



Objective: Evaluation Committee meeting

Meeting Date: 7/2/2008

Meeting Place: UCE Farmington and conference call

Attendees: Kerri Fradette, Glendine Henry, Larry Carlson, Amy Porter, Patti Clay, Julie Robison, Noreen Shugrue, Martha Porter, Beth McArthur (conference call), Joe Madaus (conference call)

Current Action Items from this meeting July 2, 2008:

Item	Action	Responsibility	Due Date	Status
1.	Evaluation training July 8th	Cindy/Noreen/Julie	7/8/08	complete
2.	Modify forms to include space for related activities	Cindy/Noreen	7/8/08	In process
3.	Contact J regarding online quarterly reporting	Cindy/Noreen/Julie	7/18/08	In process

Local pilot evaluation plan

At end of 6 months, local pilots would submit strategic plan. Each pilot will have a MIG contact person. The data collection tool will reflect contractual requirements. Concern expressed that each pilot has a clear shared vision in order to ensure stakeholder buy-in.

Intend for broader group to review for approval submitted strategic plans. A quick turnaround time will be needed.

Structure and process measure forms

Evaluation team to walk through evaluation forms with local pilots at July 8 training, using a transition example. Team will go over each section of structure and process measure forms. There will also be Q&A at end of day. Suggestion to create glossary of terms for training. Need to be upfront on how much we expect them to write. Part of TA can be feedback on this –need to elaborate or be more concise – so can improve next report.

Reports will be done quarterly. Quarterly report must be complete to receive payment. First quarterly reports due October 31st. Pilots will complete Phase I, can then modify it for next report. Expect reports of first quarter to be very short.

Discussion regarding report forms

Some pilots will bring other funds to table, but with MIG grant funds cannot do direct service. How will this get reported? Some already have in-kind as part of their budget. Can ask about related activities not funded by grant, such as direct service not allowed by grant, so they can record this. Form will include opportunity to report these achievements outside of grant funds. This can also be useful when determining sustainability. Possibly some could become an infrastructure change interviewee (UConn interviews).

Suggestion to incorporate sustainability into strategic plan. Initiatives not all clear on sustainability of pilot. At end of strategic plan, ask to describe your sustainability plan.

Also need place to record outcomes – the outcome of the first 6 months. Form to record what are your barriers, outcomes, look at goals/benchmarks, see progress made vs. original goals.

Online reporting

Plan to use online reporting for quarterly reports. Once online can easily see if pilots completed their report, or if TA or other workgroup reviewed it, etc. Web consultant J Morrow to develop online form. Online form will auto-populate fields such as pilot basic information, etc. Would like form to indicate or only show any changes from one quarter to the next or to reduce reviewer burden. Need for online form to be compatible with technology such as JAWS or Dragon. Pilots to use their MIG contact person if need assistance filling out forms.

Upload strategic plans into web-based report as well. Can easily post approval of strategic plan, and pilots can then update their strategic plan themselves. May be paper at first if online form not ready. Phase II will be web-based entry.

Future training in August/September will be set up for data entry. J could run training. Use conference call while showing walk through so pilots could watch training. Also create and send user manual.

Infrastructure interviews

Draft compilation of infrastructure interviews for retreat on the 21st