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***Evaluation Subcommittee Charter***

**Rationale:**

This subcommittee will advise the Youth and Family Training Institute’s Evaluation Team on the Evaluation and Continuous Quality Improvement (CQI) Standard as it relates to the System of Care efforts across Pennsylvania. This will include discussion and recommendations regarding evaluation activities and to assist in producing CQI reports, marketing materials, and data driven presentations to various stakeholders across the state.

Ideally this work will result in development of clear training, technical assistance, and CQI/data dissemination plans related to evaluation activities in Pennsylvania, specifically High Fidelity Wraparound (HFW), other identified Youth and Family Services and Supports Planning Processes (YFSSPP), and services/supports related to other partnering initiatives.

Recommendations from this subcommittee will be brought to the PA System of Care State Leadership and Management Team by the Evaluation Team staff and/or Subcommittee Tri-chairs for discussion, input and action as needed.

**Workgroup Members:**

* Membership will be 50% system and provider partners, 25% youth partners, and 25% family partners.
* Membership will be supported and advised by staff from the YFTI Evaluation Team
* Partner grants and initiatives shall be represented by appropriate staff persons.
* Equal representation from various regions of the state and attempts will be made to recruit and retain membership that reflects the diversity of the state.
* System Partner representation should include county and state representation.
* Youth and family members will be provided a stipend, travel reimbursement and child care incentives as is outlined in Addendum I.
* There will be a tri-chair structure to support the ongoing work of the committee (appointments to tri-chair positions are discussed and nominated annually).
* Definitions of youth, family, system, and provider partners are set by the State Leadership and Management Team and adapted for the Evaluation Subcommittee.
	+ Youth Leaders are defined as youth/young adults aged 16 through 28 who have lived experience with one or more child-serving system(s).
	+ Family Leaders are defined as anyone who has or is currently raising a child or children with current or former involvement in one or more child-serving system(s).
	+ System Leaders are defined as individuals who work within a county or state agency which is involved with or impacted by the work being done by the Pennsylvania System of Care Partnership or any partner grant/initiative actively involved with the Subcommittee.
		- The definition of system leaders has been expanded to include advocacy organizations representing the interests of youth and families in Pennsylvania.
	+ Provider Partners are defined as anyone who represents a provider organization in a child-serving system. Provider partners often provide care to the population(s) of focus as identified by the Pennsylvania System of Care Partnership and other grants/initiatives.
	+ Examples of child-serving systems include: child welfare, juvenile justice, education, drug and alcohol, behavioral health, intellectual and developmental disabilities, etc.
* All members must identify their main role with the subcommittee, but are welcome to identify a secondary role that will be noted in the membership list.

**Current Membership:**

* Alice Chrostowski – System Partner Tri-Chair – Erie County
* A. Rand Coleman –Family/Provider Partner – Chester County
* Jase Elam – Youth Tri-Chair/Provider Partner – Philadelphia County
* Dan Fisher – System Partner – Delaware County
* Steve Freas – System Partner – Allegheny County
* Gordon Hodas – System Partner – OMHSAS
* Andy Kind-Rubin – Family/Provider Partner – Delaware County
* Wendy Luckenbill –System Partner – Community Care Behavioral Health Organization
* Corey Ludden – System/Youth Partner – Youth MOVE PA
* Bryon Luke – Provider Partner – Bucks, Chester, Delaware, Montgomery Counties
* Lisa Milan – System Partner – Greene County
* Amber Myers – Youth Partner – Lancaster County
* Nico’Lee Rohac – Youth/Provider Partner – Allegheny County
* Maria Silva – Family Partner Tri-Chair/System Partner – Allegheny County

***Partner Grant and Initiative Representatives:***

* Tita Atte – Lead Evaluator, Garrett Lee Smith Suicide Prevention Grant
* Melissa Bible – Erie-Luzerne System of Care Initiative
* Judy Davis – Consultant, BHARP System of Care Project
* Mark Durgin – Director, PA System of Care Partnership
* Karen Jenkins --- Director, Healthy Transitions Partnership
* Anne Katona-Linn – Co-Director, Safe Schools/Healthy Students Partnership
* Deana Moore – Co-Director, Safe Schools/Healthy Students Partnership
* Jill Santiago – PA System of Care Partnership Marketing Coordinator

***Youth and Family Training Institute Evaluation Team Support to Evaluation Subcommittee:***

* Monica Walker Payne – Evaluation Director
* Alex C. Knapp – Continuous Quality Improvement Specialist

**Meetings:**

The meeting dates and locations are as follows: The group will meet by phone/webinar monthly, on the second Thursday of each month from 9:00-10:30am. Members will also meet in person annually to review goals, membership, tri-chair nominations, etc. Additional meetings can be scheduled based on needs of current projects.

**Boundaries:**

* Focus is on Evaluation and CQI activities on both the overall System of Care and Healthy Transitions implementation, the individual youth and family level data collection (HFW and YFSSPP), and cross walking evaluation and CQI activities with partner grants and initiatives.
* Members do not need to have current expertise or training in evaluation or CQI.
* All recommendations are subject to the approval of all involved funders and/or stakeholders.

**Relevant Training Provided to Members As Needed:**

* Current evaluation activities of the PA System of Care Partnership and Healthy Transitions Partnership
* Overview of current evaluation activities of all partner grants and initiatives
* Research & evaluation principles
* Empowerment Evaluation training
* How to interpret/use data
* How to facilitate discussion around data-driven decision making

**Activities/Goals:**

1. To assist in the development and implementation of evaluation activities around the **overall System of Care, Healthy Transitions, and other partner grants and initiatives efforts** across Pennsylvania by:
2. Providing recommendations around data collection methods (qualitative and quantitative).
3. Providing recommendations around types of data collection (descriptive, outcomes, satisfaction, fidelity, and process/progress).
4. Building champions to model the importance of evaluation, CQI and data-driven decision-making.
5. Providing outreach/training around evaluation in potential and current System of Care, Healthy Transitions, and other partner grant and initiative counties.
6. Providing opportunities for growth and leadership by increasing family and youth skills around facilitation of discussions about evaluation and data dissemination.
7. Providing input and recommendations to evaluation activities around youth and family training and leadership development.
8. Providing recommendations around language, style, youth/family voice, format, etc. in assessments and surveys.
9. Providing input and recommendations to strategic plans around the Evaluation and CQI standard.
10. Assisting with the identification of challenges/ barriers/solutions in counties around the Evaluation and CQI standard.
11. Assist with identifying and addressing barriers around confidentiality and data-sharing across systems.
12. Assisting in the development and implementation of policies and procedures regarding CQI and data dissemination to various stakeholders across Pennsylvania
13. Determining the types/formats/sophistication-level of data that would best assist various stakeholders in CQI reports and marketing materials (youth/families, workforce members, supervisors/coaches, county and state stakeholders, general public, etc.).
14. Providing recommendations for decision-making around CQI: who, what, when, where and how.
15. Assisting with data presentations and discussions in counties/systems.
16. Using data to identify and reduce cultural and linguistic disparities.
17. Partnering with other federally or state funded grants/initiatives to share and stream line collected data, outcomes, and recommendations.
18. Presenting data or evaluation-related workshops at local, state, or national conferences.

**Impact:**

It is anticipated that this work will lead to a clear and concise strategy for evaluation training, technical assistance, continuous quality improvement, and data dissemination at both the county and state level across grant initiatives.

***Addendum I: Stipend Policy***

**PURPOSE**

This policy establishes guidelines for allowable stipend compensation and mileage reimbursement that can be paid to non-employees for assignments, meetings, travel, training, etc., as a way of financial compensation for volunteering their time. This policy is not binding on any entity collectively or individually, but is put in place simply as a guide so that compensation in the form of stipends and mileage can be consistently and fairly applied.

**RATIONALE**

Stipends are a way of saying thank you and also help to compensate for costs and/or lost wages when volunteering. They also promote participant diversity, program inclusion, efficiency, and effectiveness. Volunteers who are stipend serve for longer periods of time and have higher perceived benefits than non-stipend volunteers; their motivation for serving remains as altruistic as non-stipend volunteers (McBride, A. M., Gonzalez, E., Morrow-Howell, N., & McCrary, S. (2009). A Case for Stipends in Volunteer Service. *Center for Social Development, GWB School of Social Work, Working Papers No. 09-12.)*

**GUIDELINES**

The below amounts are the agreed upon stipend amounts when a volunteer is asked to participate in an activity like attending a meeting, training, or are given an assignment –where so many hours per month are requested to be put in on an approved project or workgroup. To receive a stipend, the activity must be pre-approved. Stipends may not be approved if you are being compensated by another source and are not to be a duplication of already compensated salary, travel, or other accommodations. A stipend is not required but can be used to receive the benefits as suggested in the rational section, above.

Based on the availability of funds, stipends will be provided for the following amounts:

* **$25** for 1-3 hours in a subcommittee meeting or presenting on behalf of the subcommittee.
* **$50** for 4-7 hours in a subcommittee meeting or presenting on behalf of the subcommittee.
* **$75** for a full day (More than 7 hours) in a subcommittee meeting or presenting on behalf of the subcommittee.
* **0.535c** per mile (will change based on approved rate) for out of county travel
* **Meals** may be approved for reimbursement depending on the nature of the event
* **Overnight Accommodations** may be approved for reimbursement depending on the location and time of the meeting/presentation.
* **Childcare Expenses** may be approved for reimbursement at an agreed upon rate as set by the subcommittee.

**PROCESS**

Following the approval of an activity, youth and family partners will be provided with a stipend reimbursement form to complete. Youth and family partners will return the completed form to the identified Youth and Family Training Institute staff. The reimbursement form should not be submitted for payment until at least one-full hour of time is completed of approved activities. The youth or family partner should expect payment in 7-14 business days.