CPMT STRATEGIC PLANNING MEETING

1/10/19

Winchester CPMT Agenda
Strategic Planning Meeting

January 10, 2019, 1:00pm
WDSS, 411 N. Cameron St, Kee-Willingham Conference Room
Winchester, VA 22601

New Business

a. Discuss Strategic Plan Action Items from Strategic Planning Meeting on 11/8/18 and update progress.

Motion to Adjourn

Next Meeting: March 14, 2019 at 1:00pm

Winchester CPMT
Strategic Plan Outstanding Goals

Strategic Target Area: Common Ground through Education, Training, and Shared Expectations

Goal 1: Develop an orientation program/training program for CPMT, FAPT and Case Managers to address relevant topics, improve skills/identify needs and to create a common understanding of roles and expectations of each level of CSA process. **HIGH**

Champion: Supporting Staff:CPMT

Key Tasks/Activities	Target Dates
1. Identify orientation training material that should be addressed and what is specifically needed for the CPMT, FAPT, and case managers. Determine whether material already exists or needs to be created. If it needs to be created, identify a work group to do so. One Manual should be created for both CPMT and FAPT and added to Winchester Website. Action Items: • Karen Reinhardt and Amber Dopkowski will review materials and will develop a binder for both CPMT and FAPT members. Target date: 12/31/18 • Karen Reinhardt will provide updated binder to Amy Simons for posting the City's CSA webpage. Target date: 12/31/2018	12/31/2018
2. CSA Basics Power Point will be added to Winchester Website. CSA Coordinator will create a PDF of training and send to Amy Simmons. Action Items: • Karen Reinhardt will ensure CSA Basics is uploaded to the City's CSA webpage.	Completed
3. Implement orientation training for existing members (CPMT, FAPT, Case Managers) Action Items: • CPMT members will announce new case management hires at CPMT meetings to ensure the CSA Coordinator is aware of training needs. • Karen Reinhardt will schedule and hold quarterly new worker CSA Basics training. • Karen Reinhardt will provide an orientation training to new FAPT and CPMT members prior to their attendance in first meeting. • Karen Reinhardt to schedule orientation with Mary Zirkle, newly appointed CPMT member prior to October 2018 regular CPMT	Ongoing Completed

meeting.	
4. Send out annual survey to case managers, FAPT, CPMT members to develop top training needs Action Items: • Karen Reinhardt will send out a case manager training survey and collect responses to assess current training needs and will report out to CPMT at the December 2018 regular meeting.	12/13/2018
5. Prioritize topics and review with CPMT. Action Items: • Karen Reinhardt will bring training survey results to the December 2018 CPMT meeting. • CPMT will prioritize training topics at the 12/13/2018	12/13/2018
6. CPMT will discuss training needs at its regular meetings month. CPMT wll determine organizations/agencies/providers with appropriate expertise and inquire regarding willingness to provider training. Action Items: • The topic of "Training" will be added to the CPMT regular meeting agenda each month for discussion and planning purposes.	Ongoing
7. Schedule a joint meeting between CPMT and FAPT to discuss roles and responsibilities as a follow up to the training bi-annually. Action Items: • CPMT and FAPT will hold a joint meeting on December 6, 2018, from 8:30am to 9:30am.	12/13/2018

Goal 2: Ensure Appropriate Outcomes for FAPT Process and Purchased Services

Champion: Supporting Staff: CPMT

Key Tasks/Activities	Target Dates
1. Define provider responsibilities. Action Items: • Karen Reinhardt and Mary Zirkle will meet and develop "provider tips" or FAQs for CSA providers.	1/10/19
2. Possible MOU/Statement of Expectations for Providers will be discussed. Action Items: • CPMT will form a subcommittee to review the issue of provider expectations and develop recommendations (applies to #2, #3, #4, #5, #6). Committee membership: Paul Scardino, Mark Gleason, Mary Zirkle	Ongoing
3. Define desired outcomes reporting formats	Ongoing
4. Define specific outcomes to follow	Ongoing
5. Incorporate outcomes reporting into statements of expectations for providers	Ongoing
6. Consider how to structure contracts that enable provider to have time and resources to create desired reports	Ongoing
7. Develop and implement a survey for families and partners to measure if they were satisfied with the FAPT process and the services provided. Action Items: • Karen Reinhardt will contact other localities to determine if they utilize a survey for families. Karen will report out at the 11/8/2018 meeting. • Team would like to make sure survey language is family friendly. • Mary Zirkle will show survey to Parent Support Partner to get feedback and bring back results to Strategic Planning Meeting 1/10/19.	1/10/19
8. Look into website for direct link to CSA Coordinator, so families and partners can provide feedback. Action Items: • Karen Reinhardt will request Amy Simmons put a link to contact the CSA Coordinator on the City's CSA webpage.	Completed

9. CSA Coordinator will provide local and statewide data reports to CPMT quarterly. Action Items: • CSA Coordinator will provide quarterly statistical reports for CPMTs review.	Ongoing/ Quarterly Feb CPMT

Goal 3: Increase family participation in FAPT.

Champion: Supporting Staff: CPMT

Key Tasks/Activities	Target Dates
1. CSA Coordinator will develop a questionnaire each FAPT in order to find out why families are not attending. (ex. Work, not invited, etc) Action Items: • CSA Coordinator will continue to assess family member attendance at each FAPT meeting and will report back to CPMT.	Ongoing
2. CSA Coordinator will train staff about the requirement of inviting families to staff and provide the FAPT invitation letter for them to use. Action Items: • CSA Coordinator will prepare and send out a memorandum to communicate to case managers and supervisors that families must be invited to FAPT meetings in a timely manner. CPMT instructs that case managers be notified that it is not acceptable for families to not be invited. • CSA Coordinator will explore with the City's Purchasing Agent the possible purchasing of an appointment reminder system. CSA Coordinator will report findings back to CPMT.	Ongoing Completed 1/10/19
3. CSA Coordinator will talk to the FAPT Members about ways to make the room feel more family friendly, such as table position and seating arrangements	Ongoing
4. Winchester will utilize Family Partnership Meetings whenever possible in order to encourage family participation.	Ongoing