

ATTACHMENT A – THINK TANK OBJECTIONS

Objective A – The Healthy Families Indiana Think Tank Advisory Committee, in conjunction with the Department of Child Services, will develop short and long range funding strategies on an ongoing basis.

1. The Funding Work Group of the Think Tank Advisory Committee will identify and encourage sites to identify sources of funding at the federal, state, local and private level for Healthy Families Indiana.
2. DCS will provide fiscal information and support for Healthy Families’ administrators as needed.
3. Through the program monitoring systems and Training and Technical Assistance Team, the Healthy Families Indiana Think Tank Advisory Committee and DCS will explore and document “fiscal” impacts on programmatic and policy changes.
4. HFI will assist sites in collecting data which promotes and affirms the efficacy of the Healthy Families model.
5. Collaborative efforts will be made to position HFI for diverse funding sources such as substance abuse prevention, domestic violence prevention and economic self-sufficiency.

Objective B: Through program monitoring, evaluation and technical assistance data, the HFI Think Tank Advisory Committee will review and report the aspects of the HFI program which have been most successful and those which have not been successful and make recommendations for program improvements, modifications and strategic changes.

1. The HFI Operations Committee will support and facilitate levels of continuous data collection and evaluation to monitor the program’s impact and facilitate program improvements.
2. HFI will design and implement a Quality Assurance System for HFI sites.

Objective C: The HFI Mission Statement is reviewed every two years during the strategic planning process.

1. Every two years the HFI Think Tank and the HFI Operations Committee review the Mission Statement, in conjunction with review of the Strategic Plan.
2. Information from DCS, HFA, PCA, HFI, and national and state evaluation committees is considered when reviewing the Mission Statement.
3. Changes to the Mission Statement are proposed to DCS.
4. DCS has ultimate authority for any changes to the HFI Mission Statement.
5. Dissemination of changes to the Mission Statement is the responsibility of DCS and subcontractors.
6. Changes to the Mission Statement will be sent via e-mail, posted on TATA and will be added to HFI publications, including the HFI policy manual.

Objective D: Every two years the HFI Think Tank reviews and updates the HFI Strategic Plan.

1. The plan establishes goals and plans for administration (including funding), evaluation, quality assurance, site management, technical assistance, and training.

2. The plan outlines the work for HFI Think Tank, HFI Operations Committee, HFI Funding Work Group, HFI Evaluation Work Groups, HFI Training Work Group, and HFI QA/TA Work Group. As well as, the QA/TA contractor, evaluator, and database manager.
3. DCS has the ultimate authority for approval of the plan.
4. The HFI Strategic Plan is disseminated via e-mail, is posted to TATA, and is included in publications as appropriate.
5. All work of all HFI Committees and workgroups is guided by the HFI strategic plan.
6. At least annually committees and workgroups review the plan and analyze their progress toward goals.
7. Revisions to work of committees and workgroups may be a result of the review of the plan.
8. Prior to the two year revision of the strategic plan, each committee, and workgroup will submit a review of progress of their assigned goals. This review may include recommendations for new goals for the upcoming strategic plan.

Objective E: The multi-site system has a broadly based organized group (not limited to representatives of member sites) which serves in an advisory capacity in planning and coordination of program services and system activities.

1. The HFI Advisory Committee Think Tank is a diverse, well-organized group including members of various child and family focused organizations, DCS representatives, and DOH Representative, the Operations Committee Chair, Headstart and First Steps participate. The committee is responsible for oversight of the work of HFI Committees and workgroups and subcontractors. The Think Tank advises DCS in the operation of the HFI system.
2. The Think Tank Advisory Committee is facilitated via a subcontractor to DCS. The facilitator is a non-voting member of the Think Tank.
3. The Think Tank meets quarterly.
4. See the HFI Organizational Chart for membership of the Think Tank.
5. Think Tank advises DCS. Think Tank does not make final decisions.
6. DCS staff, (including Database Evaluation TA/QA/Training contractors) attends all Think Tank meetings in an advisory capacity, they are non-voting.
7. Think Tank oversees the work of the Operations Committee.

Objective F: The central administration staff and the advisory group work as an effective team to monitor the multi-site system's goals and objectives and to recommend strategies for improvement.

1. The HFI Operations Committee is a diverse group of HFI site managers, DCS staff, subcontractors, the evaluator, and database manager. The committee advises the Think Tank Advisory Committee regarding policies and program practices. This committee oversees the work of all subgroups (except funding).
2. The Operations Committee is comprised of HFI Program Managers, appointed by the Think Tank Advisory Committee. The Think Tank facilitator recruits applications from the sites as openings become available.
3. Voting members of the committee are appointed from all regions of the state, assuring that there is a balance between urban and rural sites.
4. Managers on the committee are expected to represent their area of the state, not just their site. Input is gathered from sites via their representative, the QA team, and the evaluator.
5. There are 10 managers serving on the committee.
6. The committee is co-chaired by two program managers from varying regions of the state.

7. DCS staff, QA/TA and Training subcontractors, the evaluator and database manager act as consultants to the committee (these representatives do not vote).
8. This committee meets quarterly with minutes posted on TATA.
9. The HFI Operations Committee monitors program goals, outcomes, evaluation results, QA results, Training and TA quality, database management, policies and funding. The committee makes recommendations to the Think Tank Advisory Committee based on the functional area's need.
10. The HFI Operations Committee advises but is not a decision making body.
11. See the HFI Organizational Chart for the subgroups overseen by the Operations Committee.
12. See the HFI Operations Committee map for names and locations of representatives. (See attached committee descriptions.)
13. Once policies are recommended by HFI Operations Committee they are sent to the HFI Think Tank for input. Policies generated by DCS are reviewed by committees to assist with plans for implementation.
14. Think Tank sends all policies to DCS for approval.