

BELKNAP COUNTY SERVICE INTEGRATION INITIATIVE
RESOURCES INVENTORY AND ASSESSMENT COMMITTEE
MEETING OF MAY 4, 2009

SUMMARY

Attending: Lisa Morin, Ralph Morin, Susan Cagle, Leonard Campbell, Jessica Blais, Alan Robichaud.

Process Mapping Update

Pam Kuczkowski is continuing to pull the maps together. She is aiming to have those, in her possession, completed by May 15th. These include the first stage of the Family Court, the Laconia Police Department and Laconia School District and phase two of the Divisions of Juvenile Justice and Children, Youth and Families. Once phase one maps are drafted from the interview materials given to her, Pam will return them to those individuals who conducted the interviews. These individuals will then bring them back to the people interviewed for verification, accuracy and corrections as needed. Any further corrections would go back to Pam for final draft before further dissemination.

Analysis of Process Maps

The Committee began framing questions to be used by the RI&A Process Review Sub-Committee which Ralph has offered to Chair. The purpose of the review is to determine whether there are inherent overlaps and gaps to serving youth and families involved in multiple systems. The committee discussed the need to make this review one which identifies issues, opportunities and barriers – not to try to solve them at this point. General recommendations should be made but not specific strategies for solution. The group felt that resolutions and solutions that will ultimately come, will need to be based on evidence-based practice and didn't feel that the review process should or could pursue the details necessary to suggest such strategies at this time. We will need to review the resource inventories and assessments and determine the current nature of services and practices provided.

In conducting the reviews, the committee will be asked to identify essential core components provided in the current system of services (e.g. care coordination), look for duplication and overlaps of processes, opportunities for collaboration, timelines for responses, and identify questions that may point out possible gaps in processes. The committee will be asked to identify logical connections that may be made among and across agencies, ease of access, and duration of point-to-point information gathering. Suggestions and recommendations by the committee should highlight additional questions to be addressed by looking at agency policies, procedures and practices, funding issues, information sharing protocols, assessment information, and the like.

Before proceeding, the committee needs to review the final process maps which Pam is in the process of completing. The committee also discussed the idea of combining the Process Review Committee with the Qualitative Review Committee that will be conducting the Case Study Review process. This suggestion will be brought to the Legal

and Policy Committee on Monday 5/11 and to the Steering Committee for further discussion.

Resource Inventory Update

In Jack Terrill's absence, a booklet compiled by United Way Intern Kerrie Lowe was left for the Committee's review. Kerrie had interviewed several local agencies using a grid to capture information on agency mission statements, targeted audiences, initiatives and partnerships and available programs. This resource will be helpful to the Process Review Committee once they begin their review. There are some follow-up items that Alan will convey back to Kerrie to see if she can complete but technically her internship has ended.

Work Plan Review

The committee discussed revising the work plan objectives to fit the timeframes and activities driven by the process review. Once we have the final process maps and begin to review the interplay of the various systems, we will be able to modify the plan accordingly.

Next Meeting

The next meeting of the RI & A Committee will be determined once the Process Maps are completed and ready for review.