**Community Partnership Reporting/Evaluation Form**

Name of CPPC Site: **Indianola DCAT Cluster** County(ies): **Madison, Marion and Warren**

Time Frame: **July 1, 2015-June 30, 2016** Check One: Proposed Plan:  Year End:

**Individualized Course of Action**

1. Describe how Family Team Meetings (FTM) are implemented in your area. *(Who facilitates? How are referrals made? What funding is used?)*

Community Based Family Team Meetings (CBFTMs) and Community Based Youth Transition Decision Making Meetings (CBYTDM) are facilitated by the CPPC Coordinator and various subcontractors. The CPPC Coordinator and subcontractors have completed the below mentioned trainings in order to be able to facilitate our meetings at state standards. Referrals come from community agencies, schools, churches and private providers. DCAT funds the meetings with a separate budget but they are part of the CPPC process.

1. Annual Plan: Please list goal(s) for **Level 1** Individualized Course of Action.
   1. Promote CBFTMs and CBYTDMs through schools, provider meetings, daycares, etc.
   2. Promote trainings and coaching and mentoring to those interested in becoming a facilitator in our area.
   3. Work with agency to understand their process for working with DHS involved families.
   4. Collaborate with facilitators from other agencies by inviting them to SDM meeting and other relevant community events.

End of Year Results: Was your goal met? If no, please explain. Yes

1. Annual Plan: Please list goal(s) for **Level 2** Individualized Course of Action.
   1. Maintain above listed items.
   2. Develop plan for tracking, evaluation and quality assurance with assistance of SDM team.
   3. Maintain list of state-approved facilitators.
   4. Promote CBFTMs and CBYTDMs at provider groups.
   5. Maintain relationships with current referral sources.

End of Year Results: Was your goal met? If no, please explain. Yes

1. Annual Plan: Please list goal(s) for **Level 3** Individualized Course of Action.
   1. Maintain above listed items.
   2. Facilitate, track and evaluate CBFTMs and CBYTDMs for quality assurance.

End of Year Results: Was your goal met? If no, please explain. Yes

1. Annual Plan: Please list goal(s) for **Level 4** Individualized Course of Action.
   1. Maintain above listed items.
   2. Continue implementing CBFTMs and CBYTDMs.

End of Year Results: Was your goal met? If no, please explain. Yes

1. Annual Plan: Goal for the number of state approved facilitators. Goal: 3

End of Year Results: Current number: 3 Was your goal met? Yes

1. Annual Plan: Goal for the number of community education activities about CBFTM and CBYTDM. Goal: 3

End of Year Results: Current number: 3 Was your goal met? Yes

1. Annual Plan: Goal for the number of FTMs held annually for families NOT involved with Child Protection Services/DHS. Goal: 12

End of Year Results: Current number: 3 Was your goal met? No

1. Annual Plan: Goal for the number of CBYTDM held annually for families NOT involved with Child Protection Services/DHS. Goal: 1

End of Year Results: Current number: 0 Was your goal met? No

Annual Plan: Based on your activities**, select** the level\* for Individualized Course of Action that best fits your site: **2**  
Describe strategies to advance to the next level: Complete field experience for CPPC Coordinator to be certified as a YTDM facilitator.

End of Year Results: Based on your activities, circle the level\* for Individualized Course of Action that best fits your site: **3**  
*\*See Level Document at the end of this evaluation*

**Neighborhood Networking**

**\*\*Activities may overlap and meet several goals, or one activity may meet only one goal. \*\***

1. Annual Plan: Please list goal(s) for **Level 1** Neighborhood Networking activities.
   1. Maintain website ([www.cppconline1.com](http://www.cppconline1.com)).
   2. Order promotional items as needed (pens, reusable grocery bags, etc.)
   3. Complete semi-annual and year-end newsletter.
   4. New member orientation for voting members to prepare them to be spokespeople for CPPC in our area.

End of Year Results: Was your goal met? If yes, please include this information in next section. If no, please explain. Yes

1. Annual Plan: Please list goal(s) for **Level 2** Neighborhood Networking activities**.**
   1. Provide access to community service brochures.
   2. Maintain website.
   3. Provide resource information to providers through local presentations.
   4. Continue to provide assistance in sending out requests to mailing lists for family needs.
   5. Forward any received information on local events/collaboration opportunities to Parent Partner Coordinators.
   6. Work with local mental health, domestic violence, etc. providers to establish a network of individuals to be called on if those supports are needed for a family (especially for FTMs).

End of Year Results: Was your goal met? If yes, please include this information in next section. If no, please explain. Yes

1. Annual Plan: Please list goal(s) for **Level 3** Neighborhood Networking activities**.**
   1. Continue to maintain website as a “hub” for local events, resources, job openings, etc.
   2. Continue to promote and support 24/7 Dads and Parent Partner involvement in our counties.
   3. Host a Race: The Power of Illusion training.

End of Year Results:Was your goal met? If yes, please include this information in next section. If no, please explain. No

Hosted Immersion 101 instead of Race: The Power of Illusion.

1. Annual Plan: Please list goal(s) for **Level 4** Neighborhood Networking activities**.** 
   1. No goal identified at this time.

End of Year Results: Was your goal met? If yes, please include this information in next section. If no, please explain. Yes

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| **Activity** | **Description**  *(What was the goal? What was invested?)* | **Number of Participants** | **Outcome(s)**  *(What was done?)* |
| **Level 1** |  |  |  |
| Working with Bobbie Jo Sheridan (Des Moines Public Schools-DMPS) to possibly get Parent Cafes going in Polk County. | To provide more information on Parent Cafes and see if there is a need/interest in holding cafes through DMPS.  CPPC Coordinator’s time to discuss Parent Cafes and send information to Bobbie Jo. | 4 | Bobbie Jo was provided with the information needed to further the discussion within DMPS. |
| **Level 2** |  |  |  |
| Distributing Madison & Warren County Resource Directories | To distribute the Madison and Warren County Resource Directories.CPPC Coordinator networked with local businesses and agencies at provider meetings, local events, etc. to ensure each had enough resource directories throughout the year to meet their and their client’s needs. | 100+ | Directories were supplied to all those who indicated a need. |
| Distributing CPPC brochure. | To distribute the CPPC brochure to local businesses, families and to providers.Brochure was handed out at local events and meetings. | 50+ | Brochures were given to participants in local events and meetings to educate on the purpose and goals of CPPC. |
| Presentations at CPPC Steering Committee Meetings | To invite local agencies to present information pertaining to the services they offer to the Steering Committee. CPPC Coordinator worked with local agencies to schedule presentations. | 30+ | Employee and Family Resources (EFR), Parent Partners, Outreach, Inc. and American Lung Association were able to present information to our Steering Committee (SDMT). |
| Al’s Pals | To provide the evidence based Al’s Pals curriculum to all interested schools/daycare centers in Madison, Marion and Warren Counties. CPPC Coordinator made connections with area schools/centers to promote Al’s Pals and work with those who were interested in becoming or remaining a DCAT/CPPC sponsored Al’s Pals school/center. | 1,050+ \*this number includes students receiving the curriculum and teachers trained to facilitate Al’s Pals. | All interested schools/centers in our three county area were trained in Al’s Pals and provided their supplies free of charge. |
| Decorate chamber window for Child Abuse Prevention Month | To create awareness for Child Abuse Prevention. CPPC Coordinator’s time to work with other local agencies to design and decorate the window. | 4\*this does not include the number of people that viewed the window | Chamber window was decorated in a Child Abuse Prevention theme for the month of April. Passerby were able to learn more about events happening in the county for Child Abuse Prevention Month as well as where they could find more information on the council, how to report abuse, etc. |
| Meet with new employees of agencies serving Madison, Marion and/or Warren Counties | To educate new employees at various agencies about CPPC, the four strategies, the goals, etc. CPPC Coordinator’s time to prepare for meetings and meet with individuals from Employee and Family Resources, United Healthcare and American Lung Association. | 5 | New hires from each of the aforementioned agencies gained information about CPPC that they can use to partner in the future. |
| Hold a meeting to develop a plan for the future of CBFTM in our counties | To develop a plan moving forward with CBFTMs in Madison, Marion and Warren Counties. CPPC Coordinator, DCAT Coordinator, DHS Supervisor and two CPPC Steering Committee members’ time to meet to discuss CBFTMs. | 5 | A plan was developed to move CBFTMs forward in our counties. We will be training two facilitators to implement CBFTMs with the families they are already serving. |
| Meet with youth | To discuss the CPPC Steering Committee, CPPC and how youth can get involved. CPPC Coordinator’s time to meet with one Warren County youth. | 2 | CPPC Coordinator was able to discuss CPPC, our Steering Committee and the important role youth play in our work with the youth. Youth expressed interest in becoming involved. |
| Level 3 |  |  |  |
| CPPC Website Event Calendar | To provide one location for all community members to find events taking place in Madison, Marion and Warren Counties.CPPC Coordinator posted on and maintained the event calendar at www.cppconline1.com. | 30+ \*\* this number includes those that submit information to be posted on the CPPC website by the CPPC Coordinator, NOT all those that view the website. | CPPC Events Calendar contains the most up-to-date, accurate information of events happening in our three county area. |
| General needs met for Madison County families | To meet the basic needs of Madison County families working with CRISP.CPPC Coordinator worked with CRISP Coordinator, Lynette Judd, and local providers to help families obtain needed supplies such as: dressers, beds, washing machines, etc. | 50+ | CPPC Coordinator worked with CRISP to send out needs lists to CPPC Coordinator’s mailing lists and coordinate donation and pick up of needed items. As a result, many Madison County families’ needs were met. |
| Madison County Cares Secretary | To provide support to a local provider group.CPPC Coordinator began working with current secretary to take over the roll in FY17. | 1 | CPPC Coordinator is prepared to act as secretary in FY17. |
| Maintained CPPC website | To increase awareness of CPPC and advertise local events and job postings.CPPC Coordinator updated the website daily to maintain accurate and up-to-date information. | 1+ | CPPC Coordinator networked with local providers, community members and agencies to receive up to date information on events, job openings, etc. which are necessary for the upkeep and purpose of the CPPC website. CPPC Coordinator also promoted the website and discussed its usefulness at each of the three county provider groups. |
| Madison County Cares | To attend Madison County Cares meeting to assist in planning community events and learn of community needs.CPPC Coordinator attended 10, one and a half hour monthly meetings. | 50+ \*This number only includes those who attend the meetings, NOT those who participated in the events. | Successful spring community events were planned and implemented for families in Madison County. CPPC Coordinator learned of needs and reported back to Shared Decision Making Team/Steering Committee.  Providers had a better understanding of CPPC/DCAT. |
| Warren County Providers | To attend Warren County Provider/Family Care Team meeting to learn of needs in the community and help address needs within the schools in Warren County. CPPC Coordinator attended 7, one hour monthly meetings. | 20+ | CPPC Coordinator learned of needs and reported back to Shared Decision Making Team/Steering Committee. Providers had a better understanding of CPPC/DCAT. |
| Marion County Providers | To attend Marion County Provider meeting to learn of needs in the community. CPPC Coordinator presented at the April meeting to educate attendees about CPPC, FTMs, DCAT, etc. CPPC Coordinator attended 10, one and a half hour monthly meetings. | 20+ | CPPC Coordinator learned of needs and reported back to Shared Decision Making Team/Steering Committee. Providers had a better understanding of CPPC/DCAT. |
| 1st Five Coalition Meetings | To participate in meetings to learn of new resources/services in Madison and Warren Counties. CPPC Coordinator’s time to participate in monthly meetings. | 20+ | CPPC Coordinator learned of resources/services in Madison and Warren Counties. |
| Host Immersion 101 | To hold an Immersion 101 training to be in compliance with the new CPPC levels requirements. CPPC Coordinator’s time to plan, organize, coordinate and advertise training with DCAT Coordinator, CPPC Steering Committee members, CPPC Specialists, etc. DCAT and CPPC Coordinators’ time to purchase and prepare all materials. Participants time to participate in the all-day training. | 20 | A successful Immersion 101 training was held. Attendees left with a better understanding of CPPC and its works in Madison, Marion and Warren Counties. As a result, attendees can better discuss CPPC in their community and workplace. |
| Regional and Statewide CPPC Meetings | To learn about changes within CPPC and network with other coordinators, DHS staff, etc. to learn of events and programming happening across the state. CPPC and DCAT Coordinators’ time to attend meetings. | 100+ | DCAT and CPPC Coordinator networked with CPPC Coordinators, DCAT Coordinators, and DHS staff from across the state. |
| Here, Now and Down the Road | To provide Here, Now and Down the Road in Madison, Marion and Warren Counties. CPPC and DCAT Coordinators’ time to monitor the program which was subcontracted through Partners in Family Development. DCAT funding to support the program. | 22 | Here, Now and Down the Road was provided in Madison, Marion and Warren Counties. |
| DCAT Mini Projects | To provide funding for local programming in the Indianola DCAT Cluster.DCAT and CPPC Coordinators’ time to set up new scoring process, disseminate application process information and field questions related to the application process. Steering Committee Voting Members’ time to read and score proposals. | 500+ | The Indianola DCAT Cluster funded 11 projects ranging from Family Equine Assisted Therapy to WeLift Job Search Center and School Based Mental Health. |
| Collaborating with other counties to start Parent Cafes | To implement Parent Cafes in surrounding counties. CPPC Steering Committee member’s time to collaborate with other agencies to implement Parent Cafes in Dallas County. | 10+ | Parent Cafes will now be implemented in Dallas County. |
| Warren County Coalition Against Domestic Violence meeting | To participate in meetings to learn of new resources and/or needs in Warren County. CPPC Coordinator’s time to attend meetings. | 15+ | CPPC Coordinator learned of resources and needs in Warren County. |
| Warren County Standing Together on Prevention (WCSTOP) meeting | To attend the WCSTOP meeting to learn how CPPC can be a part of their prevention efforts. CPPC Coordinator’s time to attend meetings. | 5 | The group struggled to gain traction and eventually disbanded in FY16. |

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| Participated in Toddlerfest | To distribute information about CPPC and discuss our goals with attendees of Toddlerfest. CPPC Coordinator’s time to prepare bags with information on CPPC and to participate in the event. | 50+ | Participants in Toddlerfest gained more knowledge on what CPPC is, what we are accomplishing in their community, what our goals are and how they can get involved. |
| Madison County Hunger Dialogue | To address hunger issues in Madison County. CPPC Coordinator’s time to meet with Food Bank of Iowa, HIRTA, Outreach, Inc. and other agencies. | 15 | The group was able to develop and distribute a survey. The survey was taken by community members who answered questions about their food and transportation needs. Results will be tabulated and discussed in FY17. |
| Immersion 201 Presenter | To provide information about how CPPC functions in our counties. DCAT and CPPC Coordinators’ time to prepare and present at Immersion 201. | 25+ | DCAT and CPPC Coordinators were able to share information and answer questions from other CPPC partners. |
| CPPC Steering Committee | To work with local providers and community members in Madison, Marion and Warren Counties to learn of community needs and address the four strategies of CPPC in a way that best fits the needs. CPPC Coordinator facilitated each meeting and recorded meeting minutes. | 25+ | Providers and community members were made aware of community needs.Many needs were met. |
| PCA Iowa Conference | To participate in PCA Iowa conference, network with other providers and gain knowledge on preventing child abuse in our three county area. CPPC Coordinator’s time to participate in 2 day conference. | 50+ | CPPC Coordinator participated in both days of the conference. |
| **Level 4** |  |  |  |
| Madison County FreeStore | To work with community members to provide families with needed household items. CPPC Coordinator attended several meetings, engaged in email correspondence and coordinated item pick up/drop off. | 5 | A storage unit was rented using funding from community members. The unit houses many house hold items such as beds, dressers, small appliances, etc. to be donated to families in need. |
| **Total Activities: 30** |  | **Total # of Participants:**  **2,284+** |  |

# Based on your activities, circle the level\* for Neighborhood/Community Networking that best fits your site: 2

Describe strategies to advance to the next level: Develop a plan to move to Level 3 and 4 with SDMT.

End of Year Results: Based on your activities, circle the level\* for Neighborhood/Community Networking that best fits your site: **1**  
*\*See Level Document at the end of this evaluation*

**Policy and Practice Change**

1. Annual Plan: Please list goal(s) for **Level 1** Policy and Practice Change.
   1. Work with families/agencies involved with Al’s Pals and SDM team to determine needs relating to policy and practice change.
   2. Attend local and regional meetings to learn of needs.
   3. Engage SDM team in discussions that identify needs.
   4. Create and utilize informal surveys to gather data from parents and youth impacted by policy and practice change to investigate needs.

End of Year Results: Was your goal met? If no, please explain. Yes

1. Annual Plan: Please list goal(s) for **Level 2** Policy and Practice Change.
   1. Establish a plan with objectives and dates for completion once a need is identified and prioritized.
   2. Identify partners to engage to accomplish change.
   3. Identify cultural disproportionality and disparity issues (if relevant).

End of Year Results: Was your goal met? If no, please explain. Yes

1. Annual Plan: Please list goal(s) for **Level 3** Policy and Practice Change.
   1. Carry out and monitor plan developed in Level 2 for completion and effectiveness.
   2. Evaluate effectiveness based upon end-user input.

End of Year Results: Was your goal met? If no, please explain. Yes

1. Annual Plan: Please list goal(s) for **Level 4** Policy and Practice Change.
   1. Ensure that SDM team and other service providers are aware that needs for policy and practice change is a priority of CPPC-invite and encourage participation at monthly CPPC Steering Committee meetings.
   2. Regularly evaluate surveys and feedback from families/community members.

End of Year Results: Was your goal met? If no, please explain. Yes

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| Activity & How Much Was Invested? **(Input Measures)** | How Much Was Done or Produced? **(Output Measures)** | How Well Did We Do It? **(Quality/**  **Efficiency Measures)** | What Was the Change In Conditions for Those We Served? **(Outcome Measures)** |
| **Level 1** |  |  |  |
| To provide more information on Parent Cafes and see if there is a need/interest in holding cafes through DMPS.  CPPC Coordinator’s time to discuss Parent Cafes and send information to Bobbie Jo. | Bobbie Jo was provided with the information needed to further the discussion within DMPS. | Bobbie Jo was able to ask questions about how Parent Cafes have been implemented in Madison County. | Bobbie Jo gained information on Parent Cafes to take back to DMPS. |
| **Level 2** |  |  |  |
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| **Level 3** |  |  |  |
| To present Immersion 101 to Madison, Marion and Warren County community members and agencies.  CPPC Coordinator’s time to coordinate the training with State CPPC Specialists. DCAT and CPPC Coordinator’s time to purchase and prepare materials. | CPPC Coordinator worked with CPPC Specialists, DCAT Coordinator, Steering Committee members, etc. to plan, coordinate and implement Immersion 101. | Seventeen individuals participated in the training and all gave positive feedback. Most sited that they had a much better understanding of CPPC. | A successful Immersion 101 training was held. Attendees left with a better understanding of CPPC and its works in Madison, Marion and Warren Counties. As a result, attendees can better discuss CPPC in their community and workplace. |
| To further promote Parent Cafes.  CPPC Steering Committee member’s time to promote and discuss Parent Cafes in surrounding counties. | CPPC Steering Committee member worked with local groups to promote the Parent Café model used in Madison County to other counties. | Provider groups in Dallas County were able to ask questions and learn more about the Parent Café model. | Parent Cafes will now be offered in Dallas County. |
| **Level 4** |  |  |  |
| To establish and promote the Madison County Free Store  CPPC Coordinator’s time to attend meetings and link families with needed items. | CPPC Coordinator worked with community members to establish funding to cover the cost to rent a storage unit and link families to needed items. | Community and agency members came together to provide a space in Madison Counties that families could receive donated household items. | Families were able to get needed household items. |

**Training**

1. Annual Plan: Identify training/technical assistance goal(s) that will assist in the development and/or implementation of CPPC and the four strategies.  
   The CPPC Coordinator will continue to attend trainings on various topics relating to family safety, assessment and prevention when appropriate including, but not limited to: statewide meetings and regional meetings. CPPC Coordinator will encourage SDM members to attend Immersion 101, 201, statewide and regional meetings.

End of Year Results: List Trainings/Technical Assistance that assisted in the development and/or implementation of CPPC and the four strategies. Was goal met? If yes, please include date(s) goal(s) was/were met.

# Annual Plan: Based on your activities, circle the level\* for Policy and Practice that best fits your site: 1

Describe strategies to advance to the next level: Identify new needs in FY16, develop a plan to address those needs and carry out the plan involving DHS, CPPC attendees and the community in the process.

End of Year Results: Based on your activities, circle the level\* for Policy and Practice that best fits your site: **1**  
*\*See Level Document at the end of this evaluation*

**Shared Decision Making**

Instructions & Definitions

* In the gray columns put the number of professional and the number of community members who are associated with the respective category.
* In the FTM (ICA), Shared Decision-Making, Neighborhood Networking and Policy & Practice column put a check mark if there are professionals and/or

community members participating in these activities.

* Please do not duplicate numbers. Select one primary category for each person. The comment section may be useful to explain

when more than one category applies to one person. If a person represents two or more categories, include the person in the number count of the

primary role and check mark the gray column for the other categories and explain in the comment section.

* Provide a total count and % for both the professional and community members involved.

\* # of Community Members – This number count is for those who are involved as volunteer community members and are associated with one of the categories

listed. Examples: faith-based members can be volunteers if they are not being paid to attend, professional who is volunteers but is not serving/participating as a

representative in their official/professional capacity, substance abuse sponsor who is not being paid, volunteer advocate for domestic violence.

\* # of Neighborhood/Community Members – these are individuals who are neighborhood/community residents or parents and are not associated with any of the

other categories.

\* FTM (ICA) - those who are facilitators conducting FTM defined by Iowa’s Standards

\* Shared Decision Making- those who are involved on the CPPC leadership committee(s)

\* Practice Partners- includes social service agencies that do not fall under another category (i.e. in-home workers, early childhood programs,

Community Action Agency when applicable)

\* Economic Supports – includes social service agencies that provide financial and basic-need supports (FaDSS's workers, Income Maintenance

Community Action Agency when applicable)

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| Categories | # of professionals involved | # of comm. members | Individualized Course of Action\* | Neighborhood Networking | Policy and Practice Change | Shared Decision Making\* | Comments |
| DHS | 1 |  | x | x | x | x |  |
| DCAT | 2 |  | x | x | x | x |  |
| Empowerment | 1 |  |  | x |  | x |  |
| Community members\* | 0 |  |  |  |  |  |  |
| Domestic Violence | 1 |  | x | x |  | x |  |
| Substance Abuse | 3 |  |  | x | x | x |  |
| Mental Health | 2 |  | x | x | x | x |  |
| Faith-based groups | 0 |  |  |  |  |  |  |
| Healthcare | 5 |  |  | x |  | x |  |
| Education | 1 |  |  | x |  | x |  |
| Business | 0 |  |  |  |  |  |  |
| Legal System | 2 |  |  | x | x | x |  |
| Law Enforcement | 0 |  |  |  |  |  |  |
| Government | 0 |  |  |  |  |  |  |
| Practice Partners\* | 5 |  | x | x | x | X | Integrative Home Health, Habitat for Humanity, Partners in Family Development, Parenting Way, Inc. |
| Economic Supports | 2 |  |  | x | x | x |  |
| Prevention Councils | 1 |  |  | x | x | x | Madison and Warren County Child Abuse Prevention Councils |
| Youth | 0 |  |  |  |  |  |  |
| Former DHS Clients | 2 |  |  | x | x | x |  |
| Parent Partners | 1 |  | x | x | x | x |  |
| Other | 1 |  |  | x |  | x |  |
| **Total** | 30 | 0 |  |  |  |  |  |
| **Percentages** | 100 | 0 |  |  |  |  |  |

1. Annual Plan: Describe your community partnership shared decision-making leadership group and oversight role. Who coordinates? How it is structured? How it is linked to DCAT? Are there task teams or subcommittees?

Our shared decision-making (SDM) group is called the DCAT Steering Committee. The CPPC coordinator sends out agendas, records the minutes, and facilitates the meetings. The committee is designed to have four voting members per county, a total of 12 members. Currently, we have 2 members from Madison County, 2 members from Marion County, & 3 members from Warren County totaling 7 voting members. Guests are always encouraged to attend, but have no voting power. Each proposal that comes in for DCAT funds, first comes through the Steering Committee. The committee members give recommendations on how they would like to see the funding spent to the executive DCAT Board. Subcommittees are formed from the SDM team when necessary.

1. Annual Plan: How often does this group meet?

Once per month on the first Tuesday. Usually taking the summer off.

End of Year Results: Attach meeting minutes.

1. Annual Plan: Identify goal(s) for engaging new members.
   1. Fill voting slots for each county due to resignations.
   2. Seek out potential voting members at local provider meetings.

End of Year Results: Was your goal met? If no, please explain. No

We were unable to fill all voting slots, but we did seek out potential voting members at local provider meetings.

1. Annual Plan: Identify goal(s) for identifying and/or planning/addressing any unmet need(s).
   1. Incorporate community member input into SDM team process by filling all four voting slots in each county.
   2. Identify, through SDM, the unmet needs of families in our communities.
   3. Promote awareness of various programs/agencies through presentations at SDM team meetings.

End of Year Results: Was your goal met? If no, please explain. No

We were not able to fill all of the voting slots but both of the other goals were completed.

1. Annual Plan: Have you identified the goal for the percentage of community membership on the SDM committee? Yes

If yes, what is the percentage? 10%  
End of Year Results: Was your goal met? If no, please explain. No   
We were able to get one community member involved. This is the most community involvement we have ever had. We will work towards the 10% goal in FY17.

1. End of Year Results: Describe how your SDM group has diverse representation.

Our SDM group has representation in nearly all of the categories listed at the start of this report. Over the last several years, we have been able to maintain consistent attendance by members in nearly all of the categories. We have several men that attend this meeting which has been huge for our area. We have also been working with an area high school to get youth representation.

1. End of Year Results: Is there a community member in the leadership role? No   
   Please explain this leadership role. The CPPC Coordinator serves in our leadership role. She prepares for, facilitates and takes the minutes for each SDM meeting.

# Annual Plan: Based on your activities, circle the level\* for Shared Decision-Making: 1

Describe strategies to advance to the next level: Engage diverse members according to unmet representation such as community members, domestic violence, youth & faith-based.

End of Year Results: Based on your activities, circle the level\* for Shared Decision-Making: **2**  
*\*See Level Document at the end of this evaluation*

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|  | **Instructions: Please have each committee member on the SDM team fill out this SDM form. Compile the average response for each question and report the averages below.** | | | |
| **1-disagree, 2-mildly disagree, 3-neutral, 4-mildly agree, 5-agree** | | **Baseline** | **Last FY** | **Year-End** |
| Common Vision  Members have a shared common vision  Comments: | | 4.38 | 4.4 | 3.8 |
| Understanding and Agreement on Goals  Members understand and agree on goals and proposed outcomes/objectives  Comments: | | 4.13 | 4.4 | 4.13 |
| Clear Roles and Responsibilities  Roles and responsibilities of Members are clear  Comments: | | 3.88 | 4.3 | 4 |
| Shared Decision Making  All members have a voice and are engaged in the decision making process  Comments: | | 4.38 | 4.4 | 4.33 |
| Conflict Management  We are able to successfully manage conflict  Comments: | | 4.25 | 4.5 | 4.33 |
| Shared Leadership  Leadership is effective and shared when appropriate  Comments: | | 4.5 | 4.6 | 4.47 |
| Well Developed Work Plans  Work Plans are well developed and followed  Comments: | | 4 | 4.5 | 4.33 |
| Relationships/Trust  Members trust each other  Comments: | | 2.88 | 4.3 | 4.07 |
| Internal Communication  Members communicate well with each other  Comments: | | 3.88 | 4.1 | 4.2 |
| External Communication  Our external communication is open and timelywithin the broader community and partners  Comments: | | 4 | 4.5 | 4.2 |
| Evaluation  We have built evaluation performance into our activities  Comments: | | 2.5 | 4.3 | 3.93 |
| Understanding of CPPC  Members have a clear understanding of the Community Partnerships four strategies  Comments: | | 3.13 | 4.0 | 3.8 |
|  |  | | | |
| **Averages** | | 46 | 52.30 | 49.59 |

#### Name: Sarah Hohanshelt Title: CPPC Coordinator Site: Indianola DCAT Cluster (Madison, Marion and Warren)

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**Please return this completed form to:** Sandy Lint, DHS-CFS, 1305 E. Walnut, Des Moines, Iowa 50319-0114

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