**CPPC Quarterly Report FY 2018 DCAT5-17-019**

**4th Quarter CPPC/DCAT due July 15, 2018**

**Warren County Board of Supervisors**

**Contract Start Date: July 1, 2017**

***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.** **Twenty-five initial FTMs were completed by Lynette in FY18.**

(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. **Completed in FY18.** **Held meetings on 10/3, 12/5, 3/6, 4/3, 5/1 and 6/5. November meeting was cancelled for the Statewide CPPC Meeting. February meeting was cancelled due to inclement weather. The group does not typically meet in January, July or August.**

(c)Maintain CPPC website (cppconline1.com) to increase awareness of CPPC in Madison, Marion and Warren Counties. **Accomplished in FY18. 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 fills out were completed in FY18. The CBCAP report is now completed quarterly by Val Cameron.**

(e)Attend CPPC Regional and Annual Meetings. **Accomplished in FY18. CPPC Coordinator attended the CPPC Statewide meeting on November 2nd and March 27th and the CPPC Regional meeting on September 12th and June 12th.**

(f) Participate in the three County’s monthly provider meetings. **Accomplished in FY18.   
Madison County Cares: 9/26, 10/24, 11/28, 1/30, 2/27, 4/23, 5/22 and 6/26  
Marion County Providers: 10/2, 12/4, 3/5 and 5/7  
Warren County Providers: 10/10, 11/14, 1/9, 2/13 and 4/10**

(g) Supervise CPPC program for Madison, Marion and Warren County. **Accomplished in FY18. 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 FY18. 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. Twenty-five initial FTMs were held in FY18.

(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. Completed in FY18.

(c) Post received updates for website within three working days. Accomplished in FY18. 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. Completed in FY18.

(e) Attend two regional CPPC meetings and two State Wide Annual CPPC Meetings during State FY. **Completed in FY18. CPPC Coordinator attended the CPPC Statewide meeting on November 2nd and March 27th and the CPPC Regional meeting on September 12th and June 12th.**

(f) Attend minimum of 15 Provider Meetings in three counties during State FY. Completed in FY18. Attended 17 provider meetings.

(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. Completed in FY18.

(h) 100% of invoices submitted to the Department for reimbursement shall be accurate and timely. Accomplished in FY18.  
  
(i) All monthly expenditure reports shall be submitted to the DCAT Contract Monitor and approved before they are sent for reimbursement. Completed in FY18.