**Annual Progress Report FY 20**

**Indianola DCAT Cluster**

**Des Moines Service Area**

**Madison, Marion and Warren Counties**

Joe Burke, DCAT Coordinator, 515.314.3603

**KEY ACTIVITIES AND PROGRESS**

Summarize the project’s key activities and the progress toward reaching the project’s desired outcomes during the previous state fiscal year.

All Progress, Update, Reports and numbers are in **Bold Black** unless part of an Excel Format Type Report

1. A description of the community planning used in developing the annual plan:

Three local provider meetings are held each month (one in each county) that are comprised of 20-30 local providers including state and private social service agencies, Early Childhood, schools, police, community health, etc. Community planning and needs assessment issues are on-going and discussed at each meeting. Four Members from each county group serve on the CPPC/DCAT Steering Committee and review DCAT proposed projects/issues and send recommendations to the DCAT Board approximately two-three times per year. Early Childhood, Community Health and other agencies do needs assessments and many of those individuals are members of the Steering Committee. In addition the DCAT Coordinator gives data to many of these programs to assist with the completion of their needs assessments and end of year reports. The DCAT Governance Board is comprised of three Board of Supervisors (one from each county) two JCS officers and a DHS liaison. The Board is also a resource for community needs and recent needs assessment conducted by their respective areas as mentioned above. The Board meets about Five times per year.

Utilization of Decategorization resources is by identified the community and DHS, with an emphasis on projects/services that will defray traditional child welfare spending as well as reduce or insure non-duplication of services and keep youth from being placed in a more restrictive environment.

**DHS/DCAT/CPPC priorities for FY 20 included: State Coordination for expansion and organization of Parent Cafés, CPPC website:** [**www.cppconline1.com**](http://www.cppconline1.com)**. , Recertification of about 13 ALS PALS programs, CPPC, Community Based Family Team Meetings (3 in fiscal year 20) and DCAT Coordination of State Contracts.**

As in past years it is now common place in the Indianola DCAT Cluster, when a need is identified many community partners invest multiple hours collaborating to provide input and feedback so as to provide the best service/product that can be purchased. This collaborative process has brought a collaborative perspective to the community and is well received; additionally providers/vendors find it beneficial to have involvement from community partners to assist with programmatic challenges. For years now, DCAT/CPPC is now looked at as the “hub” of communication and assistance coordination for the three counties through its web site and CPPC and DCAT Coordinators. Sarah and/or Joe have presented at four of the last five CPPC State Meetings and presented at the CPPC Immersion 201 training for the last four years.

**Update: As in years past, the three local provider group attendances in Madison, Marion and Warren Counties has stayed steady at about 20 individuals per meeting. Sarah Hohanshelt has been the FT CPPC Coordinator for our counties for 9.5 years as of June of 2020. Sarah is a native to Winterset where she makes her home and had previous experience with DCAT/CPPC Programs in our three counties with her work with Prevention Concepts. The DCAT sponsored program ALS PALS have all reviews and supplies completed by Sarah through DCAT/CPPC. In FY 17 the individual State Contract for ALS PALS was not renewed by the DCAT Board due to State budget cuts. Sarah still did program reviews to keep all the programs current in case money becomes available in FY 21. In addition to doing Community Based Family Team Meetings and over-seeing ALS PALS, Sarah is in charge of our CPPC website at:** [**www.cppconline1.com**](http://www.cppconline1.com)**. Sarah is updating the website virtually every work day with info from the service area. The website boosts updates from Madison Marion and Warren Counties (plus Polk County) from social service providers, companies looking for employees, etc. and is the center of info for training, local programs, jobs, events, etc. It also contains a monthly at-a-glance calendar that gives the events occurring throughout our counties. FY 20 saw a similar number of “hits” (similar to FY 19) as some weeks were over 4,000-5,000! We were well positioned to keep the three counties informed and coordinated with COVID-19 changes and announcements due to the heavy use and knowledge of our web site. All three directories for Madison, Marion and Warren Counties are continually updated on our website. This will allow future directories be quickly updated and printed when needed. This also allows anyone to print out the most current directory throughout the year. The job site not only includes local jobs in the counties but a job training sites (We Lift Job Training Program in Warren County that is a Virtual Access Point and uses Workforce Development Materials purchased by DCAT several years ago). It also contains links to major search engines such as DesMoinesHelpWanted.com, Career Builder, Monster, etc. so anyone in Iowa can go to one site for links to all the major job search engines. Referrals for Community Based Family Team Meetings dropped dramatically when the switch to a State Wide FTM mandate started. In FY 16, we started a pilot project in Madison County by having two professionals who work with families trained in Community Based Family Team Meetings. We went from 3 meetings in FY 16 to 13 meetings in FY 17 with FY 18 topping 25. FY 19 saw a drop to 9 (all done by Sarah) due to the trained staff moving out of the counties or taking new jobs. FY 20 saw only a few done due to COVID-19.**

**As mentioned above the three major provider groups in our DCAT area have stayed very strong with about 20 people in attendance each month. COVID-19 of course made these meeting virtual. These groups supply the members from each county for the DCAT/CPPC Steering Committee. The DCAT/CPPC Steering Committee gave positive recommendations to the DCAT Governance Board for continuation of the core 4 DCAT Programs (see DCAT programs below or FY 21 Plan on our web site) for approximately $193,945 for FY 21.**

**KEY ACTIVITIES, OUTCOMES, AND EXPENDITURES**

**Describe key activities, outcomes, and expenditures for programs and services that received funding from the governance board during the previous state fiscal year.**

2. A description of the Decategorization project’s efforts to network and coordinate with other community planning initiatives affecting children and families within the boundaries of their project

1. Shared Decision Making

In the three counties the Community Partnership Shared Decision Making Leadership Group is made up of two shared decision making parts: (1) The DCAT Governance Board/DCAT Contract Monitor who write, oversee and have final approval for the CPPC State Contract (and all other DCAT or other contracts) Final Yearly Budgets, CPPC Coordinator employment, and are the only legal representatives for the contracts and any action taken that affects or changes the contracts/contract budgets. The Governance Board has final authority (if needed) over all Steering Committee actions. (2) The DCAT/CPPC Steering Committee and CPPC Coordinator make recommendations to the DCAT Board for the use of additional DCAT funds and can assist with budgets, plans, review of Request for DCAT funds, implements and set the course of action for extra money given down by DHS, set the CPPC Strategies approach with CPPC and DCAT Coordinator, etc. See “C. Steering Committee Roles/Purpose within the Indianola DCAT Cluster” below.

1. Steering Committee Contract Funding Examples

Below are examples over the last several years of programs recommended by the Steering Committee and approved by the DCAT Governance Board. These examples are virtually all extra funds given to the Indianola DCAT Cluster during that time and originated with the Steering Committee and its members.

100% of programs recommended by the Steering Committee have been accepted and passed by the DCAT Governance Board in the form of contracts over the last 11 years. The Steering Committee for the Indianola DCAT cluster has had the majority of all extra money in each yearly DCAT budget going to projects they recommended and proposed to the DCAT Board. The only programs that continued (but had no objections from the Steering Committee) were regular Core Programs Family Assistance (flex funds) $40,000, Community Support (for CPPC FT Position) $50,044, CPPC $20,000, DCAT Coordination $77,350,

FY 2007: Mom off Meth $63,000, Wee Care $2,000, We Lift $31,817(pilot program), Spring Projects $110,250 (all Spring Projects program proposals are reviewed by Steering Committee members with recommendations sent to the DCAT Board for final approval).

FY 2008: AmeriCorps $36,022 (includes additional $15,000 for Parent Partners and Parent Partners Training recommended by CPPC coordinator and Steering Committee to DCAT Governance Board), Mom off Meth $22,000, School Based Mental Health $108,011, Spring Projects, 121,091, CPPC part time Coordinator $20,000 (included $7,500 for projects in three counties decided by Steering Committee and PT coordinator position recommended by the Steering Committee to the DCAT Governance Board)

FY 2009: AmeriCorps (includes additional $15,000 for Parent Partners) $34,000, School Based Mental Health $65,000, Spring Projects $63,000, CPPC $20,000(PT coordinator with benefits).

FY 2010: AmeriCorps $51,000 (includes additional $15,000 for Parent Partners and $12,000 for county projects recommended by Steering Committee and approved by DCAT Board), School Based Mental Health $65,000, Spring Projects $63,00, Family Interaction Aging Out $26,00(Pilot program whose purpose, budget etc. decided at Steering Committee meeting with DHS Supervisor Kristen Walker present-program approved as recommended by Steering Committee by DCAT Board), CBCAP $7,500 (programs decided by Steering Committee with Madison County as fiscal agent, DCAT Board Approved), CPPC $3,000 extra money in CPPC budget with programs in each county determined by the Steering Committee.

FY2011: Parent Partner/Community Support $42,620 (includes money for Parent Partners $7,500 and community spring projects – Every 15 minutes at Winterset HS $2,583, Family Directions, Storks Nest Madison 5,000, and Partial Salary, Benefits, and general support for FT Community Partnership Coordinator $24,500. Other Spring Projects: Wee Care $9,450, We Lift $5,250, School Based Mental Health $16,000, ISU Extension After School $5,500, Public Health Child Screenings $3,000, Cowboy Up Wildwood Hills Horse Therapy with At Risk Youth $22,500. CBCAP: Marion County Health $4,000, Family Directions Madison County $4,000, Wee Care Warren County $4,000. CPPC: $20,000 partial Salary and Benefits for FT CPPC Coordinator Position

FY 2012: Parent Partner/Community Support $42,620 (Includes money for Parent Partners $6,000. Spring Projects – Every 15 minutes Carlisle High School (STAND) $2,583, We Lift Job Training Center $1,600 (with $3,200 match from Warren County), Family Team Meetings $6,000 and $1,000 to each county provider group for Spring Projects, (School Supplies, Resource Directories etc.) and partial Salary, benefits and general support for FT Community Partnership Coordinator $26,000. Other Spring Projects using additional DCAT dollars: Wee Care $13,000, Earlham High School Credit Recovery $4,736, Integrative Counseling (School Based Mental Health) $6,500, Visiting Nurse Services $5,000, Crisis Intervention Services $6,500, Cowboy Up $13,000

FY 2013 There was $34,942 in Parent Partner expenses ($33,529 PSSFP Contract & $1,413 from Community Support Contract). This does not include approximately 50% wages, benefits, mileage from CPPC Coordinator and 20% time from DCAT Coordinator. $1,243 spent for Warren County Resource Directories, $1,000 spent for New Car and booster seats for the DHS loaner program for clients, $1,600 spent in additional support from the Community Support Contract for DHS Clients (Flex Funds shortage): Transports, Paternity Testing and Psych Evaluations, $200 spent on website upgrade. CBCAP awarded funding was approximately $16,000 for two projects.

FY 2014. $12,000 in PSSFP Funds were used for Family Team Meetings, CBCAP awards were approximately $11,000 for two projects. There was $3,000 used for Here Now and Down the Road (ALS PALS for Parents of ALS PALS Students) for all three counties under the ALS PALS contract. Steering Committee Voting Members used point scoring system for the first time to rate all proposals that were submitted for Request for DCAT Funds for FY 15. You can view them under the Special Projects and Parenting Programming and Support Contracts listed in the FY 15 Plan at [www.cppconline1.com](http://www.cppconline1.com).

FY 2015: $23,900 in PSSFP Funds were used for Family Team Meetings, CBCAP awards were approximately $11,000 for two projects. There was $2,000 used for Here Now and Down the Road (ALS PALS for Parents of ALS PALS Students) for all three counties under the ALS PALS contract. $3,000 was awarded to the We Lift Job Training Program, $1,500 for sex abuse prevention booklets used in curriculums for all three counties. Mini Grants: $20,000 Wee Care, $20,000 Cowboy Up, $10,00 24/7 Dads, $10,000 Parents Café, $9,975 School Based Mental Health, $9,844 Victim Advocacy, $9,000 Parent Support, $8,849 New Parent, $2,000 Winterset Stage and for the first time in several years, the Tri County Collaborative Conference (sponsored by DCAT/CPPC) was held in Indianola with 45 plus in attendance.

FY 2016 was very busy: CBCAP awards were approximately $4,000 for one project. There was $2,000 used for Here Now and Down the Road (ALS PALS for Parents of ALS PALS Students) for all three counties under the ALS PALS contract. Mini Grants: New Parent Program - Warren & Madison – $8,849, Behavioral Health Intervention Services Expansion – Madison - $7,633, We Lift – Madison, Marion and Warren - $10,000, School Based Mental Health – Warren - $10,000, Wee Care Respite Nursery - Warren - $10,000, Parents Café – Madison - $9024, Young Parents – Warren - $8,565, Cowboy Up - Family Program - Madison and Warren – $9,900, Cowboy Up – Madison Marion and Warren - $10,000, Domestic Violence Advocate – Marion $10,000, 50th Habitat for Humanity home – Marion - $2,500, and a CPPC Immersion 101 (sponsored by DCAT/CPPC) was held in Indianola with 25 plus in attendance.

FY 17: Core Contracts for DCAT Coordinator, Family Assistance (Flex Funds) Community Support and CPPC. 13 Family Team Meetings took place and Oversite of ALS PALS Continued. The web site was also updated on several times per week basis. No mini grant money was available for FY 17.

FY 18 was the busiest in 13 years for the Indianola DCAT with 17 Contracts (including 12 mini-grants) for the year. Mini Grants for FY 18 included $42,000 divided between five School Based Mental Health Programs (Knoxville, Pleasantville – Marion County, Indianola – Warren County, Earlham and I-35-Madison County), Equine Psychotherapy (Turning Point - Madison County) $4,900, Integrated Health Services Funds (Orchard Place - Warren County) $4,900, Parents Café (Marion County Public Health) $8,000, Victim Advocacy (Crisis Intervention Services - Marion County) $4,900, Wee Care (Child Abuse Prevention Council – Warren County) $4,900, Young Parents (Child Abuse Prevention Council – Warren County) $4,900, We Lift Job Training Center – Madison, Marion and Warren Counties) $4,900. Other Program Assistance- Family Integration Collaboration (Marion County Public Health) ESL Expansion to include refugee family assistance) $995, Resource Directories (2,000) Warren County $5,760, Resource Directories (1,500) Madison County $4,140, ALS PALS material support for 14 programs in Madison, Marion and Warren Counties for FY 18 $5,726, ALS PALS training for two centers FY 18 $650, Race Power of Illusion Training for Madison Marion and Warren Counties (Required Training CPPC, 31 in attendance) $405.

FY 19: Core Contracts for DCAT Coordinator, Family Assistance (Flex Funds - anticipate over $20,000 of request in FY 20, budget is $24,000) Community Support and CPPC. 9 Family Team Meetings took place and Oversite of ALS PALS Continued. The web site was also updated on several times per week basis with over 5,000 hits per week. No mini grant money was available for FY 19. In November 2018 Joe and Sarah were asked by the State of Iowa Community Partnership for Protecting Children staff if they would be interested in taking on the State Wide enhancement and expansion of Parents Cafés across Iowa. The DCAT Governance Board agreed with the new duties for Joe and Sarah and so an announcement went out in January.

**Announcement Regarding Parent Cafés**

We are pleased to announce that Joe Burke and Sarah Hohanshelt with Indianola DCAT/CPPC will assist with the further development and organization of Parent Cafés in an effort to support expansion of this initiative throughout the state.  Joe has spent the last 13 years as the Indianola Cluster DCAT Coordinator and Sarah has spent the last eight as the cluster’s CPPC Coordinator. Joe and Sarah have overseen the establishment of several programs in their service area including ALS PALS, School Based Mental Health, Three Community Web Site, etc., over the last 13 years.  The Indianola DCAT/CPPC currently has four Parent Cafés established, with this experience Joe and Sarah are ready to begin work on assisting CPPC sites and community partners with implementation and technical assistance around launching new Parent Café opportunities as well as supporting the retention of existing Cafe’s.

Joe and Sarah will take the next couple of months to begin contacting the current Parent Café locations and will use this information to begin work on an implementation guidebook to utilize for Parent Cafés to serve as a best practices approach. They will also work toward setting up monthly conference calls for updates, guidance, sharing experiences, reviewing information, etc. for Parents Café trainers and facilitators.

**What is a Parent Café?**

Parent Cafés are physically and emotionally safe spaces where parents and caregivers talk about the challenges and victories of raising a family. Through individual deep self-reflection and peer-to-peer learning, participants explore their strengths, learn about the Protective Factors, and create strategies from their own wisdom and experiences to help strengthen their families.

Cafés are carefully-designed, structured discussions that use the principles of adult learning and family support. They are highly sustainable with training reinforcement, institutional support, and a commitment to an approach that engages and affirms parents as leaders. Participants leave Parent Cafés feeling inspired, energized, and excited to put into practice what they’ve learned.

**What to do**

If you get this message and currently have a Parent Café running in your area, or want to have one established, please make sure the lead person of the Café gets a copy of this email.

Joe would like you to contact him at [jburke@dhs.state.ia.us](mailto:jburke@dhs.state.ia.us)  to begin the process of getting an accurate picture of who currently runs a Parents Café and who is interested in establishing new Parent Cafes.  Joe and Sarah’s full contact information is included below.

Joe Burke

DCAT Coordinator Madison, Marion and Warren County

1005 South Jefferson Way

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Cell- 515-314-3603

SARAH HOHANSHELT  
*Madison, Marion and Warren County Coordinator*Community Partnerships for Protecting Children (515) 468-8181  
[www.cppconline1.com](http://www.cppconline1.com)

**Joe and Sarah then sent out this State wide message on February 22, 2019:**

You all received the message about Sarah and I coordinating the implementation of Parent~~s~~ Cafes Statewide, and we want you to know that we are very excited at the prospect of growing Parent~~s~~ Cafes across Iowa!

It does not matter if you are new to Parent Cafes or have running a program for several years; ALL input is valuable as we begin this process.

Please reply to both Sarah and I with your comments, additions, questions, etc. by Monday, March 11th. We would appreciate your use of bullet points to list your suggestions. This will make it much easier for us to compile feedback.

**Joe and Sarah’s Role**

* Make start-up of new Parent Cafes and continuing them easier
* Assist sites in developing financial strategies for Parent Cafes (start up and on-going)
* Create more uniformity statewide, but recognize that each area is unique.
* Develop a network of individuals across the State to assist in challenges associated with Parent Cafes
* Give you an important voice in the creation of the Parent Cafes state wide manual (this will be your guide. Our role is to put it together.)
* Be your sounding board for all suggestions, information and challenges going forward

**Attachments and links to this Email**

Web site link below (#4) will take you to the Parent Cafes web site where you can do online research about the program.

**1.**       **Parent Café Manual Table of Contents Outline**

If you are just exploring Parent Cafes or are already running one, your input is very valuable. Please take 10 to 15 minutes to go over this outline for the future “living document” Statewide Manual. We may have missed something, or you may see everything you need. Let us know as Sarah and I will be basing our future manual development meetings on your feedback.

Also, how would you like this provided to you? Is an online living document OK that you can print from our web site or do you need hard copies in binders (keeping in mind this will be a constantly changing document)?

We will be following up with a phone call to get more in depth information from you on this very important document.

Also, FY 2019 No mini grants were awarded due to Lack of State Transfer Amounts being unavailable.

**FY 20**

* **Worked on the development and Finished the Iowa Parent Café Guidebook with an Appendix totaling some 49 pages.**
* **The Iowa Parent Café Guide Book (26 Pages), deals with how to get started and what to consider when interested in Parent Cafés. The Parent Cafés Appendix (23 pages), includes various forms, usable flyers and other needed data that can be modified to fit each area’s needs.**
* **Sarah did all the edits on this guidebook and modified the format, from the multiple monthly guide book meetings between her and Joe (Guidebook Table of Contents Below).**
* **The Guidebook and Appendix was created with input, information and/or reviews from: Be Strong Families-Chicago, Iowa State University, State Leadership from Community Partnership for Protection Children, State Wide Parent Cafés Facilitators, Phone Interviews with Parent Cafés project sites, newly trained Parent Café Facilitators, Children and Families of Iowa trained facilitator, Marion County Public Health, and of course personal interviews with the Parent Cafés facilitators in Madison Marion and Warren County.**
* **Joe coordinated the facilitator training of 23 new individuals in Parent Cafes in the Fall/Winter of 2019/2020 including areas around Blackhawk County and conducted two personal interviews with Parent Café sites in Wright and Blackhawk Counties.**
* **Joe and Sarah visited all three of the regional Community Partnership for Protecting meetings together in September 2019 and gave a presentation on the Guide Book Final Draft, answered questions and took additional input for the Final Draft of the document.**
* **Joe conducted a Be Strong Families State -Wide Conference Call in October with Sarita Sashington the Strategic Relationships Manager - Be Strong Families – Chicago**.
* **Joe and Sarah also developed and Sarah continued to send out the monthly “Did You Know?” info emails with facts about Parent Cafés (sample featured below).**
* **Joe and Sarah developed and Sarah sent out a Parent Café reporting form for future use with the goal to assist Be Strong Families (national Parent Cafés) in their goal to become evidence based.**
* **Joe and Sarah started and Sarah consistently added to the growing email list of Parent Café involved individuals across the State. The original email list of initial respondents is now well over 30 representing all parts of the State.**
* **Nationally, Parent Cafés is currently submitting the data to become an evidence based program and they are currently offering trainings on how to run a Café over the internet.**
* **Joe and Sarah spent about 15-20 hours per week (combined) on Parent Cafés in FY 2020. They will now focus on building the Parent Cafés in the Indianola DCAT Cluster from 4 to 16 over the next two years.**

**The Parent Cafés State Wide Guide Book and Appendix is available to view and download/copies by following the following clicks:**

1. **Go to** [**www.cppconline1.com**](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cppconline1.com%2F&data=02%7C01%7Cjburke%40dhs.state.ia.us%7C64569727fba14a1c86d408d856579150%7C8d2c7b4d085a4617853638a76d19b0da%7C1%7C0%7C637354281396067819&sdata=qJOufjrwrxOQa%2FCzohkCGEdoVkTiAvPkXA2Y7b3i3B8%3D&reserved=0)
2. **Hover over "What's Happening?"**
3. **Click "Parent Cafes"**
4. **Click either "Guidebook or Appendix" link under blue "Parent Cafes: Iowa Implementation Guidebook" heading**

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**Example: Did You Know**

Your "Did You Know?" email is coming to you a week early this month. We have exciting opportunities that we couldn't wait to get out to you!



There is a Facebook page to support those that have completed the BeStrong Families Parent Cafe Training. If you would like to join the group, search "**BSF Cafe Community of Practice**" on Facebook. Click to join the group and provide as much information as possible so Sarita can add you!

There will be a webinar hosted by BeStrong Families on October 25th at 1:30pm. The webinar is titled **Grant Collaboration for Cafe Success**. If you're interested in attending, click the link below.

[https://zoom.us/webinar/register/WN\_ZmizGdGqSbqk8lNNZKdFNg](https://mg2.dhs.state.ia.us/enduser/classify_url.html?url=kDH6wEq9zM7HkT79hZQfXG73/xFBxrbd2Ozd0YSFNGpuAsK3v+RF/fRd8Xi5zJ5bj9905mUj3CJD/UafV7Isbw==)  

* Began the process of contacting each area currently doing or are interested in the training for Parent Café across Iowa.
* Made contact and became “partners” with the only two Certified Parent Café Facilitator Trainers in the State of Iowa
* Also, Joe and Sarah coordinated with the Certified Trainers the first two day facilitator training in over 2 years. The training will be in Blackhawk County and will be completed in Fall of FY 20 for approximately 25 individuals.
* Set plans for the first State Wide Parent Café Conference Call for the Fall of FY 20. Strategic Relations Manager and Senior Trainer Sarita Sashington from Be Strong Families will be the speaker.
* Participated in meetings during the six month period with State CPPC Staff, Parent Café Facilitators, etc., including numerous Parent Café Guidebook work meetings each month between Joe and Sarah.

**FY 20 (continued) All School systems in the Indianola DCAT Cluster have at least one School Based Mental Health Therapist (several have multiple therapist), a few Community Based Family Team Meetings took place, ALS Pals served 850 youth (up from 650 in FY 19). Continued coordination and support of Family Assistance Contract for Flex Funds support to DHS families. No mini grant money was available for FY 20.**

The Steering committee can also make adjustments on expenditures on approved contracts, adjust strategies as needed and insure the Partnership work is linked to relevant DCAT/CPPC/Community activities in the three counties. It also oversees (along with the DCAT Contract Monitor, DCAT Board and Warren County Board of Supervisors who supervise) the CPPC Coordinators Job duties and performance including the Parent Partner Program, ALS PALS, Community based Family Team Meetings and other CPPC related activities which are all funded under DCAT Contracts.

At the request of the DCAT Contract Manager (Angie Crees) DCAT Contract Monitor (Joe Burke) and DCAT Governance Board, the Steering Committee along with the CPPC Coordinator (Sarah Hohanshelt) will review new Request for DCAT funds and/or renewals of current contracts two or three times per year and give recommendations/comments to the Governance Board through a message to the DCAT Contract Monitor or attending a Board Meeting.

1. Steering Committee Roles/Purpose within the Indianola DCAT Cluster:
2. Submit recommendations with budgets to the DCAT Board for future contracts when there is extra Child Welfare Money given by DHS to the Indianola DCAT Cluster (see above examples)
3. Set CPPC budget with each fiscal year (final approval by DCAT Governance Board).
4. Submit recommendations to DCAT Board if Committee feels that one of the regular DCAT programs should no longer be funded (see above list).
5. Adjust budgets to approved DCAT contracts for distribution of extra DCAT funds available through- out the year (see above examples).
6. Perform job interviews and give hiring recommendations to DCAT Board for CPPC Position.
7. Adjust Strategies, and submit to DCAT Board for their approval, for the more efficient use of limited amounts of funding. IE: FT CPPC Coordinator, Parent Partners, ALS PALS, CPPC Web Site and promote the strategies at every opportunity.
8. Oversee (but does not supervise) and help plan the CPPC Coordinator’s approach to the Indianola DCAT Cluster
9. Attend Monthly provider group meetings held in each county
10. Attend Monthly Steering Committee Meetings and give updates on important changes or new programming in their home counties.
11. Review proposals and submit CBCAP application (with one of the three counties as fiscal agent) for use of CBCAP funding available each year for the Cluster.
12. Attend/observe/participate in CPPC Strategies approaches approved by the Committee and CPPC Coordinator. IE: Parent Partner reviews, Drug Court, Community Family Team Meetings, Community Events, etc.
13. Elect Committee Chair and /or vice Chair.
14. Set policies for recruitment, participation, voting members, committee members applying for DCAT or other approved DCAT Indianola Cluster funding, etc.

The DCAT Coordinator also attends some local provider group meetings, early childhood meetings (or reads on-line copies of meeting minutes) as well as other meetings that focus on the needs of youth, Interns, Indianola Cluster Meetings, DCAT Quarterly Review meetings with DHS, DHS discussions, review or focus groups, CPPC meetings, etc.

Partnering Examples:

DCAT partners with preschools to fund ALS PALS programming in all three counties and CPPC now administers this program under our CPPC Coordinator (Approximately $112,000 over the last 11 years).

DCAT funds Community Based Family Team Meetings through the CPPC Coordinator job duties and now with trained community partners (3 CBFTM in FY 20)

DCAT funds a large portion to enhance CPPC in the counties and provides additional funds for the major CPPC program and full time staff $516,000+ over the last 10 years.

$350,000+ over the last 15 years, have been provided by DCAT for these school based mental health programs in the three counties. Almost all of these programs started with assistance from Indianola Cluster DCAT/CPPC. Many of our school based mental health programs were in great position to continue their therapy (when in person counseling was reduced) as they were already doing online counseling due to the demand before COVID-19.

Community Based Family Team Meetings – available upon request from schools, agencies, etc. to any family in the counties of Madison, Marion and Warren free of charge.

**Update: The Community Based Family Team Meetings for FY 20 dropped from 9 to 3 due to COVID-19 issues. In FY 16 we also encountered an increasing number of families unwilling to fill out the heavily DHS oriented FTM Information Form due to their fear that unwanted DHS involvement would result from their Community Based FTM. To counter this in FY 17, our CPPC Steering Committee decided to start a pilot project that trained two professionals in the FTM process who regularly work with families. In its third full year we produced a total of 47 Community Based Family Team Meetings. As always we still are looking for concerned citizens who want to serve their community through the Steering Committee and we added a few new voting members last year and lost the same amount. The link and clicks to the FY 20 CPPC reports for the Indianola DCAT Cluster are listed on page 16 below in red.**

3. A description of any community needs assessment process (See #1 above)

4. A description of the project’s specific and quantifiable short term plans and desired results for the state fiscal year; as well as a description of how these short term plans align with the project’s longer term goals for improving outcomes for children and families.

Short term plans include implementing and monitoring the programs approved through the three county processes ending with the DCAT Board approval. These programs will accomplish the long term goals of DCAT: needs based, family focused, easily accessible, more intensive, less restrictive and cost effective programs for youth 0-18 years old.

**Update Similar to past years: The process above worked extremely well for our counties as we use the most current data available when needed, but additionally many of those who gather this needs data serve on our DCAT/CPPC Steering Committee, so, the latest needs are looked at when recommendations to the DCAT Board are given or Steering Committee projects are considered. There was no money available in FY 20 to fund mini grants or projects. Even though we could not have in person meetings due to COVID-19 the last months of FY 20 our counties are so comfortable using our CPPC web site and sharing data with Sarah that we really did not lose any contacts or information so far during the Pandemic. Joe Burke and Sarah Hohanshelt have been trained in State Consensus Scoring in FY 16 by Keith Wunder. The Consensus scoring process was then used for the rating of the mini grants when money is available.**

5. A description of the project’s proposed plans to use funding available within their Decategorization services funding pool during the fiscal year, including plans to use their available carryover funds- resulting from Decategorization operations during the previous fiscal year- by the close of the current state fiscal year.

The Indianola DCAT Cluster will continue to fund programs already approved and in place. If Child Welfare money is available and able to be carried over for FY 19, DCAT will enhance the funding of the Priorities listed above.

**Update: For FY 20 DCAT funded several regular programs (listed below). We also carried over approximately $120,208 from our FY 19 and 20 Child Welfare Transfers and State Allocations for FY 21. At this point it would appear there will be no money available for mini grants in FY 21 (see FY 21 DCAT Plan at** [**www.cppconline1.com**](http://www.cppconline1.com)**).**

6. A description of the project’s plans to track results and outcomes achieved by funded programs during the year.

Following State Contract requirements, each contract will be monitored quarterly by the DCAT Coordinator and bi-annually by the Governance Board by reviewing quarterly reports in comparison to the Scope of Service (outcomes/performance measures) of the contract. The quarterly reports are also made available to the DCAT Steering Committee, community partners, etc. The DCAT Coordinator will also conduct site reviews with the provider twice annually and anyone can attend DCAT Board meetings in which yearly reviews/reports are given by the providers. The DCAT Coordinator also reviews and approves all expenses and invoices.

**Update: As always, programs submitted regular quarterly reports. Various Mandatory Reports were made available to DCAT Governance Board, DCAT/CPPC Steering Committee, all three provider groups and the CPPC mail ID. Semi- annual reviews/reports were done in person by Sarah and Joe at the DCAT Governance Board meetings in late winter and late summer for FY 20. The Annual Plan, Annual Progress Report, Board notes, Budgets, etc. are now posted on the** [**www.cppconline1.com**](http://www.cppconline1.com) **website.**

7. A description of the project’s plans to monitor and maintain fiscal accountability during the year [fiscal accountability includes monitoring the performance and results of contractors receiving funding and monitoring expenditures for Decategorization services during the year].

As per State of Iowa requirements, GAX sheets will be reviewed monthly (or per reimbursement request) to ensure correct program records, budgets, documentation etc. are being followed. Each program must have a line item budget which has three sections: total money approved for each line item, amount requested for current month for each line item and a running total of request for the year per line item. This insures that there are no budget issues on amounts remaining per line item as the year progresses. If there is a dispute GAX sheets will be held until the dispute is resolved and the contract process will be followed. Contractors must meet listed contract performance measures or payments could be decreased as per contract.

**Update:** **Over the past 15 years, the Indianola DCAT Cluster has had extremely high accuracy on all GAX sent in for reimbursement.** **The DCAT Coordinator reviewed vouchers monthly & tracked the budget numbers on an Excel budget spreadsheet. The info is also reviewed by the Warren County Budget Coordinator before the DCAT Coordinator reviews it again before submitting to DHS for another review and then on to the State. The information was shared through Budget reports at the DCAT Governance Board meetings at least two times throughout the year. The new Excel budget sheets have been very accurate (to the penny) and the DCAT Coordinator was compliant on all required trainings from the State.**

Below is a list of programs and/or services that were administered through the Decategorization Project for 2020 along with agency name, number, budgeted amount for program, and contract numbers.

**Eligibility for Programs Listed Below**

All programs listed below serve any family with youth (or the youth themselves) between the ages of 0-18. Each agency approves eligibility per the contract with DCAT Executive Board. DHS must approve all DCAT contracts. Each agency will accept referrals from all sources in every county except the following:

Family Assistance – DCAT5-19-033 - DHS Referral Only

**FY20 Contracted Services Indianola DCAT Cluster**

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**See list next page**

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| **FY 20 Family Assistance DCAT-5-19-033 Core Program #1 Budget $24,000**  **Flex Funds Rounded General Expenses July-June 2020**  **$10,204.00(includes $486 Admin Fee) FY 20**    Rounded off Flex Funds Monthly Amounts including 5% Admin Fee (not including Gas Cards Purchased): July = $1,665, August = $1,806, September = $1,160, October = $315, November = $1,134, December = $694, January = $669, February = $472, March = $867, April = $525, May = $839, June $53  **Warren/Marion = $5,482 (Plus 5% admin fee)** **Madison = $4,236 (plus 5% admin fee)**  Wal-Mart Cards Wal-Mart Cards  July – $550 July - $100  August – $800 August - $300  September -$430 September -$200  October – $0 October – $0  November – $430 November - $0  December – $200 December - $300  January – $500 January - $100  February – $450 February - $0  March – $100 March - $250  April– $200 April - $300  May - $250 May - $300  June – $50 June – $0    Beds  May $200  Transports  March - $72  Bus Pass Bus Pass/Bus Ticket  July - $48 December - $161  HIRTA HIRTA  July - $30 May - $50  August - $25  March - $25  Medical/Paternity/Medicine Reimbursement  August - $11  March - $33  March - $348 (one client)  Day Care Day Care  July - $474  August - $504    Substance Abuse Evaluation/Medical/Materials  Book  January - $37  Parenting Class Camps  August $80 July - $385  Rent/Utility Assistance Rent/Utility Assistance-  November $650 (one client) September - $475  October - $300 |
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| Joe Burke – 515.314.3603  DCAT Coordination. DCAT5-18-009 Core Program #2 $85,314 Spent of $86,908 |
| Contracted coordination services to administer the DCAT project as well as to coordinate and facilitate the planning/collaborative efforts undertaken to effect change. The overall objective is to reduce duplication of services, improve communication and enhance collaboration. Serves Madison, Marion & Warren Counties.  **Update: See 2020 Parent Cafés information above for additional duties. As usual , the DCAT Coordinator traveled/read meeting notes to local monthly local service provider meetings (when available), interagency, County Supervisor meetings, State CPPC Advisory Group, Community Partnerships for Protecting Children regular monthly meetings, yearly meetings and some quarterly regional meetings were also attended. This year due to COVID-19 travel to meetings were greatly reduced. He also supervises the CPPC Coordinator. The DCAT Coordinator provided monitoring, budgets & oversight on 4 Core contracts & Parent Café for a total of $170,191.00. All, budgets, reimbursement request/reviews, reports, Board updates, amendments, renewals, new contracts, etc. are done by the DCAT Coordinator as the monitor of all DCAT activity in the cluster. FY 20 saw the eighth year of 100% accuracy on State GAX Reimbursements Request for the Cluster. Joe has also done Professional Development & CPPC Training for Service Area 5 when requested. He also was on panels for CPPC 201 and assisted with Immersion 101 CPPC Training for Indianola DCAT and other areas. He was also certified in Consensus Scoring and Ranking for Contracts. He provides this expertise to other DCAT/CPPC areas of the State when requested.** |

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| Sarah Hohanshelt Core Programs #3&4  Community Partnership for Protecting Children and Parent Partner Contract.  DCAT5-17-019 CPPC $30,000 **Spent of $30,000**  DCAT5-20-003 Community Support Contract (additional support CPPC)  $37,368 **Spent 0f $39,283** |
| Community Partnership for Protecting Children (CPPC) is an initiative rolled-out across the state of Iowa. The four strategies include Shared Decision-Making Team, Policy & Practice Change, Neighborhood Networking & Individualized Course of Action (Family Team Meetings). CPPC is dedicated to identifying issues, resources and creative solutions by networking and collaborating with community partners. Activities have included Madison County Family Fun Day, Marion Co. Family Challenge, Tri County Collaborative Conference, participation with local child abuse prevention Councils and domestic violence coalitions. Serves Madison, Marion & Warren Counties. Also see Parent Café info above for additional job duties. |
| **Sarah’s CPPC End Of Year Report is on the website at:** [**www.cppconline1.com**](http://www.cppconline1.com)  Hover over “CPPC”  Click “CPPC Reports”  Click on the yearly report you are interested in viewing. |
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**LESSONS LEARNED/PLANNING ADJUSTMENTS**

Describe any lessons learned and planning adjustments made by the governance board during the previous state fiscal year.

**Lesson Learned – Our web site use and development by Sarah has been outstanding over the last several years. The three counties used it to communicate not only events, training and jobs, but it is regularly use to meet the request of those in need in our three counties. From a washer/dryer to furniture or food, Sarah’s web site has been able to meet the need. Sometimes she approaches 4,000 to 5,000 hits in a week! During the COVID-19 crisis, Sarah and the web site has become the center of information and answers to questions professionals and families have had as information changed (sometimes daily) for our counties.**

**Adjustment – FY 20 We are going to continue promoting the web site in FY 21 as the center of information in the counties. It will make finding and giving out information for services, etc. in our three counties easy on one “click” for an individual family. We also will be promoting our Food Insecurity Resources documents with links on the weekly CPPC email.**

**Use of SAM Funds from Transfer letters with FY 18 & 19 designated amounts voted on in acceptance letters and later designated by Indianola DCAT Cluster Board**

1. **Community Support** $39,283 ($37,368 FY18 Legislative Allocation, $1,915 FY 19 Legislative Allocation)
2. 100% of FY 18 Legislative Allocation spent.
3. The remaining $1,915 of FY 19 Legislative Allocation will carry- over into FY 21.

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| FY 18 Legislative Allocation - Reverts | $ 37,368.00 |
| FY 19 Legislative Allocation | $ 1,915.00 |

1. **Flex Funds** $24,000 ($10,204.00 FY 18 Legislative Allocation, $13,796 FY 19 Legislative Allocation.
2. 100% of FY 18 Legislative Allocation spent.
3. Remaining$13,796 0f FY 19 Legislative Allocation not spent will carry-over to FY 21.

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| FY 19 Legislative Allocation | $ 13,796.00 |
| FY 18 Legislative Allocation - Reverts | $10,204.00 |

1. **DCAT Coordinator** $86,908 ($71,148 FY 18 Child Welfare Transfer from 5/19, $7,392 FY 18 Legislative Allocation, $8,367 FY 19 DHS Child Welfare Transfer carry- over from 12/19
2. 100% of FY 18 Child Welfare Transfer from 5/19 Spent
3. 100% of FY 18 Legislative Allocation Spent.
4. $6,774 of $8,367 Child Welfare Transfer from 12/19 Spent, remaining $1,593 not spent will be carried over into FY 21

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| FY 18 Legislative Allocation - Reverts | $7,392.00 |
| FY 18 DHS CWCO from 5/19 - Reverts | $71,148.00 |
| FY 19 DHS CWCO from 12/19 | $6,774.00 |
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1. **CPPC** $30,000 (100% spent CPPC Coordination)

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| FY 20 CPPC (State) Reverts | $ 30,000.00 |

