**CPPC Quarterly Report FY 2020 DCAT5-17-019**

**4th Quarter/Year End CPPC/DCAT due July 15, 2020**

**Warren County Board of Supervisors**

**Contract Start Date: July 1, 2019**

***1.3 Scope of Work.***

**1.3.1 Deliverables.**

The Contractor shall provide the following:

(a)Be trained and DHS certified in Family Team Meetings and conduct Community Based Family Team Meetings on an as needed basis determined by DCAT, DHS or community needs. Trained and received facilitator’s number in FY11. No referrals were received in the 4th quarter due to COVID-19.

(b)Facilitate meetings of the DCAT/CPPC Steering Committee Shared Decision Making Leadership Group and report on planning initiatives with ALS PALs & community-wide partner organizations or neighborhood networking groups in Madison, Marion and Warren Counties. CPPC Steering Committee did not meet in the 4th quarter due to the COVID-19 pandemic. DCAT and CPPC Coordinators are working to set up virtual meetings in FY21.

(c)Maintain CPPC website (cppconline1.com) to increase awareness of CPPC in Madison, Marion and Warren Counties. Completed in the 4th quarter. Website was updated daily. Weekly updates on that week’s happenings are sent out to the mailing lists every Monday. CPPC Coordinator also worked with local providers to ensure information was accurate during the pandemic.

(d)Prepare required CPPC/DCAT/CBCAP progress reports required by the CPPC State of Iowa, DCAT Governance Board, and DCAT/CPPC Steering Committee & CBCAP. Reports CPPC Coordinator completes were completed in the 4th quarter. CBCAP funding no longer exists. ICAPP funding is now applied for directly. If funds are received, CPPC is kept informed on the program(s) utilizing the funding.

(e)Attend CPPC Regional and Annual Meetings. Completed. CPPC Coordinator attended and presented at all regional meetings (9/10/19-West Des Moines, 9/17/19-Denison & 9/19/19-North Liberty). CPPC Coordinator attended statewide meeting on 11/6/19. Spring statewide meeting was cancelled due to COVID-19. CPPC Coordinator virtually attended the spring regional meeting on 6/11.

(f) Participate in the three County’s monthly provider meetings. Accomplished in the 4th quarter.

Madison County Cares: Did not attend in April or May due to COVID-19 (virtual meetings were not scheduled). Attended virtually on 6/23.

Marion County Providers: 5/4 and 6/1

Warren County Family Care Team: 4/14 and 5/12

(g) Supervise CPPC program for Madison, Marion and Warren County. Completed. See reports.

(h)Provide support services, funding and implementation for the CPPC program for the Indianola DCAT Cluster. The Contractor shall issue payments as directed by authorized DCAT staff for the CPPC Project. Payments shall be issued to the, individual, vendor, business, or other entity identified by the DCAT staff and/or by the Department. Accomplished in the 4th quarter. See GAX documentation.

1.3.2 Performance Measures.

(a)Conduct minimum of 10 Family Team Meetings per State Fiscal Year for Madison, Marion and Warren Counties. Completed one prep, one initial meeting and two follow up meetings in FY20. The COVID-19 pandemic prevented meetings from being held.

(b) 100% attendance and 100% monthly meeting notes prepared and sent out 7 days before the next meeting for the CPPC Shared Decision Making Group for Madison, Marion and Warren County. CPPC Steering Committee did not meet in the 4th quarter due to the COVID-19 pandemic. DCAT and CPPC Coordinators are working to set up virtual meetings in FY21.

(c) Post received updates for website within three working days. Completed in the 4th quarter. Most updates are posted within 24 hours.

(d) All Quarterly and Annual Reports are due to DCAT Coordinator 20 calendar days after the close of each quarter. Accomplished in the 4th quarter.

(e) Attend two regional CPPC meetings and two State Wide Annual CPPC Meetings during State FY. Completed. CPPC Coordinator attended and presented at all regional meetings (9/10/19-West Des Moines, 9/17/19-Denison & 9/19/19-North Liberty). CPPC Coordinator attended statewide meeting on 11/6/19. Spring statewide meeting was cancelled due to COVID-19. CPPC Coordinator virtually attended the spring regional meeting on 6/11.

(f) Attend minimum of 15 Provider Meetings in three counties during State FY. Completed. Attended 16 meetings in FY20.

(g) 100% of payments shall be issued as directed to vendor(s) within 20 workdays from the date the contractor receives written notification from the authorized Coordinator. Accomplished in the 4th quarter.

(h) 100% of invoices submitted to the Department for reimbursement shall be accurate and timely. Accomplished in the 4th quarter.  
  
(i) All monthly expenditure reports shall be submitted to the DCAT Contract Monitor and approved before they are sent for reimbursement. Accomplished in the 4th quarter.