

## Otter Tail Family Services Collaborative

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### Collaborative Coordinator's Report

Prepared by Jane Patrick, Collaborative Coordinator

March 1, 2010

#### Partnership Matters

**Printing expenses** – As was discussed at our last meeting, I will no longer be chopping down forests in order to bring you written reports ☺ Today will be our first near paperless meeting, unless partners should choose to print and bring their own copies to each meeting.

**FY11 Work Plan and Budget** – Six of the seven Collaborative work groups will be presenting their FY11 Work Plans and budgets for your approval today. The Service Coordination/CTIC Work Group did not meet in February, and therefore, their plan will be shared with you for approval at the April meeting. Following the presentation of today's plans and the accompanying budgets, I will share projections with you for FY11 and future years. Upon approval and based on the collaborative coordination needs identified in the work plans, I will also be presenting to you in April a proposal for continued contract coordination services after July 1, 2010.

#### **Coordination Evaluation**

Shortly after the February 1 CEO Group meeting, you should have received an email requesting that you complete an evaluation of my services in providing collaborative coordination. If you have not yet had the opportunity to do so, please do take time to complete the evaluation. It is valuable to me as an independent contractor and helps me to see where improvements need to be made. It can and should also be used in determining whether or not you wish to continue contracting with me to coordinate future activities of your organization! ☺

#### Local Collaborative Time Study (LCTS) Updates

We received word of our Quarter 4 LCTS earnings late last week. We will be receiving \$35,219 in Medical Assistance revenue and \$18,237 in Title IV-E funding for a total of \$53,456. This is about \$1,000 higher than the same quarter last year and a little lower than the same quarter in 2008. This simply means that it is about right on target with projections.

#### Opportunities for Collaboration

- Last month an opportunity was reported to the CEO Group to apply for dollars from the ConAgra Foundation to expand local food "Back Pack" programs in our county. United Way submitted a letter of intent, but unfortunately received word that we were not invited to apply for funding at this time. However, based on the support and interest at the local level to expand this program in other schools, Tamara Uselman will be leading a discussion with the group today to explore ideas for how we might develop these programs without outside grant funding.
- Schools administrators and other Collaborative partners interested in working together with the Truancy Work Group on the development of a "Best Practice" guideline for attendance are invited and encouraged to attend the group's special planning meeting on June 10<sup>th</sup> at 8:30 at the Operations Center in Ottertail
- See other opportunities on the web at: <http://otfsc.org/>

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<b>FY11 Proposed Work Plan for: Planning and Evaluation Work Group</b>				
<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<i><b>What is the <u>S</u>pecific task that we want to accomplish?</b></i>	<i><b>How will we <u>M</u>easure whether or not we are successful in completing the task?</b></i>	<i><b>Is this task truly <u>A</u>ttainable with the resources that we have available?</b></i>	<i><b>Who will be <u>R</u>esponsible for each of the steps necessary to complete the task?</b></i>	<i><b>What is the <u>T</u>imeline for completing the task?</b></i>
<b>Task #1:</b> Oversee and manage needs/ changes for the Collaborative website	The website will be maintained. Usage rates will be monitored and tracked over time.	Resources needed: 1) \$200 for website hosting fees 2) Collaborative coordination time to update the site	The Collaborative coordinator will be responsible for managing the day to day operations of the site including updates and renewal processes. The WG will monitor usage at each meeting.	June 2011
<b>Task #2:</b> Review and evaluate the results of the UWOTC Community Needs Assessment and the 2010 MN Student Survey Results and identify appropriate uses for the information within the Collaborative's processes/structure	Results of both will be collected, compiled if necessary, and reviewed at one or more work group meetings. A written summary will be prepared and shared with the CEO Group.	Collaborative coordination and work group time is needed to attain this task.	UWOTC and the Collaborative coordinator will be responsible for collecting the Community Needs Assessment; school districts will conduct MN Student Surveys and results will be obtained from the State.	January 2011
<b>Task #3:</b> Coordinate Strengths, Weaknesses, Opportunities and Threats (SWOT) Training for each work group and evaluate the results of each to see how this information should be used in determining future activities of the Collaborative.	1) SWOT training completed with seven of seven collaborative work groups. 2) Evaluate, summarize and make recommendations to the CEO Group on how this information can be used to provide direction for future planning of the collaborative	Resources needed: 1) \$1,000 to hire a trained facilitator to conduct 7 work group trainings; 2) Collaborative coordination and in-kind work group meeting time	Coordinator will assist the work group in identifying facilitation options and in arranging and coordinating P & E meetings to discuss and evaluate the information derived from the training sessions.	February 2011

**FY11 Meeting Schedule:** The group will meet six times during the next year.

**FY11 Budget Request:** \$1,200 for SWOT training facilitation and website maintenance/hosting

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<b>FY11 Proposed DRAFT Work Plan for: School-based Mental Health Work Group (to be finalized at 3/1/10 meeting prior to CEO GROUP)</b>				
<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<i><b>What is the Specific task that we want to accomplish?</b></i>	<i><b>How will we Measure whether or not we are successful in completing the task?</b></i>	<i><b>Is this task truly Attainable with the resources that we have available?</b></i>	<i><b>Who will be Responsible for each of the steps necessary to complete the task?</b></i>	<i><b>What is the Timeline for completing the task?</b></i>
<i><b>We plan to...</b></i>				
<b>Task #1:</b> Assist in improving the identification rate of undiagnosed mental illnesses among children in OTC.	Individual school-based programs will track the number of students they refer for diagnostic assessments and # of students that receive an ED or SED diagnosis.	\$75,000 total allocation from Collaborative; other funding as needed from CTSS/Schools/County	SBMH supervisors will collect the data and the Collaborative Coordinator will compile and report the data.	July 15 October 15 January 15 April 15
<b>Task #2:</b> Ensure that the mental health needs of all students with and without a MH diagnoses are met.	Staff will track the total number of students with whom they have at least one interview throughout the year.	\$75,000 total allocation from Collaborative; other funding as needed from CTSS/Schools/County	SBMH supervisors will collect the data and the Collaborative Coordinator will compile and report the data.	July 15 October 15 January 15 April 15
<b>Task #3:</b> Oversight of individualized school-based programs with service coordination and systems integration.	County, School and MH supervisors and/or staff will meet twice during the school year to address issues within individual programs. The Lg. Work Group will meet 4 times annually to share information, strategies and ideas.	Coordination time needed to arrange and facilitate meetings.	OTC will be responsible for documenting meetings at schools; the Coll. Coordinator will be responsible for joint meetings of supervisors/staff	June 2011
<b>Task #4:</b> Use outcome based measures to evaluate the ability of our services to improve daily functioning of children in OTC.	TBD 3/1/10	Data from the CASII & SDQ has been successfully utilized and collected by program staff for more than one year.	SBMH staff will continue to administer assessments; SBMH supervisors will collect the summary data; the Coll. Coordinator will compile and report the results.	July 15 October 15 January 15 April 15

**FY11 Meeting Schedule:** TBD 3/1/10

**FY11 Budget Request:** \$75,000

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<b>FY11 Proposed Work Plan for: Early Childhood Work Group</b>				
<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
What is the <b>S</b> pecific task that we want to accomplish?	How will we <b>M</b> easure whether or not we are successful in completing the task?	Is this task truly <b>A</b> ttainable with the resources that we have available?	Who will be <b>R</b> esponsible for each of the steps necessary to complete the task?	What is the <b>T</b> imeline for completing the task?
<b>Task #1:</b> Serve as the advisory board for Caring Connections Home Visits, Child Care Provider Visits, PSOP, IEIC and NFP programs.	Regular meetings will be held and minutes prepared and distributed to work group members.	The group currently serves in this capacity for all programs identified. Program and collaborative coordination is needed to accomplish this task.	The program coordinator will organize meetings, create agendas and complete minutes following each meeting.	June 2011
<b>Task #2:</b> To serve as the convener and facilitator of EC projects and discussions requiring a collaborative approach	* # of discussions and activities that result pertaining to family structure utilizing the Father Leadership Circle. *2010 data obtained by the FFECI regarding father friendly programs and services will be used as baseline to measure improvements.	Each agency at the table will make a commitment to develop, enhance & promote father's involvement to support the family structure	Home visitors and other program staff will be required to attend fatherhood trainings which become available. ECI/ program coordinator will act as the facilitator	January 2011
<b>Task #3</b> Encourage and participate in discussions to develop and enhance integrated EC services.	Number of integrated services established in OTC.	Currently there are four districts looking at integrated models including FF, PR, Per & BL utilizing already existing resources.	ECSE, ECFE and HS are members at this table and will represent the ECWG at these discussions.	At least one integrated program will be established by June 2011.
<b>Task #4:</b> Create and promote quality EC training opportunities	A minimum of two trainings will be made available to all partner EC staff.	Need resources from the Collaborative to pay for agency staff time and/or registration.	The coordinator will work together with partners to arrange and promote training for CC staff	June 30, 2011
<b>Task #5:</b> Identify financial resources to sustain CC programs	All potential resources will be explored.	The program and/or collaborative coordinator and partner staff time will be needed to complete grants.	Coordinator will be responsible for facilitating grant applications with input from the work group	June 30, 2011

**FY11 Meeting Schedule:** The group will meet nine times annually.

**FY11 Budget Request:**

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<b>Proposed FY11 Work Plan for: Chemical Health Work Group</b>				
<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<i><b>What is the <u>Specific</u> task that we want to accomplish?</b></i>	<i><b>How will we <u>Measure</u> whether or not we are successful in completing the task?</b></i>	<i><b>Is this task truly <u>Attainable</u> with the resources that we have available?</b></i>	<i><b>Who will be <u>Responsible</u> for each of the steps necessary to complete the task?</b></i>	<i><b>What is the <u>Timeline</u> for completing the task?</b></i>
<b>Task #1:</b> Recruit community representatives and partners to sit on the committee	A minimum of two new partners will attend at least 50% of meetings scheduled	Individual work group time/in-kind resources will be used to attain this task. Limited collaborative coordination time will also be needed.	Work group members will take the primary lead in identifying and recruiting appropriate new recruits.	October 2010
<b>Task #2:</b> Prepare an application to DHS for Planning and Implementation of broad-based positive community norms program to address underage drinking	One grant proposal will be submitted on behalf of the work group	Resources needed: 1) \$1500 for grant writing services 2) Collaborative coordination services continue to be a need for the work group	The Collaborative coordinator will work with the group to secure a grant writer suitable to complete the RFP.	Nov 2010 – RFP becomes available  March 2011 RFP due
<b>Task #3:</b> Continue work with the positive community norms campaign throughout Otter Tail County.	Baseline data will be established in Spring 2010 on campaign effectiveness. Subsequent campaigns will be evaluated and measured against 2010 baseline data.	Resources needed: 1) \$500 for printing and development of materials 2) Collaborative coordination services	The group will assist the coordinator with developing messages based on the MN Student Survey and other local data. This task will require the support of community partners and local media which the group will identify and pursue.	September - May
<b>Task #4:</b> Explore options for school-based prevention and policy change strategies as ways of changing community norms	Both topics will be discussed during at least one regular meeting of the work group	Resources needed: 1) Donation of Project Northland Curriculum from MPRC (pending) 2) Collaborative coordination services	The Collaborative coordinator will work with MPRC on curriculum availability; OTCPH will help to identify policy change strategies for the group's consideration	January – June 2011

**FY11 Meeting Schedule:** Six work group meetings will take place throughout the school year.

**FY11 Budget Request:** \$2,000

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<b>Proposed FY11 Work Plan for: Truancy Prevention Work Group</b>				
<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<i><b>What is the Specific task that we want to accomplish?</b></i>	<i><b>How will we Measure whether or not we are successful in completing the task?</b></i>	<i><b>Is this task truly Attainable with the resources that we have available?</b></i>	<i><b>Who will be Responsible for each of the steps necessary to complete the task?</b></i>	<i><b>What is the Timeline for completing the task?</b></i>
<b>Task #1:</b> Draft a "Best Practices" guideline for elementary and secondary attendance, excused & unexcused absences and tardy policies	One comprehensive document will be created and distributed to the work group no later than July 2010	Resources needed: 1) Research on existing school attendance policies 2) Research on laws pertaining to attendance 3) Collaborative coordination time	The county attorney's office will conduct research on laws; schools conduct research on attendance policies; coordinator will assist with outlining and developing the guideline	June – August 2010
<b>Task #2:</b> Share information with all appropriate Collaborative partners regarding Best Practices for attendance tracking and attendance improvement	One meeting will take place to inform all schools staff and other key agencies involved with attendance about Best Practices and resources available	1) Collaborative coordination time and partner in-kind staff time will be needed for this task. 2) Minimal printing costs. 3) Luncheon costs.	The Coordinator will be responsible for making meeting arrangements; work group members will be responsible for ensuring appropriate staff attend.	August 2010
<b>Task #3:</b> Explore options for developing Backpack programs in each district interested	A minimum of three schools will have Backpack programs in progress or in place	Collaborative coordination time and partner in-kind staff time will be needed for this task.	The Coordinator will work together with individual school representatives and United Way or other non-profit agencies to identify options for programming	May 2011
<b>Task #4:</b> Inform families about the importance of attendance and attendance policies	Attendance activities will be monitored, reported and summarized	Collaborative coordination time and partner in-kind staff time will be needed for this task.	Attendance activities will be reported by the partners and compiled by the collaborative coordinator	August – May
<b>Task #5:</b> Track attendance at each of the OTC schools	Current tracking process will be utilized with a target decrease of 1-5% in overall absences per student.	Collaborative coordination time and partner in-kind staff time will be needed for this task.	Schools will be responsible for tracking attendance. The Collaborative Coordinator will compile the data.	September – May

**FY11 Meeting Schedule:** June 10, August 17, December 2 and February 2011

**FY11 Budget Request:** \$400 for group meeting expenses and minimal printing.

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<b>Proposed FY11 Work Plan for: Children's Mental Health Local Advisory Council</b>				
<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<i><b>What is the Specific task that we want to accomplish?</b></i>	<i><b>How will we Measure whether or not we are successful in completing the task?</b></i>	<i><b>Is this task truly Attainable with the resources that we have available?</b></i>	<i><b>Who will be Responsible for each of the steps necessary to complete the task?</b></i>	<i><b>What is the Timeline for completing the task?</b></i>
<b>Task #1:</b> Develop outreach tools and materials to distribute to families providing awareness for local mental health and other resources	Magnets, brochures, flyers, wallet cards, etc., will be created and distributed advertising the website and/or other local resources and/or resource directories	Resources needed: 1) \$500 for printing/developing expenses 2) Collaborative coordination and work group staff time to attend meetings, and assist with identifying local resources	The Collaborative Coordinator will assist the group with developing and printing tools; work group members and agencies will be responsible for identifying distribution mechanisms and actual distribution	June 2011
<b>Task #2:</b> Create education opportunities and awareness of children's mental health needs and services	A minimum of 6 education and awareness activities will take place. Evaluations will be conducted following each presentation and reviewed. A summary of outcomes will be reported.	Resources needed: 1) \$500 for printing/luncheon expenses 2) Collaborative coordination and work group staff time to attend meetings 3) Mental health agency expertise and staff time to present training sessions	The LAC will identify the topics and the coordinator will prepare flyers and advertisements for the sessions. The work group and coordinator will be responsible for promoting flyers and information regarding the sessions.	June 2011
<b>Task #3:</b> Work with SBMH programs and MH agencies to ensure or establish processes exist to inform families of local resources, including food support when they are first identified in need of services	Contact with schools and SBMH staff will be documented. A list of current processes will be developed. Suggestions for improvement will be developed and shared as necessary.	Resources needed:  Collaborative coordination and work group staff time to identify current processes and meeting time to review and discuss improvement methods	The Collaborative Coordinator will assist the group with school contacts, as needed, and preparing written communications. The coordinator will assist with developing an outline of current processes and recommendation for improvements.	May 2011

**FY11 Meeting Schedule:** Eight work group meetings will take place September – May with no meeting in December 2010

**FY11 Budget Request:** \$3,000 as allocated by OTC Human Services for LAC activities and consumer stipends.