**Community Partnership Reporting / Evaluation Form**

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

Reporting Period: July 1, 2017- June 30, 2018 Coordinator(s): Sarah Hohanshelt

Contact Information: shohanshelt@gmail.com/(515) 468-8181

Check the Following: Proposed Plan [ ]  Year-End[x]

Community Partnership Reporting is based not only on the 4 strategies of Community Partnerships (Shared Decision Making, Neighborhood and Community Networking, Individualized Course of Action, and Policy and Practice Change) but also on the levels within each strategy. If you find yourself questioning how to complete this report, the CPPC Practice Guide should answer many of your questions both in planning and in capturing successes at year end.

CPPC funding runs on the state fiscal calendar July 1 - June 30. There will be two times reporting is due:

1. In the SPRING (May 15) where the yellow section will be completed to capture your proposed planning and projected goals for the upcoming fiscal year starting July 1. (Report with projected/future activities) The yellow section will be completed on a new report identifying your future goals.
2. In the SUMMER (August 15) where the green section will be completed to capture the goals achieved for the fiscal year that ended June 30. (Summary report with completed activities) The green section will be completed on a report that already has the yellow filled out and was submitted May 15 the prior year.

Starting on page 5, the blank columns entitled Ongoing, Proposed, Met need only be marked with an ‘x’, and the narrative should reflect any steps you are taking or have achieved. This is an active document utilized with your Shared Decision Making Team to give them investment/ownership in planning, allow them to share in the monitoring of progress, and recognize and celebrate successes. Whereas this report may appear long and prescriptive, it provides only a framework for growth and activity. This framework and reporting mechanism was developed with the input of many different coordinators from the start of CPPC in 2007. How you choose to grow and what activities you choose to promote growth have much flexibility.

The data from this report is captured in the Community Partnerships Brochures so communities may see how CPPC impacts the state in many ways. This data is also shared with the federal government and highlights the progressive nature of community initiatives in the state of Iowa. Thank you for your time and careful attention to this document.

Community Partnership Involvement Instructions & Definitions

Page 3 is to identify during planning and at year-end the composition and roles of individuals who are involved. Below are some helpful hints to assist you. Page 3 should be completed in planning and updated at year end.

* In the gray columns put the number of professional and the number of community members who are associated with the respective category.
* In the FTDM (ICA), Shared Decision-Making, Neighborhood Networking and Policy and Practice Change columns 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.
* # of Community members involved – 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 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.
* FTDM (ICA) - those who are facilitators conducting FTDM 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, 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).
* Former Clients of DHS-anyone who has been involved in child protection services and is not a Parent Partner.
* Provide a total count and % for both the professional and community members involved.

|  |
| --- |
| **Community Partnership Involvement** |
| Partner (Categories) | **# of professionals involved\*** | FTDM (ICA)\*  | Shared Decision Making \*  | Neighborhood Networking \* | Policy and \* Practice Change\*✓ | **# of Comm. members involved\*** | FTDM (ICA) \* | Shared Decision-Making \*  | Neighborhood Networking \* | Policy and \* Practice Change  | Comments/Member Names |
| DHS | 3 |[x] [x] [ ] [x]   |[ ] [ ] [ ] [ ]   Chad Hargin, Darin Thompson & Terri Miller |
| Decat | 1 |[x] [x] [x] [x]   |[ ] [ ] [ ] [ ]   Joe Burke |
| ECI | 1 |[ ] [x] [x] [ ]   |[ ] [ ] [ ] [ ]   Deb Schrader |
| Neighborhood/Comm. Members\* | 0 |[ ] [ ] [ ] [ ]  1 |[ ] [x] [ ] [ ]   Paul Millhollin |
| Domestic Violence | 1 |[ ] [x] [ ] [ ]   |[ ] [ ] [ ] [ ]  Katie Johnson (Crisis Intervention Services) |
| Substance Abuse | 1 |[ ] [x] [x] [ ]   |[ ] [ ] [ ] [ ]  Kristin Brekelmans, CADC |
| Mental Health | 2 |[x] [x] [x] [ ]   |[ ] [ ] [ ] [ ]  Pam Gumm (Mid Iowa Family Therapy) & Pam Bettger (Crossroads of Pella) |
| Faith-based groups | 2 |[ ] [x] [x] [x]   |[ ] [ ] [ ] [ ]  Lisa Crabbs (Habitat for Humanity) & Karen (The Well Resource Center) |
| Health Care | 5 |[ ] [x] [x] [x]   |[ ] [ ] [ ] [ ]   Megan Bernholtz (United Healthcare), Jodene DeVault, RN (Warren County Public Health), Teresa Higgenbotham (Marion County Public Health), Beth Mensing (Planned Parenthood of the Heartland) & Chris Villalobos (United Healthcare) |
| Education | 0 |[ ] [ ] [ ] [ ]   |[ ] [ ] [ ] [ ]    |
| Business | 0 |[ ] [ ] [ ] [ ]   |[ ] [ ] [ ] [ ]   |
| Legal System (Court) | 3 |[x] [x] [x] [x]   |[ ] [ ] [ ] [ ]  Natalie Montross (Juvenile Court), Linda Colby & Kim Garrison |
| Law Enforcement | 0 |[ ] [ ] [ ] [ ]   |[ ] [ ] [ ] [ ]    |
| Government (i.e. City, Co.)  | 3 |[ ] [x] [ ] [x]   |[ ] [ ] [ ] [ ]   Doug Shull (Warren County Supervisor), Phil Clifton (Madison County Supervisor) & Steve McCombs (Marion County Supervisor) |
| Practice Partners\* | 15 |[x] [x] [x] [x]   |[ ] [ ] [ ] [ ]   Nikolle Ross (Parent Partner Coordinator), Bonnie Forsyth (Partners in Family Development), Jovanka Westbrook (Partners in Family Development), Rachel Garner (PAT), Stacy Haas (1st Five), Nancy Hulgan (IMPACT), Megan Larson (1st Five), Nikkie McElwee (EFR), Veronica McVay (1st Five), Roger Netsch (WeLift Job Search Center), Kelly Parker (American Lung Association), Lela Scott (Connect 2 Careers-CFI), Jodie Sevier (YESS) & Carolyn Steckelberg (ISU Extension) |
| Economic Supports\* | 1 |[ ] [x] [x] [ ]   |[ ] [ ] [ ] [ ]   Brooke Nott (FaDSS) |
| Prevention Councils | 2 |[x] [x] [x] [x]   |[ ] [ ] [ ] [ ]  Lynette Judd & Val Cameron |
| Youth | 0 |[ ] [ ] [ ] [ ]   |[ ] [ ] [ ] [ ]    |
| Former Clients of DHS\* | 0 |[ ] [ ] [ ] [ ]   |[ ] [ ] [ ] [ ]   |
| Parent Partners | 2 |[x] [x] [x] [ ]   |[ ] [ ] [ ] [ ]  Adam Andre & Mindie Bentcik |
| Other | 0 |[ ] [ ] [ ] [ ]   |[ ] [ ] [ ] [ ]   |
| Total | 42 |  | 1 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total % of Professionals involved in the initiative** | 98 | Total % of Community members Involved in the initiative |   2 |

|  |
| --- |
| **Describe your community partnership shared decision-making leadership group and oversight role. Who coordinates? How is it structured? How is it linked to Decat? 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 3 members from Madison County, 2 members from Marion County, & 4 members from Warren County totaling 9 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. |
| **How often does this group meet?**Our Shared Decision Making Team meets once per month on the 1st Tuesday. We usually do not meet in January, July and August. |

The remainder of the report includes the 3 blank columns:

* **No color-labeled ‘Ongoing’** - for things you have accomplished in the past and continue to do
* **Yellow color-labeled ‘Proposed (NEW)’** - for new goals you are working towards
* **Green color-labeled ‘Met’** - the year-end information on success and/or barriers faced

The 4th column allows for narrative on the columns described.

Note: The Ongoing category can be added in narrative in the 4th column if you would like to use it to explain routine and/or steps taken to meet this goal ongoing. It is NOT required for reporting, but coordinator must be able to explain Ongoing steps to SDM team and state/federal entities if audited.

| Shared Decision Making-Level 1 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress. |
| 1-a | New CPPC Coordinator attends first available CPPC Immersion 101 and 201 within the 1st year |  |  | **X** | **Proposed Plan:****Progress: Attended CPPC Immersion 101 in 2011. Attended first available 201 (didn’t exist when I started!).** |
| 1-b | Membership of Shared Decision Making Team must include Department of Human Services (DHS) Representative and Decategorization (Decat) Representative |  |  | **X** | **Proposed Plan:****Progress: Terri Miller and/or Chad Hargin and Joe Burke regularly attend our Shared Decision Making Team Meetings.** |
| 1-c | Membership of Shared Decision Making Team must include local community and professional members |  |  | **X** | **Proposed Plan:****Progress: Three individuals currently attend our meetings as a volunteer/community members. Our other 42 members are professionals.** |
| 1-d | Establish linkages and develop protocol for decision-making with Decat Boards |  |  | **X** | **Proposed Plan:****Progress: Our DCAT Governance Board works very closely with our CPPC SDMT. All recommendations from our SDMT are taken before the DCAT Governance Board for discussion and a vote. Our SDMT and our Board have a great working relationship with open dialogue.**  |
| 1-e | Implement the use of the Shared Decision-Making Survey |  |  | **X** | **Proposed Plan:****Progress: All attendees of the SDMT are given the opportunity to fill out the survey yearly. Our voting members are required to fill out the survey.** |
| 1-f | Develop plan for on-going comprehensive understanding of the four strategies for individuals involved in Shared Decision Making process | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator presents updates each month at the SDMT in a format that is broken down into the four strategies. This helps SDMT attendees understand how the work we are doing fits into the strategies. Additionally, all new members get new member orientation information detailing the four strategies and are encouraged to attend Immersion 101 and 201.** |
| 1-g | Establish and develop plan to meet membership recruitment goals for SDM, including diversity |  |  | **X** | **Proposed Plan:****Progress: CPPC Coordinator works with SDMT attendees to identify members to recruit (and what categories we have not filled). CPPC Coordinator also reaches out at local provider meetings to keep these goals in the forefront of community members’ and professionals’ thinking.** |
| 1-h | Provide oversight for the planning and implementation of the four CPPC strategies  | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator presents updates each month at the SDMT in a format that is broken down into the four strategies. This helps SDMT attendees understand how the work we are doing fits into the strategies. At SDMT meetings, attendees are encouraged to discuss new and different ideas for better implementing the four strategies.** |
| 1-i | Develop orientation plan for new members |  |  | **X** | **Proposed Plan:****Progress: An orientation packet was developed by CPPC Coordinator and DCAT Coordinator in FY16.**  |

| Shared Decision Making-Level 2 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress. |
| 2-a | **Must meet all of the Level 1 items and also** add additional members and 1 of those members needs to be one of the following: domestic violence, substance abuse, or mental health partner |  |  | **X** | **Proposed Plan:****Progress: Indianola DCAT Cluster SDMT has representation from domestic violence, substance abuse and mental health.** |
| 2-b | Implement plan for on-going comprehensive understanding of all four strategies | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator presents updates each month at the SDMT in a format that is broken down into the four strategies. This helps SDMT attendees understand how the work we are doing fits into the strategies.** |
| 2-c | Implement orientation plan for all new members | **X** |  |  | **Proposed Plan:****Progress: An orientation packet was developed by CPPC Coordinator and DCAT Coordinator in FY16. All new attendees receive a packet and review the information with the CPPC Coordinator. The packet information is also available to all who are interested at: http://www.cppconline1.com/new-member-orientation-information.html** |
| 2-d | Conduct Parent Partner orientation for all Shared Decision Making Team members | **X** |  |  | **Proposed Plan:****Progress: Annually, Parent Partners from our service area present at our SDMT meeting on Parent Partners and the services they offer.** |
| 2-e | Share information and progress of the local Parent Partner program regularly | **X** |  |  | **Proposed Plan:****Progress: If present, Parent Partner(s) share information and progress at monthly SDMT meetings.** |
| 2-f | A Parent Partner is added to the membership of the SDM Team |  |  | **X** | **Proposed Plan:****Progress: Adam Andre, Mindie Bentick, Dawn Love and Tjiana Mrvoljak have taken turns attending our meetings in FY18.** |
| 2-g | Membership recruitment plans that address diversity according to the demographics of your community | **X** |  |  | **Proposed Plan:****Progress: SDMT is continuing to work together to recruit members that address the diversity in our counties.** |
| 2-h | Review and report on diversity and disparity in the community and within the local Child Welfare system | **X** |  |  | **Proposed Plan: CPPC Coordinator will gather consensus data as a starting point to begin discussions with community agencies and DHS on diversity and disparity.****Progress:** **Due to various other activities/events having to be a priority, CPPC coordinator did not reach this goal in FY18.** |
| 2-i | Host a CPPC Immersion 101 event in CPPC area at least once every three years | **X** |  |  | **Proposed Plan:****Progress: Hosted an Immersion 101 training in FY16. We will look to host again in FY19.** |
| 2-j | Identify and meet goal for adding additional community members (this number can be reviewed and re-established each year) | **X** |  |  | **Proposed Plan:****Progress:** **We have identified a goal of 10% of our members being community members. This would mean we would have to add 2 more community members to the three we added in FY18, if our professional numbers remain the same.**  |

| Shared Decision Making-Level 3 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress. |
| 3-a | **Must meet all Level 1 and 2 items** and also have two of the following members: domestic violence, substance abuse and mental health partners | **X** |  |  | **Proposed Plan:****Progress: We have met all items in level 2, except meeting our goal of community member participation. We do have two representatives from the domestic violence, substance abuse and/or mental health categories.** |
| 3-b | Have a broad representative of at least five (5) of the following members: Faith-Based Groups, Health Care, Education, Business, Legal System (courts), Law Enforcement, Government (County or City), Economic Supports, Practice Partners and Prevention Councils (See CPPC reporting and evaluation form for definition) |  |  | **X** | **Proposed Plan:****Progress: We have representation from the health care, legal system (courts), government, economic supports, practice partners and prevention partners, totaling 29 members.** |
| 3-c | SDM develop avenue for youth voice (youth in foster care or foster care alumni) |  |  | **X** | **Proposed Plan: CPPC Coordinator will continue reaching out to local foster care support groups to attempt to get a youth voice involved in our SDMT. CPPC Coordinator will also work with Parent Partners to identify foster care alumni.****Progress: CPPC Coordinator worked with Juvenile Court School Liaison to identify a youth voice (currently in foster care) for FY19.** |
| 3-d | Develop linkages and partnerships with other groups into SDM team | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator continuously works with local provider groups to pull in new members/voices and partnerships to the SDMT.** |
| 3-e | SDM membership diversity is representative of the local population | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator works with local provider groups and SDMT on a regular basis to work towards our SDMT being representative of the local population.** |
| 3-f | Role of the SDM group expands to include identifying, and developing a plan to meet unmet needs within the community | **X** |  |  | **Proposed Plan:****Progress: Unmet needs in the community are discussed as needed at monthly SDMT meetings. Attendees are allowed a time for updates and open discussion during the meeting to discuss needs their clients are facing. The majority of the time, the SDMT is able to meet these needs.** |
| 3-g | Develop plan to host a Race: Power of an Illusion in CPPC area |  |  | **X** | **Proposed Plan: CPPC Coordinator will work with DCAT Coordinator and State CPPC Specialists to discuss hosting a Race: Power of an Illusion. CPPC Coordinator will also reach out to other Area 5 coordinators to potentially network to share the cost of the training.****Progress: Hosted Race: Power of an Illusion as well as the follow up discussion in FY18.** |
| 3-h | Shared decision making survey scores used as a tool to guide quality improvement of strategy implementation | **X** |  |  | **Proposed Plan:****Progress: Survey is completed yearly and used to guide quality improvement for that year. Survey results are discussed at the SDMT. From there, a plan is developed to improve that area.** |
| 3-i | SDM goals for community members are met ( see CPPC Reporting and evaluation form for definition)  | **X** |  |  | **Proposed Plan: CPPC Coordinator will reach out to network to identify community members with an interest in child abuse prevention. The goal will be to add 4 additional community members to reach 10%.****Progress: We added 3 community members in FY18.** |

| Shared Decision Making-Level 4 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress. |
| 4-a | **Must meet all Level 1, 2 and 3 items and also** have all three of the following members: domestic violence, substance abuse and mental health partners | **X** |  |  | **Proposed Plan:****Progress: Have not met all level 3 items, but do have representation of all three of the outlined categories.** |
| 4-b | Have ongoing implementation of new member orientation | **X** |  |  | **Proposed Plan:****Progress: New member orientation is utilized as new members attend the SDMT.** |
| 4-c | SDM recruitment goal for Community Members must have been exceeded by 10% |  |  |  | **Proposed Plan:** **Progress:** |
| 4-d | Have 100% of the representation identified in the list in Level 3 | **X** |  |  | **Proposed Plan: CPPC Coordinator will reach out to networks as well as at community events to reach faith-based, education, business, law enforcement and youth voices for representation through our SDMT. Information on CPPC, our website and the SDMT will be readily available at events, meetings, etc.****Progress: We have created an avenue for faith based and education voices through some of our CPPC programming, providers meetings, and FTM participation as most of these individuals cannot commit to a monthly meeting. We are still working towards getting a business and law enforcement representative involved. In FY18, the CPPC Coordinator worked with a local Juvenile Court School Liaison and we will have a youth voice at FY19 SDMT meetings.**  |
| 4-e | Community representatives take a leadership SDM role as defined by the site |  |  |  | **Proposed Plan:****Progress:** |
| 4-f | Role of SDM group expands to include advocacy for CPPC’s goals with funders and policy-makers (legislators, governor, boards of supervisors, city council members, mayor, etc.) |  |  |  | **Proposed Plan:****Progress:** |
| 4-g | SDM group implements plan and successfully addresses unmet needs within the community  | **X** |  |  | **Proposed Plan:****Progress: SDMT regularly discusses unmet needs in the community at monthly meetings. Plans are developed to address unmet needs as needed.** |
| 4-h | Coordinator and/or member of SDM contributes to state and/or regional events/activities. (I.e. serve on planning committees, assisting with logistics, presenting, etc.)  | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator and DCAT Coordinator regularly serve on the discussion panel at Immersion 201. CPPC Coordinator served on planning committees for statewide meetings in FY18 and will again in FY19.**  |

# At the writing of this proposed report, select the level\* for Shared Decision Making that best fits your site: 2

**Based on your completed activities, select the level\* for Shared Decision Making that best fits your site**: **2**

**\*For more detailed information on the levels, please see the CPPC Practice Guide**

|  |
| --- |
| Please have each committee member on the leadership/steering committee fill out the Shared Decision Making form, compile the average response for each question, and report the average response below. |
| ***\*Instructions:***Baseline= 1st year at the beginning of year on proposed plan(Yellow). Previous Year= Previous year on progress report(Green). Current Year:= Current year on progress report (Green) |
| **Shared Decision Making Survey 1=disagree, 2=mildly disagree, 3=neutral, 4=mildly agree, 5= agree** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Description** | **Baseline Year\*** | **Previous Year\*** | **Current Year\*** |
| 1. Common Vision: | Members have a shared common vision. | 4.38 | 4.38 | 4.44 |
| 2. Understanding and Agreement Goals: | Members understand and agree on goals and proposed outcomes/objectives. | 4.13 | 4.25 | 4.33 |
| 3. Clear Roles & Responsibilities: | Roles & responsibilities of members are clear. | 3.88 | 4.13 | 4.22 |
| 4. Shared Decision Making: | All members have a voice and are engaged in the decision making process. | 4.38 | 4.31 | 4.66 |
| 5. Conflict Management: | We are able to successfully manage conflict. | 4.25 | 4.50 | 4.44 |
| 6. Shared Leadership: | Leadership is effective and shared when appropriate. | 4.5 | 4.44 | 4.44 |
| 7. Well Developed Work Plans: | Work Plans are well developed and followed. | 4 | 4.31 | 4.11 |
| 8. Relationships/Trust: | Members trust each other. | 2.88 | 4.56 | 4.77 |
| 9. Internal Communication: | Members communicate well with each other. | 3.88 | 4.44 | 4.66 |
| 10. External Communication: | Our external communication is open and timely within the broader community and partners. | 4 | 4.75 | 4.55 |
| 11. Evaluation: | We have built evaluation performance into our activities. | 2.5 | 4.25 | 4.33 |
| 12. Understanding of CPPC: | Members have a clear understanding of the Community Partnerships Four Strategies. | 3.13 | 4.13 | 4.22 |
| **Average Response Score:**  | This is an average score for all of the responses, the number should be between 1-5 | **46.00** | **52.45** | **53.17** |

| Community/Neighborhood Networking-Level 1 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 1-a | Develop Neighborhood/Community Networking plan that includes goals for engagement strategies and planned activities that identifies potential network members to whom strategies will be directed |  |  | **X** | **Proposed Plan:****Progress: Plan was developed in FY12. CPPC Coordinator began utilizing local provider groups and community activities to engage members.** |
| 1-b | Engage the community and build awareness about Community Partnerships for the Protection of Children’s four strategies through community forums, events and activities | **X** |  |  | **Proposed Plan:****Progress:** **CPPC Coordinator is continuously working to build awareness about CPPC and the four strategies in our three counties. Coordinator regularly participates in community events and activities.** |
| 1-c | Develop (select and educate) a cadre of spokespersons who are able to deliver CPPC information, such as the “CPPC 101” information | **X** |  |  | **Proposed Plan:****Progress: Our SDMT voting members serve as this cadre of spokespersons. As voting members change, CPPC Coordinator works to educate new voting members to become spokespersons.** |
| 1-d | Establish performance and outcome measures and evaluate these to ensure the goals (from the planning stage) are obtained | **X** |  |  | **Proposed Plan:****Progress: New network members are constantly being identified. Outcome measures are identified by meeting each of the categories for representation outlined at the beginning of this form.** |

| Community/Neighborhood Networking-Level 2 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 2-a | Continue to promote community awareness/engagement listed in level 1 | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator continuously promotes CPPC at all meetings, activities and events.** |
| 2-b | Develop Neighborhood/Community Networking Plan that includes goals for linkages, collaborations, strategies and planned activities |  |  | **X** | **Proposed Plan:****Progress: Plan was created in FY12. CPPC Coordinator works to develop linkages, collaborations, etc. in all areas of work through local meetings, events, family team meetings, etc.** |
| 2-c | Develop/promote a plan to increase linkages between informal and professional supports and resources |  |  | **X** | **Proposed Plan:****Progress: SDMT and CPPC Coordinator have worked with professionals to create a mailing list that links informal and professional supports to meet community needs. This set up has been highly successful in meeting needs in our area.** |
| 2-d | Develop a plan to increase collaboration among economic supports, domestic violence, mental health, substance abuse and other child welfare professional partners |  |  | **X** | **Proposed Plan:****Progress: By getting each of these categories around the table at SDMT meetings, networking has naturally taken place. From there, partners have been able to reach out to each other for various needs and resources.**  |
| 2-e | Involve Parent Partners in collaborative programs in the community |  |  | **X** | **Proposed Plan:****Progress: Parent Partners are made aware of local meetings, activities and events through the CPPC Coordinator and/or the SDMT.** |
| 2-f | Involve Foster Parents in collaborative programs in the community |  |  | **X** | **Proposed Plan: CPPC Coordinator will work within CPPC network and with Parent Partners and DHS to identify foster parents. CPPC Coordinator will then reach out to identified parents with the goal of adding them to our mailing lists to be included in community events, programs and activities in Madison, Marion and Warren Counties.****Progress: CPPC Coordinator began partnering with Bring Love in Madison County. The organization aims to assist foster parents in providing needed items for their foster children. Through this partnership, we have shared information with foster parents regarding events, resources, programs and activities in Madison County.** |

| Community/Neighborhood Networking-Level 3 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 3-a | Continue with Neighborhood/Community Networking levels 1 and 2 |  |  | **X** | **Proposed Plan:****Progress: Completed Levels 1 and 2.** |
| 3-b | At least one of the following is established:* **Organize** groups/networks of community members and/or parents with prior CPS involvement and/or foster care youth - these groups focus on leadership and providing informal supports
* **Implement** plan to increase collaboration among economic supports, domestic violence, mental health, substance abuse and other child welfare professional partners
* The development of **hubbing** resources and activities that enhance the accessibility of services and supports
* Increase awareness and develop plans to address **diversity** and disparity locally
 |  |  | **X** | **Proposed Plan:****Progress: CPPC Coordinator is able to “hub” resources through our website (**[www.cppconline1.com](http://www.cppconline1.com)**) and our mailing lists.** |
| Community/Neighborhood Networking-Level 4 |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 4-a | **Must meet all Levels 1, 2 and 3 items and also** the implementation of at least 2 or more level 3 type programs |  |  | **X** | **Proposed Plan:****Progress: Hubbing resources through our website and implementing plans to continue to network various groups in our community through provider groups, hubbing of resources and various local events and activities.** |
| 4-b | The use of informal supports is standard practice for families involved with DHS (including involvement with family team meetings) |  |  | **X** | **Proposed Plan:****Progress: Informal supports are utilized for CBFTMs in our area. We are no longer providing FTMs for DHS involved families.** |
| 4-c | Implementation of all programs and activities consistently address Diversity and Disparity issues |  |  |  | **Proposed Plan:****Progress:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level # | Network Activity | Descriptiongoal and what was invested | # of Participants | Outcome(s) |
| 1 | New Member Orientation | To educate new voting members about CPPC and DCAT in the Indianola DCAT Cluster so that they may become a spokesperson for our local CPPC.CPPC Coordinator’s time to create new member orientation and provide information to new members.  | 3 | All three new voting members in FY18 received the new member orientation. |
| 1 | Presentation at Marion County Providers | To promote CPPC and CBFTMs in Marion County.CPPC Coordinator’s time to update and present PowerPoint presentation. | 20 | Meeting attendees have a better understanding of what CPPC is, what we have to offer and of CBFTMS. |
| 1 | Distribution of marketing materials | To distribute pens, reusable grocery bags and business cards to individuals living in or serving Madison, Marion and/or Warren Counties.CPPC Coordinator’s time to distribute materials. | 200+ | Materials were distributed displaying the CPPC website and Coordinator’s contact information. |
| 2 | Parent Partner involvement in CPPC SDMT | To have active participation from Parent Partners at our SDMT.Parent Partner’s time and commitment to attend and participate in meeting. CPPC Coordinator’s time to reach out to Parent Partner Coordinator to arrange for Parent Partners to attend.  | 6 | Dawn Love, Tjiana Mrvoljak, Mindie Bentcik and Adam Andre all attended our SDMT in FY18.Parent Partner Coordinator and CPPC Coordinator collaborated to ensure Parent Partner participation in meetings. |
| 2 | Collaboration with Bring Love | To involve foster parents in CPPC.CPPC Coordinator’s time to collaborate with Bring Love. | 25+ | CPPC and Bring Love developed a partnership to work with foster parents to learn of and meet needs. |
| 2 | CPPC Newsletter | To distribute information and updates on the Indianola DCAT Cluster to our three-county area.CPPC Coordinator gathered information and data and compiled it into a newsletter to be disseminated to mailing lists and posted on the website. | 200+ | Semi-Annual and year-end newsletters were completed and distributed. |
| 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. | 600+ | Directories were supplied to all those who indicated a need. |
| 3 | CPPC Website | To distribute resources, job postings, events, etc. happening in the Indianola DCAT Cluster to local providers and families.CPPC Coordinator’s time to maintain and update the website and distribute information. Funds ($113.51) to own the web address and website package. | 300+ | All resources for each county were checked and updated. Weekly emails containing new information to the website and events happening that week were sent. Mailing lists for the website updates were updated weekly. Events, job postings, etc. happening in the three-county area were posted within 24 hours. |
| 3 | 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. | 850+ |  All interested schools/centers in our three-county area were provided their supplies free of charge. |
| 3 | CPPC Regional 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. | 20+ | DCAT and CPPC Coordinator networked with CPPC Coordinators, DCAT Coordinators, and DHS staff from across the state. |
| 3 | CPPC Statewide Learning Exchange | 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. | 150+ | DCAT and CPPC Coordinator networked with CPPC Coordinators, DCAT Coordinators, and DHS staff from across the state. |
| 3 | Warren County Health & Safety Fair | To distribute information about CPPC and DCAT to Warren County families.CPPC Coordinator’s time to participate in fair. | 50 | CPPC Coordinator spoke with local families about CPPC, FTMs and resources available to them. Resource directories, pens and business cards were distributed. |
| 3 | Meet with new employees | 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. | 3 | CPPC Coordinator met with Sam Hutchinson from Children and Families of Iowa, Jodie Sevier from Mercy and Naomi Hupton from CRISP. Each new employee was educated on CPPC. |
| 3 | SDMT Presentations/Lunch & Learn | To invite local agencies to present information pertaining to the services they offer to the CPPC Steering Committee. CPPC Coordinator worked with local agencies to schedule presentations. | 35+  |  1st Five (Paper Tigers), Kristin Brekelmans (CADC), American Lung Association, Parent Partners and HIRTA were able to present information to our Steering Committee (SDMT).  |
| 3 | Paper Tigers Showing | To provide a free screening of Paper Tigers to CPPC Steering Committee attendees and those interested in the community.CPPC and 1st Five Coordinators’ time to organize the viewing. | 25 | Community members and SDMT attendees viewed Paper Tigers and held a discussion regarding the film. |
| 3 | Madison County KIDS Coalition | To learn of needs and resources in the community.CPPC Coordinator’s time to attend the meeting. | 20 | CPPC Coordinator learned of two new resources available to Madison County families. |
| 3 | Madison County Cares | To attend Madison County Cares meeting to assist in planning community events and learn of community needs. CPPC Coordinator attended 8, one and a half hour monthly meetings. | 150+ | 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. |
| 3 | Marion County Providers | To attend Marion County Provider meeting to learn of needs in the community.CPPC Coordinator attended 4, 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. |
| 3 | Warren County Providers/Family Care Team | 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 5, 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. |
| 3 | Immersion 201 (presenter) | To provide information about how CPPC functions in our counties to meeting attendees.DCAT and CPPC Coordinators’ time to prepare and present at Immersion 201. | 20+ | DCAT and CPPC Coordinators were able to share information and answer questions from other CPPC partners. |
| 3 | Immersion 101 (Osceola) | To present the Immersion curriculum in an effective and useful way to training attendees.CPPC Coordinator’s time to meet with Statewide Coordinator and present the training. | 15+ | CPPC Coordinator delivered curriculum with CPPC Statewide Coordinator to approximately 15 participants. Attendees left with a better understanding of CPPC and its functions.  |
| 3 | Race: Power of an Illusion & follow up | To host Race: Power of an Illusion and the newly developed follow up discussion.CPPC Coordinator’s time to organize the events with another local DCAT Coordinator. Funds to supply lunch. | 20+ | A very successful Race: Power of an Illusion was held. A smaller, but very involved group met and held a successful follow up discussion. |
| 3 | Basic needs met for families | To meet the basic needs of families in our three county area by networking with other local agencies and community members. CPPC Coordinator worked with local providers and community members to help families obtain needed supplies such as: dressers, beds, washing machines, etc. | 50+ | CPPC Coordinator worked with providers to send out needs lists to CPPC Coordinator’s mailing lists and coordinate donation and pick up of needed items. As a result, many families’ needs were met. |
| 3 | Madison County Cares Secretary | To provide support to a local provider group. CPPC Coordinator filled in as secretary when needed. | 3 | CPPC Coordinator completed meeting minutes when the group’s secretary could not be present for a meeting. |
| 3 | DCAT Mini Grant Projects | To provide funding for local programming in the Indianola DCAT Cluster.DCAT and CPPC Coordinators’ time to set up scoring process, disseminate application process information and field questions related to the application process. Steering Committee Voting Members’ time to read and score proposals. | 200+ | The Indianola DCAT Cluster funded 12 projects. |
| 4 | Networking with providers for CBFTMs | To network with local providers in order to be able to pull (from those providers) those that will best meet the need of each individual family.CPPC Coordinator’s time to reach out to and meet with local providers. | 25+ | A list of providers was created to pull from to help families create a list of formal supports for their meeting when needed. |
|  | Total # of Activities: 26 |  | Total # of Participants:3,080+ |  |

# At the writing of this proposed report, select the level\* for Community/Neighborhood Networking that best fits your site: 2

**Based on your completed activities, select the level\* for Community/Neighborhood Networking that best fits your site**: 4

**\*For more detailed information on the levels, please see the CPPC Practice Guide**

| Individualized Course of Action CBFTDM/CBYTDM-Level 1 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 1-a | Educate SDM and community about strength-based engagement/assessment skills and the Family Team Decision Making (FTDM) and Youth Transition Decision Making (YTDM) processes within the child welfare system | **X** |  |  | **Proposed Plan:****Progress:** **CPPC Coordinator is continuously educating new SDMT members about FTDMs and YTDMs. The meetings are discussed at monthly SDMT meetings.** |
| 1-b | Promoting the understanding, the use, and the importance of informal supports in the FTDM and YTDM processes | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator is promoting informal supports whenever FTDMs are discussed.** |
| 1-c | Promoting FTDM and YTDM trainings, and coaching and mentoring if needed | **X** |  |  | **Proposed Plan:****Progress: As trainings are available, CPPC Coordinator is promoting them at local meetings and events.** |
| 1-d | Understand how FTDMs and YTDMs are available and accessed for families involved in the child welfare system |  |  | **X** | **Proposed Plan:****Progress: CPPC Coordinator has talked to agencies providing FTDMs and YTDMs as well as DHS staff to understand this process.** |
| 1-e | Explore and understand FTDM and YTDM Iowa standards and how they are implemented |  |  | **X** | **Proposed Plan:****Progress: CPPC Coordinator completed this task with her training in 2011 and again when FTDM/YTDMs became a statewide contract.** |
| 1-f | Promote collaboration between FTDM and YTDM facilitators from different organizations and agencies | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator continues to invite other agencies to our SDMT meetings.** |

| Individualized Course of Action CBFTDM/CBYTDM-Level 2 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 2-a | **Must meet all Level 1 items** | **X** |  |  | **Proposed Plan:****Progress: Continuing to work to spread awareness about FTDMs and YTDMs.** |
| 2-b | Develop plan to implement Community Based Family Team Meetings (CBFTDM) and Community Based Youth Transition Decision Making (CBYTDM)Plans need to include:* **Assessing** the need for state-approved facilitators
* **Recruitment** of state-approved facilitators
* **Maintain** or have access to a list of state approved facilitators
* **Educating** Community about CBFTDM and CBYTDM
* **Marketing** Strategies
* **Building** relationships with potential referral resources
* **Funding** resources and sustainability
* **Tracking**, evaluation and Quality Assurance
 |  |  | **X** | **Proposed Plan:****Progress: A plan was developed prior to current CPPC Coordinator being hired in 2011.** |

| Individualized Course of Action CBFTDM/CBYTDM-Level 3 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 3-a | **Must meet all Level 1 and 2 items** | **X** |  |  | **Proposed Plan:****Progress: Continuing to work to spread awareness about FTDMs and YTDMs.** |
| 3-b | Implement plan for CBFTDM-Community-Based Family Team Decision Making |  |  | **X** | **Proposed Plan:****Progress: CBFTDMs are being implemented in Madison, Marion and Warren Counties.** |
|  | Number of CBFTDM held |  | 25 |  | **Proposed Plan: CPPC Coordinator hopes to hold ten (10) CBFTDM meetings in FY18.****Progress: Community Resources in Service to People (CRISP) held 25 initial FTMs in FY18.** |

| Individualized Course of Action CBFTDM/CBYTDM-Level 4 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 4-a | **Must meet all Level 1, 2, and 3 items** | **X** |  |  | **Proposed Plan:****Progress: Continuing to work to spread awareness about FTDMs, YTDMs and CBFTDMs.** |
| 4-b | Implement plan for CBYTDM-Community-Based Youth Transition Decision Making | **X** |  |  | **Proposed Plan: CPPC Coordinator will continue working with school officials to identify youth that could benefit from a CBYTDM meeting.****Progress: No youth were identified in FY18.** |
|  | Number of CBYTDM held |  |  | 0 | **Proposed Plan:****Progress:** |

# At the writing of this proposed report, select the level\* for Individualized Course of Action that best fits your site: 3

**Based on your completed activities, select the level\* for Individualized Course of Action that best fits your site**: **4**

**\*For more detailed information on the levels, please see the CPPC Practice Guide**

| Policy and Practice Change-Level 1 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 1-a | **Identify need(s)** for policy and practice change:discussion about policy and practices with various agencies | **X** |  |  | **Proposed Plan:****Progress: New agencies are constantly being added to our local network. CPPC Coordinator discusses policy and practices with each new agency/SDMT member.** |
| 1-b | Identify youth and/or parents who have been involved in the child welfare system and ask for their input about what works and what does not, from their perspective | **X** |  |  | **Proposed Plan:****Progress: Have identified one youth to participate in SDMT in FY19.** |

| Policy and Practice Change-Level 2 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 2-a | **Must meet all Level 1 items** |  |  | **X** | **Proposed Plan:****Progress: Met all level 1 items.** |
| 2-b | **Develop a plan** to address identified needs:* **Gather** data about policy and practice changes-needs/gaps in services
* **Document** information gathered (using sources such as APSR, surveys, focus groups) to prioritize practices and/or procedures needing to be changed or improved
* **Ensure** that frontline staff from child protection system and partner agencies are included in development and implementation of practice change planning
* Within the planning process **identify** cultural disproportionality and disparity issues related it policy and practice change
 | **X** |  |  | **Proposed Plan:****Progress: A plan is in place to gather information on needs and gaps in services through discussions at provider meetings and the SDMT. Plans are developed as needed to address the identified needs and gaps. The format outlined is followed.** |

| Policy and Practice Change-Level 3 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress.  |
| 3-a | **Must meet all Level 1 and 2 items** | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator is constantly working to identify needs and gaps in services.**  |
| 3-b | **Implement plan** for changes and re-evaluate using Plan Do Study Act (PDSA) or similar process* Develop communication strategies for implementing the change
* Develop and implement monitoring to ensure change is successful
* Develop specific methods for ensuring quality changes are maintained
 | **X** |  |  | **Proposed Plan:****Progress: Plans are implemented as they are developed based on the needs and gaps in services.**  |

| Policy and Practice Change-Level 4 |
| --- |
| No. | Description | Ongoing | Proposed (NEW) | Met | Describe current goal in your proposed plan and progress. |
| 4-a | **Must meet all Level 1, 2, and 3 items** and add the implementation of 2 or more policy and practice changes | **X** |  |  | **Proposed Plan:****Progress: CPPC Coordinator is developing and implementing plans to create policy and practice change as needed.**  |
| 4-b | Community agencies routinely involve SDM in developing and reviewing policies and practices | **X** |  |  | **Proposed Plan:****Progress: SDMT attendees involve SDMT in policies and practices as needed.**  |
| 4-c | Agencies involved in CPPC routinely survey consumers and partners about their programs and make changes in response to feedback including diversity and disparity issues | **X** |  |  | **Proposed Plan:****Progress: Agencies involved in CPPC have developed their own way to survey consumers/partners regarding their services. Based on the results of the survey, they are making changes and responding to feedback as needed.** |
| 4-d | SDM group solicits ongoing feedback from families and community members and makes changes in response to feedback |  |  |  | **Proposed Plan:****Progress:** |
| 4-e | Ensure that all neighborhood network members and DHS-contracted agencies require specific “best practice” standards for delivering human services |  |  |  | **Proposed Plan:****Progress:** |
| 4-f | Ensure that the SDM group, agency administrators and service recipients evaluate service delivery on a regular basis |  |  |  | **Proposed Plan:****Progress:** |
| 4-g | Implement recommendations of various state and federal reviews |  |  |  | **Proposed Plan:****Progress**: |

#  At the writing of this proposed report, select the level\* for Policy and Practice Change that best fits your site: 3

# Based on your completed activities, select the level\* for Policy and Practice Change that best fits your site: 4

# \*For more detailed information on the levels, please see the CPPC Practice Guide

#### Name: Sarah Hohanshelt Title: CPPC Coordinator

## *Site: Indianola DCAT Cluster (Madison, Marion and Warren) Address: 200 S Howard Street, Indianola Phone: (515) 468-8181*

**Please return this completed form to both Sandy Lint *and* Shelby Zirbel:**

Sandy Lint, DHS-CFS

1305 E Walnut

Des Moines, Iowa 50319-0114

**Email**: slint@dhs.state.ia.us

**Phone**: (515) 281-7269

Shelby Zirbel, DHS-CFS

1305 E Walnut

Des Moines, Iowa 50319-0114

**Email**: szirbel@dhs.state.ia.us

**Phone**: (641) 330-4828