

Report of the Activities, Projects and Recommendations of the Planning and Evaluation Work Group

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Biennial Planning Process

It has now been nearly two years since the Collaborative adopted the last “Biennial Plan” wherein Planning & Evaluation reviewed and reported on the identified gaps in services and needs of children and families in Otter Tail County. You may recall that we have routinely conducted or participated in a Biennial Planning Process since the Collaborative’s inception to help determine if our resources are focused and aligned with the needs of the families we serve.

You may also recall that in FY08, P & E carried out the last Biennial Planning Process using county-wide statistics and data which were readily available. P & E is once again proposing to use the same process, but is requesting to add one additional component allowing the gathering of feedback from the families that all the partner agencies serve.

On the back of this report is an outline showing the steps of the proposed planning process. As you can see, in order to accomplish this task, it will require the participation of all Collaborative partners and their staff, and the participation of families served by each partner. P & E will need a decision today on whether or not the proposed process can be carried out so that they have ample time to send out the assessments, collect and compile the data, and then organize the data to identify the needs of OTC families.

Alternative options for Biennial Planning

If the consensus of the group is to proceed with the outline as developed, P & E will begin working on the process immediately. However, if the consensus of the CEO Group is not to participate in the planning process as outlined, then P & E will need additional direction from the CEO Group today how they would like to proceed with collecting ample information to make a sound determination of what the current needs are for OTC families.

As part of their discussions, P & E also toyed with the idea of simply surveying and evaluating the needs of the families served by Collaborative funded programs such as Caring Connections, School-based Mental Health, Truancy, etc. However, they felt that by only surveying the populations that we currently serve, it would greatly sway the response to show only needs in the areas we are currently focusing.

On the other side of the coin, this question was also posed: ***“What if the FY10 needs assessment identifies a priority which is not currently addressed by the programs funded? Is the Collaborative going to shift its resources and discontinue funding for current programs?”***

Proposed FY10 Planning Process

Step	Description	Steps to Complete
1	Inventory partner agencies and identify current existing data which can be reviewed by P & E and used to identify key gaps in service delivery. Question: Do partners have other current assessments or evaluations which should be considered as part of this planning process?	1) State Health Imp. Plan (PH) 2) Immunization Rates (PH) 3) Risk Behavior Trends (Prob.) 4) Probation Annual Report 5) Human Services data on OHP and program service utilization rates 6) Special Ed data 7) OTWCAC Community Assessment Data 8) Mental Health Program data 9) Others?
2	Inventory data collected state or county wide. Question: Are there other or more current data sets that can be utilized for this process?	1) MN Student Survey (2007) 2) Kids Count (2008) 3) Others?
3	Survey Collaborative partners, work group members, and front line agency staff using Survey Monkey to assess perceived needs of the families they serve. Question: Would partners be willing to do this and ask their staff to do this?	(requires participation by all partners through email by use of a 6-8 question survey)
4	Collaborative partners to survey families they serve using one standard evaluation form provided by P & E. Question: Would partners be willing to do this?	(expectation is that every partner to the Collaborative would be responsible for collecting 25-50 evaluations from the families they serve)
4	P & E to collect and organize all data to identify gaps in existing services.	
5	Develop summary report of gaps in existing services	
6	Present summary report to CEO Group & Executive Council for final approval.	
7	Adoption of 2010 Biennial Plan and determination of resource allocation from Collaborative funding to address needs.	
8	Partner agencies to utilized final report to determine how to allocated funding within their own agencies	