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

**Year End CPPC/DCAT due July 15, 2019**

**Warren County Board of Supervisors**

**Contract Start Date: July 1, 2018**

***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. Three referrals were received in FY19. Three preps, initial meetings and follow up meetings were completed.**

(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 the fourth quarter. Meetings were held 9/4, 10/2, 11/6, 12/4, 2/5, 3/5, 4/3 and 6/4.**

(c)Maintain CPPC website (cppconline1.com) to increase awareness of CPPC in Madison, Marion and Warren Counties. **Accomplished in FY19. 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 in FY19. 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. **Accomplished in FY19. Attended the CPPC Regional meeting on 9/18 and 6/11. Attended CPPC Statewide meeting on 10/24 and 3/27.**

 (f) Participate in the three County’s monthly provider meetings. **Accomplished in FY19.
Madison County Cares: 7/24, 8/28, 9/25, 11/27, 3/26 and 6/25
Marion County Providers: 7/2, 8/6, 2/4 and 5/6
Warren County Providers: 10/9, 12/11, 2/12 and 5/14**

(g) Supervise CPPC program for Madison, Marion and Warren County. **Accomplished in FY19. 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 FY19. 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 9 meetings. Three referrals received in FY19 resulting in three preps, three initial meetings and three follow ups.

(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 FY19. See meeting minutes.

(c) Post received updates for website within three working days. Accomplished in FY19. 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 FY19.

 (e) Attend two regional CPPC meetings and two State Wide Annual CPPC Meetings during State FY. **Accomplished in FY19. Attended the CPPC Regional meeting on 9/18 and 6/11. Attended CPPC Statewide meeting on 10/24 and 3/27.**

(f) Attend minimum of 15 Provider Meetings in three counties during State FY. Attended 14 meetings in FY19.

(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 FY19.

(h) 100% of invoices submitted to the Department for reimbursement shall be accurate and timely. Accomplished in FY19.

(i) All monthly expenditure reports shall be submitted to the DCAT Contract Monitor and approved before they are sent for reimbursement. Accomplished in FY19.