Minutes

Wisconsin Partnership Program
Lifecourse Initiative for Healthy Families Evaluation Workgroup
Wednesday, September 29, 2010
10:30 am – 2:30 pm

Present: Mayia Corcoran; Quinton Cotton; Vivian Jackson; Murray Katcher (phone); Angela Moore; Patrice Onheiber (phone); Samantha Perry; Jessica Rice; Angela Rohan (phone); Pamela Smith; Julie Whelan Capell

Absent: Georgia Cameron; Ron Cisler; Sheila DeForest; Courtenay Kessler; Patricia McManus; JaNay Sims

Staff and Consultants: Paul Moberg, Nancy Eberle; Cathy Frey, Lorraine Lathen

1. **Welcome and Introductions**

   Paul Moberg as chair of the Evaluation Workgroup called the meeting to order at 10:35 am and invited members to introduce themselves.

2. **Review minutes of previous meeting**

   Members accepted the August 11, 2010 minutes as distributed.

3. **Overview of Evaluation Workgroup’s role, tasks and timeline**

   Frey provided an overview of the development of the Lifecourse Initiative for Healthy Families (LIHF) that developed over the course of two years with significant input from many stakeholders, including local, state and national experts. She reviewed the program structure, goals and program expectations including the evaluation. The LIHF evaluation will occur on multiple levels, including the impact of the LIHF project as a whole on intermediate and long-term outcomes and of individual projects undertaken by LIHF collaboratives.

   The Evaluation Workgroup’s purpose is to provide input into the development of the LIHF evaluation plan. The workgroup is charged with three activities:

   - To establish appropriate, useful, consistent and scientifically sound outcome and process evaluation for both the planning and implementation phases
   - Assure that each Collaborative is committed to the evaluation process
   - Agree on the evaluation’s critical outcomes, process measures and evaluation tools across sites.
During the Community Action Planning Phase, evaluation activities will focus on two areas. The first is laying the foundation for outcome and process evaluation that include the following activities:

- Assist the Collaboratives to develop clear goals and specific, measurable objectives for their Community Action Plans
- Ensure that appropriate data systems exist or can be created to assess program outcomes on target population (geographic, race and gender):
  - PRAMS-like survey of new mothers
  - Vital Statistics
  - Others to be determined (include intermediate outcomes)
- Develop a comprehensive evaluation plan for the Implementation Phase
- Coordinate collection of baseline data across all four LIHF communities

The second area is to document and assess the Community Action Planning process that includes the following activities:

- Document attendance and participation by individuals and organizations in meetings and events
- Measure changes in the number and quality of relationships between coalition participants with the Wilder Collaboration Factors Inventory
- Jointly develop a community needs assessment to assess MCH resources and service gaps.

4. **Group brainstorming exercise to generate evaluation questions**
   Moberg and Eberly led workgroup members through a brainstorming exercise to generate evaluation questions. Staff will compile the questions and present results at the next meeting.

5. **Wilder Collaboration Factors Inventory baseline results**
   Moberg, Lathen and Eberly provided an update on the most recent Wilder Collaborations Factors results. The Wilder Collaboration Factors Inventory provides a baseline to assess how each collaborative is doing on 20 research-tested factors for a successful collaboration. The WPP and each Collaborative will use the inventory to assess collaborative work and to analyze the strengths and weaknesses over time.

6. **Group discussion of Community Needs Assessment tool**
   Moberg and Eberle introduced a revised community needs assessment tool based on member feedback. The tool seeks to identify critical elements of a service delivery system. It then asked key informants the extent to which the system is meeting total populations needs with respect to element, effectiveness and quality and provides a mechanism to score service delivery based on that input. With input from members, Staff will present a final draft at the next meeting.
7. Overview of Pregnancy Risk Assessment Monitoring System (PRAMS)
   This topic will be discussed at a future meeting.

8. Adjourn and next meetings

   The next meeting of the workgroup is Wednesday, October 27, 2010 to be held at the Planning Council for Health and Human Services, Inc.

   The meeting adjourned at 2:30 pm.

   Recorder, Cathy Frey