Evaluation Subcommittee Meeting
7/15/14

In attendance: Tim Truckenmiller, Maria Silva, Lisa Caruso, Andy Kind- Rubin, Mark Durgin

PA SOC Staff support attendance: Monica Walker Payne, Will McKenna, Jill Santiago

Standing Meeting will be the 3rd Thursday of the month from 9:00 to 10:30.
- Prior to the next Meeting Maria and Mark will meet with Monica to turn this over.
- Meeting minutes will be approved by the State Leadership and Management Team prior to being posted on the SOC website.

Overview of the Website and Access to the Site:
- Monica discussed the access to the web page related to the Subcommittees, where membership, charters, and minutes will be posted, this is public, but there is also a secure web portal where subcommittee information and documents can be posted.
- Subcommittee page: http://www.pasocpartnership.org/about-us/soc-subcommittees

Other Business:
- Maria is the Family Tri-Chair
- Mark is the System Tri-Chair
- The Youth Tri-Chair has not been filled at this point.
    - Several candidates have been looked at.

Chart Forms:
- Lisa, Maria, Tim, and Bryon all have previous experience with the Chart Forms from the pilot project.
- Reviewed the PowerPoint.
    - In the past data is collected as part of HFW, but this spread out over time, and has additional cost and time to complete the multitude of data requests.
        - Families are interviewed 5 times over two years during this grant process.
    - YFTI, HFW Coaches, and the Advisory Board were all involved in the creation of the chart forms.
    - The goal for the Chart forms is to have a standardized tracking of HFW so that it can be continued to be monitored for fidelity and outcomes.
    - The Chart Forms structures the data of what is needed to be tracked.
    - The Chart Forms remove the interviews from families, and has the workforce (Teams) entering the data to track the HFW process.
    - Chart forms are able to be scanned as a PDF or paper versions to mail.
        - Challenge if the County does not have a good scanner, will result in hand entering.
    - Pilot 12/1/13 to 4/30/14 for all new families and selected open families.
    - Chart Forms overview
        - Contact Notes are done the entire time of HFW.
        - Team Meeting Update Forms are done when there is changes (CYS Close, JPO Close)
        - The Post Comparison is done at the end, and works on outcomes.
    - Questions
        - Will Chart Forms be able to be entered via a web based page?
            - The Chart Forms are scanned at this time, but will not be able to have live entry via the web. This could be possible for the future, but the challenge is

the current agencies EMR and this would be duplicated in a separate data base.
- At this time the separate web system is not in development.
▪ Do agencies have to do two contact notes, one for HFW and one for their agency?
- Some agencies have been given permission to just use this contact note, instead of using the written contact note and entering in the EMR.

o Team meetings Cover Sheet
▪ Team Meetings are happening twice a month, and then taper down to monthly or less. This would reduce the amount of work over time.
▪ If only one thing changed with the youth, the team would indicate what changed, and only fill out that section on the corresponding pages, not fill out the entire packet.
- They would just fill out the Cover page and the changed section.
o Goals for completing the Chart Forms
▪ Identify the skills the Facilitators, YSP, and FSP are using the family.
- This would allow for individual training if areas need improvement.
- Stakeholders will be able to access this data as well.
- This would also help system partner to ensure other systems are participating in the process if the family wants them to attend.
- The Contact notes are needed to ensure that the member's progress is being noted.

o Project Coordinator for YFTI
▪ Susan Laird was hired two weeks ago, and she will be the person that is entering the data in the system.
o Data Information
▪ Will be able to pull data on multiple levels including
- Types of contact
- Who is attending meetings (Professionals and Natural Supports)
  o This will be able to monitor system partners attending the meetings and engagement from the system level.
- Phase of Family and sort Phase.
- Will be able to see if there are needs that are missed, if data shows the team is addressing areas that are not listed as current needs.
- Team member's time spent on what they are working on.
- YFTI will be running the reports, and will be providing the information to Coaches and directors.
- Coaches appear to feel that it is helpful for credentialing and to ensure engagement of natural support, by prompting the actions.
- Data can be provided to family to show them how they are progressing with their goals.
- On the Data Pull down, YFTI will need to figure out who needs what data, when they need it.

o After the Pilot
▪ The forms were shortened and items were eliminated as it was not available regularly.
▪ FGDM uses the Teleform software as well. There could be ability to do a comparison in the future to compare FGDM and JPT.

- Next Steps
  - Phase 1: 5 pilot counties begin using forms by 9/1/14
  - Phase 2: 8 remaining HFW will be trained in Oct and November 2014
  - Phase 3: All HFW will be using the forms by 1/1/15
- Barriers
  - Getting Data to YFTI timely by scanning/faxing data.
    - Will a data dump be able to be done? This needs to be determined.
      - Need to make sure it is able to be merged with YFTI.
      - The large Data Dump would be helpful for programs with multiple teams.
  - Agencies may still have to do the Chart Forms and the Agencies EMR.
    - Others said that the Contact Note could help formulate the Case note in the EMR.
  - Some Counties are also doing the CANS as well.
    - This accounts for more time doing paperwork.

Suggestions for Changes to Forms:
- Remove the instruction to fill out section VII on Case Note
- Add 1st Team Meeting box for Team Meeting Cover Sheet
- Re-order Primary Purpose of Contact on Contact Note in chronological order
- Create a cheat sheet template to distribute for the Needs & Goals so staff can keep the numbers in order
- Consider including other ethnicities in Demographics section
- Look at adding other categories for Race and Ethnicity categories so that it is consistent with other grants.

Final Approval:
- Committee approved the use of the HFW Chart Forms as an appropriate data collection tool and felt that they were easy to understand and utilize.