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***Evaluation Subcommittee Charter***

**Rationale:**

This subcommittee will advise the PA System of Care Partnership Evaluation Team on the Evaluation and Continuous Quality Improvement (CQI) Standard as it relates to the PA System of Care effort. This will include discussion and recommendations regarding evaluation activities and to assist in producing CQI reports and data driven presentations to various stakeholders across the state.

Ideally this work will result in development of clear training, technical assistance, and CQI/data dissemination plans related to evaluation activities in PA System of Care county implementation, High Fidelity Wraparound (HFW), other identified Youth and Family Services and Supports Planning Processes (YFSSPP), and the Healthy Transitions Partnership.

Recommendations from this subcommittee will be brought to the PA System of Care State Leadership and Management Team by the Evaluation Team staff and/or Subcommittee Tri-chairs for discussion, input and action as needed.

**Workgroup Members:**

* Membership will be 50% system partners, 25% youth partners, and 25% family partners with every effort to include members of the State Leadership and Management Team and YFTI Advisory Board.
* Equal representation from various regions of the state and attempts will be made to recruit and retain membership that reflects the diversity of the state.
* System Partner representation should include county and state representation.
* Youth and family members will be provided travel reimbursement and child care incentives as well as pre-meeting mentoring to ensure equal participation.
* There will be a tri-chair structure to support the ongoing work of the committee (appointments to tri-chair positions are discussed and nominated annually).

**Current Membership:**

1. Melissa Bible – System Partner – Erie County
2. Lisa Caruso – Provider Partner – Northumberland County
3. Alice Chrostowski – Provider Partner – Erie County
4. A. Rand Coleman –Family/Provider Partner – Chester County
5. Jessica Elam – Youth Partner – Delaware County
6. Dan Fisher – Provider Partner – Delaware County
7. Steve Freas – System Partner – Allegheny County
8. Gordon Hodas – System Partner – OMHSAS
9. Dave Jeannerat – System Partner – Erie County
10. Andy Kind-Rubin – Family/Provider Partner – Delaware County
11. Wendy Luckenbill – System Partner – Community Care Behavioral Health Organization
12. Bryon Luke – Provider Partner – Bucks, Chester, Delaware, Montgomery Counties
13. Lisa Milan – Provider Partner – Greene County
14. Wendy Pennington – Provider Partner – Fayette County
15. Maria Silva – Family/Provider Partner – Allegheny County
16. Karan Steele – Family Partner – Westmoreland County

***PA System of Care Partnership Staff Support to Evaluation Subcommittee:***

1. Monica Walker Payne – Lead Evaluator
2. William McKenna – Database Administrator
3. Alex C. Knapp – Continuous Quality Improvement Specialist
4. Amanda Clouse – Family Member Interviewer (York and Northumberland Counties)
5. Corey Ludden – Youth Involvement Specialist
6. Jill Santiago – Marketing Coordinator

**Meetings:**

The meeting dates and locations are as follows: The group will meet by phone/webinar monthly, on the second Thursday of each month from 9:00-10:30am. Members will also meet in person annually at or around the PA SOC Partnership Learning Institute to review goals, membership, tri-chair nominations, etc.

**Boundaries:**

* Focus is on Evaluation and CQI activities on both the overall System of Care and Healthy Transitions implementation and the individual youth and family level data collection (HFW and YFSSPP)
* Members do not need to have current expertise or training in evaluation or CQI
* All recommendations are subject to the PA System of Care Partnership or Healthy Transitions Partnership approval

**Relevant Training Provided to Members As Needed:**

* Current evaluation activities of the PA System of Care Partnership and Healthy Transitions Partnership
* Research & evaluation principles
* Empowerment Evaluation training
* How to interpret/use data
* How to facilitate discussion around data-driven decision making

**Activities/Goals:**

1. To assist in the development and implementation of evaluation activities around the **overall System of Care and Healthy Transitions effort** across Pennsylvania by:
2. Providing recommendations around data collection methods (qualitative and quantitative).
3. Providing recommendations around types of data collection (descriptive, outcomes, satisfaction, fidelity, and process/progress).
4. Building champions to model the importance of evaluation, CQI and data-driven decision-making.
5. Providing outreach/training around evaluation in potential and current System of Care and Healthy Transitions counties.
6. Providing opportunities for growth and leadership by increasing family and youth skills around facilitation of discussions and data dissemination.
7. Providing input and recommendations to evaluation activities around youth and family training and leadership development.
8. Providing recommendations around language, style, youth/family voice, format, etc. in assessments and surveys.
9. Providing input and recommendations to strategic plans around the Evaluation and CQI standard.
10. Assisting with the identification of challenges/ barriers/solutions in counties around the Evaluation and CQI standard.
11. Assist with identifying and addressing barriers around confidentiality and data-sharing across systems.
12. To assist in the development and implementation of evaluation activities around **individual youth and family level data collection (HFW or YFSSPP)** across Pennsylvania by:
    1. Providing recommendations around data collection methods (qualitative and quantitative).
    2. Providing recommendations around types of data collection (descriptive, outcomes, satisfaction, fidelity, and process/progress).
    3. Providing recommendations around language, style, youth/family voice, format, etc. in assessments and surveys.
    4. Building champions to model the importance of evaluation, CQI and data-driven decision-making.
    5. Providing outreach/training around evaluation to provider organizations.
    6. Assisting with the identification of challenges/ barriers/solutions in provider organizations around the data collection.
13. To assist in the development and implementation of policies and procedures regarding CQI and data dissemination to various stakeholders across Pennsylvania by:
    1. Determining the types/formats/sophistication-level of data that would best assist various stakeholders in CQI reports (youth/families, workforce members, supervisors/coaches, county and state stakeholders, etc.).
    2. Providing recommendations for decision-making around CQI: who, what, when, where and how.
    3. Assisting with data presentations and discussions in counties/systems.
    4. Using data to identify and reduce cultural and linguistic disparities.

**Impact:**

It is anticipated that this work will lead to a clear and concise strategy for evaluation training, technical assistance, and CQI/data dissemination at both the county and state level across our grant initiatives.