



Evaluation Advisory Board

10 -10 – 06 - minutes

Noon/1:00 – 2:30/3:30

Purpose: To facilitate outcome identification, development and achievement, provide guidance and support for the implementation of service and outcome evaluation activities associated with the Division, and to promote and develop standardization of procedures.

Agenda Items	Name	Decisions/Notes
Introductions & Brief Announcements	All	Partnership Meeting 11-15-06 Boise Holiday Inn Attendance: Mardell, Kathy, Rick, Patty, Wes, Frank. Lori Yellen, Kim Fordham and Jessica Brazil for exit interview and discussion. Ed Byrnes for the FGDM discussion
Minutes Approval and Review Agenda	All	
<u>Work Updates:</u> 1. Exit interview update	Rick, Lori, Kim and Jessica	Managers reviewed the application form and the informed consent. IRB needs to be approved and will use informed consent for release of names of foster parents to University partners for follow-up calls. Jessica will work with Lori and others to figure out mechanism to get names and transfer to a field instructor and then to the students for phone interviews. The interview protocol has been revised. Nov. 15 th Rick will meet with PRIDE trainers and FFIs to clarify protocol for interviewing exiting foster parents. Backup to this is to using students from the Idaho Center for phone interviewing. Jessica will develop a training protocol for the student interviewers. IRB approval should be in place by Nov. 15 th .

2. Website Update	Patty	Flash animation developed Site Map approved Design close to complete – Plan to have tested and in place by end of Nov.
3. Data work group report - developed matrix will be forwarded prior to the meeting	Brian/Patty/Oscar	<u>Data Matrix</u> – Casey data input? Is that on matrix? Casey has questions in the matrix. They have the IAP information up to this time. Data matrix will be sent out as soon as Brian gathers IDHW data.
4. Academy evaluation - formulation of Academy reports for the managers	Rick/Kathy/Mardell	<u>Academy Evaluation</u> : Have not received the databases for the 4 th round of academy. Mardell- Need to develop reports with academy as an outcome. CFSR- Key questions – Did you get academy up and is it working? How are you building a training infrastructure? There may be some conclusions drawn about further development of academy with just raw data being presented –as we enter the arena with Casey – cultural competency? Full round of academy is complete. Could we have a draft report before Nov. 1 st ? It might show some areas that need to be addressed – Should have something by the 24 th ? Academy evaluation work group to review the data. What questions do we want the data to answer? What do we want to know? Academy work group Convene evaluation advisory some time after the 24 th . Managers need to have access to reports on an on-going basis. How do we make these immediately accessible?
5. Development of a report framework for evaluation	Patty/Rick	<u>Report Framework</u> – Rick - Good illustration of why we need to partner in building the evaluation process. Draft a report for public use that lines up what the academy is trying to accomplish – pull together aggregated data on whether we are accomplishing those factors.

<p>6. FGDM evaluation next steps</p>	<p>Ed Brynes</p>	<p>Full raw data for managers and chiefs – for formative stage based on the data. Trainers meeting on Nov. 1st. <u>Evaluation Report:</u></p> <ol style="list-style-type: none"> 1. Exec. Summary 2. Contents 3. Introduction 4. Scope – Methodology of Evaluation <ul style="list-style-type: none"> - Evaluation Questions 5. Process Evaluation Results 6. Outcome Evaluation Results 7. Implications of Evaluation 8. Appendix – Technical Aspects of Evaluation <ul style="list-style-type: none"> - Research Design - Data Analysis <p>What are the examples? What a program is trying to accomplish? As we think about what it is we want to communicate to people. Executive summary must be included – Social marketing and to meet managers needs. Have an appendix that contains the process for evaluation. 2 reports - one that is a business report - one that is a detailed version</p> <p><u>FGDM Evaluation</u> Both program managers have met – last week and today. Will be scheduling informant interviews – Regions 1 & 2 staff and supervisors -Will be looking at Kellogg & St. Maries for barriers. -Research assistance by Nov. 15th. -Will be using electronic database – looks like this will not be feasible after meeting with providers who keep notes in hard copy. -Will lead us to a good idea of how program is being implemented. Numbers in the last year – Region II – 18 cases</p>
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<p>7. Student Projects</p>	<p>Patty</p> <p>(Kathy and Patty move agenda forward)</p>	<p>-- Region I – 25 cases MSW student who is with a provider in region III – 60 cases (Wants to use this as the year long project – want to look at outcomes, allow pilot the project.) Look at outcome data from the focus systems. Approval for process for process on IRB – modified for collecting in Reg. III and IV. NICFS – Proposed dates for training – projected for January-February. NICFS as a way to impact some practice</p> <ul style="list-style-type: none"> - begin to look through the lens of family functioning . - support FCP principles - service planning <p>Open all staff to participate in training – for effective service planning. Evaluation Advisory board approved Practice Improvement approach – anticipate more case workers will make these referrals at some time and better to have them all train.</p> <p><u>Student Project discussion</u>: Could we, as an evaluation advisory board, get clear evaluation projects (what is it we're trying to accomplish? What outcomes are we trying to achieve?) Identify those projects as a selection list for students instead of the other way around where students identify what it is they want to "research" as a student project. March – Student conference Overarching structure for the entire state Engagement between the agency and the university. Evaluation review board in Region III. Policy and procedure for evaluation projects would come out of Advisory Board for policy and procedure Would the IV-E coordinators be the natural work group?</p> <ul style="list-style-type: none"> - Research faculty as a work group - Evaluation Advisory Sanction
<p>8. IV-E data warehouse update and plan for distribution</p>	<p>Frank/Sherrie</p>	<p><u>Data Warehouse</u>: Does continue to advance data Generating more reports and greater detail. Provide additional training to program managers to generate canned</p>

<p>Action planned for distribution of Diane's report</p>		<p>reports – i.e. number of kids 15-18 that move into IL from long term foster care – will have that canned query and can get on up to the week report.</p> <p>Casey is looking for specific data 11-18 for Independent living</p> <p>IV-E report for student placement: <u>Procedure</u> – Wes Next steps will send to each field office – will be sent to Chiefs in each region – will then move to supervisors. Wes will communicate to chiefs in each region – will get to supervisors who will match students with IV-E kids. Will send out 2 lists – Fall and then in January – Every 6 mos. Make a copy of the student report May need to make office files for students Wes will cue Kathy and Patty just before report sent to chief.</p> <p><u>RMQIC Evaluation Report</u> Diane has agreed to present at Program Manager's meeting. She is not available due to class scheduling until January.</p>
<p>Next meeting & Agenda items</p>		<p><u>Standing agenda item</u> Web Site Report format FGDM report update Update on academy Update on student project workgroup Frank – workload study for next couple of meetings</p> <p>For next meeting: Evaluation Advisory - @ 4:00pm on 13th.</p>