Meeting Minutes  
Wisconsin Partnership Program  
Lifecourse Initiative for Healthy Families Evaluation Workgroup Meeting  
Milwaukee Heart Institute, 960 North 12th Street, Milwaukee, WI  
Friday, July 20, 2012    10:00 am – 12:00 pm

Attendees: Georgia Cameron, Mayia Corcoran (by telephone), Quinton Cotton, Nancy Eberle, Tonya Evans, Cathy Frey, Shawn Green, Cheryl Jackson, Teresa Johnson, Murray Katcher, Ann McCall, Paul Moberg, Angela Moore, Patrice Onheiber, Samantha Perry, Jessica Rice, Angie Rohan, Pamela Smith, Ashley Staeck, Julie Whelan Capell and Ernestine Willis

1. Welcome and review of agenda

2. Re-orienting for the Implementation Phase
   The overall aim of the workgroup was reviewed briefly. Frey noted that a formal charge for the workgroup will be forthcoming from the Oversight and Advisory Committee

   The group reviewed the LIHF Logic Model as well as the general structure and responsibility for evaluation activities.

3. LIHF Collaborative Evaluation
   Moberg reviewed several considerations and guiding principles that will guide the evaluation of the LIHF Collaboratives. Moberg noted the desire to minimize the burden on Collaborative staff members, while still maintaining good program management and meeting evaluation criteria.

   Moberg and Eberle presented and invited input from the group on proposed methods for assessing progress in each of the four key areas in which the Collaboratives will be working.

   Eberle presented a draft quarterly activity log to be used by Collaborative staff to document public awareness and education efforts, fundraising activities, efforts to address environmental/system change issues, as well as attendance and participation in Collaborative meetings and events. The log will standardize information collected across the four sites, and will enable good process evaluation.

   Eberle asked the project coordinators to pilot test the tool for August and September, and will make revisions to it based on their feedback. A final version will be prepared and ready for regular use starting with the October-December quarter.

   Moberg and Eberle also reviewed a draft of a self-assessment survey for the Collaboratives to use to assess their functioning and development. The proposed self-assessment tool was adapted from an already established, well-validated tool developed by the Prevention Research Institute at Penn State University to evaluate coalitions that are similar to the LIHF Collaboratives. The tool has been adjusted to be relevant to LIHF. The group reviewed the tool and discussed:
   a. What items were missing: Discussions included adding a proposed section about WPP; perhaps adding skip patterns since not all questions are appropriate to all who will fill it out.
   b. How often it should be administered—the group agreed to do a baseline at 6 mos., assess at the year mark, and then again 6 mos. later—3 times over 18 months.
   c. The possibility that the reading level of the survey may be high for some Collaborative
members. Eberle will utilize an on-line reading level assessment tool to determine the reading level of the survey and attempt to make adjustments if needed.

d. To whom the survey should be sent. This topic was discussed briefly. Eberle proposed it should be sent to all “active collaborative members”; further discussion will be needed to define what this means.

It was decided that Eberle and Moberg would modify the tool based on the group’s input, and re-send to project coordinators for their review. While not required, project coordinators will also have the opportunity to solicit input from Collaborative members if time and opportunities permit.

4. **Updates from LIHF Project Program Managers/Coordinator**

No updates were presented to the group. However, Smith mentioned an upcoming meeting with Wisconsin Department of Health Services Secretary Dennis Smith in Kenosha.

5. **Updates on other evaluation activities**

   a. **CAP Launch Survey.** Moberg reminded the group that results of the survey distributed at the CAP launch events have been analyzed and project coordinators had been sent their Collaborative’s results. A combined, cross-site report was also prepared a few highlights from this report were shared with the group. The approximate response rate across the four sites was approximately 55%, based on estimates of attendance at the events. The results demonstrate contrasting views on levels of awareness of the issue of disparities in infant mortality, and that overall the Collaboratives are seen as a leader or emerging leader on the issue in their communities.

   b. **Wilder Survey.** A third round of the Wilder survey was administered in Beloit and Kenosha. Eberle will follow up on other communities and compile a brief report on results over the planning phase.

6. **Closing and next steps**

   - Collaboratives will provide feedback on proposed quarterly activity log within a few days.
   - Moberg and Eberle will modify the self-assessment tool and send back to the project coordinators for further input.
   - The evaluation workgroup will meet again in November 2012; date TBD.
   - WPP will re-visit Workgroup’s charge with the Oversight and Advisory Committee at a future meeting.