

## Meeting Minutes Form

**Meeting Name:** Systems of Hope Evaluation Advisory Work Team

**Date of Meeting:** 06/18/2008

**Time of Meeting:** 6:00 PM.

**Location:** Harris County Youth Services Center, Room 203

**Meeting Attendees:** P. Swank, Mr. & Mrs. Chappelle, P. Schaffer, S. Clettenberg, M. Johnston, P. Bonsu, and J. Bourne by phone.

- I. Data Dissemination S. Clettenberg & P. Bonsu
- July 23 Governing Board Meeting
    - Presentation of Data Profile Report with references to statistical terminology
      - E.Chappelle expressed concern for slide 11(Family/Household Annual Income), too much information to be extrapolated from slide.
      - P.Bonsu points out that the intention was to make an animated slide to explain standard deviation.
      - P.Swank speaks about standard deviation, and its use regardless of a normal distribution curve.
      - P.Bonsu clarifies that intention is to make the referencing of terms as simplistic as possible
      - Decision made to remove reference to the term standard deviation after discussion about the type of data extracted from the EDIF
      - Revision: to slide would pair SOH data with that of the Phase V Aggregate
      - Revision: to correct mean score for Family/Household Annual Income
      - Revision: to discuss statistical significance before statistical power
- II. Newsletter update (SOH Program Newsletter) M. Johnston & E. Chappelle
- Discussion on the Evaluation Team Newsletter
    - Evaluation Team attempted to revive the Evaluation Newsletter with SOH Youth Behavioral Health Awareness Conference (May 31, 2008)
      - E.Chappelle expressed that the leaflet was loaded with data and evaluation jargon, making it less family-friendly.
      - Idea was brought up to make Evaluation data an aspect of a larger initiative that could be youth and family-friendly, driven and relevant to all who read the document--SOH Program Newsletter.
      - E.Chappelle presented the idea to Magno Guillen, Youth Coordinator and Tammy Foster, Family Coordinator Supervisor.
      - R.Runge also presented the idea to the SOH Admin Team
      - John Puder, Social Marketer, will spearhead the initiative
      - E.Chappelle will contribute to newsletter by working on the family column
- III. Wraparound Satisfaction Surveys (WSS) S. Clettenberg and P. Bonsu
- Issue: Is the Wraparound Satisfaction Survey providing valuable feedback?

- WSS are to be completed anonymously by all members of a Youth and Family Team during every team meeting.
- Filling out the form has become a bit of task, and concerns have been raised as to if this information is even valuable when response fatigue has settled in.
- P.Schaffer expresses that the Wraparound Fidelity Assessment (WFA) could take the place of WSS.
  - WFA includes observation and interviews
  - Each care team will be included in the WFA
  - Questions in the WFA are similar to WSS
  - Care Team members will be removed out of the process
    - Care Team members collect WSS from families, leaving some to think that answers are not as truthful out of fear that services may be removed
- Issue raised: WFA only focuses on 14-15 families, who've been randomly selected by the Evaluation Team
- Idea: Call families and care teams to discuss Wraparound Process
  - Issues of anonymity of families and staff
  - Could possibly lead to changes in the IRB Consent
- It is expressed that WSS should be revisited in order to carefully examine the questions in the document.
  - Decision made to table WSS to next EAWT Meeting
  - P.Swank will be provided a copy of the document in advance, as he will not be in attendance for the next meeting.

IV. Miscellaneous

No discussion was raised; however it has been noted that family members who join in on work team meetings via phone will receive an incentive for their participation. Before, families had to be physically present to receive gift cards. E.Chappelle filled out and submitted paper work for J.Bourne's gift card to Tammy Foster.

V. Next Meeting Date: August 20, 2008, YSC Room 203 6-8pm

TIME ENDS

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**Action Plans:**

<b>Task</b>	<b>Responsible Party</b>	<b>Due Date</b>
Provide copies of WSS to team members	P.Bonsu	08/06/08
Provide E.Chappelle with meeting minutes	S.Clettenberg/P.Bonsu	06/25/08

**Prepared By:** S.Clettenberg/P.Bonsu

**Submitted for Review:**

**Accepted Minutes:** .