Coordinated Services Team and Integrated Services Project
Evaluation Tool Guidelines

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PART A: Child and Family Team Evaluation Tools

Evaluation Tool	Who is responsible for completion?	When is it due and to whom?
Assessment Summary of Strengths & Needs ***(Includes CANS items)***	With the guidance of the Service Coordinator, this tool is completed by the Child and Family Team (typically takes 1 – 3 team meetings). Identified strengths and needs are then used in the Plan of Care development. If possible, it's helpful for the Service Coordinator and family to complete a first draft prior to the first team meeting for team review and discussion.	Within 30 days of completed application (this is flexible depending on individual team situation). Each team should discuss distribution of the documents including a discussion of confidentiality. Completed document should be kept by the service coordination agency and available for review if requested.
Plan of Care (including Crisis Response Plans)	The Child and Family Team prioritizes needs as identified in Assessment Summary of Strengths & Needs and develops the Plan of Care and Crisis Response Plan(s) (typically takes 3 – 5 team meetings).	Within 60 days of completed application (this is flexible depending on individual team situation). The Plan of Care and Crisis Response Plans become tools for the Team to review and assess progress toward needs being met. Each team should discuss distribution of the documents, including a discussion of confidentiality. A copy of the completed document and updates are kept by the service coordination agency and available for review if requested.
Evaluation and Treatment Data, and the CANS	On an ongoing basis, the Service Coordinator tracks information related to the identified child in the areas of: behavior, education, contact with the juvenile justice system, and living environment. CANS data is to be collected and reported every 6 months.	Data for each child enrolled is transmitted electronically to the State, typically by the Service Coordinator, on an ongoing basis (at a minimum of every 6 months) Site-specific and statewide information (provided annually by the Bureau of Prevention, Treatment and Recovery (BPTR) in Statewide Annual Report) should also be shared with the Coordinating Committee as available.
Team Closure Surveys • *Family Closure Survey* • *Team Member Closure Survey*	Service Coordinator provides to team members and family to complete upon team closure.	Results should be shared periodically with the Coordinating Committee as collected to be used as a system development tool.

PART B: Project and System Evaluation Tools		
Evaluation Tool	**Who is responsible for completion?**	**When is it due and to whom?**
Work Plan for Upcoming Budget Year	The Project Coordinator typically takes the lead – should be completed with Coordinating Committee input.	Completed annually, BPTR staff send notice and forms to CST/ISP Project staff. Goals and tasks should reflect results of the Eight Key Components and/or Goals & Expected Outcomes Checklist. **Due Dates:** **Sites with July 1st – June 30th contract period:** • **Due May 1st (60 days prior to new contract period)** **Sites with Oct 1st – Sept 30th contract period:** • **Due Aug 1st (60 days prior to new contract period)**
Detailed Budget Request for Upcoming Budget Year	The Project Coordinator typically takes the lead – should be completed with Lead Agency and Coordinating Committee input.	Completed annually, BPTR staff send notice and forms to CST/ISP Project staff ***(Same due dates as Work Plan above)***
Actual Expenditures for Past Budget Year	The Project Coordinator typically takes the lead – should be completed with Lead Agency and Coordinating Committee input.	Completed annually, BPTR staff send notice and forms to CST/ISP Project staff. **Due Dates:** **Sites with July 1st – June 30th contract period:** • **Due July 30th (30 after the end of the contract period)** **Sites with Oct 1st – Sept 30th contract period:** • **Due Oct 30th (30 after the end of the contract period)**
Family Satisfaction Survey	Annually (typically Sept/Oct), the BPTR works with CST and ISP sites to distribute surveys to families enrolled in CST/ISP. The survey is completed by the family. The Service Coordinator may offer support – answer questions, clarify, encourage completion, etc.	Site-specific and statewide information (summary provided by BPTR) should be shared with the Coordinating Committee annually.
Provider Satisfaction Survey	The Project Coordinator typically takes the lead with Service Coordinators to arrange survey distribution and collection details. Surveys should be provided to all service providers who are currently on teams or who have served on teams during the year.	Recommended completion annually. Results are shared with the Coordinating Committee annually and used as a system development tool.
Annual Systems Change Update	The Project Coordinator typically takes the lead in completing the online survey. The BPTR will send information including link to the online survey as the completion due date approaches.	Completed annually via web survey. The BPTR will send information including a link to the online survey as the completion due date approaches. Results are summarized and including in the Statewide ISP/CST Annual Report.
Annual System of Care Review *(combines the 8 Key Components, and Goals and Expected Outcomes Checklist)*	Completed by the Coordinating Committee and Project Coordinator, with the CST Consultant (if applicable).	Completed annually. Results sent to state liaison (ISP's) or White Pine (CST's) Statewide (summarized in Statewide Annual Report) and site-specific information should be shared with the Coordinating Committee.