**CPPC Quarterly Report FY 2017 DCAT5-17-019**

**YEAR END CPPC/DCAT due July 15, 2017**

**Warren County Board of Supervisors**

**Contract Start Date: July 1, 2016**

***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. Five referrals were received in FY17 resulting in five preps, five initial meetings and three follow ups. Totaling 13 meetings for the fiscal year.**

(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. **Accomplished in FY17. CPPC Coordinator facilitated September, October, December, February, March, April, May and June CPPC Shared Decision Making meetings. Did not meet in November due to regional CPPC meeting. The group does not typically meet in January, July and August.**

(c)Maintain CPPC website (cppconline1.com) to increase awareness of CPPC in Madison, Marion and Warren Counties. **Accomplished in FY17. Website was updated daily. Weekly updates on events, job postings, etc. were sent to mailing lists.**

(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 timely in FY17. The CBCAP report for September was submitted late due to subcontractor’s husband passing away. The CBCAP report for October was not accurately completed on time due to errors by former coordinator, but it has now been submitted. The CBCAP reports for November, December, January, February, March, April, May and June were completed accurate and timely.**

(e)Attend CPPC Regional and Annual Meetings. **Accomplished in FY17. Coordinator participated in regional meetings on 9/8/ and 6/8 and statewide meetings on 11/2 and 3/29. CPPC Coordinator attended and presented at Immersion 201 on 11/1/16.**

(f) Participate in the three County’s monthly provider meetings. **Accomplished in FY17.
Madison County Cares: 7/26, 8/23, 9/27, 10/25 and 11/22, (no December meeting), 1/24, 2/28, 4/25, 5/23 and 6/27
Marion County Providers: 8/1, 11/7 and 12/5, 2/6, 4/3 (presenter)**

**Warren County Providers: (does not meet June- August) 9/13, 10/11, 11/8, 12/13, 1/10 and 2/14, 4/11 and 5/9**

(g) Supervise CPPC program for Madison, Marion and Warren County. **Accomplished in FY17. 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 FY17. 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 five (5) prep meetings, five (5) initial meetings and three (3) follow up meetings for a total of 13 meetings in FY17.

(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. Accomplished in FY17.

(c) Post received updates for website within three working days. Accomplished in FY17. Most updates were 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 FY17.

 (e) Attend two regional CPPC meetings and two State Wide Annual CPPC Meetings during State FY. Accomplished in FY17. Attended regional CPPC meetings on 9/8 and 6/8 and statewide meetings on 11/2 and 3/29.

(f) Attend minimum of 15 Provider Meetings in three counties during State FY. Attended 6 meetings in the fourth quarter. Totaling 23 meetings in FY17.

(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 FY17.

(h) 100% of invoices submitted to the Department for reimbursement shall be accurate and timely. Accomplished in FY17.

(i) All monthly expenditure reports shall be submitted to the DCAT Contract Monitor and approved before they are sent for reimbursement. Accomplished in FY17.