

## Otter Tail Family Services Collaborative

Working Together...

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### Collaborative Coordinator's Report

Prepared by Jane Patrick, Collaborative Coordinator

April 19, 2010

#### Partnership Matters

*The Collaborative has gone green!!* Just a quick reminder to print and bring your own copies to Collaborative meetings if you would like hard copies available during discussions☺

**HOLD THAT DATE!** The Annual Meeting of the Collaborative is set to begin at 6PM on Tuesday, June 8<sup>th</sup> in Parkers Prairie. We hope that all CEO and Governance Board representatives will make it a priority to attend this fun and informative celebration. Please also be sure that each of your Governance Board Representatives are aware of and personally invited to attend the Annual Meeting as soon as possible. Formal invites will be mailed out to Governance Board Representatives in the first part of May. The current Governance Board membership is attached for reference. If representation has changed for your organization, please be sure to notify me right away.

**FY11 Work Plan and Budget** –The Service Coordination/CTIC Work Group is the last group sharing their Work Plan for FY11 with you today. In addition, I have prepared and am sharing with you two proposals for continued LCTS and Collaborative Coordination. Other administrative expenses in the budget proposal for today include the LCTS payback amount (the last of a three year payment), parity payments for Grant and Wilkin Counties, and general Collaborative meeting expenses. Based on the requests of the programs, work groups and administrative expenses, you will need to make a recommendation to the Executive Council regarding the approval of the FY11 budget. Once the budget planning is completed by the Executive Council, it will be passed along to the Governance Board for final approval at the Annual Meeting.

If a budget proposal for FY11 is approved today, it will not be necessary for the CEO Group to continue budget discussions at their meeting on May 17. As such, the group may wish to cancel the May meeting. In the alternative, the May meeting might be a great opportunity to add steam to some of the Opportunity for Collaboration items that have been slowly, but surely progressing.

**Partnership Payments** – Thank you to everyone that has sent in their partnership payments to date. For those that have not, I have sent out the last batch of invoices for partnership payments which are due in the current fiscal year. If you received a second invoice, please be sure to process it so it is received by the Collaborative by June 1. You may recall that these dollars are used to help support Collaborative meeting expenses including CEO Group lunches, work group meetings and the Annual Meeting. New invoices for FY11 will go out early next fall.

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

As part of my LCTS Coordination Contract proposal for FY11, I am proposing additional time to be spent doing face-to-face training with individuals and small groups in each district. The priority will be to start with participants that appear to be struggling with accurate reporting, and throughout the course of the year, complete small group/individual trainings with every participant involved in the time study. My intent would be to schedule full days of training at each of the school sites, and be flexible throughout the day to meet with participants when their schedules allow. I have recently completed a training schedule similar to this in Clay County, and so far the results are promising with regard to participants asking specific questions and seemingly better understanding the materials.

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As can be expected, school folks are also looking forward to the end of another school year, and a relaxing summer break from random moments. Overall, we have had a good year with relatively few hiccups in the system. When the third quarter starts on July 1 for county folks, and when school folks return to the time study in September, it will be business as usual.

However, the State has given notice that as of October 1, 2010, they intend to move to an electronic, web-based system for LCTS Random Moment reporting. DHS has notified LCTS Coordinators that they will be launching a web-based platform to administer the Local Collaborative Time Study (LCTS) beginning with Quarter 4 2010 (October 1 - December 31, 2010). This means that participants from Probation, Public Health and the schools will receive their random moments by email directly from DHS and respond electronically without the need for a recorder or site contact to manage the process. The hope is that this web-based system will increase efficiencies by reducing the administrative work, as well as costs in copying and postage. It is also believed that the web-based system will allow LCTS coordinators to have management rights over their own participant list database meaning that changes, additions and deletions will be able to be made much closer to the beginning of the new quarter than what is possible today.

There will be further details in the coming months as the State seeks federal approval or modification requests on the system operations. This means that there are only basics to share at this point until that approval is secured. Once federal approval is received, LCTS coordinators across the State hope that they will be able to provide concrete procedures to share with all. For the time being, local LCTS coordinators – myself included – can see some obstacles which will need to be overcome. However, I am determined to remain optimistic that the long term result will indeed be a more efficient data collection process.

### **Opportunities for Collaboration**

- This month we will continue our discussion of expanding the Back Pack programs in schools across Otter Tail County. The Planning and Evaluation Work Group has lent some support to ideas for getting this program up and going. Specifically, they are recommending that individual teams be developed in each community who are interested in working on this initiative. A sign-up sheet will be going around today asking for agencies and/or individuals to volunteer with getting this set up and which communities they would like to work with.
- 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/>

### **School-based Mental Health**

Thanks to a tip provided by former Collaborative member, Angela Berge, efforts were coordinated with the Children’s LAC and staff from the school-based mental health (SBMH) program to attend the “Transforming the Difficult Child” workshop in Fargo on April 30<sup>th</sup>. One SBMH program staff from each of the five districts supporting programming will be attending thanks to the financial support of the LAC. These five individuals have received a book, will be attending the training together, and hopefully developing a plan to consistently utilize and implement the learned strategies in Otter Tail County schools.

The group is also working on collecting and reporting data in a consistent manner across all agencies to ensure we can measure outcomes and data related this unique program.

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### Truancy Work Group

This group continues to offer a county-wide model with a variety of options for schools and county workers to choose from when delivering truancy interventions. In order to jump start their work together in FY11, school administrators and other Collaborative partners interested in developing a "Best Practice" guideline for attendance will be hosting a special planning meeting on June 10<sup>th</sup> at 8:30 at the Operations Center in Ottertail. All school partners are encourage to attend this focus group meeting if they are interested in exploring options for fine tuning their own individual school attendance policies.

### **Otter Tail County Connects for Youth Summary of Activity as of: April 12, 2010**

School	# of students whose parent(s) received letters from Co. Attorney	# of meetings held at the courthouse for student & family	# of parents attending meetings w/their child	# of repeat referrals
Battle Lake	1	1	1	0
Fergus Falls Elem	9	4	3	2
Fergus Falls MS	0	0	0	0
Fergus Falls HS	17	8	8	8
Fergus Falls ALC	2	2	3	0
Henning	1	0	0	0
New York Mills HS	25	3	2	0
Parkers Prairie HS	1	0	0	1
Pelican Rapids Elem.	0	0	0	0
Pelican Rapids HS	1	0	0	0
Perham/Dent Elem	1	0	0	0
Perham MS	3	1	1	1
Perham HS	6	0	0	2
Perham ALC	0	0	0	0
Underwood	4	1	1	2
Outside Districts	7	4	7	3
<b>Totals</b>	<b>78</b>	<b>24</b>	<b>26</b>	<b>19</b>
				(24%)

### Children's Mental Health Local Advisory Council (LAC)

In addition to their Brown Bag Lunch sessions which have been very popular, the LAC worked together with the Fergus Falls Early Childhood Initiative and the Fergus Falls Police Department to host the First Responder Training on March 11 in two locations including Ottertail and Fergus Falls. A total of 42 individuals from across the region attended to learn more about how to address the mental health needs of children during times of crisis.

The group also met with Nicolle Braaten-Toso from Minnesota Social Service Association (MSSA) and Stephanie Olson from Human Services to learn about their organization and how the two groups can work together to address policy change on children's mental health issues. MSSA has extended an invitation for someone from the LAC to participate as a member on their committee.

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### Service Coordination/CTIC

#### Proposed FY11 Work Plan for: CTIC/Service Coordination Work Group

<b>S</b>	<b>M</b>	<b>A</b>	<b>R</b>	<b>T</b>
<i>What is the <u>Specific task</u> that we want to accomplish?</i>	<i>How will we <u>Measure</u> whether or not we are successful in completing the task?</i>	<i>Is this task truly <u>Attainable</u> with the resources that we have available?</i>	<i>Who will be <u>Responsible</u> for each of the steps necessary to complete the task?</i>	<i>What is the <u>Timeline</u> for completing the task?</i>
<b>Task #1:</b> Develop and implement a plan to expand work-based learning opportunities for youth with disabilities in OTC.	An increase in at least two additional work based learning opportunities will be created.	Work Group members have the ability to: <ul style="list-style-type: none"> <li>identify potential list of local businesses with option for volunteers/senior citizens acting as supervisors</li> <li>explore options to expand programs such as Perham's scanning/shredding documents and/or EC reading programs</li> </ul>	Work Group members will collect information about existing and potential opportunities in each community; the Coordinator will summarize the information as provided by the partners	Fall of 2010 start the process, with opportunities in place as of Fall 2011.
<b>Task #2:</b> Assess access to service coordination process for families.	<ol style="list-style-type: none"> <li>Completion of one service coordination assessment by OTC case managers;</li> <li>A minimum of 50 assessment surveys will be completed by parents.</li> </ol>	<p>The FFASEC &amp; FED have each developed a process by which an annual survey can be completed for case managers.</p> <p>The work group has a standard family assessment tool they will use and disseminate as each opportunity arises.</p>	Sandy and Karyn will be responsible for administering the survey to school staff. The SC/CTIC WG will assist with surveying families with whom they work. The Coordinator will assist using Survey Monkey, and will collect, compile and summarize all the data collected.	Case manager assessments will be conducted in the fall or spring depending on each districts staff meeting schedules. Parent assessments will be completed at: Transition Tool Box, Windmill Retreat and at PAC meetings as they occur.
<b>Task #3:</b> Promote service coordination for all eligible families.	<ol style="list-style-type: none"> <li>Ongoing training conducted for all school special ed case managers</li> <li>Tool Box sessions will be held in 3 districts</li> </ol>	Information has been developed for the Transition Tool Box sessions; special ed coordinators will arrange and oversee training for special ed case manager at in-service sessions.	Sandy and Karyn will be responsible for training spec ed staff; Voc Rehab and Freedom Resource will arrange Tool Box events; Coordinator and work group will assist as necessary	All trainings to be complete by April 2011

**FY11 Meeting Schedule:** August 9; September 13, November 15, January 11 & February 8 from 2:30 – 4:00

**FY11 Budget Request:** \$2,000 for parent stipends, conferences/workshops and minimal printing.

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### Chemical Health Work Group

The group has been working very hard and has a fantastic line-up of events happening surrounding the misuse and abuse of prescription drugs – sadly, an issue emerging right here in Otter Tail County. All are encouraged to attend the April 22 presentation in Perham, and to share this information with everyone – including family and friends. We know this issue affects people from all walks of life, and therefore we hope that everyone in the community of Otter Tail County will take advantage of at least one of these opportunities.

Otter Tail County events:

- 1) **April 22 in Perham beginning at 5:30 p.m. (see flyer)** – “Internet Drugs Click! Click! Dead!”  
A powerful community presentation specifically for students, parents and the general public. See the attached flyer and note the FREE potato bar supper!! This event will feature guest speaker Dan Pearson who will share his personal story and tragedy surrounding the loss of his son to prescription drug over dose.
- 2) **April 28<sup>th</sup> in Fergus Falls 9 a.m. – 2:30 p.m.** “Not what the Doctor ordered?: *Trends and Tools to Prevent Prescription and OTC Medication Abuse*” Presented by: Rick Moldenhauer MS, LADC ICADC LPCC, Minnesota Department of Human Services, Alcohol & Drug Abuse Division  
This event is aimed at professionals working throughout Otter Tail County. Contact Jane for more information!
- 3) Watch for more information coming about workshops at the Lake Region Hospital and at Perham Memorial Hospital in late May/June.
- 4) In addition, each high school is conducting an awareness campaign during April. Many thanks to all the schools and student groups that have helped with this campaign!
- 5) Newspaper articles have been printed and more are on the way. An interview was also conducted with Brian Lokken on Lakes Radio regarding the issue and the event on April 22.

Other events outside of Otter Tail County:

- 6) **April 21 in St. Cloud 9:30 a.m. – 1 p.m.** – “Take it to the Box” an informational medical disposal meeting. Contact Jane for more information.
- 7) **April 22 in Hackensack 9 a.m. – Noon** – “People of Faith and Prevention” - This workshop is for pastors, youth ministers, parish nurses and others working with communities of faith. Contact Jane for more information.

### Safe Communities Coalition

This unique committee continues to work on issues directly related to unsafe driving habits affecting local residents and their families. As a result of the group’s work, a new pilot safe ride program will be starting on May 1<sup>st</sup> in the communities of Elizabeth, Erhard and Rothsay. Three local liquor establishments have collaborated along with liquor distributors and a new private shuttle service to provide free and low cost safe ride alternatives for patrons in these communities. Once the bugs have been worked out of the initial pilot program, it is hoped that this service can be expanded to other communities throughout Otter Tail County thereby reducing the number of drunken driving related serious injury and crashes.

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## Otter Tail Family Services Collaborative Membership – effective May 2010

<u>Partner Organization</u>	<u>Governance Board Representative</u>	<u>CEO Group Member</u>
Ashby ISD #261	Sharyn Graham (2004)	Al Jensen,
Battle Lake ISD #542	Paul Ness (2009)	Charles Cheney
Child Care Resource and Referral	Beth Achter (1999)	LuAnn Harris
Fergus Falls Area Special Ed Coop	Brenda Mathieson (2003)	Shannon Erickson
Fergus Falls ISD #544	Melanie Cole (2003)	Jerry Ness
Freshwater Education District	Rod Thalmann (2008)	Bruce Lund
Henning ISD #545	Dwayne Augustus (2006)	Dean Soutor
Lakeland Mental Health Center	Ellen Palmer (2002)	Clair Prody
Lakes Country Service Cooperative	Norman Kolstad (2003)	Beth Achter
Lutheran Social Services	Jodi Harpstead (2008)	Gene Benson
New York Mills ISD #553	Tim Kupfer (2007)	Todd Cameron
Northern Connections	Thad Olsen (2007)	Debra Carpenter
OTC Probation	Lee Rogness (2000)	Chuck Kitzman
OTC Human Services	Doug Huebsch (2001)	John Dinsmore
OTC Attorney's Office	Everett Erickson (2007)	David Hauser
OTC Human Services Board	John Lindquist (1999)	None
OTC Public Health	Roger Froemming (1999)	Diane Thorson
Otter Tail-Wadena Community Action	Scott Wagnild (2008)	Davis Leino-Mills
Prairie St. John's	Tom Eide (2009)	Dawn Hoffner
Productive Alternatives, Inc.	TBD	Steve Skauge
PATH	Jenell Bernardy (2004)	Kendra Lund
Pelican Rapids ISD #548	Diane Kimm (1999)	Deb Wanek
Perham-Dent ISD #549	Mike Hamann (1999)	Tamara Uselman
Permanent Family Resource Center	Sue Ewy (2006)	Bridget Leonard
Parkers Prairie ISD #547	Judy Moeller (2006)	Kent Baldry
Someplace Safe	Marion Kershner (2009)	Diane Kittelson
Underwood ISD #550	Lisa Carlson (1999)	Gary Sletten
United Way of OTC	Rick Bleichner (2006)	Mary Phillipe
The Village Family Service Center	TBD	Kelly Olson
Wadena ISD #2155	Ann Pate (2004)	Virginia Dahlstrom