Children's Services Council of Leon County
Needs Assessment Committee Meeting
Thursday, July 8, 2021 1:00 pm - 3:00 pm
Leon County Commission Chambers, 5th Floor
Leon County Courthouse
301 S. Monroe Street

AGENDA

  I.   Call to Order

 II.   Approve Agenda

III.   Public Comment

 IV.   Prepare for Needs Assessment ITN Discussion at July 22 Council Meeting

  V.   Next Meeting Date

 VI.   Agenda for the Next Meeting

VII.   Member Comment

VIII.   Adjournment

<u>Agenda Item</u>

Prepare for Needs Assessment ITN Discussion at July 22 Council Meeting

Attachments:

1. Draft Timeline for CSCLC ITN Process to Contracts Awarded
2. Options for Needs Assessment Focus
    a. Broad Service Areas
    b. CSC Planning Committee Recommendations
3. Draft Scope of Work (Section 2 of Needs Assessment Invitation to Negotiate)
    a. Purpose
    b. Assessment Logistics
    c. Inventory & Analysis
    d. Expedited Funding Awards
    e. Collaborative Initiative Building
    f. Funding Recommendations
    g. Priority Areas
4. Email communication provided by L. McFadden to CSCLC staff (distributed at meeting)

1. Draft Timeline for CSCLC ITN Process to Contracts Awarded

Date	Activity	Time
July 1-8	Draft ITN	
8-Jul	Needs Assessment Committee Reviews ITN, etc. (Committee Meeting)	
22-Jul	Needs Assessment Committee Proposes Final ITN	
22-Jul	Council Approves ITN (Council Meeting)	
26-Jul	ITN Issued	12:00 PM
3-Aug	Mandatory Pre-Submittal Training	2:00 PM
11-Aug	Written request for explanation due date	5:00 PM
16-Aug	Estimated issuance of explanation	5:00 PM
19-Aug	Process Update (Council Meeting)	
3-Sep	Response Deadline	5:00 PM
9-Sep	Responses Reviewed and Ranked for Short List (Committee Meeting)	1:00 PM
Sep 14-16	Oral Presentations/Demos, if necessary	
23-Sep	Council Approval of Vendor (Proposed Council Meeting)	
24-Sep	Contract Negotiations Completed	
27-Sep	Estimated Notice of Intent to Award posted	
1-Oct	Contract Awarded/Needs Assessment Begins	
Oct 1-Feb 1	Needs Assessment Conducted	
Feb 1	Needs Assessment Completed	
17-Feb	Needs Assessment Presentation by Vendor (Proposed Council Meeting)	
21-Apr	Council Adopts Priorities for Community Grant Investments (Proposed Council Meeting)	
2-May	RFP/ITN Released for Community Grants	
3-Jun	Community Grant RFP/ITN Submission Deadline	5:00 pm
Jun 4-30	Grant Proposals Reviewed and Ranked	
7-Jul	Grant Ranking (Proposed Committee Meeting)	
21-Jul	Council Approves Funding for Community Grants (Proposed Council Meeting)	
1-Aug	Grants Potentially Awarded	

2a. Options for Needs Assessment Focus: Broad Service Areas

- **Child Safety**
  - Water Safety
- **Child Welfare**
  - Child Abuse and Neglect Prevention
  - Infant Maltreatment
  - Transitioning from the Child Welfare System
  - Trauma Informed Care
  - Recruitment of Adoptive Families
  - Early Childhood Court
  - Legal Services and Advocacy
  - Healthy Youth Transitions
  - Out-of-Home Placement/Dependency System
- **Delinquency**
  - Diversion
  - Recidivism
- **Family Supports**
  - Parental Substance Misuse
  - Abuse and Neglect
  - Families in Crisis
  - Informal Relative and Non-Relative Care
  - Home Visiting
  - Fatherhood Initiatives
  - Parent & Child Information and Awareness (2-1-1; Help Me Grow, etc.)
  - Parenting Support
  - Public Assistance
- **Housing**
  - Homelessness
  - Affordable housing
  - Veterans
- **Hunger**
  - Food Insecurity
  - Food Deserts
- **Literacy and Early Education**
  - School Readiness
  - Child care Accessibility
  - Early Learning Teacher Capacity and Education
  - Third Grade Literacy

- Parent Education
- Positive Child Development
- **Maternal and Child Health**
  - Prenatal Care
  - Safe Sleep
  - Maternal Stress and Depression
  - Infant Mental Health
  - Immunizations
  - WIC
- **Child Health**
  - Access to Care
  - Oral Health
  - Vision
  - Hunger
  - School -Based Services
  - Counseling and Trauma Informed Care
  - KidCare/Children's Health Insurance
  - Outreach
  - Oral Health
  - Behavioral Health
  - Substance Use and Abuse
  - Suicide Prevention
- **Out of School Time**
  - Afterschool and Summer Learning
  - Arts and Culture
  - Delinquency
  - Truancy
  - Teen Pregnancy
  - Counseling
  - Successful transition to adulthood
  - Special Needs Children Transition to Adulthood
  - Summer Youth Employment
- **Prosperity**
  - VITA
  - Family Self Sufficiency
  - Individual Development Accounts
  - Family self sufficiency
  - School to Work Programs
  - Child Poverty
  - Apprenticeships

2b. Options for Needs Assessment Focus: CSC Planning Committee Recommendations

1. SUCCESS IN SCHOOL AND LIFE
   a. School Readiness
      i. Increase the number of children who enter kindergarten socially, emotionally and academically ready.
   b. School-Age Supports
      i. Increase school performance and reduce juvenile crime among school-age children.
2. HEALTHY CHILDREN AND FAMILIES
   a. Physical Health
      i. Reduce infant and maternal mortality, increase infant health, improve oral health, and improve early identification of health problems.
   b. Mental Health
      i. Increase resiliency and reduce the number and consequences of adverse childhood events.
3. STABLE AND NURTURING FAMILIES AND COMMUNITY
   a. Youth Development
      i. Build occupational skills and increase economic opportunities.
   b. Providing Food Stability
      i. Reduce the consequences of food insecurity by ensuring that children in Leon County have adequate year-round access to healthy food.

3. Draft Scope of Work (Section 2 of Needs Assessment Invitation to Negotiate)

SECTION 2 – SCOPE OF WORK

A. PURPOSE

The purpose of the assets and needs assessment is to collect community and human services information and statistical data that will identity programs and services serving Leon County children, gaps in those services, and opportunities that will maximize the positive outcomes generated by CSCLC investments. Specifically, the goals of this process are to:

1. Detail the availability, usage, capacity, outcomes and gaps and the existing programs and services for Leon County children, by age cohort:
    a. Prenatal
    b. Infant/Toddler
    c. Early Childhood/Preschool
    d. Elementary
    e. Adolescents/teens
2. Identify opportunities for program, services, and systems development and capacity building.
3. Provide quantifiable information necessary for the CSCLC to prioritize funding for preventive, developmental, treatment, rehabilitative and other services to children.
4. Identify opportunities to improve the existing system of care in Leon County to best serve the multifaceted needs of children and youth using a collective impact model that will:
    a. engage all Leon County parents, youth and community organizations to help guide funding decisions for programs and program development that serve the needs of children and youth.
    b. reward ingenuity and innovation by supporting efforts of providers to maximize coordination and collaboration, service integration, and use of evidence - based practices.

B. ASSESSMENT LOGISTICS

Describe in detail the process, timing and sequencing for conducting and concluding the Programs and Services Assessment in section 2-C, and the Systems Development and Capacity Building Report in section 2-E, including, but not limited to:

1. Timeline from executing a contract with CSCLC to perform the work that is the subject of this ITN to final completion of the work, including key dates and deliverables, interim and final reports, and updates to the CSCLC.

2. The year/years of annual and cumulative data that will be used as the basis for the assessments in light of COVID, and how data generated during 2020–21 will be used to frame and inform the overall data analysis and recommendations.
3. The data sources that will be used to perform the assessments and inform recommendations.
4. The role of community engagement throughout the needs assessment process to ensure representation of programs, providers and services from all neighborhoods, including special outreach to those in high-poverty census tracts.
5. Format for presenting the data to ease understanding and depict geographic distribution of assets and needs.

C. INVENTORY & ANALYSIS

1. Comprehensive Program Inventory
   For each priority identified in Section 2-F, describe in detail:
   a. how respondent will create a comprehensive inventory of programs, providers, and services in Leon County
   b. the factors respondent will use to gain an understanding about those programs, providers, and services including but not limited to:
      i. accessibility,
      ii. availability,
      iii. capacity,
      iv. outcomes,
      v. gaps,
      vi. utilization of evidence-based practices.
      vii. the extent to which providers coordinate or collaborate
   c. how respondent will access, compile and report information on the total amount of funding and funding by source (local, state, federal, grant, etc.) for programs, providers, and services included in the inventory.
   d. How respondent will measure racial equity in provision of programs and services
   e. how respondent will gather and report the operational changes undertaken by providers in the inventory to address COVID.
   f. How the respondent will quantify the projected short- and long-term impacts on delivery of programs and services by providers due to COVID.
   g. how respondent will determine:
      i. the amount of federal funds each provider will/is anticipated to receive through the American Rescue Plan (ARP)
      ii. how the funding will be used
      iii. the projected benefits the funds will have on child outcomes
      iv. the projected positive and negative fiscal impacts on providers, programs and services that will occur after the funding expires
      v. how providers, the CSCLC and other funders can leverage the positive impacts and mitigate against negative impacts generated by one-time ARP funding.

2. Gap Analysis

Quantify how the respondent will assess gaps in service provision to children by cohort (see section 2-A-1) in Leon County based on the list of priorities identified in section 2-F using the parameters below:

   a. need for services
   b. number of children and/or parents currently being served
   c. deficits in capacity to address the needs
   d. barriers to access services
   e. gaps in services
   f. services for which there are wait lists and the number of children on those wait lists

3. Informative Programs Inventory
   Quantify how the respondent will identify programs and services around the country that have documented effectiveness in addressing issues identified in Section C-1 & C-2.

D. EXPEDITED FUNDING AWARDS

Utilizing data and information obtained in Section 2-C, the CSCLC desires to provide short-term funding for select priorities in Section 2-F beginning on a date determined by the CSCLC and ending September 30, 2021, unless extended by the CSCLC.

Services receiving Expedited Funding Awards will not automatically receive funding through the CSC's regular Community Grant Funding process; they may or may not receive such funding.

1. Identify the length of time it will take and the process respondent will use to identify opportunities for the CSCLC to invest in:
   a. services that will make a positive difference in the lives of all Leon County children
   b. services targeted to children in high-risk neighborhoods, zip codes, and/or poverty census tracts.

E. COLLABORATIVE INITIATIVE BUILDING

The CSCLC desires to build the capacity of its provider network, as well as enhance the system of care available to children, youth and families. The CSCLC is further interested in exploring opportunities for incentivizing and partnering with providers that coordinate on two or more service areas in order to collectively address as many of the challenges and problems children face as they can. Breaking from a siloed approach that addresses only one problem rather than attempting to assist the child holistically will reap great dividends for the child and the community.

1. Based on the assessments undertaken in Section 2-C, describe how the respondent will identify opportunities and recommend solutions to achieve the aforementioned objective through strategic collaborative initiatives.

F. FUNDING RECOMMENDATIONS

1. Based on the findings from Section 2-C and 2-E, describe how respondent will:
   a. Identify opportunities for the CSCLC to invest in priority areas (Section 2-G) – through programs, providers and services, and collaborative initiatives – that will make a positive difference in child and youth outcomes:
      i. throughout Leon County
      ii. in targeted zip codes and/or poverty census tracts.
   b. Identify the projected time frames within which quantifiable outcomes can be anticipated

G. PRIORITY AREAS

   TO BE DETERMINED

4. The following is the verbatim record of response provided by Council Member L. McFadden to CSCLC staff and distributed during the CSCLC Needs Assessment Committee on Thursday, July 8, 2021.

Ted and Holly:

Thanks for the prebrief reading and work on the ITN. Here are my notes on issues that I'll plan to address in the meeting. However, I thought it might be handy for your to have the wording at your fingertips (see below).

Purpose Section

1.   When breaking out #1 under Purpose, I would recommend we specifically request demographics along with age (children aged (0-24; preference for banded age information such as 0-4; 5-17; 18-24), gender, race, etc.) CSC should also request this information as to parental services (references to parents and 2Gen programming seems to missing overall)

2.   "Identify opportunities" sentence I think could be broader: Identify opportunities to improve the lives of children and families that have the most significant return on investment. Recommendations may include: investment in public relations campaign, prizes to incentivize change, use of technology (web portals, AI, nudging efforts), incentives to small businesses, grants to nonprofits, and use of funds to leverage greater resources (e.g., matching funds for Head Start, social impact bonds, other), and use of volunteers.

3.   Sentence 3 would be stronger if we included "parents" and children

4.   The wording that states, "engage all Leon… to help guide funding" makes it sound like we are seeking public opinion to guide funding.   I think the purpose is "to partner with the community to plan, advocate for and fund strategic investments that improve the lives of all children and families." Also, the term "providers" and the term "collective impact" are very "nonprofit-minded".   If we want to have wholistic engagement of businesses, government, and nonprofits, I would recommend we use wording that does not seem to benefit one type of entity over the others. Perhaps this section would be clearer if it were outcomes focused and the statement was something like: "CSC is looking to provide specific and measurable outcomes to the public. Recommendations on outcomes to be tracked should be both short-term and long-term. Recommendation should have "no go" recommendation points if certain data objectives are not met within a specific time period."

I think we should be more specific around the types of barriers to potentially explore:

5.   Barriers to assistance including service accessibility (hours of operation), psychological, technological and other

Funding Recommendations section

6.   Comparisons to similar communities when making recommendations and success in those communities

7.   Recommendations on how the CSC can best allocate resources for the most significant return on investment. Recommendations may include: investment in public relations campaign, prizes to incentivize change, use of technology (web portals, AI, nudging efforts), incentives to small businesses, grant to nonprofits, and use of funds to leverage greater resources (e.g., matching funds for Head Start, social impact bonds, other), and use of volunteers

8.   Recommendations should be made over a 3-year period and should take into consideration the impact of the end of the American Recovery Funds. The recommendations should also take into consideration a budget of $x in 2022, and an estimated budget of $x in 2023 and 2024.

9.   Recommendations should focus on what outcome measures should be tracked both short-term and long-term and what those anticipated outcomes will be. Recommendation should have "no go" recommendation points if certain data objectives are not met within a specific time period.

TIMELINE

Recommend that there be oral presentations. I would strike "if necessary". One of the benefits of an ITN is you negotiate – you don't simply to accept what was written. It is an opportunity to really understand this ideas and then negotiate some changes which are invariably warranted.

Recommend strike wording of "grant proposals" and reword as "proposals" (which could include incentive funds, awards, contracts, grants etc)

May 2 and Jul 21 and 21 April - again recommend rewording and striking language of "community grants"

EXPEDITED FUNDING

See#8 above. Can this section be deleted and incorporated into the Funding Recommendation section?

COLLABORATIVE INITIATIVE BUILDING

Again, wording sounds very nonprofit focused. It also only refers to children. I think this section could be deleted. Isn't this United Way's role?

MISSING SECTIONS

Usually background of responding vendor, samples from previous similar engagements etc are required, a requirement to list resumes of persons to be involved, etc.

Usually a section with all the federal and state requirements (probably you are adding later)