

**DRAFT
2/10/11
MHSOAC EVALUATION COMMITTEE
DRAFT 2011 MONTHLY ACTIVITIES
BASED ON 2011 CHARTER**

January

Committee Meeting – January 14, 2011

- Training of Committee
 - on MHSOAC procedures/processes
 - provide background on prior MHSOAC work on evaluation
- Review of Charter

Note: Staff also completing initial contract with Phase 2 contractor. Contract management, regular communication with contractor and review of draft/final documents are ongoing.

February

Committee Meeting – February 23, 2011

- Update on Phase 2 contract
- Discuss committee ground rules
- Discuss work plan to accomplish charter
- Begin development of Evaluation Framework—
 - Staff provides information in advance on CDC Evaluation Framework
 - Input from committee on structure, content and process

Note: Staff also working on selection of Phase 3 contractor and completing initial contract with Phase 3 contractor. Contract management, regular communication with contractor and review of draft/final documents are ongoing.

April

Committee Meeting – April 20, 2011

- Update on Phase 2 and Phase 3 contracts
- Evaluation Framework
 - Continue to refine overall framework—updated draft by staff.
 - Begin discussion of next steps for PEI
 - Including outline of Scope of Work for initial statewide PEI evaluation in FY 11/12
 - Analyze final evaluation deliverables #1-4 from CHRD for policy implications or other quality improvement strategies.
 - CHRD analysis of CHIS questions and data.
 - Statewide analysis of the disparities in service access and delivery by race/ethnicity, gender and age.
 - Three county analysis of service access
 - Final report.
- Establish Workgroup on County reporting and data requirements
 - Develop charter for workgroup

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- Review/recommendations regarding existing reporting requirements to address duplication, efficiency and sufficient information to fulfill MHSOAC reporting requirements.
- Develop proposed county reporting requirements for PEI and INN.
 - Determine Evaluation Committee members and invite other committees
 - Assign leadership responsibility and completion timeframes.
- Assign Evaluation Committee membership to participate on Integrated Plan workgroup as/when requested by Services Committee

May--?

Workgroups --TBD

- Reporting and Data Workgroup
 - Establish meeting dates/times and processes
 - Develop work plan to address charter
 - Begin work on charter.
- Integrated Plan Workgroup
 - Participate as requested by Services Committee
- Evaluation Framework
 - .

Workgroups --TBD

- Reporting and Data Workgroup
 - Continue with work plan
- Integrated Plan Workgroup
 - Participate on workgroup as/when requested by Services Committee

June

Committee Meeting – June 22, 2011

- Update on Phase 2 and Phase 3 contracts
- Analyze Phase 2 Deliverable 3a for policy implications or other quality improvement strategies
 - Summary and synthesis of existing evaluations on impact of MHSA on consumer outcomes
- Update from Workgroups
- Evaluation Framework
 - Review staff draft on PEI section of Framework
 - Begin discussion of framework for INN
 - Finalize recommendations regarding Scope of Work outline for FY 11/12 PEI evaluation

Workgroups --TBD

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- Reporting and Data Workgroup
 - Continue with work plan
- Integrated Plan Workgroup
 - Participate on workgroup as/when requested by Services Committee

July

Commission Meeting -- July 28, 2011

- Present PEI Scope of Work outline for initial PEI statewide evaluation to Commission for first read/approval.

Workgroups --TBD

- Reporting and Data Workgroup
 - Continue with work plan
- Integrated Plan Workgroup
 - Participate on workgroup as/when requested by Services Committee

August

Committee Meeting – August 24, 2011

- Update on Phase 2 and Phase 3 contracts
- Update on PEI Evaluation
- Updates from Workgroups
- Finalize Evaluation Framework document for presentation to Commission
- Analyze Phase 2 final evaluation deliverable 1A for policy implications or other quality improvement strategies
 - Report of activities and costs of local MHSA funds for all components

Workgroups --TBD

- Reporting and Data Workgroup
 - Continue with work plan
- Integrated Plan Workgroup
 - Participate on workgroup as/when requested by Services Committee

September

Commission Meeting – September 22, 2011

- Present Evaluation Framework to Commission for first read/approval

Workgroups --TBD

- Reporting and Data Workgroup
 - Complete work plan
- Integrated Plan Workgroup

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- Participate on workgroup as/when requested by Services Committee

October

Committee Meeting – October 26, 2011

- Update on Phase 2 and Phase 3 contracts
- Update on PEI Evaluation
- Reporting and Data Workgroup presents recommendations to Evaluation Committee for comment/action.
 - Make suggestions for any revisions
 - Prepare for presentation of recommendations to Commission

Workgroups --TBD

- Reporting and Data Workgroup
 - Make revisions as needed to recommendations
- Integrated Plan Workgroup
 - Participate on workgroup as/when requested by Services Committee

November

Commission Meeting – November 17, 2011

- Present final report from Reporting and Data Workgroup for first read/approval