**CPPC Quarterly Report FY 2014 CPPC-DCFS6-09-071**

**4th Quarter CPPC/DCAT due July 15, 2014**

**Warren County Board of Supervisors**

**Contract Start Date: July 1, 2013**

***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. Provided Community-Based Family Team Meetings as needed in FY14.**9/18/13: FTM Prep (Madison)  
10/10/13: FTM (Madison)  
10/16/13: FTM (Madison)  
11/7/13: FTM Follow Up (Madison)  
11/14/13: YTDM Prep  
12/5/13: FTM Follow Up (Madison)  
12/12/13: FTM Prep (Madison)   
12/19/13: YTDM Initial Meeting  
1/14/14: FTM (Madison)3/20/14: FTM (Madison-Mom didn’t show)  
5/13/14: FTM Prep (Marion)  
5/27/14: FTM (Marion)

(b)Facilitate meetings of the DCAT/CPPC Steering Committee Shared Decision Making Leadership Group, Parent Partners 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 FY14. DCAT Coordinator facilitated meeting while CPPC Coordinator was on leave in March. FTM Coordinator facilitated meeting in May while CPPC Coordinator attended statewide meeting. Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(c)Maintain CPPC website ([cppconline.com](http://cppconline.com/)) to increase awareness of CPPC in Madison, Marion and Warren Counties. **Completed in FY14. All received updates, job postings, etc. were posted on the website and sent out in weekly updates.**

(d)Prepare required CPPC/DCAT/CBCAP/Parent Partner progress reports required by the CPPC State of Iowa, DCAT Governance Board, and DCAT/CPPC Steering Committee & CBCAP. **Completed in FY14.** **Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(e)Attend CPPC Regional and Annual Meetings, the PP Summit & Quarterly Conversations, Quarterly FTM meetings for the Central Iowa division. **Completed in FY14. CPPC Coordinator is no longer included in FTM Quarterly meetings.** **Parent Partner Program moved from CPPC, contract amendment still to be completed. Regional and Statewide meetings attended:** 9/12/13: CPPC Regional Meeting  
10/29/13: Youth Team Decision Making Conference (Urbandale)  
11/6/13: CPPC Statewide Meeting  
5/6/14: CPPC Statewide Meeting  
6/9/14: CPPC Regional Meeting

(f)Supervise CPPC and Parent Partner program for Madison, Marion and Warren County. **Completed in FY14 (refer to CPPC reports). Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(g)Participate in each County’s monthly provider meetings. **Completed in FY14:**

**Madison – Working with service providers on Family Fun Day, Health & Wellness Fair, Drug Drop, Fundraising, and Every 15 Minutes projects. Attended Madison County Cares the following dates:**8/27/13: Madison County Cares  
9/24/13: Madison County Cares  
10/22/13: Madison County Cares  
11/26/13: Madison County Cares  
*12/2013: Cancelled due to Christmas  
1/2014: Missed due to being on leave.  
2/2014: Missed due to being on leave.*  
3/25/14: Madison County Cares  
4/22/14: Madison County Cares  
5/27/14: Madison County Cares  
*6/2014: Madison County Cares does not meet in June.*

**Discontinued serving as secretary.**

**Marion – Providing support when necessary. Attended Marion County Providers on the following dates:**9/9/13: Marion County Providers (Madeline)  
*10/2013: Missed Marion County Providers due to meeting with Mindy to hand off Parent Partner files.*  
11/4/13: Marion County Providers  
12/2/13: Marion County Providers  
*1/6/14: Missed Marion County Providers due to weather  
2/2014: Missed Marion County Providers due to being on leave.  
3/2014: Missed Marion County Providers due to being on leave.*  
4/7/14: Marion County Providers  
5/5/14: Marion County Providers  
6/2/14: Marion County Providers

**Warren –Attending Warren County Providers meetings to learn of needs in the community. Attended Warren County Providers on the following dates:**9/10/13: Warren County Providers  
*10/2013: Missed Warren County Providers to attend an Al’s Pals observation.*  
11/12/13: Warren County Providers   
12/10/13: Warren County Providers  
1/14/14: Warren County Providers  
*2/2014: Missed Warren County Providers due to being on leave.  
3/2014: Missed Warren County Providers due to being on leave.*  
4/8/14: Warren County Providers  
*5/2014: Missed Warren County Providers due to a FTM Prep.  
6/2014: Warren County Providers does not meet in June.*

**Discontinued serving as a board member with the Child Abuse Prevention Council of Warren County. Attended the following meetings before resigning as a board member:**9/17/13: Warren County Child Abuse Prevention Council Meeting  
10/15/13: Warren County Child Abuse Prevention Council  
11/19/13: Warren County Child Abuse Prevention Council

**Also attended the Warren County Early Childhood Board Meeting on 8/7/13 to give a requested Al’s Pals Update.**

(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 FY14.**

**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. **Provided Family Team Meeting facilitation as needed in FY14. The CPPC Coordinator facilitated the following meetings in FY14:** 9/18/13: FTM Prep (Madison)  
10/10/13: FTM (Madison)  
10/16/13: FTM (Madison)  
11/7/13: FTM Follow Up (Madison)  
11/14/13: YTDM Prep (Polk-Co-facilitator)  
12/5/13: FTM Follow Up (Madison)  
12/12/13: FTM Prep (Madison)   
12/19/13: YTDM Initial Meeting (Polk-Co-facilitator)  
1/14/14: FTM (Madison)3/20/14: FTM (Madison-Mom didn’t show)  
5/13/14: FTM Prep (Marion)  
5/27/14: FTM (Marion)

(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. **Attended and completed notes for the January meeting. Completed agendas for the February and March meetings. Meeting minutes for the March meeting were completed by DCAT Coordinator as CPPC Coordinator was on maternity leave (February meeting was cancelled due to weather). FTM Coordinator facilitated the May meeting due to CPPC and DCAT Coordinators attending the Statewide CPPC meeting.**

(c)Post received updates for website within three working days. **Completed in FY14. Subcontractor was in place to post updates while CPPC Coordinator was on leave.**

(d)All Quarterly and Annual Reports are due to DCAT Coordinator 15 calendar days after the close of each quarter. All Monthly reports due 15 calendar days after the end of the month to the DCAT Area 5 Parent Partner Coordinator. **Completed in FY14. Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(e)90% attendance combined for  at CPPC Quarterly and State Wide Annual Meetings. **Quarterly meetings for CPPC are not held. Attended the following Regional and Statewide meetings in FY14:**9/12/13: CPPC Regional Meeting  
9/12/13: CPPC Regional Meeting  
11/6/13: CPPC Statewide Meeting  
5/6/14: CPPC Statewide Meeting  
6/9/14: CPPC Regional Meeting

(f)90% attendance combined at  CPPC Regional and Annual Meetings, the PP Summit & Quarterly Conversations, Parent Partner Monthly Review  Meetings  and  Quarterly FTM meetings for the Central Iowa division. **Parent Partner Program moved from CPPC, contract amendment still to be completed. Attended the following CPPC Meetings:**

9/12/13: CPPC Regional Meeting  
11/6/13: CPPC Statewide Meeting  
5/6/14: CPPC Statewide Meeting  
6/9/14: CPPC Regional Meeting

**CPPC Coordinator is no longer included in Quarterly FTM meetings.**

(g)90% attendance at monthly Provider Meeting in each county. **CPPC Coordinator was able to attend 61% of meetings. One Marion County meeting was missed due to weather; 6 meetings were missed due to Coordinator being on leave; 4 additional meetings were missed due to other meetings and FTMs.**

(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 FY14.**

(i) 100% of invoices submitted to the Department for reimbursement shall be accurate and timely. **Completed in FY14.**

(j) All monthly expenditure reports shall be submitted to the DCAT Contract Monitor and approved before they are sent for reimbursement. **Completed in FY14.**