



Ohio Family and Children First County FCFC H.B. 289 Update and Report Guidance

Purpose of HB 289 Update and Report Guidance

H.B. 289 was enacted August 17, 2006 to increase the accountability of the Ohio Family and Children First (OFCF) Cabinet Council and county Family and Children First Councils (FCFCs). It requires county FCFCs to identify local interagency efforts and establish a process to identify local priorities to increase child well-being. The local priorities must be compatible with one or more of the six Commitments to Child Well-Being. County FCFCs are required to annually report the status of efforts by the county to increase child well-being.

HB 289 Planning Guidance was developed and distributed to assist county FCFCs in developing a comprehensive plan to submit by July 2, 2007. The Planning Guidance was revised in December 2007 to strengthen the HB 289 planning model and for the comprehensive planning process to rotate on a four year cycle. This allows sufficient time for county FCFCs to track movement of the intermediate and short-term indicators and demonstrate change in the intended direction.

During SFY 2007 - 2011, the county FCFC must monitor its original plan, annually report measurable progress toward achieving specified outcomes, and review and update the plan. HB 289 planning is a fluid process designed to provide flexibility in addressing multiple focus areas, drilling down further to increase specificity, and aligning initiatives. The county FCFC may revise its original plan to address new data and/or local priorities, but will need to document the revisions annually utilizing the *HB 289 Update and Report Template* (refer to Appendix A). Each county FCFC must submit its first HB 289 Update and Report by July 1, 2008. The four year planning cycle will then culminate in the development of the next comprehensive HB 289 plan to be submitted in July 2011.

The revised HB 289 Planning Guidance should be reviewed prior to updating and reporting as the HB 289 Update and Report Guidance is based on the revised planning guidance. It is available at www.ohiofcf.org.

HB 289 Planning Model

The HB 289 Update and Report Guidance uses the logic model process as a means to achieve effective planning and outcomes. The logic model provides a guide for the county FCFC to establish local priorities and develop indicators to monitor progress towards achieving child well-being. To be truly effective in carrying out the planning process, the following components are necessary:

- Needs Assessment
- Focus Area Identification
- Long-Term Commitment(s) to Child Well-Being Selection
- Intermediate Outcome(s) & Indicator(s) Selection
- Short-Term Outcome(s) & Indicator(s) Selection
- Resource Assessment
- Gaps Analysis
- Strategy Selection
- Completion of the HB 289 Plan Summary and Template

These components are defined in the revised H.B. 289 Planning Guidance. Refer to the document if further information is needed.

From Planning to Implementing, Updating, and Reporting

Once the H.B. 289 Plan has been finalized, county FCFCs are expected to monitor its original plan, ensure implementation of proposed strategies and begin tracking the short-term and subsequently intermediate outcomes of these strategies.

Maintaining and/or Expanding the H.B. 289 Core Team

FCFCs are expected to maintain or expand on the established organizational structure or infrastructure that was created to support the work around the H.B. 289 plan. This organizational structure (referred to on the *H.B. 289 Update and Report Template* as the H.B. 289 Core Team) should establish a consistent method of monitoring the H.B. 289 plan and its progress. Revisiting the comprehensive HB 289 plan also provides the opportunity to reengage stakeholders and/or identify any new stakeholders that could assist with the selected intermediate outcomes, short-term outcomes, and strategies. The FCFC Coordinator or if available, a planning coordinator, should be readily available to assist the county FCFC in accomplishing the planning, implementing, and reporting tasks and timelines, and provide facilitation to the H.B. 289 Core Team. Although the core team takes on the primary monitoring responsibilities, the full FCFC should receive regular updates and have involvement in key decision making for H.B. 289.

Needs Assessment, Resource Assessment, and Gaps Analysis

Most needs assessments, resource assessments, and gap analysis data will not vary much from the first year (SFY 07) of comprehensive data collection. However, county FCFCs are encouraged to track new and expanded resources, loss of resources, and shifting community

values that could impact the implementation or focus area(s) of the H.B. 289 plan. FCFCs are also encouraged to track the intermediate outcome(s) data, but not to undergo a comprehensive data collection for the next four years (SFY 11). Impact made from strategy implementation will not typically have a measurable impact on most intermediate outcomes for several years. FCFCs are encouraged to maintain awareness of any newly emerging or available data that may be helpful for the next comprehensive planning process or to incorporate into the current plan.

Strategy Implementation

Once the H.B. 289 plan has been created, FCFCs are expected to ensure implementation of the strategies identified through the planning process. Implementation is the process of turning a recommendation into a series of action steps that are subsequently executed and evaluated.

To begin, counties should review selected strategies with key stakeholders to ensure a shared understanding of what is to be implemented and how it will be measured. Once this is confirmed, counties should identify all tasks that must be accomplished in order to implement each strategy. Each task should then be broken down to specific “action steps” or outputs with assignments of who will do what and by when. Examples of tasks and action steps include identification of resource requirements (personnel, in-kind support, financial contributions, materials, etc.); Operational Agreements (MOU’s and/or contracts with well defined deliverables); etc.

The PfS Academy has worksheets available that can help guide counties through this process (refer to Appendix B for information).

HB 289 Update and Report Template

FCFCs are required to submit an annual H.B. 289 Update and Report that describes the status of efforts by the county to increase child well-being to OFCF by July 1, 2008. To adhere to this requirement, FCFCs must complete the *H.B. 289 Update and Report Template*.

To reiterate, the purpose of the annual report is to provide a progress update of the HB 289 Plan’s implementation and identify any changes or additions to the plan. The H.B. 289 Update and Report Template has been designed to assist FCFCs in tracking progress overtime with planning and implementation. This could also provide a consistent statewide approach for aggregating and reporting community priorities that overtime would inform OFCF Cabinet Directors and others about needed policy and funding decisions to better meet the local need.

The template is constructed based on the key components of the H.B. 289 planning logic model (refer to HB 289 revised Planning Guidance or Appendix C for examples). FCFCs should have identified such components during their planning process. If components were not identified or need to be strengthened, this is an opportunity for such revisions to the FCFC’s H.B. 289 plan.

Focus Area

Focus Area is defined as a categorical issue in the community of highest need or of the highest level of categorical concern to the community and connects intermediate outcome(s) and long-term commitment(s) under a single focus area. Depending on the FCFC's capacity and the community's willingness, several focus areas may be selected or may be needed to allow county FCFCs to manage multiple categorical issues identified during the needs assessment and/or current initiatives.

To complete the template, FCFCs must clearly identify the Focus Area. The focus area should be seen as a simple category or issue title. In most cases, only one focus area will be identified per template. Examples of focus areas would include, Child Abuse and Neglect; Substance Abuse; Mental Health; Delinquency; Early Childhood; and Health Promotion.

Long-Term Commitments to Child Well-Being

The six Commitments to Child Well-Being are considered broad, long-term outcomes. The six Commitments to Child Well-Being have been developed to reflect the elements of child well-being throughout the course of childhood, which are:

- Expectant Parents and Newborns Thrive (suggested target ages: 0-1)
- Infants and Toddlers Thrives (suggested target ages: 1-3)
- Children are Ready for School (suggested target ages: 4-5)
- Children and Youth Succeed in School (suggested target ages: 6-12)
- Children and Youth Engage in Healthy Behaviors (suggested target ages: 13-18)
- Youth Successfully Transition into Adulthood (suggested target ages: 18-24)

At least one Commitment to Child Well-Being needs to be selected for the H.B. 289 Update and Report Template.

Intermediate Outcome

Intermediate outcomes identify the condition to be changed in the community as it relates to the focus area and the desired goal to be achieved. Intermediate outcome selection is based on the quantitative data and/or community values information collected during the needs assessment. Communities may choose one or more intermediate outcome on which to concentrate efforts.

Only one Intermediate Outcome can be listed per template. This is to ensure the intermediate outcomes' indicators and short-term outcomes and indicators logically align with the defined intermediate outcome. If there is more than one intermediate outcome, the county FCFC will have to complete and submit additional templates.

Intermediate Outcome Indicator

Each intermediate outcome must have at least one identified indicator for which data is collected and tracked. The data is utilized to monitor progress toward achieving the intermediate outcome.

To complete the template, the identified Indicator(s) must be listed under the Intermediate Outcome. In order to ensure progress overtime with the specified indicators, the Baseline Data (data available in SFY 07 or when the indicator was selected) and the year of the baseline data needs to be identified along with the Current Year Data (data reviewed in SFY 08) and the year of the most recent data.

Based on the data collected for the indicator(s), the county FCFCs must identify the Direction of Change for each indicator. Positive (+) denotes the indicator is moving in its intended direction per the data collected. Negative (-) indicates the indicator is not moving in its intended direction; and Neutral Change (NC) means the indicator has not made any significant movement (positive or negative), but remaining stable.

Key Findings Summary for Long-Term Commitment(s) and Intermediate Outcomes & Indicators

County FCFCs should summarize key findings that were revealed when monitoring, reviewing, and updating the original HB 289 plan. Such findings might include any changes or deviations from the original plan; the movement of the indicators; the need to address additional intermediate outcomes; and the need to address additional long-term Commitments to Child Well-Being. Consideration should be given on how the FCFC is interpreting the data; how the efforts of the FCFC impacted the community data; and what the data suggest about how the FCFC might move forward.

Short-Term Outcome

Short-Term Outcomes are factors that contribute to an intermediate outcome and are critically tied to the strategies selected. Short-term outcomes are often referred to as risk factors, protective factors, or assets. In most cases to effectively impact an intermediate outcome, there will need to be more than one short-term outcome overtime.

The short-term outcome(s) should be clearly identified and logically aligned with the defined intermediate outcome for the given template. There can be more than one Short-Term Outcome per template, but only one short-term outcome per Short-Term Outcomes and Strategies page to assure alignment between the short-term outcome, its indicator(s), and proposed strategies. There are duplicate pages available in the template for multiple short-term outcomes.

Short-Term Outcome Indicator

A short-term indicator measures change in behavior or achievement of the target population, reflecting the amount of movement toward the desired outcome. Each short-term outcome must have an identified indicator for which community level data representing the identified target population is collected and tracked by county FCFCs to monitor progress.

To complete the template, the identified Short-Term Indicator(s) must align and be listed under the Short-Term Outcome. In order to ensure progress overtime with the specified indicators, the Baseline Data (data available in SFY 07 or when the indicator was selected) and the year of the baseline data needs to be identified along with the Current Year Data (data reviewed in SFY 08) and the year of the most recent data.

Based on the data collected for the indicator(s), the county FCFCs must identify the Direction of Change for each indicator. Positive (+) denotes the indicator is moving in its intended direction per the data collected. Negative (-) indicates the indicator is not moving in its intended direction; and Neutral Change (NC) means the indicator has not made any significant movement (positive or negative), but remaining stable.

Strategies

A strategy is any action that will impact the defined short-term outcomes and ultimately, the intermediate outcome. Strategies need to be reported based on several factors - Strategy Description, Type of Strategy, and Phase of Strategy. The HB 289 Planning Guidance describes these factors in detail and will need to be incorporated into the existing HB 289 strategies identified during the planning process or implementation phase.

Strategy Description

Strategy Description depicts the strategy. On the template, select the appropriate strategy description per identified strategy.

Infrastructure Building Strategy:

There may be cases where effective services cannot be delivered because of inadequate infrastructure. Infrastructure enhancements are necessary and changes may be constant, but the reason for infrastructure changes is to support programs that produce positive outcomes for kids.

Population-Based Strategy:

These specific strategies or services are for a particular population that will produce positive outcomes for children and families and are most often prevention focused.

Enabling Service Strategy:

Enabling Service strategies focus on services that assist or enable children and families to meet their needs.

Direct Service Strategy:

Direct Service strategies are strategies that are filling a particular service gap in the community and provide a direct service to an individual.

Type of Strategy

The type of strategy describes how proven the strategy is in effectively achieving the desired outcomes. On the template, identify the appropriate strategy type per identified strategy.

Evidence-Based:

An evidence-based approach has compelling evidence of effectiveness.

Promising Practice:

A promising approach has been implemented and significant impact evaluations have been conducted. There may be contradictory evidence regarding its effectiveness.

Innovative Practice:

Innovative Practices have little or no evidence supporting the effectiveness of such strategies.

Phase of Strategy

The final step in strategy selection and identification is to identify the phase of the particular strategy. Each strategy selected on the template will need to have the phase of the strategy identified.

Exploring:

The HB 289 Core Team and/or FCFC is considering a possible strategy, research is being collected on its effectiveness and determining the feasibility of implementing such a strategy.

Planning:

The HB 289 Core Team and FCFC have selected a strategy and are currently planning or identifying the action steps needed to effectively implement the strategy.

Implementing:

The HB 289 Core Team and/or FCFC has selected a strategy; determined its feasibility; defined the action steps needed; and is now implementing the strategy through the defined action steps.

Sustaining / Enhancing:

The strategy selected has been implemented and has shown to have a positive impact on the selected outcomes.

Key Findings Summary for Short-Term Outcomes, Indicators and Strategies

County FCFCs should summarize key findings that were revealed when monitoring, reviewing, and updating the original HB 289 plan. Such findings might include any changes or deviations from the plan; the movement of the short-term indicators; the need to address additional short-term outcomes; and the need to address additional strategies. Consideration should be given on how the FCFC is interpreting the data; how the efforts of the FCFC impacted the community data; and what the data suggest about how the FCFC might move forward.

Goals to Accomplish in the Coming Year

In order to maintain the fluidity of the HB 289 plan, ongoing planning and strategic monitoring must occur. Monitoring through a performance measurement system will improve efficiency, ensure that strategies chosen are still appropriate, and maintain strategic focus. Through a monitoring process, counties can determine whether or not outcomes are moving in the intended direction. By managing in this manner, local communities can better ascertain which strategies are achieving or contributing to the desired outcomes.

In this section of the template, county FCFCs should identify if additional long-term commitments to child well-being are needed to more significantly impact the focus area; and if additional intermediate outcomes and indicators are needed to significantly impact the selected long-term commitment(s) to child well-being. FCFCs should explain if additional short-term outcomes and indicators are required to move the intermediate outcomes in the intended direction; and if additional strategies are needed to impact the short-term and intermediate outcomes. An explanation should be given as to why additional components are or are not required at this time. If additions are indicated but not feasible, the specific feasibility considerations prompting the decision not to include additional components should be described. Plans to enhance the county FCFC's capacity to address identified issues in the coming year should be included in this description.

County FCFCs may also want to consider how to shift the HB 289 plan into an overall community plan. Many organizations within a county are required to develop agency specific strategic plans. These multiple initiatives are designed to address well-being of children and families, but may be independent and fragmented. The purpose of HB 289 planning is to bring the pieces of those plans that require a cross-systems approach, to come together in one comprehensive plan that manages across systems, programs, and communities.

The H.B. 289 Update and Report Template can serve as the tool to assist FCFCs in monitoring and managing across initiatives. By identifying all the initiatives of FCFCs under specified Focus Areas with aligned Commitments to Child Well-Being and tracking progress with its respective indicators, FCFCs can more easily monitor its progress with implementation.

Long Term Vision of Annual Planning and Reporting

FCFCs will be able to describe to the OFCF Cabinet Council and to the community at large, the status of efforts by the county to increase child well-being. These documents could also be used as marketing and communication tools that: define the issue(s), relay a message, identify your targets, and report your progress. Translating vision and strategy into objectives and measures that demonstrate progress will help build public value for the work of FCF councils and provide the community with the big picture. Over time, it will create the FCFC's ability to show that results obtained are worth the funds invested. Some FCFCs do annual reporting on their activities. These reports can be obtained from the respective county FCFCs online:

- Montgomery County Progress Report- On Community Outcomes, Indicators, and Strategies: www.fcfc.montco.org
- Warren County Report to the Community- An overview of the social and physical health of Warren County: www.warrencountyunitedway.org
- Wayne County- What's Up With Our Kids? Child & Family Health Services Community Assessment Data Book: www.waynecfc.org
- Williams County – Strategic Action Report: http://co.williams.oh.us/Family%20First/williams_county_family.htm

Training can be provided to assist county FCFCs with developing annual county reports by contacting an OFCF Regional Coordinator.

APPENDIX A

H.B. 289 UPDATE AND REPORT TEMPLATE



H.B. 289 Update & Report for SFY 08

County: _____

Focus Area: (list one focus area per template)			
Long-Term Child Well-Being Commitment(s):			
Intermediate Outcome # : (list one intermediate outcome per report template. For additional intermediate outcomes, copy template.)			
Indicator(s):	Baseline Data	Current Year Data	Direction of Change (+, -, NC)
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:
Key Findings Summary: (include any changes or deviations from original plan)			

H.B. 289 Update & Report for SFY 08
Short-Term Outcomes & Strategies for defined Intermediate Outcome

Short-Term Outcome # : (list one short-term outcome per template page, for additional short-term outcomes use page3 & 4)			
Indicator(s):	Baseline Data	Current Year Data	Direction of Change (+, -, NC)
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:
Strategy(ies):	Strategy Description	Type of Strategy	Phase of Strategy
	Select one:	Select one:	Select one:
	Select one:	Select one:	Select one:
	Select one:	Select one:	Select one:
Key Findings Summary: (include any changes or deviations from original plan)			

H.B. 289 Update & Report for SFY 08
Short-Term Outcomes & Strategies for defined Intermediate Outcome
Duplicate Page (copy as needed)

Short-Term Outcome # : (list one short-term outcome per template page)			
Indicator(s):	Baseline Data	Current Year Data	Direction of Change (+, -, NC)
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:
Strategy(ies):	Strategy Description	Type of Strategy	Phase of Strategy
	Select one:	Select one:	Select one:
	Select one:	Select one:	Select one:
	Select one:	Select one:	Select one:
Key Findings Summary: (include any changes or deviations from original plan)			

H.B. 289 Update & Report for SFY 08
Short-Term Outcomes & Strategies for defined Intermediate Outcome
Duplicate Page (copy as needed)

Short-Term Outcome # : (list one short-term outcome per template page)			
Indicator(s):	Baseline Data	Current Year Data	Direction of Change (+, -, NC)
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:
Strategy(ies):	Strategy Description	Type of Strategy	Phase of Strategy
	Select one:	Select one:	Select one:
	Select one:	Select one:	Select one:
	Select one:	Select one:	Select one:
Key Findings Summary: (include any changes or deviations from original plan)			

Goals to Accomplish in the Coming Year:

Describe plans for the coming year:

A. Additional Long-Term Commitments to Child Well-Being Identified:

B. Additional Intermediate Outcomes and Indicators Identified:

C. Additional Short-Term Outcomes and Indicators Identified:

D. Additional Strategies Identified:

H.B. 289 Core Team:

List the key members of the county H.B. 289 Core Team responsible for ongoing planning, implementation, and reporting:

NAME	ORGANIZATION	TITLE	ROLE

Appendix B

Available Technical Assistance

Ohio Family and Children First

OFCF Regional Coordinators are available to offer ongoing local and regional technical assistance on OFCF HB 289 Planning Guidance and overall HB 289 requirements, as well as provide recommendations and linkages to additional technical assistance resources. Please contact your OFCF Regional Coordinator for assistance.

- SW – Joyce Calland, 937-484-1526, jcalland@postoffice.ag.ohio-state.edu
- NE – Janice Houchins, 330-263-3632, jhouchins@ag.osu.edu
- East - Cindy Lafollett, 740-732-2381, clafollett@postoffice.ag.ohio-state.edu
- NW - Teresa Reed McGlashan, 419-579-4397, trmcglash@postoffice.ag.ohio-state.edu
- South - Sherry Ward, 740-286-2177, sward@postoffice.ag.ohio-state.edu

Partnerships for Success Academy Staff

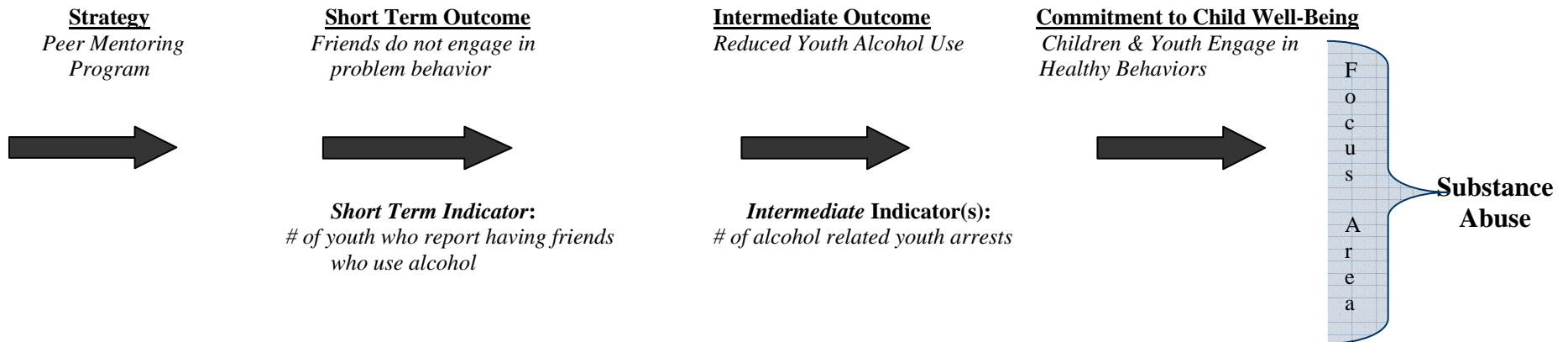
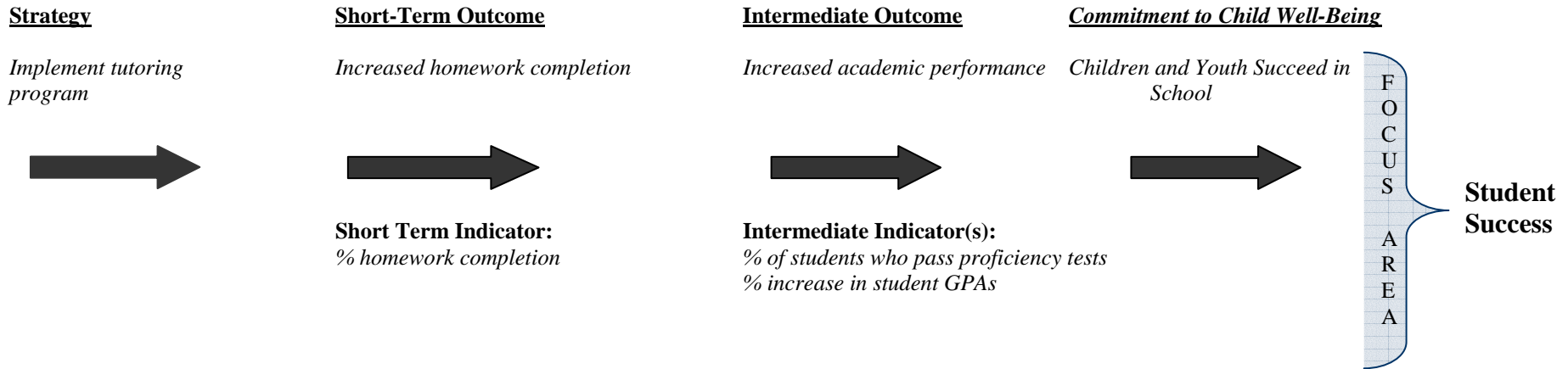
The PfS Academy is available to provide training and technical assistance to counties on how to utilize specific PfS tools and procedures to implement the planning and reporting requirements of HB 289. Academy staff will be available to all counties in varying capacities:

Currently funded PfS counties (planning and implementation counties) will have continued access to PfS Academy staff that will provide coordination of TA needs relative to planning requirements of HB 289.

Formerly funded PfS counties (sustainability counties) will have continued access to PfS coaches. Counties that have already been assigned a PfS Academy Coach via the PfS Academy Support Agreement, please contact your assigned coach for assistance needs relative to HB 289 planning. If you previously declined support or did not submit a support agreement, but are interested in receiving HB 289 planning assistance from the PfS Academy, please call Melissa Ross at 614-292-0175 so that a coach can be assigned.

Non-PfS counties will be provided with training opportunities and technical assistance from the PfS Academy Staff at the state level, regionally, and as requested and feasible, one on one. Please inform your OFCF Regional Coordinator if such support and assistance from the PfS Academy is desired.

Appendix C Logic Chain Examples



Strategy
*Implement
Immunizations Outreach Program*

Short-Term Outcome
*Increase access to quality
health care*

Intermediate Outcome
Increased immunizations

Commitments to Child Well-Being
*Expectant Parents and Newborns
Thrive; Infants and Toddlers Thrive*



Short Term Indicator:
*# of parents who have a medical
home*

Intermediate Indicator(s):
*% of children receiving complete
immunization series before the
age of 3*

F
O
C
U
S

A
R
E
A

**Health
Promotion**

Strategy
*Mentors assigned to
at risk students with no post
secondary education or
training plan*

Short-Term Outcome
*Increased encouragement for at-risk
students to participate in post secondary
education or training program*

Intermediate Outcome
*Increased Post Secondary
Education/Training Participation*

Commitment to Child Well-Being
*Youth Successfully Transition into
Adulthood*



Short Term Indicator:
*% of high school seniors who
plan to attend post secondary
education or training program*

Intermediate Indicator(s):
*% of Students who attend post secondary
education/training after high school*

F
O
C
U
S

A
R
E
A

**Economic
Self-
Sufficiency**

