

2019 PROGRAM SPECIFICATION
Board of Regents UW-Milwaukee

PROGRAM #: 660

STANDARD PROGRAM: Improving Children's Mental Health through
School and Community Partnerships

TARGET POP: Youth

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday – Friday 8:00am – 5:00pm

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- Civil Rights/Affirmative Action Policies
- Fair Labor Standards Act
- Criminal and Caregiver background checks, drug screening, driver's license checks for all staff working within the project scope.

PROGRAM DESCRIPTION:

Vendor will provide .5 FTE staff equivalent designated as the Project Evaluator(s).

Overarching Goal: Improved behavioral health of Racine Unified School District students by integrating expanded mental health services into schools.

Evaluation Goal: Identify base line and monitoring data for Racine County to make informed decisions regarding children's mental health programming, status of service delivery within the County and identify gaps in service.

Scope of Work:

Administrative

- Attend project team planning meetings, Collaborative meetings and Learning Community meetings.
- Support reporting requirements for grant and to Collaborative leadership.

Evaluation Development

- Identify methods and tools for the evaluation of the Collaborative; its operations, leadership, member engagement, effectiveness, outcomes and impact.
- Perform complex data research, including the identification of data resources or repositories and assessment tools.
- Provide technical assistance in the design and implementation of the evaluation component for programs and services.
- Develop evaluation plan based on identified methods and tools and Collaborative needs.

Evaluation Implementation

- Implement the evaluation plan across the Collaborative.
- Collect and store data from evaluation tools
- Interpret and analyze the results of evaluation.
- Preparation of brief narrative overviews for Collaborative leadership and grant reports.

Deliverables:

- Evaluation plan outlining evaluation instruments, databases, and processes of data collection, storage, and analysis

EVALUATION OUTCOMES:

1. 100% of the time, the positions funded through this contract will be filled with effective staff.
2. The Provider, as the employing entity, will support the compliance of RCDKSC and WDC policies and procedures by their staff.
3. Adhere to all reporting requirements

REPORTING REQUIREMENTS:

Client demographics must be tracked using the database provided by RCHSD. Demographics to be tracked include race, ethnicity, gender, age, the referral, start and end dates, census tracking, zip code and the marital status of the head of household as well as SACWIS individual and family identifiers. This report should also include the total served in the program to date.

Quarterly Evaluation Outcome and Demographic Reports reflecting the aforementioned criteria must be provided no later than 4/15/19, 7/15/19 and 10/15/19 to Racine County HSD Contract Compliance Monitor.

Annual Evaluation Outcome and Demographic Reports must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.