

## SYSTEM OF CARE DATA MONITORING PLAN

**Strategy 1:** The Virginia Department of Behavioral Health and Developmental Services (DBHDS) will aggressively monitor the number of youth served in the System of Care Regional Expansion Centers relative to the number of ICC/HFW Facilitators and FSPs at each site. We will then match these numbers to the data in the federal datasets to assess for inaccuracies and follow up if any are noted. We will also be better able to track how closely we are to meeting or exceeding our annual goal of 250 youth.

**Strategy 2:** To ensure data entered into SPARS and the CMHI portal is complete and up to date, the SOC Data and Evaluation (D&E) Coordinator at DBHDS will implement the following: A) Creation of a Systems of Care grant tracking workbook which will track all children entered into SPARS. Baseline dates will be recorded for each consumer ID entered into the workbook and projected NOMS (i.e. 180 days/6 months) reassessment dates will be calculated. Weekly updates to this workbook will occur to monitor upcoming dates and track completion of surveys through simultaneous review of NOMS data in SPARS. B) Grant sites that have approaching reassessment windows will be notified via email 2 weeks prior to so they can prepare to conduct reassessment NOMS surveys. A password protected excel file containing consumer ID and reassessment dates will be sent in the email to assist localities in completing reassessments for the correct individuals. Dates of follow-up to localities about reassessment windows will be recorded in the tracking workbook. C) If a clinical discharge occurs for any of the consumer IDs listed in the excel file, the SOC (D&E) will obtain this information from the sites via email and make a notation in the tracking workbook. A data pull will be conducted in SPARS for the appropriate consumer ID to ensure a clinical discharge has been conducted. Follow-up will be conducted with sites that fail to update their SPARS files with either reassessment and/or clinical discharge surveys. D) The SOC D&E coordinator will provide monthly updates to grant sites and the state Systems of Care team regarding survey progress/completion rates. Information will include number of children by site, number at baseline, percentage who have completed reassessment surveys, and percentage who have completed clinical discharge surveys. This information will also be compared to the number of children each site has projected to serve through September 2018 in Table 3 above to ensure they are reaching targets. E) The SOC D&E Coordinator will notify the State SOC Project Director of sites that have not completed their NOMS assessment/clinical discharge within 2 weeks of the designated window for follow-up. F) Similar procedures will be implemented for CMHI survey tools to ensure data is entered into the portal for each youth/caregiver served at baseline, 6 month follow-up, and 12 month follow-up and/or clinical discharge. In addition to the processes outlined above, the SOC Data and Evaluation Coordinator will provide technical assistance (TA) in the following areas to facilitate data collection efforts: A) An initial TA call or visit will be scheduled with staff at grant sites responsible for data entry to go over data entry for SPARS and CMHI. During this session a review of the processes set in place by the SOC D&E Coordinator will be discussed to establish locality expectations. B) Ongoing TA will continue to be provided to sites to help troubleshoot any issues with data collection and/or entry. If sites fail to enter data in a timely fashion after receiving TA from the SOC D&E Coordinator, the SOC Project Director will delay grant funding/reimbursement until data entry is complete.

**Strategy 3:** The DBHDS SOC Team will initiate two sets of Quarterly Group Calls with both the Family Support Pilot sites (previous grant sites that are piloting FSP services with services other than ICC/HFW) and the ICC/HFW (new grant sites) to monitor progress re: strategic planning, social marketing, cultural competence, strategic financing/sustainability and to provide opportunities for technical assistance and learning from each other regarding challenges with implementation of grant activities and deliverables. A priority topic during these calls will be family/youth participation in grant activities with a focus on developing and providing leadership support for caregivers and youth.

**Strategy 4:** The SOC Project Director will use information from SPARS, CMHI dataset, quarterly progress reports, strategic plan reviews, participation in grant calls/meetings to make decisions about potential re-allocation of funding from poorly performing sites to those that are meeting and/or exceeding goals and targets.