Meeting Minutes
Wisconsin Partnership Program
Lifecourse Initiative for Healthy Families Evaluation Workgroup Meeting
March 13, 2013 Kenosha Civil War Museum 10:00-11:30am

Attendees: Kate Baldwin, Julie Whelan Capell, Nancy Eberle, Cathy Frey, Cheryl Jackson, Teresa Johnson, Murray Katcher, Courtenay Kessler (by phone), Mary Jo Knobloch, Paul Moberg, Angela Moore, Patrice Onheiber, Samantha Perry, Pamela Smith, Stephanie Veazie (by phone)

Guests: Kim Gonzalez, Kate Kvale

1. Welcome and introductions
Moberg began the meeting and asked participants to introduce themselves.

2. PRAMS update
Kate Kvale and Kim Gonzalez from the WI Department of Health Services provided an update on the Pregnancy Risk Assessment Survey and the additional oversample of African Americans in the four LIHF communities being supported by the Wisconsin Partnership Program. They indicated preliminary results suggest that response rates among African Americans in the state have increased starting in 2011, which coincides with the additional oversampling. They also discussed their collaborative efforts with WIC offices in to increase the visibility of the PRAMS survey, as a large percentage of African Americans in WI are WIC-eligible. Workgroup members requested additional clarification about the kind of outreach efforts that are allowable under the CDC protocol for the survey. Kvale and Gonzalez indicated they would follow up again with Collaborative staff to clarify these issues in the future.

3. LIHF Collaborative Quarterly Activity Logs
Eberle presented a summary of information submitted on Quarterly Activity Logs by Collaborative staff from Beloit, Kenosha and Racine for the October-December 2012 period. The Collaboratives reported holding 21 public awareness and educational events across the three communities, with an estimated reach of 386 individuals. The most commonly discussed topics were basic information about infant mortality and the work of the Collaboratives. The three Collaboratives held 12 meetings during the quarter, with an estimated 245 attendees. Eberle noted that these are not unduplicated counts—individuals are counted each time they participate in a meeting or event. The most well-represented sectors at Collaborative meetings were representatives of human and social service agencies, representatives from local health departments, and community residents. All three Collaboratives reported earned media during the quarter, with articles related to their Collaborative in each of their local newspapers.

Workgroup members discussed the activity logs themselves and noted that while completing the logs requires a significant time commitment, the current format seems to be meeting their needs.

4. Collaborative Self-Assessment Survey
Moberg and Eberle discussed the Collaborative Self Assessment survey currently in the field. Moberg remarked that initial response rates were relatively low but noted that one additional email reminder would be sent to Collaborative members in the next few days. Eberle reminded the group that the online survey would close at midnight on March 18. Collaborative staff members noted that they had Collaborative meetings scheduled in the next few weeks and requested to have the deadline for returning paper copies of the survey extended slightly. It was agreed that paper surveys would be returned to the central evaluation team by April 15.
5. **Discussion of draft tracking template for LHIF project grant process data**
Moberg briefly discussed plans to ask LIHF project grantees to report process data to the WPP and central evaluation team on an annual basis. He noted that a template for collecting the information was under development, and provided an outline of the kinds of demographic information that would be requested. Workgroup members suggested several possible additions including a measure of participant satisfaction with the funded program and interactions with their local Collaborative. Eberle noted she would be discussing the purpose of requesting process data during the upcoming orientation sessions with grantees.

6. **Updates from LIHF Collaborative project coordinators/managers**
Perry, Moore and Smith provided brief updates on Collaborative activities in Racine, Kenosha and Beloit, respectively, and noted that further information would be presented during the LIHF Steering Committee meeting which would follow the Workgroup meeting.

7. **Closing and next steps**
- Moberg noted that the group will meet again on May 8th, in Milwaukee.
- The central evaluation team will send a final email reminder regarding the self-assessment survey. Collaborative project managers/coordinators were asked to return completed paper surveys to Eberle by April 15. Moberg noted the central evaluation team plans to present preliminary results of the survey at the May Workgroup meeting.
- Moberg also noted plans to present a draft template for collecting process information from project grantees at the May meeting.

**Recorders:** Nancy Eberle and Stephanie Veazie