

# POLK COUNTY DECATEGORYIZATION

## FY20 CHILD WELFARE & JUVENILE JUSTICE SERVICES PLAN

### MISSION STATEMENT:

“To promote a cooperative and collaborative planning process that strives to provide and support an efficient and effective continuum of service delivery to Polk County children and families.”

- **Project Name: Polk County Decategorization**
- **Participating Counties: Polk**
- **Coordinator: Teresa K.D. Burke**
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- **Date of Report: August, 2019**

### Staff & Contractors

- **Teresa K.D. Burke - Decat Project Coordinator**
- **Veronica Russell - Program Assistant & Resource Specialist**
- **Cassie Thomas – Projects & CPPC Coordinator**
- **Diamond Denney – Restorative Justice & Cultural Equity Coordinator**

## POLK COUNTY DECATEGORYIZATION FY 20 CHILD WELFARE & JUVENILE JUSTICE SERVICES PLAN

### Relevant Polk County Data

- The estimated population of Polk County as of July 1, 2018, was 487,204. The demographics are: White Non-Latino – 77.2%, Black or African American along – 7.1%, Native American Indian/Alaska Native - .4%, Asian alone – 5.1%, native Hawaiian/Pacific Islander - .1%, Two or More races – 2.4%, Hispanic or Latino – 8.5% (*Census.gov*) The estimated 2018 child population for Polk County is 121,314, or 16.6% of the state’s child population. (*Data Center, KidsCount.org*)
- The total number of Assessed Reports of Child Neglect and Abuse in 2018 for Polk County was: 880 went through the Family Assessment, 2,907 Unconfirmed, 155 Confirmed and 982 Founded, for a total of 4,924, which is 30 reports higher than 2018 and 1107 reports higher than 2016. It is possible that the marked increase in child abuse reports could be attributed to the two youth deaths that were highly publicized and the subsequent increase in public awareness and vigilance. Although the total numbers are slightly higher in 2018 than 2017, the Confirmed and Founded reports are actually lower. The most frequent Type of Abuses reported, in order of highest occurrence, was Denial of Critical Care (Neglect – 1,338), Exposure to Dangerous Substance (545), Physical Abuse (160), Presence of Illegal Drugs in the Child’s System (217) and Sexual Abuse(86). (*DHS 2018 Child Welfare Data Report*)
- The Des Moines Independent Community School District (or Des Moines Public Schools or DMPS) is the state’s largest school district, with an enrollment of 32,709 students in the 2018-2019 school year. Approximately 76.2% of the children in the Des Moines Public Schools received Free or Reduced Fare lunches in the 2018-2019 school year, an increase of 3.1 percentage points from the 2017-2018 school year. Most inner city schools now have 100% of their students receiving Free or Reduced Fare lunches. The demographics in the Des Moines Public Schools continue to become more diverse. Whites make up 38.1% of the schools population while 26.3% are Hispanic, 20.2% are African American and 8.2% are Asian. There are over 100 different languages and dialects spoken in the Des Moines Public Schools, with 22.3% of the students being English Language Learners. Children identified as Special Education make up 15.1% of the DMPS population. (*DMPS Website, Facts & Figures*) Polk County, overall, experiences a Free or Reduced Fare Lunch eligibility of 45.5%. Preschool enrollment for children ages 3 to 4 is 44.2% in Polk County. The High School graduation rate in 2017 for Polk County was 90.3%. (*Data Center, KidsCount.org*)
- Polk County experienced a Low Birth Weight rate of 6.7% in 2017 (live births weighing less than 5.5 pounds at birth.) Infant Mortality dropped 41% between 2016 and 2017, from 8.5 deaths per 1000 of infants before age 1 in 2016, down to 5.0 deaths per 1000. The

percentage of live births where the mother began prenatal care during the first trimester was 83.6% in 2017. (*Data Center, KidsCount.org*)

- The percentage of Polk County children ages 0-17 who lived at or below the poverty level in 2017 was 11.9%, a drop of 2.4 percentage points from 2016. The percentage of children ages 0-4 receiving WIC services rose from 21.2% in 2015 to 25.9% in 2016, and to 26.9% in 2017. Also in Polk County in 2017, .9% of individuals received Family Investment Program (FIP) services and 14.2% received Food Assistance through the Supplemental Nutrition Assistance Program (SNAP), both steadily decreasing since 2013. (*Data Center, KidsCount.org*)
  
- The percentage of families with children headed by a single parent in Polk County is 33.6%. (*Data Center, KidsCount.org*)
  
- The poverty rate in 2017 for the Iowa African American population was 32.3%, which is a decrease from 35.7% in 2016. In 2017, 27.9% of all African Americans in the state of Iowa resided in Polk County, which is 7% of the total population for our county. The African American rate of birth for mothers under age 20 was 84.9 per 1000 live births in 2017, compared to the overall state rate of 45 per 1000 births. The median income of African American families in Iowa in 2017 was \$32,177, compared to the \$75,076 overall median income of families in Iowa. (*State Data Center of Iowa, 2019*)
  
- In 2017, 21.4% of all Latinos living in Iowa resided in Polk County, making it the largest population of Latinos in any Iowa county. (*State Data Center of Iowa, 2018*) Although Latinos make up 8.3% of the Polk County general population, they make up 26.3% of the student population in Des Moines Public Schools. (*DMPS Website, Facts & Figures*)
  
- 28.5% of Iowa residents who identify as Asian live in Polk County, which is the largest population of this race of any Iowa County. (*State Data Center of Iowa, 2019*) Asians make up 4.8% of the Polk County population and they make up 8.2% of the student population at DMPS. (*DMPS Website, Facts & Figures*)
  
- Complaints are law violations that law enforcement refers to JCS. A single complaint may include multiple violations. In FY18, there were 1103 complaints referred to JCS in Polk County. Of that number, 507 involved African American youth, 372 involved white youth and 125 involved Hispanic & Native American Youth. (*CJJP, Polk County Select Juvenile Justice System Planning Data*)

- The Filing of a Petition represents a request for formal court proceedings. There were 305 petitions filed in FY18 in Polk County for juvenile cases, 181 of which were cases for African American youth and 67 of which were cases for white youth and 32 for Latino youth. (*CJJP, Polk County Select Juvenile Justice System Planning Data*)
- Des Moines, Iowa is a Refugee Resettlement Community. Between October 1, 2008 and March 31, 2014, 29,445 Refugees resettled in Iowa, of which 2,704 were resettled in the Des Moines area. Although complete data is not available, it is estimated that there were 5,000 to 7,000 secondary migrant Refugees who moved into Polk County during that same period. Although the State of Iowa is still accepting Refugees for Resettlement, it is difficult to determine how many refugees/former refugees currently reside in Polk County due to secondary resettlement. (*IDHS, Bureau of Refugee Services*)

## Overview

Polk County is Iowa's most populous county and arguably the most diverse. Sometimes it seems as though we must be all things to all people. Since that is not possible, we focus on certain areas as described below.

Polk Decat diligently monitors and tracks all contract expenses, especially Wraparound expenses, where there are a variety of types and levels of purchases of services and goods provided to children and families who are DHS involved, including kinship or fictive kin caregivers, and youth involved in Juvenile Court Services. This is a labor-intensive service, especially due to the high volume of requests, and it is important to keep up on tracking expenses. In FY19, with the re-procurement of a new Fiscal Agent contract, we were better able to make targeted purchases specific to client and caregiver needs, such as through the ordering, delivery and assembly of beds and cribs and on-line purchasing and shipping directly to the persons in need. The enhanced purchasing and tracking will be continued into FY20.

Issues related to trauma and acclimation to U.S. life of refugees and immigrants in Polk County will continue to be a focus for Polk Decat in FY20, especially issues related to cultural differences in parenting practices which can precipitate involvement in Child Welfare and/or Juvenile Court Services. The Refugee Immigrant Guide (RIG) contract will continue to support this vulnerable population with culturally sensitive and responsive services.

African Americans continue to experience the highest disproportionate contact in both the Child Welfare and Juvenile Court Services systems. DHS and JCS leadership in Polk are teaming with Des Moines Public Schools, Des Moines Law Enforcement, and other agency, faith-based and community leaders to collaborate on improving outcomes for African Americans. In FY17, Polk Decat established a combination Restorative Justice & Cultural Equity Coordinator position to synchronize these efforts across sectors and this role will continue

into FY20. Activities supported by this role include: African American Case Consultation Team (AACCT, formerly known as the African American Case Review Team) for DHS and JCS, mentoring, supports and incentives for Social Work college students of color, development and implementation of cultural trainings for staff and community partners, Providers of Color Fair, data comparison and research, coordination of action items and initiatives related to the Juvenile Court CASP Collaborative, resurrection of the Polk Breakthrough Series Collaborative team (formerly the MYFI team) and grant writing and monitoring of funds supporting these efforts. One emphasis in FY20 will be the collection and dissemination of data and lessons learned from the efforts of the past 5 years.

A growing focus for Polk Decategorization and CPPC over the past 3 years has been involvement in the Central Iowa ACEs 360 Coalition and supporting activities related to communicating the causes of Adverse Childhood Experiences, trauma, resiliency, psychoeducation and sharing practical applications of what trauma-informed care looks like. Public-private partnerships have been developed over the past 2 years which provide technical assistance on 2 major projects: Trauma Informed Services in Polk County Detention and addressing Secondary Traumatic Stress in the workplace. As a member of the ACEs Coalition, we believe that trauma-informed supervision leads to more trauma-informed workers who, in turn, are able to provide better services to their clients. These efforts will be expanded in FY20 with a focus of changing practice in our systems and partner agencies.

Polk Decat contracts provide options for community-based services for system-involved children and families as well as those services that are preventive in nature. The Polk Decat board takes seriously the charge to minimize system involvement, shorten lengths of stays in the system, and maximize wraparound services. This will continue to be a hallmark of our approach in FY20.

Community and agency partners are interested in learning more about resources within the community and Polk Decat will continue to bring to our Provider's Advisory and CPPC meetings various resource contacts to present on their services. When applicable, Polk Decat will continue to provide a forum for resource contacts to present to DHS Social Workers and Juvenile Court officers. The Decat team will continue to distribute the weekly e-newsletter "CPPC Resources" to a distribution of over 500 service providers and community members. The Decat Admin Assistant will serve as the hub of resource management while the Project/CPPC Coordinator will be able to provide detailed resource information and connection to Social Workers and JCOs.

There will be fewer funds in FY20 for Polk Decat than in the previous 5 years. However, many core services can continue to be supported. As in FY19, funds were included in DCAT5-19-001, the Fiscal Agent for Wraparound Services contract, to support relative placements in FY20. Polk Decat partners with DHS Child Welfare, Income Maintenance, and Volunteer Coordination Services to obtain and supply assistance to kinship caregivers within the first 30 days of placement change, when the need is most acute.

Polk Decat will leverage the Project/CPPC Coordinator role within the community to assist agency/organization partners in building capacity and coordinating trainings related to trauma informed care and resiliency building, implicit bias and addressing disproportionate outcomes for

people of color, build Community Based Family Team Decision-Making meetings (CBFTDMs) and other trainings as requested by the Decat Steering Committee and CPPC Shared Decision Making Team.

With the commencement of the Family First legislation, Polk Decat will look for ways to move services for clients within the community to align with the Evidence Based Practices and that are “trauma informed”, and to work with our partner organizations to move the practice models within the community to this end.

## Polk Decategorization Structure

### Executive Committee

- Chair - DHS Des Moines Service Area Manager – Matt Haynes (Interim)
- Chief Juvenile Court Officer, 5<sup>th</sup> Judicial District - Chad Jensen
- Polk County Community Family & Youth Services Director – Betty Devine
- Polk County Attorney’s Office – Juvenile Division Bureau Chief – James Ward
- Chair of the Decat Steering Committee – DMPD Officer Stephanie Swartz
- Meets the second Thursday of each month

### Steering Committee

- 20 member Committee which serves as a shared decision making team
- Chair selected annually
- Monitors Decat funded activities
- Provides transparency to the Executive Board funding decisions
- Assists in developing Decat and CPPC focus
- Identifies Requests for Information
- Source for RFP and community grants development and review
- Meets quarterly

### Providers Advisory

- Comprised of local Service Providers
- Identifies issues, gaps and barriers in the system and in the Provider community
- Develops plan and takes action steps on agreed-upon priority issues
- Highlights resources within the community for mutual edification

- Forum for learning about community resources, trainings and networking/connecting
- Meets the third Wednesday of the month, 9 months out of each year

### Community Partnerships for Protection Children (CPPC) Group

- Partnership of community agencies, associations and community members
- Follows CPPC Four strategies: Shared Decision Making, Neighborhood & Community Networking, Policy & Practice Change, and Individualized Course of Action.
- Focus areas of concern based on group discussion & community needs related to child abuse prevention:
  - Disproportionality of African Americans and other people of color in Child Welfare
  - Parent Engagement & Education
  - Adverse Childhood Experiences, Trauma Informed Approaches & Building Resiliency
  - Transitioning youth out of foster and group care
  - Supports for families in crisis (Community Based FTDM/YTDMs)
  - Family friendly activities
  - Neighborhood Leadership
  - Culturally and Linguistically appropriate practices
- Develops strategies for addressing and communicating child protection, child abuse prevention and family supports to the community, with special focus on the 50314 – 50317 zip codes
- Smaller strategy group meetings take place on an ad hoc basis

### Equity Efforts

- Community and Strategic Planning (CASP) Effort is the Iowa State Court Administrator's Office state plan addressing disproportionate minority contact (DMC) in the juvenile justice system. The Polk CASP Collaborative is comprised members from Juvenile Court Judges, JCS Staff, Detention staff, Des Moines Police Department, Des Moines Public Schools, County Attorney and other strategic community members to research, analyze and seek solutions to disproportionality, especially related to Intake and Detention.
- The Polk DHS Breakthrough Series Collaborative (BSC) team addresses the disparate outcomes for African Americans in the Child Welfare system. This group consists of system and community partners and has been recently re-organized by the RJCE Coordinator. The group will review pertinent DHS data as well as recommendations from the AACCT and other local equity efforts in order to develop a strategy that targets a specific area to initiate efforts.
- African American Case Consultation Team (AACCT) coordination and management for both DHS and JCS. Efforts will be made to gather more information from the results of the case consultations, to share that data and to review how we can use what we have learned to impact implicit bias in every day work based on recommendations from these teams.

- DMACC Student Mentoring project is comprised of a team of volunteers that will assist students of color pursuing social work degrees. Often, students of color attending college are the first generation in their families to continue into higher education. The mentors will work with identified students to provide tutoring, incentives for achievement, planning assistance and advisement that support the educational journey towards their career goals.
- The Restorative Justice & Cultural Equity (RJCE) Coordinator assists these teams with synchronizing efforts, data, research, trainings and grant funding between the various institutions, agencies and organizations.

## **Funding**

Polk Decat receives DHS and JCS state, and PSSF carry-over funds to cover the bulk of its contracts. Other funding sources include the annual Polk Decat allocation, CPPC, and Minority Youth & Family Initiatives (MYFI). The funding levels that were effective July 1, 2019 for Fiscal Year 20 include:

DHS State (FY18):	\$214,887.00
JCS State (FY18 & FY19):	\$1,982,629.00
PSSF (FY20):	\$30,000.00
MYFI FY20:	\$150,000.00
DCAT Allocation (combined FY18, FY19, & FY20):	\$907,567.00
CPPC FY20:	\$20,000.00
DCAT County FY20	\$30,000.00
<b>Total</b>	<b>\$3,335,083.00</b>

## **Federal Community Partnerships (CPPC) Funds**

Community Partnerships for Protecting Children (CPPC) funds are again available for FY20. In tandem with some Decat Allocation and MYFI funds, the following will be supported:

- Community activities/events and trainings specific to addressing: disproportionate system involvement & disparate outcomes for people of color, Adverse Childhood Experiences & Trauma-Informed Care, including topic such as Secondary Traumatic Stress & Complex PTSD, and opportunities for learning practical applications for Trauma-informed Care and resiliency building for both professionals and community members at large.



- Community Based Family and Youth Team Decision-Making Meetings (CBFTDMs & CBYTDMs)
- Community engagement in reducing disproportionality and disparate outcomes for African Americans involved in Child Welfare
- Parenting engagement activities
- Services and activities related to youth aging out of foster care
- Community events that are family friendly, fostering parent engagement and positive child interactions, and develop community leadership related to these strategies
- Culturally & linguistically appropriate services for people of color, refugees and immigrants

## Minority Youth & Family Initiatives (MYFI)

MYFI funds are specific to addressing and reducing disproportionality of African Americans in the Child Welfare system. MYFI funds are currently used to support this initiative in the following contracts: Restorative Justice & Cultural Equity Coordination Services, Student Support Services in Des Moines Public Schools, Preventive Law & Guidance and Fiscal Agent for Wraparound Services.

## Promoting Safe & Stable Families (PSSF) Funds

FY20 PSSF funds are going to be used to support transportation for services and activities that are provided to a child who is removed from the child's home and placed in a foster family home or a child care institution, and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately. Services and activities for which the transportation can support include: individual, group and family counseling, substance abuse treatment services, Mental Health services, services that address domestic violence, services designed to provide temporary childcare and therapeutic services for families including crisis nurseries, Peer mentoring and support groups, and access and visitation services/activities to facilitate the foster child's visits with parents and siblings. The PSSF funds will be included in the Fiscal Agent for Wraparound Services contract where the use of the funds can be monitored closely.

## Other Child Abuse Prevention Funds

The Polk County Child Abuse Prevention Council dissolved in FY18. Without a local Prevention Council, the newly combined ICAPP/CBCAP funds specific to child abuse prevention needed to be procured through the local Community Partnership for Protecting Children (CPPC) organization. Three agencies were contacted in FY18 prior to the procurement to determine interest in partnering in applying for the funds. Polk CPPC eventually partnered with Youth Emergency Services & Shelter to submit a bid for Crisis Child Care (Respite) for FY19. Funds were awarded based on the high bid score. Although the funds are not directly used by Polk Decat/CPCC, our role is critical to ensuring that

these funds are available to our community for services that assist in the reduction and prevention of child abuse. This will continue to be the focus for FY20.

## Polk County FY20 Contracts

Contract #	Contract Name	Contractor	FY20 Funding Level	Contract Description
DCAT5-15-007	Refugee Immigrant Guides Training Development & Implementation	Visiting Nurse Services	\$50,000.00	Coordinate outreach to local refugee and immigrant groups to develop a plan and training for specialized translators (Refugee Immigrant Guides or RIGs) who will assist system (DHS & JCS) involved families navigate and self-advocate to successful case closure. They will also assist at-risk refugee and immigrant families in the community in efforts to avoid system involvement.
DCAT5-16-001	Sex Offender Treatment Services	Woodward Youth Corporation	\$245,507.00	Provide comprehensive assessment and community based treatment services for juvenile sex offenders, including GPS monitoring, polygraph testing, group and individual counseling, safety plan development and pro-social activities.
DCAT5-16-002	Re-entry and Transitioning Youth Services	Woodward Youth Corporation	\$208,026.00	Working with group care youth on re-entry-to-community planning and all applicable JCS youth on transition-to-adulthood planning, including YTDMs, required documents, identification of supports, education, housing, employment, etc.
DCAT5-17-052	Restorative Justice & Cultural Equity Coordination Services	Polk County Health Services	\$134,226.00	This joint venture between DHS, JCS and Polk Decat covers JCS Restorative Justice activities that provide diversionary and reparative services to youth involved in criminal acts and their victims, as well as coordination of the various DHS, JCS and Decat efforts to address disparate outcomes for youth and families who are system involved, including the engagement of other institutions, agencies and community members in the initiatives. The service will also include research, technical advisement, training identification and implementation and grant application and monitoring for related activities.
DCAT5-17-120	Student Support Services	Des Moines Public Schools	\$29,000.00	The purpose of this Contract is to enable the Agency and Juvenile Court Services in Polk County and the Polk Decategorization Governance Board to collaborate with Des Moines Public Schools on the provision of supportive services to youth of color and immigrant/refugee students that encourage youth in academics and academic advancement, community service learning, improving behavior choices, building confidence, and including outreach to parents, in an effort to prevent or mitigate system-involvement.

DCAT5-18-001	Early Services Program (ESP)	Orchard Place	\$122,070.00	To provide case management and coordination of services to young offenders ages 12 and under that include wraparound services that address issues that led to early system involvement and prevent recidivism.
DCAT5-18-002	Decat & CPPC Coordination Services	Polk County Health Services	\$315,640.00	The purpose of this Contract is to enable the Agency to fulfill coordination Services for Polk County Decategorization Project, CPPC Initiative, Restorative Justice and Cultural Equity outreach and initiatives, and other Decat Projects.
DCAT5-18-003	Trauma Informed Services for Youth in Polk County Detention	Lutheran Services in Iowa	\$100,000.00	Provide short-term trauma-informed programming, such as therapy, assessment, somatic therapies, to youth in Polk County Detention in order to improve self-regulation, especially at court, and to address trauma(s) experienced by the youth.
DCAT5-18-008	Sanctions Learning Services	Orchard Place	\$138,530.00	To enable Juvenile Court Services in Polk County with accountability options for clients and programming which helps them learn reasoning skills to avoid further problem behaviors. This includes options for fulfilling Community Service requirements and victim impact learning.
DCAT5-18-044	Behavioral Health Intervention & Prevention Services	Des Moines Public Schools	\$115,000.00	The purpose of this Contract is to provide coordination services and oversight of the Des Moines Independent Community School District (DMPS) Multi-Tier System of Support for District-Wide behavioral health intervention and prevention initiatives. These services specifically target youth who have exhausted interventions otherwise provided by the school. This will involve the exchange of high-risk student information with DHS and JCS in an effort to collaborate and coordinate services to the targeted families.
DCAT5-18-311	Youth Employment & Education Engagement Services	DMAACC/Evelyn K. Davis Center for Working Families	\$10,000.00	Support the Summer Youth Employment Program, which includes educational engagement and attainment, for JCS youth and other at-risk youth.
DCAT5-19-001	Fiscal Agent Services	Central Iowa Juvenile Detention Centers	\$262,000.00	Provide fiscal agent administration for DHS and JCS wraparound Flex Funds which provides concrete supports to clients and caregivers as well as supports that improve & enhance delivery of services
DCAT5-19-002	Psychological Evaluations	Innovative Learning Professionals, LLC	\$100,000.00	To provide psychological evaluations for JCS youth, especially for those in detention, to determine the best and appropriate course of action, treatment and placement.
DCAT5-19-003	Preventive Law & Guidance	Iowa Legal Aid	\$65,000.00	Services aimed to educate DHS Transition-aged youth and at-risk families on lessening the legal pitfalls that occur in daily living, such as resolving rental disputes, purchasing cell phone plans, cars, etc., seeking Guardianship or Conservatorships, or other legal matters not part of Attorney assistance related to involvement with Child Welfare such as Guardian ad Litem services.

DCAT5-19-036	JCS Internal Climate Survey	Public Policy Associates, Inc.	\$16,500.00	This service procured mid-FY19 will follow-up on a survey that was crafted and administered in FY19 to JCS Staff in the 5 <sup>th</sup> Judicial district to collect data and provide consultation on methods to incorporate results of the survey to provide a more equitable work environment and approach to working with youth.
DCAT5-20-004	Criminal Records Checks	Polk County Attorney's Office	\$12,000.00	Provide Criminal Records checks for the Agency on persons that the Agency is involved with and may be using as possible placements of children
DCAT5-20-005	Diversion & Mediation Services	Polk County Attorney's Office	\$25,000.00	To provide mediation services in order to divert a family from going to court or to help a family through the court process, as well as consultation with SWs and their families regarding the risks of non-compliance.
DCAT5-20-060	Supportive Services for African American Youth & Families	DMACC/Evelyn K. Davis Center	\$45,000.00	Provision of the Strong African American Families (SAAF) curriculum tailored for those parenting African American youth ages 10 through 14, as well as other supportive services for JCS youth related to education and employment engagement.
V2019-01-05	Volunteer Coordination	Central Iowa Juvenile Detention Centers	\$19,511.00	Although not technically a Polk Decat contract, Polk Decat funds cover the Volunteer Coordination time related to assisting with services and donations for concrete supports on behalf of relative placements for DHS clients.
		<b>Total</b>	<b>\$2,046,010.00</b>	

## Community Planning Process

The Polk Decat Executive Committee and the Steering Committee share responsibility as the “Planning Team” for the development of the annual Polk Decat Child Welfare & Juvenile Justice Services Plan. The Executive Committee is the three-legged stool decision making body including the Department of Human Services, Juvenile Court Services and Polk County (Community, Family & Youth Services). Also included in that body are: a representative from the Polk County Attorney’s office (Juvenile Court Division) and the Chairperson from the Steering Committee. The Steering Committee, formerly the Governance Board and CPPC Steering Committee (combined), consists of 20 members representing a diverse cross section of the provider and at-large community and meets on a quarterly basis.

The organizational structure of the Polk County Decategorization Project consists of several committees and project staff. The committees include:

- ✓ Executive Committee
- ✓ Steering Committee
- ✓ Providers' Advisory
- ✓ CPPC – Strategy group meetings, with Shared Decision Making occurring in the Decat Steering Committee meetings and strategy groups

The planning process is on-going throughout the year and not just limited to the months surrounding start and end dates of a fiscal year. Each committee provides input into the development of the annual Child Welfare/Juvenile Justice Services Plan by bringing concerns, issues and trends to the table during the year. The Steering Committee meets quarterly and discusses current issues, while striving to remain proactive in planning for an efficient Child Welfare/Juvenile Justice service delivery system. They review the contract performance measures and distribution of funding. The Providers Advisory Committee provides the forum for learning, connecting, discussion, research and action plans on the service gaps in the provider community. The Steering Committee also votes on the use of Decat, CPPC and MYFI funds on small community grants, trainings and activities related to our areas of focus.

We constantly review the Community Partnerships for Protecting Children (CPPC) best use of the large group meeting and making the most of our community partners' time. As in FY19, our focus will be to bring short trainings to the Neighborhood & Community Networking meeting as a way to provide learning supports to our community partners. The Polk County CPPC FY20 Plan Report is attached.

Polk County has a large number and variety of agencies and associations providing services to our communities. The following chart lists agencies with whom Polk Decat has or currently partners to assist with assessment of needs, resource leveraging and feedback:

<b><i>Current Partnerships</i></b>	
AMP	Al Exito
Beaverdale Books	Bikers Against Child Abuse, Iowa Chapter
Big Brothers Big Sisters of Central Iowa	Boys To Men Youth Programs
Broadlawns	Boys Town
CASA – Child Advocacy Board	Central Iowa ACEs Steering Committee
Central Iowa ACEs 360 Coalition	Central District Baptist Association
Central Iowa Juvenile Detention Centers	Children & Families of Iowa
Child & Family Policy Center	City Of Des Moines
Children & Family Urban Movement	Child Future International
Congo Progress	Community! Youth Concepts
Creative Visions	Dads With A Purpose

<p>Des Moines Area Community College  Des Moines Public Schools  EMBARC  Evelyn K. Davis Center for Working Families  EveryStep  Family Planning Council of Iowa  Four Oaks  Genesis Inc.  Home Furnishings, Inc.  Investing in My Future, Inc.  Iowa Coalition Against Sexual Assault  Iowa Coalition Against Domestic Violence  Iowa Arts in Education (ArtForcelowa)  Iowa Courts  Iowa Dept. of Human Services  Iowa KidsNet  ISU Extension &amp; Outreach  Justice For Our Neighbors  Latino Forum  Lutheran Services in Iowa  Mercy Hospital  Mid-Iowa Family Therapy Clinic  Mid-Iowa Health Foundation  Mount Hebron Baptist Church  Optimae Life Services  Polk County Juvenile Court  Prevent Child Abuse Iowa  Polk County Health Services  Regeneration Group  Starts Right Here  Suite Dreams  Triad Foundation  UnityPoint Health Star Center &amp; Foster Care  Clinic  Young Emerging Scientists (Y.E.S.)  YMCA of Greater Des Moines</p>	<p>Des Moines Housing Agency  Des Moines Police Department  Drake University  Employee and Family Resources  Eyerly Ball  Family Promise Of Greater DSM  Freedom for Youth  Hip Hope, Inc.  I'll Make Me A World in Iowa  Impact Community Action Partnership  Innovative Learning Professionals  Integrative Counseling Solutions  Iowa Dept. Of Correctional Services  Iowa Foster and Adoptive Parents Association  Iowans for Social &amp; Economic Development  Iowa Legal Aid  Iowa Jobs for America's Graduates (iJAG)  John R. Grubb YMCA  Joshua Christian Academy  LUNA  Mid City Connection  Mosaic Family Counseling Center  Oakridge Neighborhood Services  Orchard Place et al  Pursuit of Innovation  Polk County (Health, Juvenile Detention, Crisis  &amp; Advocacy, Family Enrichment Center)  Prelude Services  Refugee Alliance of Central Iowa (RACI)  St. Vincent De Paul, Des Moines  Thriving Families Counseling Services  United Way of Central Iowa  Urban Dreams  Wesley United Methodist  Woodward Youth Corporation/WCBS  Youth Emergency Services &amp; Shelter</p>
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Youth Justice Initiative Youth Policy Institute Zero to Three	Young Women's Resource Center Youth Law Center Zion Lutheran Church
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In addition, we continue to reach out to the Neighborhood Associations in the inner city of Des Moines, including Mondamin, King Irving, Evelyn Davis, Cheatom Park, River Bend, Chautauqua and Drake Park. The Neighborhood Association representatives have first-hand knowledge of concerns, needs and issues within their own areas and they are already very involved in community planning.

Equity efforts that address systemic racial disparities for African Americans will continue in FY20. Polk Decat has actively participated alongside DHS in the Breakthrough Series Collaborative and the JCS CASP Collaborative. Many institutions and agencies currently have related equity efforts; e.g., Polk County and the City of Des Moines have several equity initiatives lead by a variety of agencies and community sectors. The Restorative Justice & Cultural Equity (RJCE) Coordinator has connected with other Equity Coordinators to understand the respective activities and goals and determine where those intersect with ours. The RJCE Coordinator will synchronize the efforts within each sector for sharing data, trainings, community engagement strategies and possible funding to assist in this endeavor. The current focus of the RJCE Coordinator’s efforts will be with the DMACC student mentoring program and DHS and JCS specific efforts, especially within targeted schools in the Des Moines Independent Community School District (DMPS).

Juvenile Court Services has made great strides in addressing disproportionality and Polk Decat will continue to participate in those activities, supporting the CASP Collaborative, made up of JCS, Court, County, Agency, Law Enforcement, Education and Community representatives, which specifically addresses the initial point of contact a youth may have with JCS at Intake. The Polk Decat focus within this collaborative is identifying and supporting community based services that are diversion alternatives and positive methods of youth engagement. In addition, Decat receives funds from JCS to support the new Supportive Services for African American Youth & Families contract, which includes the provision of the Strong African American Families curriculum for those parenting African American youth ages 10 through 14, as well as other education and employment supports for JCS referred and other at-risk youth. In addition, the recent JCS Climate Survey contract will cover recommendations on the results of the survey conducted in FY19 that partner with other JCS equity-related efforts for working with staff and clients.

**Decat Connections to Other Planning Efforts**

Polk County Decategorization (Decat) is currently in its 31<sup>st</sup> year. Being one of the first Decat sites has provided opportunities to build solid community relationships and coordination.

Polk Decat was designated as a Community Partnership for Protecting Children (CPPC) site in 2003. Polk Decat and CPPC work together to develop strategies that are communicated to the Decat Board and to affect the policies and practices of DHS and JCS locally. The CPPC project in Polk County has focused on developing approaches to support the 4 core strategies: 1) community based family team decision-making, 2) community networking, 3) shared decision-making, and 4) policy and practice change.

Polk CPPC efforts focus on building capacity for implementing Community Based Family Team Decision-Making Meetings so that families can get help before they become involved in the Child Welfare system. Polk CPPC will also continue to address disproportionate minority contact within the Child Welfare and Juvenile Justice systems. The Polk Decat and Project/CPPC Coordinators and the Decat Steering Committee provide direction for the CPPC activities in Polk County.

Over five years ago, the Polk CPPC Policy and Practice team, in tandem with the former MYFI Committee, worked collectively to develop the Courageous Conversations and Town Hall meetings in Polk County in an effort to obtain community feedback on disparate outcomes within DHS. As a result of those Conversations and Town Hall Meetings, Polk Decat will continue to support the African American Case Consultation Team (AACCT) which is a team of volunteer African American human service professionals who consult with DHS monthly on problematic cases involving African American families. This has provided a cultural lens for the Department Social Workers and Supervisors which enhances their interactions with their clients. JCS in Polk began its own AACCT meetings in FY19 as a method for addressing cultural responsiveness to client treatment and those will continue into FY20.

All Decat staff participates actively in other local groups in order to coordinate our activities with theirs, to enhance our outreach and skills and to expand our resources connections. Other groups/committees where Polk Decat, CPPC and RJCE participate include: Central Iowa ACEs 360 Coalition Steering and Executive Committees, Refugee Alliance of Central Iowa (RACI), United Way's OpportUNITY planning, DHS Child Welfare Partnership Committee, Collaboration for Self Sufficiency, CJJP Juvenile Re-entry Task Force, Des Moines Public Schools' Community Conversations, Des Moines Public Schools' North West Resources team, Zero To Three Stakeholders team, Pillars of Promise, Central Iowa Grant Professionals Association, and others.

Polk Decat leveraged relationships in the community to obtain grant funding to support technical assistance for the Trauma Informed Services for Youth in Polk County Detention, a new and innovative approach to de-escalating trauma responses. In FY19, the Technical Assistance was expanded to include systemic approaches that address Secondary Traumatic Stress (STS) of DHS Child Welfare Social Workers and Supervisors. In FY20, the Technical Assistance for STS will include on-site intensive trainings for DHS and JCS Supervisors as well as monthly conference calls to obtain coaching on the Trauma-Informed Supervision skills being learned.

Polk Decat began a special outreach to Refugee and non-Latino Immigrant groups in FY14 based on feedback from community members and agencies on the growing issues within this demographic. That outreach will be continued in FY20 in an effort to obtain the best possible



results with the renewed Refugee Immigrant Guide Training Development and Implementation contract. The contractor first gathered stakeholders from the various refugee and immigrant groups within Polk County, including Refugee Resettlement agencies, to determine the training components for these new Refugee Immigrant Guides (RIGs) that are called upon to assist clients of DHS and JCS navigate and advocate to successful case closure and to assist at-risk families avoid system involvement. The once-per-month staffings each at JCS and DHS for Refugee cases will be continued to assure they receive the most responsive services possible. Social Worker III's with refugee cases going through assessment will continue to staff them as needed with Subject Matter Experts from the Bureau of Refugee Services, EveryStep (formerly Visiting Nurse Services, the RIG Contractor) and a representative from the Community Cares Contract. The Contractor continues to engage in Community Conversations of targeted Refugee groups to build their current understanding of DHS and JCS services, which empowers the parents to understand those parenting practices that they can use and to better comprehend our complicated systems. Understanding that building trust-based relationships with our refugee communities takes time and patience, Polk Decat is committed to making sure the Stakeholders group has representation and/or input from as many language groups as possible to serve this most vulnerable population. Decat personnel participate in the local Refugee Alliance of Central Iowa (RACI) in order to coordinate our efforts with that of other entities working with refugees in Polk County.

Although the community needs assessments from past years tend towards the same issues, gaps, barriers and trends, it is still worthy of our efforts to review the data bi-annually. The Early Childhood needs assessment conducted through the United Way of Central Iowa, Iowa Kids Count through the Child and Family Policy Center and other agency/institution data warehouses are consulted to ensure we are focusing our efforts on the appropriate populations and issues. Where there are gaps, Polk Decat can initiate procurements or collaborate with other entities on grant funding to support services that address those gaps as well as seeding new and innovative approaches.

## **Short Term Plans and Desired Results for FY20**

Polk Decat will work closely with the DHS Des Moines Service Area Administrator, 5<sup>th</sup> Judicial District Chief Juvenile Court Officer, the Polk County Director of Community, Family & Youth Services, Polk County Attorney (Juvenile Court Division) and the Decat Steering Committee Chair (who are all members of the Decat Executive Committee) to monitor and measure outcomes in the following areas during FY20:

- Safety, permanency and well-being (CFSR goals)
- Placement stability (CFSR goal)
- Timely achievement of permanency (CFSR goal)
- Transitioning Youth who are re-entering the community after group or foster care

- Community based treatment rather than group care for youth exhibiting early delinquency tendencies, older delinquent youth and low-risk sex offender youth
- Supports for relative (or fictive kin) placements
- Parent engagement in general, but especially engaging fathers and positive male role models
- Activities and initiatives related to disproportionate minority contact/ disparate outcomes affecting people of color
- Assistance to system-involved and at-risk refugee and immigrant children, youth and families
- General youth and parent skill-building with the aim of building safe and stable families and preventing system involvement
- Supports for our local agencies that serve DHS and JCS clients as well as other at-risk families and youth in our community, including seeding new and innovative ideas and projects that could possibly grow into a viable family and youth supportive service
- Restorative and Reparative justice for youth who become, or are at risk of becoming, involved in Juvenile Court Services
- Diversion services for youth at risk of JCS involvement, which may include education, employment and community service learning engagement components
- At-large community presentations and trainings related to implicit bias, disproportionality in our systems and culturally responsive engagement and interface
- Trauma-informed approaches, trainings and initiatives, especially related to the effects of Adverse Childhood Experiences (ACEs) and building resiliencies (Connections Matter) and for youth in Polk County Detention as well as addressing the Secondary Traumatic Stress of Child Welfare workers and supervisors in Polk County.
- Decat Coordination

The planned FY20 expenditures will reflect the areas listed above.

The contracts awarded through Decat during FY20, as in past years, will include specific performance measures that will be tracked on a quarterly basis and monitored with the Governance Board (Executive Committee) semi-annually, or as the specific contract requires. The results of the quarterly reports will be summarized and shared with both the Decat Steering Committee and the Decat Executive Committee on a semi-annual basis.

The Decat Coordinator and Decat staff will work with the DHS Des Moines Service Area staff and Leadership Team as well as Polk staff in the Juvenile Court Services 5<sup>th</sup> Judicial District in reviewing critical service area data, and re-adjusting priorities within the Polk County Decategorization Plan as needs and/or gaps in services are identified.

Polk Decat personnel assist in facilitating the MYFI-related activities which include the JCS CASP Collaborative, DHS Breakthrough Series Collaborative, DMACC Student Mentoring project, DHS and JCS AACCTs, Cultural Equity Coordination and CPPC initiatives and strategies.

The RJCE Coordinator will focus efforts on collecting data that reveals the results of all these efforts, to determine the next courses of action and to measure the degree of success.

We have found that sometimes JCS and DHS data can be difficult to obtain related specifically to the services that are provided under Decat contracts and initiatives. In FY20, we hope to make more concerted effort to clarify the minimum data that we need and identify partners within the system who can help acquire the information. The second part to data collection is dissemination. Assuming that we can validate the data for our efforts, we will be working on a communication plan for sharing the information. We hope to take on an AmeriCorps member to assist us with the data collection and development of a communication plan that provides us a template for the future.

The planning process includes monthly meetings with the Polk Decat Provider Advisory Committee and the Polk CPPC Strategy groups to discuss issues, gaps and barriers in services and system improvements. Focus areas that have been identified by these groups include:

- Support for children staying at home rather than being placed out of the home
- Resources to provide respite care to families and foster families to prevent children being removed from home or a termination of a foster family placement.
- Assessments and services for trauma, mental health and substance abuse needs
- Working with families so that youth can be successful at home (Parenting Engagement, Skill-Building and supports)
- Identification of resources, especially transportation, that are sustainable
- Supports for DHS and JCS staff in relation to the effects of Adverse Childhood Experiences (ACEs) and other trauma, cultural responsiveness, and community resources
- Engaging non-custodial fathers in the child rearing process (Fatherhood Initiative)
- Transitioning youth who “age out” of the foster care system
- Outreach to specific groups who need assistance (i.e., Latino, Refugees and other ethnic populations who are experiencing abuse, require services, experiencing trauma, etc.)
- Disproportionality of African Americans in the Child Welfare and Juvenile Justice systems
- More effective treatments for addressing alcohol and drug dependency
- Restorative and reparative activities for youth involved in criminal activities

The prior federal Child and Family Services Review (CFSR) identified many positive areas within the Polk County Child Welfare system. In Polk County the federal reviewers sited many areas of strength, including Family Team Decision Meetings, including Pre/Post Removal FTDMs, and DHS’ involvement in the community. The reviewers also identified areas that could be improved. Polk Decat will work with DHS, Juvenile Court Services, providers and families to help make needed improvements. Polk Decat will also continue to facilitate DHS involvement in the community.

Polk Decat is concentrating on 8 priority areas which will assist in improving Iowa's CFSSR outcomes and assist with safety and permanency for children:

- **Kinship and Family Connections:** Polk Decat recognizes that many kinds of informal and formal supports help relatives provide a home for children who need to be placed out of their own homes. For that purpose, Polk Decat helps provide resources for families to help them afford to care for a relative's child, family team meetings, and early prevention services.
- **Parent engagement, including Fatherhood and Positive Male Role Models:** Polk Decat will encourage programs that are successful at engaging parents in learning effective parenting techniques, and recognize the value of fathers, especially non-custodial fathers, and other men who are important to children and youth and support them positively in that role.
- **Key Transition Points:** Polk Decat recognizes that transition points are critical junctures for children. These transition points include moving into foster care or relative placements, changing placements, modification of placements, and transfer from the juvenile system to the adult system. Decat will support activities that help with transitions, including the Youth Team Decision-Making meetings (specific to JCS), moving from the child welfare and JCS systems to the adult system, and supporting parents, and assisting youth in Detention who have experienced trauma in an effort to reduce detention stays and positively impact their court experience for better outcomes. Coordination of the new Dual Status Youth activities between DHS and JCS will be included as part of the RJCE Coordination services.
- **Polk Decat recognizes that moving from group care back to the community can be difficult for youth who have experienced impulse controls.** Polk Decat will continue to support the Re-entry Youth Services Juvenile Court contract which provides re-entry planning which starts shortly after group care placement, and continues for up to 6 months after release from group care. Services under this contract include the provision of Youth Team Decision Making (YTDM) meetings as part of the transition-to-adulthood planning for older JCS youth.
- **Disproportionate Minority Representation:** Polk Decat will continue to work with local agencies and Community Partnership for Protecting Children on such projects as Community Based Family & Youth Team Decision-Making Meetings, providing supports training and mentoring for DHS, Juvenile Court and providers on disparity issues and developing informal support networks for families. The Polk BSC and CASP meetings will continue in FY20 as a way to continue improving strategies that address disparate outcomes in Child Welfare and JCS and to report strategies for change.

- Other Identified Community Priority Areas: Polk Decat will support initiatives which will assist with the safety of children including criminal and child abuse background checks, Mediations to avoid court involvement, and wrap around support for parents and family members. In addition, Polk Decat will continue to support less restrictive environments for treating youth who might otherwise be placed in group care, such as the Sex Offender program for lower risk youth offenders, Sanctions Programming for youth requiring both community service and learning of impulse controls, and Early Services Prevention, committed to reduction/elimination of future delinquent acts by the very young offenders. In addition, the Polk Decat Board identified that Legal issues tend to plague system-involved youth and families, and will support the continuation of the Preventive Law & Guidance contract into FY20 to address the legal pitfalls of daily living through presentations to refugee and immigrant groups, legal assessments for transition-aged youth and supports for guardianship and custodial arrangements that provide stability and safe case closure for DHS children.
- ACEs and Trauma Informed Care: Polk Decat will also move towards integration of Adverse Childhood Experiences (ACEs) data and information and Trauma Informed response to CPPC publications, networking and the continued support of the local ACEs Community Learning Circles, Lemonade for Life training for those who work directly with clients, and other trainings related specifically to spreading the message in the community about the effects of Adverse Childhood Experiences, Technical Assistance related to Trauma Informed Services in Polk County Detention as well as DHS Child Welfare and JCS Secondary Traumatic Stress.
- Refugees and Immigrants: Polk Decat will assist at-risk refugee and immigrant families and youth through the development of a specialized Refugee Immigrant Guide (RIG) as well as supporting local agencies who provide services to this demographic.

## **Tracking of Results and Outcomes**

Within Polk Decat, significant emphasis is placed on performance-based accountability and fiscal management.

Polk Decat contracts identify specific performance measures for which the contractor is held accountable. Depending on the type of service contracted for, these may include numbers served, measures to indicate success such as percentage achieving a particular result, etc. Where applicable, contractors are required to include participation levels and demographics information within their quarterly reports.

Agencies that have contracts with Polk Decat are required to submit quarterly progress reports, which are reviewed and monitored by the Decat and Project Coordinators. The Polk Project Coordinator enters the performance measure results into a spreadsheet that summarizes the measures for at-a-glance perusal. The Project Coordinator tracks receipt, or lack thereof, of the quarterly progress reports. Reports not received in the applicable time period specified in the respective contracts are reported to the Decat Coordinator. The contractor is contacted and reminded to submit the report and/or report any issues with timely submission. At least twice per year, the Performance

Measure spreadsheet is provided for review and discussion to the Executive Committee and the Steering Committee by the Project Coordinator. For FY20, the Quarterly Report templates for each contractor have been updated to require more information on numbers and percentages achieved for each outcome as contractors tend to report in generalities, met or not met.

Contractors who are not meeting any or all of their performance measures are contacted by the Polk Decat and/or Project Coordinator(s) to discuss the issues and barriers causing the lower performance and how it can be remedied. The Polk Decat Coordinator also involves the associated JCS or DHS personnel in the process so all parties can partner in the identification of the root cause of the performance issue and its resolution.

## **Monitoring and Maintaining Fiscal Accountability**

### **Performance and Results:**

The quarterly reports are recorded not only on a spreadsheet, but a cover document is filled out that summarizes all performance issues and successes. The form includes information on if the quarterly reports were submitted on time, if the GAX are timely and if there are issues with the GAX and the types of issues, if the budget is on track and any other pertinent comments.

Those Contractors subject to an on-site monitoring will provide a sampling of their on-site records reviewed to determine the validity of their reported performance measures and compliance with their respective Contract deliverables as stated in the Scope of Work. After the on-site visit, a detailed report of documents reviewed and findings, if any, will be provided to the Contractor along with a timeline for correcting issues and providing clarifications, if required.

### **Expenditures:**

The monthly GAX from contractors are scrutinized to ensure that the back-up documentation is present, matches the expenses allowable in the contract and that add up to the amount requested for reimbursement on the GAX. Contractors are contacted if necessary back-up is not included with the GAX, if the calculations do not equal the reimbursement amount, or if there are unallowable expenses. The Polk Decat Coordinator checks all addition and provides spreadsheets with each GAX confirming that the calculations are correct, or corrected if necessary.

Monthly GAX amounts are tracked in a contract expenditure tracking spreadsheet so we know what is spent and remaining per contract and per funding source. This spreadsheet is shared with the Polk Decat Executive Committee at each Board meeting.

High activity contracts, such as the Fiscal Agent contract, are also tracked by the Polk Decat Assistant. Invoices and funding requests are tracked by type of request, funding source, amount and other pertinent data in order to keep the large volume of data organized so at any point in time we can create reports that reflect the status of funds used, who is using them, client usage, and how much we have remaining. Wraparound (Flex) funds usage is reported monthly to Social Worker and Juvenile Court Services Supervisors so they can track the spending levels of their allocations. In addition, we periodically create specialized reports to determine fund usage by client and Social Worker/JCO in order to identify frequent and high volume users of those funds. Client centered reports can also be used by the Social Workers/JCOs in the court room to substantiate assistance to clients for reasonable efforts.

In FY19 Polk Decat had more options for purchasing goods and some services for families due to the new Fiscal Agent for Wraparound Services contract. These options will continue into FY20. Local furniture vendors are used to purchase, deliver and assemble beds and cribs for youth removed from home and place with relatives or fictive kin. Rather than provide store cards for every need, specific needs are identified and purchases made and delivered. The Decat Administrative Assistant coordinates the purchases and tracks the expenditures. Once per month, the Decat Administrative Assistant audits the usage of the store cards, bus passes and tokens to ensure that there is not one out of sequence or missing.

The Polk Decat Coordinator is in constant contact with the contractors in the effort to develop open lines of communications, discuss expectations and to keep up with changes that occur within the contractors' organizations. Contractors are more apt to divulge when there are problems when they are comfortable in their relationship with the Polk Decat Coordinator. In addition, the Decat Coordinator is in frequent contact with the DHS and JCS stakeholders to ensure their satisfaction with the services provided and outcomes.

The Polk Decat Coordinator will schedule at least one visit with each contractor within the fiscal year to monitor procedures and spot-check back-up documentation to GAX.

At the end of the fiscal year, amounts for all GAX received during that year will be compared to the I3 data to ensure accuracy in expenditures and funds remaining.

## **Carryover**

Most Polk Decat contracts are funded based on budgets that project what is needed to carry out the prescribed activities for the entire fiscal year. The CPPC, MYFI, and State FY18 Carry-over funds cannot be carried over into FY21 so Polk Decat will monitor the use of those funds closely and will work with the Decat Board and contractors to ensure that those funds are utilized first within the fiscal year. Prior to the last

quarter of the fiscal year, if it appears those funds will not be used within their specific contracts, some of the funds can be transferred to or exchanged with funds in other contracts where appropriate to ensure their complete usage. Or, those funds can be used to support special projects at the discretion of the Polk Decat Executive Committee (Board).

As authorized by Iowa Legislation, the DHS, and JCS FY19 carryover funds, the State FY19 Decat allocation and Decat PSSF funds can be carried over into FY21. In the event that the contracts have funds left at the end of this fiscal year and given the current uncertain funding climate, Polk Decat plans to carryover the FY19 funds into FY21 that are unused in FY20. Polk Decat will continue to hold funds in reserve to ensure the continuity of core contracts into the next fiscal year so services to at-risk families and youth can continue without interruption.

Prepared by:

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## Community Partnership Reporting / Evaluation Form

Name of CPPC Site: Polk Decat/CPPC

County(ies): Polk

Reporting Period: FY20

Coordinator(s): Jordan Kauffman

Contact Information:

Check the Following: Proposed Plan  Year-End

Community Partnership Reporting is based not only on the 4 strategies of Community Partnerships (Shared Decision Making, Neighborhood and Community Networking, Individualized Course of Action, and Policy and Practice Change) but also on the levels within each strategy. If you find yourself questioning how to complete this report, the CPPC Practice Guide should answer many of your questions both in planning and in capturing successes at year end.

CPPC funding runs on the state fiscal calendar July 1 - June 30. There will be two times reporting is due:

- 1) In the **SPRING** (May 15) where the **yellow** section will be completed to capture your proposed planning and projected goals for the upcoming fiscal year starting July 1. (Report with projected/future activities) The yellow section will be completed on a new report identifying your future goals.
- 2) In the **SUMMER** (August 15) where the **green** section will be completed to capture the goals achieved for the fiscal year that ended June 30. (Summary report with completed activities) The green section will be completed on a report that already has the yellow filled out and was submitted May 15 the prior year.

Starting on page 5, the blank columns entitled Ongoing, Proposed, Met need only be marked with an 'x', and the narrative should reflect any steps you are taking or have achieved. This is an active document utilized with your Shared Decision Making Team to give them investment/ownership in planning, allow them to share in the monitoring of progress, and recognize and celebrate successes. Whereas this report may appear long and prescriptive, it provides only a framework for growth and activity. This framework and reporting mechanism was developed with the input of many different coordinators from the start of CPPC in 2007. How you choose to grow and what activities you choose to promote growth have much flexibility.

The data from this report is captured in the Community Partnerships Brochures so communities may see how CPPC impacts the state in many ways. This data is also shared with the federal government and highlights the progressive nature of community initiatives in the state of Iowa. Thank you for your time and careful attention to this document.

## Community Partnership Involvement Instructions & Definitions

Page 3 is to identify during planning and at year-end the composition and roles of individuals who are involved. Below are some helpful hints to assist you. Page 3 should be completed in **planning** and updated at **year end**.

- In the gray columns put the number of professional and the number of community members who are associated with the respective category.
- In the FTDM (ICA), Shared Decision-Making, Neighborhood Networking and Policy and Practice Change columns put a check mark if there are professionals and/or community members participating in these activities.
- Please do not duplicate numbers. Select one primary category for each person. The comment section may be useful to explain when more than one category applies to one person. If a person represents two or more categories, include the person in the number count of the primary role and check mark the gray column for the other categories and explain in the comment section.
- # of Community members involved – This number count is for those who are involved as volunteer community members and are associated with one of the categories listed. Examples: faith-based members can be volunteers if they are not being paid to attend, professional who volunteers but is not serving/participating as a representative in their official/professional capacity, substance abuse sponsor who is not being paid, volunteer advocate for domestic violence.
- # of Neighborhood/Community Members – these are individuals who are neighborhood/community residents or parents and are not associated with any of the other categories.
- FTDM (ICA) - those who are facilitators conducting FTDM defined by Iowa's Standards.
- Shared Decision Making - those who are involved on the CPPC leadership committee(s).
- Practice Partners - includes social service agencies that do not fall under another category (i.e. in-home workers, early childhood programs, when applicable).
- Economic Supports - includes social service agencies that provide financial and basic-need supports (FaDSS's workers, Income Maintenance, Community Action Agency when applicable).
- Former Clients of DHS-anyone who has been involved in child protection services and is not a Parent Partner.
- Provide a total count and % for both the professional and community members involved.

## Community Partnership Involvement

Partner (Categories)	# of professionals involved*	FTDM (ICA)*	Shared Decision Making *	Neighborhood Networking *	Policy and * Practice	# of Comm. members involved*	FTDM (ICA) *	Shared Decision-Making *	Neighborhood Networking *	Policy and * Practice Change	Comments/Member Names
DHS	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TW, AG
Decat	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TB, DD
ECI		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Neighborhood/Comm. Members*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JB, JMin, JMue
Domestic Violence	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MCZ, BC
Substance Abuse		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mental Health	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KR, AW, HT, TJ
Faith-based groups	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DM, AP
Health Care		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF, KM, TM
Education		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TB
Business		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal System (Court)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WB, JN, EM, AL
Law Enforcement	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SS
Government (i.e. City, Co.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JC
Practice Partners*	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AMD, KK, CJ, SVG
Economic Supports*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SOC,
Prevention Councils		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Youth		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Former Clients of DHS*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent Partners	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LS, NR, AA
Other	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EK, BD, CM, DL
<b>Total</b>	<b>23</b>					<b>16</b>					

Total % of Professionals involved in the initiative	59%	Total % of Community members Involved in the initiative	41%
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**Describe your community partnership shared decision-making leadership group and oversight role. Who coordinates? How is it structured? How is it linked to Decat? Are there task teams or subcommittees?**

Our CPPC Shared Decision Making Team is the same thing as the Decat Steering Committee. This allows information & discussion to flow freely among community partners, and for the Steering Committee chair to represent community interests to the Decat Executive Committee (board.) The role of this group is to help Decat & CPPC determine areas of emphasis & priority among our many projects, to provide oversight to processes such as Community Event Funding, Workshops, and Trainings, and to leverage partnerships with other community-based organizations with which members have connections. Many of the SDM Members also participate in the CPPC Neighborhood networking group, which meets on a monthly basis. The Steering Committee is jointly convened by Decat staff, headed by Teresa Burke and including Jordan Kauffman (CPPC Coordinator) and Diamond Denney (Equity Coordinator) with assistance from Cassie Thomas (Decat Assistant.)

**How often does this group meet?**

The Steering Committee meets on a quarterly basis. However, oversight of certain items (such as funding requests) happens in the interim via email. SDM group members also participate in other monthly Decat/CPPC meetings, such as Neighborhood Networking and Providers' Advisory.

The remainder of the report includes the 3 blank columns:

- **No color-labeled 'Ongoing'** - for things you have accomplished in the past and continue to do
- **Yellow color-labeled 'Proposed (NEW)'** - for new goals you are working towards
- **Green color-labeled 'Met'** - the year-end information on success and/or barriers faced

The 4<sup>th</sup> column allows for narrative on the columns described.

Note: The **Ongoing category** is to be briefly detailed in narrative in the 4<sup>th</sup> column to explain routine and/or steps taken to meet this goal ongoing. The coordinator must be able to explain Ongoing steps to the SDM team and state/federal entities if audited, and may use the narrative in this report to track current processes, plans, accomplished goals and implementation.

Shared Decision Making-Level 1					
No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
1-a	New CPPC Coordinator attends first available CPPC Immersion 101 and 201 within the 1st year	X			<p><b>Ongoing:</b> Jordan Kauffman, Polk CPPC Coordinator, has attended both of these trainings.</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
1-b	Membership of Shared Decision Making Team must include Department of Human Services (DHS) Representative and Decategorization (Decat) Representative	X			<p><b>Ongoing:</b> Teresa Burke (Decat,) Tracy White (DHS,) Alaina Gage (DHS,) and Diamond Denney (Decat) are all part of the Steering Committee. Decat Employees do not participate in voting activities.</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
1-c	Membership of Shared Decision Making Team must include local community and professional members	X			<p><b>Ongoing:</b> 21 person Steering Committee includes local community &amp; professional membership.</p> <p><b>Proposed Plan:</b></p>

## Shared Decision Making-Level 1

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
					<b>Progress:</b>
1-d	Establish linkages and develop protocol for decision-making with Decat Boards	X			<p><b>Ongoing:</b> The Polk Decat Shared Decision Making Team is combined with the Decat Steering Committee. In FY19, these two groups became blended – now they are truly one and the same. A representative from the original, pre-combined Polk CPPC SDM Team now serves as the Steering Committee Chair and is part of the Decat Executive Committee.</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
1-e	Implement the use of the Shared Decision-Making Survey	X	X		<p><b>Ongoing:</b> This survey shall be administered annually, via electronic survey, to the Steering Committee/Shared Decision Making Team prior to the Q3 Steering Committee Meeting.</p> <p><b>Proposed Plan:</b> Use ZohoSurvey or another free online survey tool to administer SDM survey prior to Q3 Steering Committee mtg so results can be shared in that meeting, and can be used to guide the plan for the upcoming fiscal year.</p> <p><b>Progress:</b></p>
1-f	<u>Develop plan for Ongoing comprehensive understanding of the four strategies for individuals</u>	X	X		<p><b>Ongoing:</b> SDM reports 4/5 score on SDM Survey regarding understanding of 4 strategies.</p> <p><b>Proposed Plan:</b> Create or modify an existing infographic or visual representation of</p>

## Shared Decision Making-Level 1

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	<u>involved in Shared Decision Making process</u>				<p>the 4 Strategies to include on any Steering Committee communications (Meeting agendas/minutes, group emails, etc.) Use accessible/plain language to simplify the meaning of each strategy.</p> <p><b>Progress:</b></p>
<u>1-g</u>	<u>Establish and develop plan to meet membership recruitment goals for SDM, including diversity</u>	X	X		<p>Ongoing: Polk SDM currently meets CPPC’s recruitment guidelines based on sector representation. Our group also does include members of diverse racial &amp; ethnic backgrounds.</p> <p><b>Proposed Plan:</b> The Steering Committee as a group will determine what kind of representation is best for our community. Using Census demographic data + CPPC’s recruitment guidelines, we will form a workgroup in FY20 to identify under-represented voices, and to equip existing members to leverage community relationships to invite new voices to the table.</p> <p><b>Progress:</b></p>
<u>1-h</u>	<u>Provide oversight for the planning and implementation of the four CPPC strategies</u>	X	X		<p>Ongoing: The Steering Committee has historically been instrumental in providing input &amp; perspective to Polk Decat/CPPC Staff, helping to define areas of emphasis &amp; priority. They also vote on Community Event Requests, an important application of CPPC strategies. The Steering Committee Chairperson also sits on the Decat Executive Committee.</p> <p><b>Proposed Plan:</b> The Shared Decision Making Survey indicated a relatively lower score regarding the Roles &amp; Responsibilities of the members of the group. In FY20, the Steering Committee’s oversight role will be emphasized as main priority, and more clearly defined. Several members will participate in workgroups to ensure the <u>evaluation process</u> for Community Event Funding Requests is streamlined, relevant,</p>

### Shared Decision Making-Level 1

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
					<p>and meaningful. Revamping the process will lead to more <u>cohesion &amp; accountability</u> throughout the process. By <u>investing individualized attention</u> into each community partner, we can create opportunities to ask those who reach out to Polk CPPC for assistance: <u>“What can you share with us in return?”</u></p> <p><b>Progress:</b></p>
<u>1-i</u>	<u>Develop orientation plan for new members</u>	x	X		<p><b>Ongoing:</b> The Decat Coordinator typically schedules 1:1 meetings with new Steering Committees Members to provide explanation of Decat, CPPC, Restorative Justice &amp; Cultural Equity efforts, along with Decat/CPPC Structure &amp; Decat Handbook.</p> <p><b>Proposed Plan:</b> With the combination of SDM &amp; Decat Steering Committee, New Steering Committee Members AND Decat/CPPC Staff should receive a modified CPPC 101 Manual which contains info in addition to the four strategies, such as: definitions of phrases &amp; titles of things, goals of the Steering Committee and responsibilities of Members, and a membership roster with contact info including where that member works/what sector they represent. New Members should also receive a special welcome &amp; introduction, and at least 1 one-on-one meeting with an incumbent Steering Committee Member within a month of their first meeting.</p> <p><b>Progress:</b></p>

### Shared Decision Making-Level 2



No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
2-a	<b>Must meet all of the Level 1 items and also</b> add additional members and 1 of those members needs to be one of the following: domestic violence, substance abuse, or mental health partner	X	X		<p><b>Ongoing:</b> Steering Committee includes active members representing domestic violence advocacy (Melissa Cano Zelaya – LUNA,) and mental health (Kenya Rocha – Mosaic Family Counseling, Angela Wacker – Community Support Advocates, Heather Thomas – Eyerly Ball)</p> <p><b>Proposed Plan:</b> Look for the opportunity to develop relationships with representatives working with substance use in Polk County.</p> <p><b>Progress:</b></p>
2-b	<u>Implement plan for Ongoing comprehensive understanding of all four strategies</u>		X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan: 1-f;</b> utilize infographics &amp; simple slogans on Steering Committee communications, including meeting agendas &amp; minutes, emails, and communications with community partners, to reinforce understanding of four strategies</p> <p><b>Progress:</b></p>
2-c	<u>Implement orientation plan for all new members</u>		X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> This will require a small amount of work on the part of the CPPC Coordinator in order to remind the current Steering Committee of the orientation plan when a new member is welcomed. We are currently a group of 20 + staff, so we might not be adding new members right away. But when we do – we have a plan!</p> <p><b>Progress:</b></p>
2-d	Conduct Parent Partner orientation for all Shared Decision Making Team members		X		<p><b>Ongoing:</b> Parent Partner Orientation scheduled for Feb 2019 was cancelled.</p> <p><b>Proposed Plan:</b> Reschedule Parent Partner Orientation for FY20, preferably attached to a regularly-scheduled Steering Committee Meeting. Open this to the Neighborhood Networking group as well.</p> <p><b>Progress:</b></p>

## Shared Decision Making-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
2-e	Share information and progress of the local Parent Partner program regularly	X Lori Shultice, Lead Parent Partner	X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> The role of CPPC Coordinator is not as Subject Matter Expert, but more to ensure that involved SMEs are prepared provide project updates &amp; data to SDM Team. Work with Lori Shultice to develop the understanding that she is our resident SME and that this is a special role &amp; responsibility for her. Ask if she needs any assistance in preparing to share info with the team. Ask SDM what info they want to know about.</p> <p><b>Progress:</b></p>
2-f	A Parent Partner is added to the membership of the SDM Team	X Lori Shultice, Lead Parent Partner			<p><b>Ongoing:</b> Lori Shultice has been &amp; will continue to be involved as a voting member of the Decat Steering Committee/Shared Decision Making Team.</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
2-g	<u>Membership recruitment plans that address diversity according to the demographics of your community</u>		X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> The Steering Committee as a group will determine what kind of representation is best for our community. Using Census demographic data + CPPC's recruitment guidelines, we will form a workgroup in FY20 to identify under-represented voices, and to equip existing members to leverage community relationships to invite new voices to the table.</p> <p><b>For instance: most recent Census data on Polk County Iowa suggests that our Steering Committee is under-representing men, Latinx people, veterans, and foreign-born people. Our Steering Committee is over-representing women, white people, and people with a bachelor's degree or higher. <u>It is up to the Steering Committee to address issues of representation as a team.</u></b></p>

## Shared Decision Making-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
					<b>Progress:</b>
2-h	Review and report on diversity and disparity in the community and within the local Child Welfare system	Diamond Denney, Equity Coordinator	X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> The role of CPPC Coordinator is not as Subject Matter Expert, but more to ensure that involved SMEs are prepared provide project updates &amp; data to SDM Team. Work with Diamond Denney as the “disproportionality &amp; equity SME” to gain an understanding that this is a special role &amp; responsibility for her. Ask if she needs any assistance in preparing to share info with the team.</p> <p><b>Progress:</b></p>
2-i	Host a CPPC Immersion 101 event in CPPC area at least once every three years	X			<p><b>Ongoing:</b> CPPC 101 hosted October 2018</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
2-j	Identify and meet goal for adding additional community members (this number can be reviewed and re-established each year)	X	X		<p><b>Ongoing:</b> Current Steering Committee membership is around 20 people, with many/most of CPPC’s advised sectors being represented.</p> <p><b>Proposed Plan:</b> Identify areas outside of CPPC’s guidelines where representation is lacking; for instance – current membership is heavily dominated by white women with a Bachelor’s degree (or higher,) which is not representative of Polk County. A number of sources such as Census data, input from Neighborhood Networking Team, DHS and Juvenile Justice data can help construct a picture of representation the Steering Committee can strive for.</p> <p><b>Progress:</b></p>

### Shared Decision Making-Level 3

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
3-a	<b>Must meet all Level 1 and 2 items</b> and also have two of the following members: domestic violence, substance abuse and mental health partners	X			<b>Ongoing:</b> Domestic violence survivor support & advocacy, and mental health partner members are included on the Steering Committee.  <b>Proposed Plan:</b>  <b>Progress:</b>
3-b	Have a broad representative of at least five (5) of the following members: Faith-Based Groups, Health Care, Education, Business, Legal System (courts), Law Enforcement, Government (County or City), Economic Supports, Practice Partners and Prevention Councils (See CPPC reporting and evaluation form for definition)	X			<b>Ongoing:</b> Faith-based, Education, Law Enforcement, Legal/Judicial System, and Practice Partner sectors are all represented by members of the Steering Committee.  <b>Proposed Plan:</b>  <b>Progress:</b>
3-c	SDM develop avenue for youth voice (youth in foster care or foster care alumni)				<b>Ongoing:</b>  <b>Proposed Plan:</b>  <b>Progress:</b>
3-d	Develop linkages and partnerships with other				<b>Ongoing:</b>

## Shared Decision Making-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	groups into SDM team				<p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
3-e	SDM membership diversity is representative of the local population	X			<p><b>Ongoing:</b> see 2-j</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
3-f	<b>Role of the SDM group expands to include identifying, and developing a plan to meet unmet needs within the community</b>	x			<p><b>Ongoing:</b> This process occurs organically in our Steering Committee meetings, as Members bring observations &amp; community input to the table and weigh in on different topics of discussion.</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
3-g	<b>Develop and implement a plan to host a Race: Power of an Illusion in CPPC area (and/or related training opportunity, such as Understanding Implicit Racial Bias training or utilization of the Courageous Conversations Toolkit)</b>	X	X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> We received positive community feedback from the Understanding Implicit Bias training we hosted in August 2018, and would like to offer this training again in FY20. We will look for opportunities to partner with other local institutions, such as DMPS, on their cultural competency &amp; racial bias trainings.</p> <p><b>Progress:</b></p>
3-h	<b>Shared decision making survey scores used as a tool</b>	x			<p><b>Ongoing:</b></p>

### Shared Decision Making-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	to guide quality improvement of strategy implementation				<p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
3-i	SDM goals for community members are met (see CPPC Community Involvement and Instructions for definition, page 2)				<p>Ongoing:</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>

### Shared Decision Making-Level 4

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
4-a	<b>Must meet all Level 1, 2 and 3 items and also</b> have all three of the following members: domestic violence, substance abuse and mental health partners				<p>Ongoing:</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
4-b	Have ongoing implementation of new member orientation				<p>Ongoing:</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>

## Shared Decision Making-Level 4

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
4-c	SDM recruitment goal for Community Members must have been exceeded by 10%				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-d	Have 100% of the representation identified in the list in Level 3				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-e	Community representatives take a leadership SDM role as defined by the site				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-f	Role of SDM group expands to include advocacy for CPPC's goals with funders and policy-makers (legislators, governor, boards of supervisors, city council members, mayor, etc.)				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-g	SDM group implements plan and successfully addresses				<p>Ongoing:</p>

### Shared Decision Making-Level 4

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	unmet needs within the community				<p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
4-h	Coordinator and/or member of SDM contributes to state and/or regional events/activities. (I.e. serve on planning committees, assisting with logistics, presenting, etc.)				<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>

**At the writing of this proposed report, select the level\* for Shared Decision Making that best fits your site:**

3

**Based on your completed activities, select the level\* for Shared Decision Making that best fits your site:**

\*For more detailed information on the levels, please see the CPPC Practice Guide



Please have each committee member on the leadership/steering committee fill out the Shared Decision Making form, compile the average response for each question, and report the average response below.

**\*Instructions:**

Baseline= 1<sup>st</sup> year at the beginning of year on proposed plan

(Yellow). Previous Year= Previous year on progress report

(Green). Current Year:= Current year on progress report (Green)

**Shared Decision Making Survey 1=disagree, 2=mildly disagree, 3=neutral, 4=mildly agree, 5= agree**

Category	Description	Baseline Year* 2008	Previous Year* 2019	Current Year* 2020
1. Common Vision:	Members have a shared common vision.	5	3.89	
2. Understanding and Agreement Goals:	Members understand and agree on goals and proposed outcomes/objectives.	4	3.78	
3. Clear Roles & Responsibilities:	Roles & responsibilities of members are clear.	3	3.44	
4. Shared Decision Making:	All members have a voice and are engaged in the decision making process.	5	4.22	
5. Conflict Management:	We are able to successfully manage conflict.	4	4.00	
6. Shared Leadership:	Leadership is effective and shared when appropriate.	4	4.11	
7. Well Developed Work Plans:	Work Plans are well developed and followed.	3	3.67	
8. Relationships/Trust:	Members trust each other.	5	4.11	
9. Internal Communication:	Members communicate well with each other.	4	4.11	
10. External Communication:	Our external communication is open and timely within the broader community and partners.	4	3.56	
11. Evaluation:	We have built evaluation performance into our activities.	3	3.33	

12. Understanding of CPPC:	Members have a clear understanding of the Community Partnerships Four Strategies.	4	4.00	
<b>Average Response Score:</b>	This is an average score for all of the responses, the number should be between 1-5	<b>4</b>	<b>3.85</b>	

### Community/Neighborhood Networking-Level 1

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
1-a	Develop Neighborhood/Community Networking plan that includes goals for engagement strategies and planned activities that identifies potential network members to whom strategies will be directed	X	X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> FY20 Community Workshops &amp; Trainings will be identified with guidance from both the Neighborhood Networking group and the Steering Committee. <i>See 1b, 1c, 2b, 2c, 2d.</i></p> <p><b>Progress:</b></p>
1-b	Engage the community and build awareness about Community Partnerships for the Protection of Children’s four strategies through community forums, events and activities	X	X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> FY20 Community Workshops &amp; Trainings will include a direct, cohesive link to at least one of the Four Strategies of CPPC and will be marketed as such. <i>In addition, our Community Event Request program will be structured to emphasize &amp; showcase the intersection between the CPPC approach, community-based practice partners, and the prevention of child abuse &amp; neglect through strengthening families by meeting people “where they’re at.”</i></p> <p><b>Progress:</b></p>
1-c	Develop (select and educate)	X			<b>Ongoing:</b> The role of the CPPC Coordinator, and the NCN Team by extension, is to:

## Community/Neighborhood Networking-Level 1

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	a cadre of spokespersons who are able to deliver CPPC information, such as the “CPPC 101” information				<p>inform, consult, involve, collaborate, and empower – wherever possible. We are building shared power by engaging people in order to get better results from the systems that serve people</p> <p><b>Proposed Plan:</b> FY20 Community Workshops &amp; Trainings will continue to provide leadership development opportunities for the Neighborhood Networking Team.</p> <p><b>Progress:</b></p>
1-d	<b>Establish performance and outcome measures and evaluate these to ensure the goals (from the planning stage) are obtained</b>	X	X		<p><b>Ongoing:</b> Polk CPPC currently uses a 3-question Lickert-scale “Customer Satisfaction”-type survey to evaluate events &amp; workshops.</p> <p><b>Proposed Plan:</b> We will revise the current survey to ensure it reflects the following goals of the Shared Decision Making Committee. CPPC Events &amp; Activities are:</p> <ul style="list-style-type: none"> <li>• Related to the prevention of Child Abuse</li> <li>• Enjoyable learning opportunities</li> <li>• Empowering for parents, families, and/or other participants</li> </ul> <p>We will ask for additional comment feedback if low (&lt;2) scores are given. We will ask for comment feedback asking what participants learned.</p> <p><b>Progress:</b></p>

## Community/Neighborhood Networking-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
2-a	Continue to promote community awareness/engagement listed in level 1	X			<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
2-b	<b>Develop Neighborhood/Community Networking Plan that includes goals for linkages, collaborations, strategies and planned activities</b>	X	X		<p><b>Ongoing:</b> Polk CPPC’s Community Event Funding opportunities have historically been the material lynchpin that provides an avenue for us to organize the energy &amp; money to support collaboration.</p> <p><b>Proposed Plan:</b> As referenced above in the document, the Community Event Funding program will be restructured for FY20 to increase the value AND the number of available community grants. This restructuring will also allow for improved communication among all the decision-making parties &amp; more meaningful connections between community-based service providers, Decat/CPPC staff, the NCN Team, and our Steering Committee.</p> <p><b>Progress:</b></p>
2-c	<b>Develop/promote a plan to increase linkages between informal and professional supports and resources</b>		X		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> See 2-c. Additionally, information collected from Community Grant partners will be shared with the Neighborhood Networking Team on a regular basis so that they, in turn, can promote the Four Strategies &amp; Polk CPPC’s work through story-sharing.</p> <p><b>Progress:</b></p>

2-d	Develop a plan to increase collaboration among economic supports, domestic violence, mental health, substance abuse and other child welfare professional partners		X		Ongoing: <b>Proposed Plan:</b> See 2-b, 2-c. <b>Progress:</b>
2-e	Involve Parent Partners in collaborative programs in the community				Ongoing: <b>Proposed Plan:</b> <b>Progress:</b>
2-f	Involve Foster Parents in collaborative programs in the community				Ongoing: <b>Proposed Plan:</b> <b>Progress:</b>

### Community/Neighborhood Networking-Level 3

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
3-a	Continue with Neighborhood/Community Networking levels 1 and 2				Ongoing: <b>Proposed Plan:</b> <b>Progress:</b>

### Community/Neighborhood Networking-Level 3

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
3-b	At least one of the following is established (mark the X and detail narrative next to the appropriate category listed below)				
	<ul style="list-style-type: none"> <li><b>Organize</b> groups/networks of community members and/or parents with prior CPS involvement and/or foster care youth - these groups focus on leadership and providing informal supports</li> </ul>				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
	<ul style="list-style-type: none"> <li><b>Implement</b> plan to increase collaboration among economic supports, domestic violence, mental health, substance abuse and other child welfare professional partners</li> </ul>				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>

### Community/Neighborhood Networking-Level 3

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	<ul style="list-style-type: none"> <li>The development of <b>hubbing</b> resources and activities that enhance the accessibility of services and supports</li> </ul>	X			<p><b>Ongoing:</b> Polk CPPC Weekly Resources Newsletter &amp; website</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
	<ul style="list-style-type: none"> <li>Increase awareness and develop plans to address <b>diversity</b> and disparity locally</li> </ul>				<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>

### Community/Neighborhood Networking-Level 4

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
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4-a	Must meet all Levels 1, 2 and 3 items and also the implementation of at least 2 or more level 3 type programs				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-b	The use of informal supports is standard practice for families involved with DHS (including involvement with family team meetings)				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-c	Implementation of all programs and activities consistently address Diversity and Disparity issues				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>



Level #	Network Activity	Description goal and what was invested	# of Partici pants	Outcome(s)
	Total # of Activities:		Total # of Partici pants:	

At the writing of this proposed report, select the level\* for Community/Neighborhood Networking that best fits your site:

2

**Based on your completed activities, select the level\* for Community/Neighborhood Networking that best fits your site:**

**\*For more detailed information on the levels, please see the CPPC Practice Guide**

### Individualized Course of Action CBFTDM/CBYTDM-Level 1

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
1-a	Educate SDM and community about strength-based engagement/assessment skills and the Family Team Decision Making (FTDM) and Youth Transition Decision Making (YTDM) processes within the child welfare system		x		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> Ask Carmen Johnson, FTDM Facilitator &amp; Steering Committee Member, to present on this topic at a Providers' Advisory meeting. Invite SDM Team to attend.</p> <p><b>Progress:</b></p>
1-b	Promoting the understanding, the use, and the importance of informal supports in the FTDM and YTDM processes		x		<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b> See 1-a</p> <p><b>Progress:</b></p>
1-c	Promoting FTDM and YTDM trainings, and coaching and mentoring if needed	x	x		<p><b>Ongoing:</b> There is a big problem with getting facilitators Coached &amp; Mentored. Many complete the training but are unable to get Coached &amp; Mentored.</p> <p><b>Proposed Plan:</b> Work with Nicole Button to provide assistance tracking Current Facilitators &amp; Coaches</p> <p><b>Progress:</b></p>
1-d	Understand how FTDMs and YTDMs are available and				<p><b>Ongoing:</b></p>

### Individualized Course of Action CBFTDM/CBYTDM-Level 1

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	accessed for families involved in the child welfare system				<p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
1-e	Explore and understand FTDM and YTDM Iowa standards and how they are implemented				<p>Ongoing:</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
1-f	Promote collaboration between FTDM and YTDM facilitators from different organizations and agencies				<p>Ongoing:</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>

### Individualized Course of Action CBFTDM/CBYTDM-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
2-a	Must meet all Level 1 items				<p>Ongoing:</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
2-b	Develop plan to implement		X		<b>Proposed Plan:</b> Manage, standardize, and codify CBFTDM referral process in Polk

## Individualized Course of Action CBFTDM/CBYTDM-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	<p>Community Based Family Team Meetings (CBFTDM) and Community Based Youth Transition Decision Making (CBYTDM)</p> <p>Plans need to include:</p> <ul style="list-style-type: none"> <li>• <b>Assessing</b> the need for state-approved facilitators</li> <li>• <b>Recruitment</b> of state-approved facilitators</li> <li>• <b>Maintain</b> or have access to a list of state approved facilitators</li> <li>• <b>Educating</b> Community about CBFTDM and CBYTDM</li> <li>• <b>Marketing</b> Strategies</li> <li>• <b>Building</b> relationships with potential referral resources</li> <li>• <b>Funding</b> resources and sustainability</li> <li>• <b>Tracking</b>, evaluation and Quality Assurance</li> </ul>				<p>County.</p> <ul style="list-style-type: none"> <li>• <u>Develop Standard Protocol &amp; Responses for CBFTDM referral process which clarifies roles &amp; responsibilities of referral source, coordinator, facilitator, and family.</u></li> <li>• Assist in coordinating Coaching &amp; Mentoring for newly-trained FTDM facilitators</li> <li>• Build &amp; leverage relationships with 1-2 school sites to serve as pilot/referral sites. These sites could have staff undergo training/mentoring to get facilitation number.</li> <li>• Ensure that tracking/evaluation/QA infrastructure is solidly in place in order to accommodate growing number of referrals.</li> </ul> <p><b>Progress:</b></p>

### Individualized Course of Action CBFTDM/CBYTDM-Level 3

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
3-a	Must meet all Level 1 and 2 items				Ongoing:  Proposed Plan:  Progress:
3-b	Implement plan for CBFTDM-Community-Based Family Team Decision Making				Ongoing:  Proposed Plan:  Progress:
	Number of CBFTDM held				Ongoing:  Proposed Plan:  Progress:

### Individualized Course of Action CBFTDM/CBYTDM-Level 4

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
4-a	Must meet all Level 1, 2, and 3 items				Ongoing:  Proposed Plan:

### Individualized Course of Action CBFTDM/CBYTDM-Level 4

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
					<b>Progress:</b>
<b>4-b</b>	Implement plan for CBYTDM-Community-Based Youth Transition Decision Making				<b>Ongoing:</b>  <b>Proposed Plan:</b>  <b>Progress:</b>
	Number of CBYTDM held				<b>Ongoing:</b>  <b>Proposed Plan:</b>  <b>Progress:</b>

**At the writing of this proposed report, select the level\* for Individualized Course of Action that best fits your site:**

**1**

**Based on your completed activities, select the level\* for Individualized Course of Action that best fits your site:**

**\*For more detailed information on the levels, please see the CPPC Practice Guide**

### Policy and Practice Change-Level 1

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
1-a	Identify need(s) for policy and practice change: discussion about policy and practices with various agencies	x	X		<p>Ongoing: Decat Staff Diamond Denney &amp; Teresa Burke each have projects in the areas of disproportionality &amp; trauma, respectively. They regularly report to the Steering Committee/SDM Team on these projects.</p> <p><b>Proposed Plan:</b> CPPC Coordinator will ensure that project reporting &amp; framework is intersecting with the prevention of child abuse &amp; neglect by strengthening families. This practice will help develop a culture of collaboration, rather than working in silos.</p> <p><b>Progress:</b></p>
1-b	Identify youth and/or parents who have been involved in the child welfare system and ask for their input about what works and what does not, from their perspective				<p>Ongoing:</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>

### Policy and Practice Change-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
2-a	Must meet all Level 1 items				<p>Ongoing:</p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>

## Policy and Practice Change-Level 2

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
2-b	<p><b>Develop a plan</b> to address identified needs:</p> <ul style="list-style-type: none"> <li>• <b>Gather</b> data about policy and practice changes-needs/gaps in services</li> <li>• <b>Document</b> information gathered (using sources such as APSR, surveys, focus groups) to prioritize practices and/or procedures needing to be changed or improved</li> <li>• <b>Ensure</b> that frontline staff from child protection system and partner agencies are included in development and implementation of practice change planning</li> <li>• Within the planning process <b>identify</b> cultural disproportionality and disparity issues related it policy and practice change</li> </ul>	x	x		<p><b>Ongoing: Projects include: Results Count, MYFI Student Mentoring, Breakthrough Series Collaborative, ACEs 360 Steering Committee, and Secondary Traumatic Stress in DHS.</b></p> <p><b>Proposed Plan:</b> Gain input from SDM &amp; Neighborhood Networking groups on how we can best identify areas of intersection; what are important things to look for? Here in Polk County we have the benefit of having access to quite a bit of data, so we need to discuss</p> <ul style="list-style-type: none"> <li>• Who is gathering &amp; keeping track of the data?</li> <li>• How is this data relevant to the families &amp; kids we want to help?</li> <li>• Is there data we don't have? How do we get it?</li> </ul> <p><b>Progress:</b></p>



### Policy and Practice Change-Level 3

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
3-a	<p><b>Must meet all Level 1 and 2 items</b></p>				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
3-b	<p><b>Implement plan</b> for changes and re-evaluate using Plan Do Study Act (PDSA) or similar process</p> <ul style="list-style-type: none"> <li>• Develop communication strategies for implementing the change</li> <li>• Develop and implement monitoring to ensure change is successful</li> <li>• Develop specific methods for ensuring quality changes are maintained</li> </ul>				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>

## Policy and Practice Change-Level 4

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
4-a	Must meet all Level 1, 2, and 3 items and add the implementation of 2 or more policy and practice changes				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-b	Community agencies routinely involve SDM in developing and reviewing policies and practices				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-c	Agencies involved in CPPC routinely survey consumers and partners about their programs and make changes in response to feedback including diversity and disparity issues				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-d	SDM group solicits ongoing feedback from families and community members and makes changes in response to feedback				<p>Ongoing:</p> <p>Proposed Plan:</p> <p>Progress:</p>
4-e	Ensure that all neighborhood network members and DHS-				<p>Ongoing:</p>

### Policy and Practice Change-Level 4

No.	Description	Ongoing	Proposed (NEW)	Met	Describe current goal in your proposed plan and progress.
	contracted agencies require specific “best practice” standards for delivering human services				<p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
4-f	Ensure that the SDM group, agency administrators and service recipients evaluate service delivery on a regular basis				<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>
4-g	Implement recommendations of various state and federal reviews				<p><b>Ongoing:</b></p> <p><b>Proposed Plan:</b></p> <p><b>Progress:</b></p>

**At the writing of this proposed report, select the level\* for Policy and Practice Change that best fits your site:**

**1**