

Cross systems Infrastructure FY 2005-06 Family Service System Reform Grant Application Training Video

Video Script

Welcome (*Donna Bostick-Knox*)

(2 minutes)

Welcome to the Cross systems Infrastructure FY 2005-06 Family Service System Reform Grant Application Training video. My name is Donna Bostick-Knox from the Pennsylvania Department of Public Welfare, Office of Children, Youth and Families. Also joining me today to review the Cross Systems Collaborative Infrastructure (FSSR) Application is Thomas Robel from the Center for Schools and Communities.

This year the department has elected to use a web-based video format to share application information with local grantees, replacing the more traditional face-to-face pre-proposal conference. This video format provides all members of local collaborative partnerships application information at their convenience, saving time traveling and being out of the office or away from family. The video allows more members to hear the information first hand, enabling all members to actively participate in the development of this year's collaborative infrastructure application.

Collaboratives are encouraged to develop a resource sharing strategy that allows all members to have internet access in order to view the video. The video will remain on the website after the application process is complete, enabling it to be viewed by new members.

Today's video presentation will provide the viewer with:

- Overview information of the 2005-06 application, highlighting changes, additions and application tips;
- All fiscal requirements for this year's application;
- Key collaborative partnership responsibilities; and
- Technical Assistance resources for completing the application.

Application Overview (*Donna Bostick-Knox*)

(7 minutes)

Application Overview

The 2005-06 application builds upon the work that is already underway within county/community partnerships. In 2003 the FSSR grant opportunity

provided counties with 18 months of funding to build cross-system infrastructure while transitioning support for the programs and services begun under FSSR.

Funding is for 12 months and is contingent upon the fund availability. This year's grant funds can only be used for capacity building activities and support related to the development and enhancement of cross system collaborative infrastructure.

Funds are allocated based upon county class size and will not exceed 2004-05 allocations. A grant amount has been allocated for your county and is included within the application mailing.

County collaborative partnerships are working in partnership with state government to achieve the vision that

“All Pennsylvania children and their families will be healthy, educated, self-sufficient and will be living in a safe home and community.”

Achieving this vision and improving child, family and community well-being requires county partnerships to rethink, reorganize and redesign how programs and services are delivered to children and their families. Changes within system policies, practices and funding (system change efforts) must also take place within the systems and agencies represented by partnership members.

The Office of Children, Youth and Families has several key expectations for counties who are receiving these grant funds.

These expectations are:

- There must be equal/collaborative partnerships of shared local leadership and a commitment to have strong and meaningful parent/citizen voices in the development of services. These collaborative partnerships engage individuals, organizations, programs and systems with the intentions of collectively improving the lives of children and families in the county or community.
- There must be clearly defined and measurable community and program level outcomes.

- Counties must design system strategies and structures that take a comprehensive approach to serving children and their families. Take collective responsibility for integrating services and achieving broader improvements in child and family well-being. and
- There must be an operating collaborative infrastructure in place to effectively implement cross systems efforts, collect, evaluate and use data to measure progress related to defined outcomes,. This operational structure is what we call a cross-system collaborative infrastructure.

This *Cross-Systems Infrastructure* is defined as a county/community collaborative partnership, comprised of diverse stakeholders (including parents and community leaders) and has a structure and process that regularly assesses community needs, reviews and uses data to identify and prioritize child, family and community outcomes, designs strategies that align resources and implements proven research-based practices and transfers information to guide and influence changes in policy and practice.

Having a collaborative partnership is essential in building a community agenda and engaging key community leaders. This county/community partnership is the vehicle which develops and implements cross system strategies and aligns resources to achieve intended outcomes.

In the application information and instruction we have provided a list of technical assistance resources. These reference materials offer more detailed information on systems change and cross-systems infrastructure development. Visit the CSC web site at www.center-school.org/fssr. Materials are listed under the heading of FSSR grant resources.

Let's begin to look at the application.

Application Tips

To help applicants complete this year's application several "Application Tips" have been created. These tips can be found on Page 13 of the Application Information and Instructions. Please read and follow these tips before starting the application.

- Engage all collaborative members in completing the application.
- Build upon the information submitted in your 2003-05 grant application.

- Have the grant application available as you read through the application instructions.
- Read through all of the instructions before developing the application
- Complete the outcomes and collaborative infrastructure charts before writing the executive summary.
- Use your most recent collaborative assessment tool (CAT) results when completing the Systems Change Chart and your Infrastructure Development Plan.
- Applications should have an integrated approach toward achieving outcome goals linking initiatives and services, assessing, monitoring and evaluating results and implementing systemic policy, practice and funding changes.

This year's application is divided into eight sections

- Cover and signature page
- Seven page Executive Summary
- Two page Funding and Resource Allocation Section (*Budget Narrative and Worksheet*);
- Two Community and Program Level Outcomes Charts
- One System Change Enhancement Chart
- A next step Collaborative Infrastructure Plan comprised of Four Charts;
- One page section on Evaluation; and
- Required proposed application budget form and local verifications letters to record cash and in-kind goods and services.

The evaluation section in this year's application is new and asks collaborative partnership to answer four questions regarding evaluating their current efforts.

Evaluating the results of these cross-systems efforts is essential to effective decision-making, strengthen service re-alignment and accountability and inform policy, practice and management decisions.

Fiscal Requirements (*Donna Bostick-Knox*) (4 minutes)

As stated earlier, cross system collaborative infrastructure funding is for a 12 month period and is contingent upon availability of funds. Available

grant funds awarded to the county's for 05-06 are allocated based upon county class size, not to exceed the county's FSSR 04-05 funding allocation

Additional investment (a match) of local resources is required. The minimum local investment must be equal to 25% of the allocated state grant amount awarded to the county. Local investment of resources can be comprised of cash (actual dollars being committed to the collaborative for the work identified) and/or in-kind of goods and services being allocated by collaborative partners to the cross system infrastructure effort.

In this years application the source of funds by service category form has been eliminated

A budget narrative worksheet, page 8 of the application is new. This worksheet allows applicants to show funding details for all infrastructure development activities/resources. This worksheet total will need to cross walk to the dollar total found on the proposed cross system collaborative infrastructure FSSR budget form.

Please be aware that budget forms have changed and require additional information. Use all of the current forms and fill out the information completely. Incomplete forms will not be processed.

Transition (*Donna Bostick-Knox*)

(2 minutes)

Through FSSR, we can improve the lives of children and families by improving the way our systems work together at both the state and community level.

OCYF views your application as a tool at the local level. We are providing assistance in helping collaboratives improve their communities. Counties/communities are helping OCYF to build the argument that FSSR is working in counties. By focusing on outcomes, implementing system change strategies, and strengthening the collaborative infrastructure, cross-system partnerships across Pennsylvania will be well positioned to meet the needs of their children and families.

OCYF continues to place emphasis on effective service integration and results-based accountability, other state departments and agencies are engaged in similar efforts. Linking initiatives with similar child and family improvements goals will enable collaboratives to effectively integrate community assets and resources, assess data and implement strategies that are proven effective. Taking this broad approach will result in efficiently reaching designated goals, while creating effective service continuums for families.

In the next section of our video Thomas Robel from the Center for Schools and Communities will elaborate on collaborative responsibilities.

Collaborative Responsibilities (*Thomas Robel*) (12 minutes)

This year's application lays out the 5 key responsibilities identified by the Office of Children, Youth and Families for collaborative partnerships receiving these grant funds. These responsibilities are not new and are stated in the application to offer clarity to local partnership members. By addressing these responsibilities, members will have the necessary cross-systems capacity to link initiatives, integrate services, evaluate progress and make systems change improvements. These identified responsibilities are:

Number one **Build an Effective Cross-Systems Collaborative Infrastructure.** Donna previously defined the term cross-systems collaborative infrastructure. With this definition in mind, building an effective infrastructure is an on-going process, since it needs to engage diverse stakeholders from public systems, agencies and the community at-large. Over time, members change within partnerships and therefore orientation and professional development opportunities are needed to build understanding and knowledge that will lead to achieving the community vision and goals previously established by the partnership.

Having a knowledgeable diverse group of stakeholders engaged in this effort enhances the effectiveness and quality of a continuous learning environment. An environment that supports the creation of a local vision (a community agenda for children), integrates services and resources around the set of identified priorities, builds an accountability structure that has on-going community assessment and evaluation processes, and

develops a strategic plan that integrates resources and fosters policy, practice and funding changes to make it all happen.

The second key responsibility of collaborative partnerships is to **develop a continuous outcome-based planning and improvement process.**

This responsibility is part of the learning environment that focuses on outcome-based planning and on continuous quality improvement. Collaborative members must have the knowledge and understanding to determine community outcomes and set interim program performance measures that are data driven. Using this information, members will work to align and integrate programs and services that impact those measures. Once this framework is established, the collaborative can then devise a common tracking mechanism to evaluate progress within each identified program and service.

By regularly assessing community needs, reviewing and using data to identify and prioritize child, family and community outcomes, effective service delivery strategies can be designed. These strategies can integrate new and existing services and resources and implement proven research based practices that allow collaborative partnerships to determine if what they have in place is making a difference in the lives of children and their families.

The *Outcomes Framework* has been created to help local partnerships organize work associated with outcome-based planning and funding. This framework enables collaboratives to work cross-systems in identifying outcomes, indicators and goals at both the community and program level and address system attributes that can be changed over time. Applicants should refer to this framework as they complete the outcome sections of their application.

You will notice that this year's application asks for only one or two community level outcomes. This has been done to enable the partnership to focus their attention on defining, refining and tracking program and community level outcomes. Having the proper structures and processes in place, understood by all and functioning well, will enable collaboratives to expand into other areas over time. It is important for members of the collaborative to have a solid understanding of the outcomes-based strategies that are underway and a firm commitment to rethink and reshape how programs and services operate in their communities.

The refinement in the application's outcome chart will enable collaboratives to clearly set their community-level outcome and align in a planned way, all relevant programs and services responsible for impacting or improving that outcome.

To understand the concepts behind this cross-systems work, we recommend that partnership members become familiar with all the tools and resources that have been designed. Detailed information is available on building a continuous learning environment, cross-systems outcomes framework and other infrastructure elements through the Center for Schools and Communities website. Please visit the site.

The third responsibility to be undertaken by the collaborative partnership is **to develop an on-going mechanism to strengthen parent/citizen involvement.**

Partnerships are very powerful as they work to share resources and expertise to solve problems. Parents, service providers and members of community collaboratives are constantly strengthening their partnerships with one another much like two people do in a marriage. To make the work of these partnerships effective, parents and citizens of the community must have an active role and an equal voice in making decisions about the community in which they live.

Many partnerships have set a goal of involving parents, citizens and youth on boards and committees, but find it challenging. They find it hard to recruit parents and to sustain their involvement over time. Parents that do remain involved are asked to be involved in everything, and risk being burned out. Still, some collaboratives have found that they can successfully recruit and retain parent members and even expand the breadth and depth of parent involvement. While there are no magic bullets to achieving strong parent involvement, there are some general principles that can help collaboratives toward success.

- Provide opportunities for multiple types of parent involvement(Remember different people have different skills);
- Make sure that the collaborative is parent friendly (provide orientation materials, have mentors for new members);
- Identify and cover the costs of parent participation (Stipends, child care, travel reimbursement);

- Recognize the contributions parents make (publicly recognize the talents and work done by parents);
- Facilitate networking opportunities among parents (provide opportunities for parents, citizens and youth who are involved in these efforts to come together and share their experiences and work); and
- Create leadership ladders (professional development opportunities for parents to grow and advance in their responsibilities).

The fourth collaborative responsibility is to **conduct a collaborative assessment process using the Collaborative Assessment Tool or (CAT)**. For a partnership to be effective it needs to assess its work on a regular basis. This includes, evaluating how well it operates, what it has accomplished and what are the logical next steps. The Collaborative Assessment Tool and process is helpful in setting systems change goals and determining other infrastructure development activity. Collaborative partnerships are required under this funding to conduct an assessment once every two years (bi-annually). We encourage partnerships to work with their regional technical assistant to complete the CAT process.

The fifth and last responsibility of the collaborative partnership is to **complete collaborative reporting requirements**.

There are two reporting requirements associated with this year's application. The first requirement is the completion and submission of a semi-annual assessment of progress report. This semi-annual report is available on-line and can be downloaded from the CSC website. Submission of the 1st report is due into OCYF on or before January 15, 2006.

The second reporting responsibility is optional since it may not apply to all collaboratives, but only to those who find it necessary to make changes to their original application plan and budget. As collaborative partnerships carry forward their work during FY 2005-06, changes in strategies, resources or funding may need to occur thus requiring a change be made to the original submitted application plan. Changes of this nature can be made by submitting a Plan Revision Request. Applicants are reminded that all requests must be submitted and approved by OCYF before any changes are implemented.

Office of Children, Youth and Families will review and answer the submitted questions by posting responses on the question web-site page. Applicants are asked to provide an e-mail address in case follow-up clarification on a question needs to occur.

Becoming familiar with these and other technical assistance resources should enable all members of local partnerships to become fully engaged in developing this year's application and will enable the collaborative to put together a quality application.

Summary/Conclusion (*Thomas Robel*)

(1 minute)

That brings us to the conclusion of the 2005-06 Cross-Systems Collaborative Infrastructure Application video. On behalf of the Pennsylvania Department of Public Welfare, Office of Children, Youth and Families and the Center for Schools and Communities Donna and I would like to thank you for taking the time to view the video. We hope that the information presented will be helpful to you and your collaborative partners. Please encourage all members of your collaborative partnership to view the video and take an active role in developing the application.

Please remember, this application has been designed to be an operational plan for the collaborative work undertaken by the partnership. If completed correctly, the application can be an effective tool in developing capacity within partnership members for advancing cross-systems work and guiding the formation of the operational infrastructure needed to improve the well-being of children, their families and the communities in which they live.

Thank you.