

Evaluation Board Charter Idaho Child Welfare Partnership

Challenge: As demonstrated by the Federal Review and subsequent Regional CQI processes, data is essential to program improvement efforts that result in improved outcomes for children and families. The process of gathering and using data to inform decision making is a challenge for the Partnership. In the process of collecting human subjects data, client protections are not in place and client specific informed consent is absent. There are no clear guidelines or standards to provide or obtain data across systems. Evaluators or researchers of projects often do not use a participatory process that would allow for stakeholder input and completed reports usually do not support a need expressed by the Department. A mechanism to process and approve program evaluation projects is not in place nor is there a standardized guidance for implementing or conducting evaluations/research. Dissemination of reports based on evaluation projects lacks an identified procedure.

Purpose: To facilitate outcome identification, development and achievement, provide guidance and support for the implementation of service and outcome evaluation activities associated with the Child Welfare Partnership and to promote and develop standardization of evaluation procedures. To use data to inform decision making.

Partnership activities are based on the following premises:

1. Collaboration is the most effective means of achieving long term systems improvement.
2. Communication between partners is strengthened and services improved through on-going collaboration within the partnership.
3. Addressing the overrepresentation of children of color in the child welfare system is essential.

Partnership Goals: To improve Child Welfare practice in Idaho by:

1. Improving retention
2. Providing quality education
3. Using data to inform practice
4. Integrating best practice into the workforce
5. Providing quality training programs
6. Improving recruitment
7. Mitigating disparate outcomes for children and youth of color

Delegated Authority: The Board has the authority to research options, make recommendations and, after consulting with the Operations Board, implement recommendations related to day to day operations. Recommendations that represent changes and expansion of the partnership will require Administrative Board review and approval.

The Board has authorization to appoint standing or special work groups to address special assignments or projects

Board Membership:

ICWRTC Director (Convener)
Central Office representative of the statewide CQI process.

Program Manager, Planning, Evaluation and Training
FOCUS Manager and CDIU Representative
Deputy Administrator and Liaison to Administrative Board
Casey Director and/or Representative
ICWRTC Research Director
Project Manager, Contract Monitor and PET staff
BSU Child Welfare Center Director
Management Analyst Sr., PET staff
Constituency Representative

Duties: The Board oversees the development and implementation of assigned evaluation projects that directly impact the Child Welfare Partnership. The Board establishes, maintains and monitors procedures for standardization procedures of developing and on-going evaluation projects. The Board will work with assigned evaluation faculty in the proposal and implementation phase to assure fit with the evaluation framework. The Board will work collaboratively with other Boards and FACS Management Team in support of service and outcome evaluation that provides vital information for project and program improvements. The Board will determine when working committees will be assigned and the membership to carry out special assignments or projects that support evaluation within the Partnership and FACS. The Board will report to Operations Board, Administrative Board and FACS Management Team as required.

Roles and Responsibilities: The ICWRTC Director is the Convener of this Board. The Convener is responsible for arranging meetings and conference calls, taking minutes, distributing minutes and reports and working with the Chair to develop the agenda. The Convener is not necessarily the Chair of the board.

The Group's selected Chair is responsible for developing the agenda, facilitating the meeting, delegating assignments and serving as a liaison to the Partnership Operations Board.

CFS Managers assigned to this Board are responsible for serving as liaisons to the CFS Program Committee. This entails providing updates on group discussion and recommendations, seeking input from Program Committee on recommendations, coordination implementation issues and problem solving.

Meeting Norms: The Board will negotiate its own norms based on the "Principles for Partnership for Family Centered Practice." These principles are as follows: everyone deserves respect; everyone needs to be heard; everyone has strengths; judgments can wait; partners share power; and partnership is a process.

Meeting Frequency: This Board will meet quarterly, with additional conference calls on an as needed basis. When possible, two of the quarterly meetings will be held in conjunction with the semi-annual Partnership meetings.

Reporting Requirements: Board meeting minutes will be posted to the Partnership Web page and will serve as the reporting documents to the Administrative Board. Minutes will include progress on tasks, concerns, recommendations, and the need for problem resolution. Reports on improvement projects and outcome measures will also be submitted quarterly to the

Evaluation Group. Liaisons to the Program Committee will make progress reports as part of a standing committee agenda item.

Each meeting will be guided by an agenda related to the above set of purposes. Minutes will be recorded to ensure tracking of tasks and to provide information for respective Boards and Program Committees for review and provide recommendations.

Fiscal Responsibility. Travel, per diem and lodging expenses will be the responsibility of the work group member's respective Region, Bureau or University Partner. The Division will assume costs associated with meetings, such as meeting room and equipment rental and refreshments.