and Warren County. **Completed in FY16 (refer to CPPC and Al’s Pals reports).**

(g)Participate in each County’s monthly provider meetings. **Completed in FY16:**

**Madison – Working with service providers on Family Fun Day, Health & Wellness Fair, Drug Drop, Fundraising, and Distracted Driving projects. Attended Madison County Cares the following dates:**7/28/15: Madison County Cares  
8/25/15: Madison County Cares  
9/22/15: Madison County Cares  
10/27/15: Madison County Cares  
11/24/15: Madison County Cares  
1/26/16: Madison County Cares  
2/23/16: Madison County Cares  
3/22/16: Madison County Cares  
4/26/16: Madison County Cares (missed for PCA Iowa Conference)  
5/24/16: Madison County Cares  
6/28/16: Madison County Cares

**Marion – Providing support when necessary. Attended Marion County Providers on the following dates:**7/6/15: Marion County Providers  
8/3/15: Marion County Providers  
9/14/15: Marion County Providers  
10/5/15: Marion County Providers  
11/2/15: Marion County Providers (Missed meeting for an Al’s Pals Visit)  
12/7/15: Marion County Providers  
1/4/16: Marion County Providers  
2/1/16: Marion County Providers  
3/7/16: Marion County Providers (missed due to funeral)  
4/4/16: Marion County Providers  
5/2/16: Marion County Providers (missed to prep for Immersion and Statewide)  
6/6/16: Marion County Providers (missed for PTO)

**Warren –Attending Warren County Providers meetings to learn of needs in the community. Attended Warren County Providers on the following dates:**9/8/15: Warren County Providers (same as Regional Meeting)  
10/13/15: Warren County Providers  
11/10/15: Warren County Providers (Missed meeting for an Al’s Pals Visit)  
12/8/15: Warren County Providers  
1/12/16: Warren County Providers  
2/9/16: Warren County Providers  
3/8/16: Warren County Providers4/12/16: Warren County Providers  
5/10/16: Warren County Providers  
Warren County Providers does not meet from June-August.

(h)Provide support services, funding and implementation for the CPPC program for the Indianola DCAT Cluster. The Contractor shall issue payments as directed by authorized DCAT staff for the CPPC Project.  Payments shall be issued to the, individual, vendor, business, or other entity identified by the DCAT staff and/or by the Department. **Completed in FY16.**

**Agency Responsibilities.**    
The Agency will provide a local Service Area contact person to provide support to the Coordinator.  Support will include assistance in the tracking of the Decategorization Project dollars, contract training, and management and review of contracts.  Additional support will be made available through Agency Central Office staff via the Decategorization Program Manager and Bureau of Service Contract Support.    
  
Board Responsibilities  
The Board will provide guidance to the Coordinator regarding service needs and expectations, essential data collection, funding pool allocations, tracking, and contract monitoring and review.  The Board will meet annually and as needed with the Contract Manager to assess the Coordinator’s performance.

1.3.2 Performance Measures.

(a)Conduct minimum of 12 Family Team Meetings per State Fiscal Year as assigned by the Family Team Meeting Facilitator for Madison, Marion and Warren Counties. **We have only received one referral in FY16 resulting in a preparation meeting, initial meeting and follow up meeting. CPPC Coordinator discussed CBFTMs at each provider meeting and is working on a partnership with Mid Iowa Family Therapy Clinic to get information about CBFTMs to families utilizing the Community Cares program. See FTM report.**

(b)100% attendance and 100%  monthly meeting notes prepared (before next meeting) for the CPPC Shared Decision Making Group for Madison, Marion and Warren County. **Completed in FY16. See CPPC Steering Committee Minutes.**

(c)Post received updates for website within three working days. **Completed in FY16.**

(d)All Quarterly and Annual Reports are due to DCAT Coordinator 15 calendar days after the close of each quarter. **Completed in FY16.**

(e)90% attendance combined for  at CPPC Quarterly and State Wide Annual Meetings. **100% attendance at all meetings in FY16.**

(f)90% attendance combined at  CPPC Regional and Annual Meetings. **100% attendance at all meetings in FY16.**

(g)90% attendance at monthly Provider Meeting in each county. **Completed in FY16. Missed meetings were due to other CPPC activities which took priority.**

(h) 100% of payments shall be issued as directed to vendor(s) within 20 workdays from the date the contractor receives written notification from the authorized Coordinator. **Completed in FY16.**  
  
(i) 100% of invoices submitted to the Department for reimbursement shall be accurate and timely. **Completed in FY16.**

(j) All monthly expenditure reports shall be submitted to the DCAT Contract Monitor and approved before they are sent for reimbursement. **Completed in FY16.**