**CPPC Quarterly Report FY 2015 CPPC-DCFS6-09-071**

**Year End CPPC/DCAT due July 15, 2015**

**Warren County Board of Supervisors**

**Contract Start Date: July 1, 2014**

***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. **Received Facilitator’s Number in FY11. Provided Community-Based Family Team Meetings as needed in FY15.**7/31/14: Assist Madeline with FTM
8/19/14: FTM Follow Up (Marion)
9/11/14: FTM Prep (Madison)
9/16/14: FTM (Madison)
10/6/14: FTM Follow Up (Marion)
10/15/14: FTM Prep (Madison)
10/16/14: FTM Follow Up (Madison)
10/20/14: FTM Prep (Madison)
10/27/14: FTM (Madison)
10/29/14: FTM (Madison)
11/18/14: FTM (Madison)
1/29/15: FTM Prep (Madison)
2/11/15: FTM (Madison)
3/9/15: Follow Up (Madison)- Family didn’t show, but team met.
3/11/15: FTM Prep (Madison)
4/1/15: FTM (Madison)
4/21/15: FTM Prep (Madison)
4/27/15: FTM (Madison)
5/6/15: FTM Follow Up (Madison)

(b)Facilitate meetings of the DCAT/CPPC Steering Committee Shared Decision Making Leadership Group, Parent Partners and report on planning initiatives with community-wide partner organizations or neighborhood networking groups in Madison, Marion and Warren Counties. **Facilitated Steering Committee meetings and reported on initiatives of the three provider groups (one in each county) in FY15. Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(c)Maintain CPPC website ([cppconline.com](http://cppconline.com/)) to increase awareness of CPPC in Madison, Marion and Warren Counties. **Completed in FY15. All received updates, job postings, trainings etc. were posted on the website and sent out in weekly updates. New web address is www.cppconline1.com.**

(d)Prepare required CPPC/DCAT/CBCAP/Parent Partner progress reports required by the CPPC State of Iowa, DCAT Governance Board, and DCAT/CPPC Steering Committee & CBCAP. **Completed in FY15.** **Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(e)Attend CPPC Regional and Annual Meetings, the PP Summit & Quarterly Conversations, Quarterly FTM meetings for the Central Iowa division.
**9/11/14: CPPC Regional Meeting (Joe)
11/4/14: Immersion 201 (Presenter)
11/5/14: Statewide CPPC (Presenter)
4/14/15 & 4/15/15: Prevent Child Abuse Conference
5/5/15: Statewide CPPC
5/14/15: Tri-County Collaborative Conference
6/9/15: CPPC Regional
CPPC Coordinator is no longer included in FTM Quarterly meetings.** **Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(f)Supervise CPPC and Parent Partner program for Madison, Marion and Warren County. **Completed in FY15 (refer to CPPC reports). Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(g)Participate in each County’s monthly provider meetings. **Completed in FY15:**

**Madison – Working with service providers on Family Fun Day, Health & Wellness Fair, Drug Drop, Fundraising, and Distracted Driving projects. Attended Madison County Cares the following dates:**8/26/14: Madison County Cares
9/23/14: Madison County Cares
10/28/14: Madison County Cares
11/25/14: Madison County Cares
1/27/15: Madison County Cares
2/24/15: Madison County Cares
3/24/15: Madison County Cares
4/28/15: Madison County Cares
5/26/15: Madison County Cares
6/23/15: Madison County Cares

**Also served as secretary for at least 3 meetings.**

**Marion – Providing support when necessary. Attended Marion County Providers on the following dates:**7/7/14: Marion Providers8/4/14: Marion County Providers
9/8/14: Marion County Providers
10/6/14: Marion County Providers- missed for FTM
11/3/14: Marion County Providers
12/1/14: Marion County Providers
1/5/15: Marion County Providers
3/2/15: Marion County Providers
4/6/15: Marion County Providers (presenter)
5/4/15: Marion County Providers
6/1/15: Marion County Providers

**Warren –Attending Warren County Providers meetings to learn of needs in the community. Attended Warren County Providers on the following dates:**9/9/14: Warren County Providers
10/14/14: Warren County Providers
12/9/14: Warren County Providers
1/13/15: Warren County Providers
2/10/15: Warren County Providers
3/10/15: Warren County Providers
4/14/15: Warren County Providers- missed for PCA Conference
5/12/15: Warren County Providers

 (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. **Completed in FY15.**

**Agency Responsibilities.**

The Agency will provide a local Service Area contact person to provide support to the Coordinator.  Support will include assistance in the tracking of the Decategorization Project dollars, contract training, and management and review of contracts.  Additional support will be made available through Agency Central Office staff via the Decategorization Program Manager and Bureau of Service Contract Support.

Board Responsibilities
The Board will provide guidance to the Coordinator regarding service needs and expectations, essential data collection, funding pool allocations, tracking, and contract monitoring and review.  The Board will meet annually and as needed with the Contract Manager to assess the Coordinator’s performance.

1.3.2 Performance Measures.

(a)Conduct minimum of 12 Family Team Meetings per State Fiscal Year as assigned by the Family Team Meeting Facilitator for Madison, Marion and Warren Counties. **Provided Family Team Meeting facilitation as needed in FY15. The CPPC Coordinator facilitated the following meetings in FY15:**
7/31/14: Assist Madeline with FTM
8/19/14: FTM Follow Up (Marion)
9/11/14: FTM Prep (Madison)
9/16/14: FTM (Madison)
10/6/14: FTM Follow Up (Marion)
10/15/14: FTM Prep (Madison)
10/16/14: FTM Follow Up (Madison)
10/20/14: FTM Prep (Madison)
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3/11/15: FTM Prep (Madison)
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4/21/15: FTM Prep (Madison)
4/27/15: FTM (Madison)
5/6/15: FTM Follow Up (Madison)

(b)100% attendance and 100%  monthly meeting notes prepared (before next meeting) for the CPPC Shared Decision Making Group for Madison, Marion and Warren County. **Completed in FY15. See CPPC Steering Committee Minutes.**

(c)Post received updates for website within three working days. **Completed in FY15.**

(d)All Quarterly and Annual Reports are due to DCAT Coordinator 15 calendar days after the close of each quarter. All Monthly reports due 15 calendar days after the end of the month to the DCAT Area 5 Parent Partner Coordinator. **Completed in FY15. Parent Partner Program moved from CPPC, contract amendment still to be completed.**

(e)90% attendance combined for  at CPPC Quarterly and State Wide Annual Meetings. **Quarterly meetings for CPPC are not held.
9/11/14: CPPC Regional Meeting (Joe)
11/4/14: Immersion 201 (Presenter)
11/5/14: Statewide CPPC (Presenter)
4/14/15 & 4/15/15: Prevent Child Abuse Conference
5/5/15: Statewide CPPC
5/14/15: Tri-County Collaborative Conference
6/9/15: CPPC Regional**

(f)90% attendance combined at  CPPC Regional and Annual Meetings, the PP Summit & Quarterly Conversations, Parent Partner Monthly Review  Meetings  and  Quarterly FTM meetings for the Central Iowa division. **Parent Partner Program moved from CPPC, contract amendment still to be completed. CPPC Coordinator is not a part of the Quarterly FTM meetings.
9/11/14: CPPC Regional Meeting (Joe)
11/4/14: Immersion 201 (Presenter)
11/5/14: Statewide CPPC (Presenter)
4/14/15 & 4/15/15: Prevent Child Abuse Conference
5/5/15: Statewide CPPC
5/14/15: Tri-County Collaborative Conference
6/9/15: CPPC Regional**

(g)90% attendance at monthly Provider Meeting in each county. **Completed in FY15. Attended 27 of 29 meetings or 93% of meetings.**

(h) 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. **Completed in FY15.**

(i) 100% of invoices submitted to the Department for reimbursement shall be accurate and timely. **Completed in FY15.**

(j) All monthly expenditure reports shall be submitted to the DCAT Contract Monitor and approved before they are sent for reimbursement. **Completed in FY15.**