

**Illinois After-school Partnership
Capacity Building Work Group
Compiled 2003 Meeting Minutes**

April 29, 2003

***Capacity Building Work Group Action Plan
As discussed at April 29 meeting***

Participants at April 29 meeting

Debbie Bretag, ICVP; Rebecca Clarke, CPS; Doris Garrett, IDHS; Paul Kren, ISBE; Debbie Nelson, INCCRRA; Curtis Peace, ISACCN; Amy Tippey, 21stCCLC

Commitment of the Capacity Building Work Group

The Capacity Building Work Group committed to giving providers the tools they need to have quality programs that are funded through a variety of sources and staffed by a stable and skilled work force. The group will work to provide technical assistance to aide programs in evaluating their services and reaching the agreed upon goals.

Policy Questions

The questions below have important policy implications and need to be considered as the group selects outcomes for programs to meet:

- What is the capacity we want programs to achieve?
- What type of information do we need to map?
- How do we work with communities and local providers to exchange information?
 - A small group met by phone to discuss avenues to solicit information from providers.

Fact Finding

- Need more detailed information on the requirements of current programs
- Plot the current publicly-funded programs according to the four goals agreed upon by the Initiative Task Force
- Review the NSACA standards

The Information and Action Needed by the Capacity Building Work Group

The Capacity Building Work Group reviewed the complete strategic plan created to implement the five sets of policy recommendations set forth by the Illinois After-school Initiative Task Force. The group agreed on the steps outlined in the evaluation section of the strategic plan. The group also highlighted the activities and action steps under the other sets of recommendations related to accomplishing the specific goal of the Outcomes Work Group. This gave the Capacity Building Group an understanding of how the work of the three groups – Policy, Outcomes and Capacity Building – relate to one another.

The next step of the group will be to prioritize the activities. Below are the actions that are related to providing technical assistance and building skills among providers.

State Pre-Work

Create ongoing *ISBE-only* Work Group to examine funding, program requirements, service areas objectives of ISBE programs to find gaps and overlaps

Create ongoing *IDHS-only* Work Group to examine funding, program requirements, service areas and objectives of IDHS programs to find gaps and overlaps

Ask state agencies individually how data is collected and used

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Identify current program outcomes and then discuss across IDHS and ISBE

Interview agency administrators separately about outcome measures used by Depts.

Best Practices

Document from a community level perspective examples and effects of different state program agendas, funding restrictions and data collection requirements

Inventory the training, credentialing, fiscal and program requirements and evaluation occurring among divisions in ISBE and IDHS and other state agencies

Work with community to implement collaboration best practices

Joint State Work

Work with joint state work group and involve localities to develop fixes to collaboration barriers

State group assesses current technical assistance provided around outcomes and evaluation

Determine evaluation mechanisms currently in place at the state level

Determine what is needed from evaluation – all of the possible goals

Evaluation

Identify current program outcomes and then discuss across IDHS and ISBE

Interview agency administrators separately about outcome measures used by Dept.

Mapping

Inventory components of programs

Determine type of evaluations private funders require

Determine how programs currently evaluate themselves

Determine what evaluation technical assistance private funders currently provide

Determine program capacity for collecting and reporting data

Ask programs what help they need to evaluate themselves

Determine readiness of funded and non-publicly funded programs to meet evaluation standards

Interview programs – what else is \$ needed for (capacity building)

Policy

Enact action-oriented plan based on information gathered to collaborate among state agencies in each area: training, credentialing, fiscal/program requirements, evaluation

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Consider policy changes (i.e. RFP requires parent participation)

Determine goal for evaluation (internal to strengthen program capacity or external evaluators brought in?)

Create list of supports agencies need for state to meet outcome and evaluation goals

Determine changes needed to make data collection more consistent – streamlined for providers

Explore cost-benefit results of different types of evaluation (internal vs. external)

Reach understanding between state and providers on how evaluation results will be used – discuss dangers and benefits of information

Local Work

Pilot the coordination in several areas

Provider training established on coordination

Work with localities to establish collaborations based on agreed-upon standards

Provide technical assistance to sustain collaboration

Capacity building on: sustainability planning; public/private partnerships; maximizing resources; skill sharing exchanges

Share examples among programs of creative funding solutions

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June 9, 2003

Members in attendance: Doretta Ellis, Springfield Urban League; Carole Franke, Iroquois-Kankakee Regional Office of Education (I-KAN); Doris Garrett, Illinois Department of Human Services (IDHS); Laura Menard, Chestnut Health System; Debbie Nelson, Illinois Network of Child Care Resource and Referral Agencies (INCCRRA); Curtis Peace, Illinois School-age Child Care Network (ISACCN) **and work group co-chair**; Cindy Roope, Adams County Health Department; Amy Tippey, 21st Century Community Learning Centers Creve Coeur **and work group co-chair**; Joellyn Whitehead, *Illinois Network of Child Care Resource and Referral Agencies (INCCRRA)*

Staff Present: **Jennifer Becker Mouhcine; Paula Corrigan-Halpern**

Welcome & Introductions:

The goals for the meeting were presented, which were to select the final products the group would work to achieve, to determine the key actions needed to reach those products, and to place those actions on a timeline to determine next steps for the work of the group.

The members present reviewed and agreed to the commitment of the Capacity Building Work Group that was presented at earlier meetings of the work group and the full Partnership.

Capacity Building Work Group Commitment:

We are committed to giving providers the tools they need to have quality programs that are funded through a variety of sources and staffed by a stable and skilled work force. We will give providers technical assistance so they are assisted in evaluating programs and reaching goals. We will examine what makes local collaboration successful and will make those components available to communities and supported by public funders.

Products/Key Actions/Timeline

The group discussed the products to create, refining suggestions made prior to the meeting. The group then brainstormed the actions it would take to reach the products that were discussed. Project staff has suggested an order for the actions that will be discussed by the group at the July Work Group meeting. At the next meeting, the group will prioritize the products and determine the timeline for accomplishing them.

The chart below describes the products and key actions to reach those products determined by the Work Group.

Structure: How we do our work?

The Work Group discussed the need to break into subgroups to create the various products. The group will discuss this in more detail at the July meeting after agreeing upon the products to create first. One of the first tasks for the group is to determine the presentation that staff will make at the August Teen Reach regional meetings. The full Work Group will consider this at the July meeting.

NEXT STEPS/RESOURCES: Staff will present the product/key action chart to the Work Group at the next meeting to help the group prioritize its work.

NEXT MEETING: **July 21 @ 11:00 a.m., Illinois School-Age Child Care Network,
207 W. Jefferson, Bloomington, IL
Telephone conference option: 1-800-346-6205, Participant Code 103062#**

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PRODUCT	Inventory of current types of evaluations required by private funders	List of supports agencies need to meet outcome and evaluation goals	Recommendations to state funders on better communicating requirements and purposes of funding streams	Evaluation system institutionalized across programs and agencies	Technical assistance to providers on evaluation and collaboration
ACTIONS	<p>1. Develop list of private funders and the types of programs they fund</p> <ul style="list-style-type: none"> o Begin with respondents to the After-school Initiative's provider survey <p>2. Gather the funding criteria of private funders supporting out-of-school-time programs</p>	<p>1. Determine how programs currently evaluate themselves</p> <p>2. Determine readiness of programs (publicly and privately funded) to meet evaluation standards</p>	<p>1. Ask Intra-agency and Inter-agency Work Groups to identify purpose and funding criteria of various programs and funding streams they fund</p> <ul style="list-style-type: none"> o <i>Begin with program administrator survey information collected for Initiative final report</i> <p>2. Identify the outcomes and goals required by these programs and funding sources</p>	<p>1. Document from a community level perspective examples and effects of different state program agendas, funding restrictions and data collection requirements</p> <p>2. Inventory the current types of evaluations required by public and private funders</p> <p>3. Determine all possible goals of evaluation</p> <p>4. Determine how programs currently evaluate themselves</p> <p>5. Recommend steps funders need to communicate the outcomes and goals of funding streams</p> <p>6. Utilize the common outcomes agreed upon by the state and the Partnership when developing the statewide evaluation system</p>	<p>1. Determine program capacity for collecting and reporting data</p> <p>2. Determine readiness of programs (publicly and privately funded) to meet evaluation standard</p>
Comments	<p><i>This inventory must be completed before a statewide evaluation system can be implemented.</i></p>	<p><i>The group identified producing this product as a priority.</i></p>	<p><i>This product must be completed before a statewide evaluation system can be implemented.</i></p> <p><i>This work connects with the Interagency and Intra-agency Work Groups.</i></p>	<p><i>This is a long-range goal. Steps two and five are also products the group identified that need to be created.</i></p>	

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Meeting Summary June 9 Continued

PRODUCT	Professional development plan recommended	Statewide Training Plan and Calendar	Pool of Qualified Trainers	Publicly and privately funded training available to all providers
ACTIONS	1. Define professional development <ul style="list-style-type: none"> ○ Take into account the differing professional needs of summer and short-term employees and career employees 2. Current workforce surveyed on training level, salary and retention levels 3. Identify a basic curriculum that is needed by all workers across programs <ul style="list-style-type: none"> ○ Explore curriculum that is appropriate to participants' ages and to the mission of the program, and the staffing structure of the program. 	1. Gather existing training plans and calendars <ul style="list-style-type: none"> ○ Work with organizations offering training to determine how the Partnership can promote and support their training efforts 2. Determine niche that Partnership website will fill 3. Develop Partnership website 4. List training currently offered on Partnership website	1. Identify existing training resources/pools of trainers 2. Make recommendations to supplement the training currently available and expand where needed	1. Identify the training needs of program staff 2. Identify existing training resources 3. Recommend strategies to expand resources for training and improve access to quality training <ul style="list-style-type: none"> ○ Work with organizations providing training to make recommendations
Comments	<i>The goal is to develop a plan to retain quality staff.</i>	<i>The goal is to give providers access to comprehensive training information by promoting the training offered by a variety of groups.</i>	<i>Several organizations offer training to providers. The Partnership will work with these organizations to supplement their efforts.</i>	

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<i>PRODUCT</i>	Systematic method of exchanging ideas among providers and between providers and the partnership	Mentor network	On-line resources	Provider tool box
<i>ACTIONS</i>	1. Identify existing networks 2. Determine goals of network or system 3. Develop questions to ask providers so their feedback is reflected in the products created by the Work Group 4. Determine possible structures to communicate with network (i.e. list serve, etc.)	1. Research current mentorship activities – formal and informal – currently available to programs <ul style="list-style-type: none"> o TeenREACH is one example o ISBE is exploring this, as well. 2. Identify what providers need from a mentorship available <ul style="list-style-type: none"> o Explore ideas such as visits to programs and assigned partners available to discuss programmatic issues 	1. Identify existing resources, including information on best practices, funding opportunities, evaluation, etc. <ul style="list-style-type: none"> o Determine information providers need that is not currently available on line o Determine how Partnership on-line resources can promote and support existing information available on web 2. Determine niche that the Partnership web site will fill 3. Develop website	1. Gather examples of provider tool boxes currently available <ul style="list-style-type: none"> o YMCA, NIOST and others 2. Identify and agree upon the components of a provider tool box <ul style="list-style-type: none"> o Collaborate with organizations to utilize existing information o Prepare new information where needed 3. Develop the tool box
<i>Comments</i>	<i>Meetings with Teen Reach providers are already scheduled for August</i>	<i>This product is closely related to the product of developing a systematic method of exchanging ideas among and between providers and the Partnership. Mentorship may be one component of this system</i>	<i>The Partnership website will provide access to information on best practices, funding opportunities and other important information. This includes providing links to existing websites.</i>	

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July 21, 2003

Members in Attendance: Amy Tippey, 21st Century Schools; Curtis Peace Jr., ISACCN; Paul Kren, ISBE; Deb Bretag, ICVP; Debbie Nelson, INCCRRA; Doris Garrett, IDHS; Carol Franke, I-Kan ROE; Cindy Roope, Adams County Health Department.

Partnership Staff: Jennifer Becker Mouhcine, ICVP

Overview

There was a brief review of the context of this workgroup's work in relation to the rest of the project, and a review of the progress completed at the last meeting.

Proposed Product/Action Sequencing

Product Groupings: Staff presented new materials that grouped and ordered the products developed at the last meeting. The products were grouped into the following four categories:

- Evaluation
- Workforce Development/Training
- Provider Networking
- Provider Resources

The group agreed with the categorization of the products, although the name of the workforce development area may be up for discussion. These groupings will serve as a tool for prioritizing and embarking on our tasks.

Action Timeline: The workgroup reviewed the actions in detail, and comments and revisions were discussed.

Comments for Workforce Development products:

- The training needs identified should include all staff relating to out of school time, including management and supervisory level, rather than just program staff mentioned in the action step.
- The survey of needs may come before professional development is defined for the field, since the survey may help inform that work.
- The professional development plan that is created should include links to higher education, both for training and recruitment.
- Identifying training needs should be done in the context of standards.

Comments for Provider Networking products:

- Additional resources were mentioned for mentoring activities such as NCREL, ISBE, Center for Collaborative Solutions in CA, Project Success model, CPRD benchmarks for Teen Reach mentoring, etc.
- Since Teen Reach has a mentoring component and ISBE is exploring setting this up, the group talked about working to create a comprehensive system that would incorporate groups not funded by either source.

Comments for Provider Resource Products:

- No comments or changes at this time.

Comments for Evaluation Products:

- Add a subsequent step to the action regarding making recommendations to funders regarding communicating requirements of their funding sources etc. to reflect the incorporation of those recommendations into the system.

Priorities/First Steps for our work

The group agreed that Evaluation is the first priority for the group. Other products will be launched through the surveying and information collection that will be started soon, and may be worked on along with evaluation as they gain momentum. One of the first steps will be to establish an inventory of private funders' evaluation requirements. We will be gathering this information from funding sources as well as from providers. The

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inventory can start with such resources as the Donor's Forum and the RFP's that ISBE and IDHS may have that list other after-school program funders. Another early step will be to survey providers regarding effects of evaluation requirements and how they are currently evaluating themselves. When developing survey instruments, we will incorporate several areas of information needed into one survey, and to work with the Evaluation Resource Institute to develop survey questions that lead to good data.

Note: In this discussion, the question of how monitoring (to ensure standards are being met) fits into the evaluation discussion was raised. Raised in the discussion was that standards are something that may taken into consideration as part of program evaluation, as well as when looking at workforce development issues. The question of how to talk about standards, outcomes and evaluation is being raised across the workgroups. Partnership staff will work to define these terms for the whole Partnership and bring it to the larger group for discussion and agreement about the terms and how we use them.

Timeline: Evaluation Products

Since this is the priority the group agreed on, target dates were set for all the actions & products in this area.

6 Months (Jan. 04)

- Inventory of Current Types of Evaluations Required by Private Funders
- List of Supports Agencies Need to Meet Outcome & Evaluation Goals
- Recommendations to State Funders on Communicating Requirements and Goals (DEC for IDHS RFP)
- Determine Areas of Technical Assistance Needed by Providers

1 Year (July 04)

- Technical Assistance available to Providers on Evaluation

2005

- Evaluation System Institutionalized Across Programs and Agencies

Timeline: Workforce Development/Networking/Resource Products

Several actions were identified to be completed in 6 months in the other product areas.

6 Months (Jan. 04)

- Current Workforce Surveyed on Training
- Gather Existing Training Plans & Calendars
- Identify/Inventory/Map Existing Training Resources & Pools of Trainers
- Develop Questions/Survey for Providers to Gather Information/Feedback
- Research Mentorship Activities
- Identify Existing Resources/Examples for Website and Tool Box

Structure of Workgroup

The group discussed the possibility of establishing subcommittees to accomplish our tasks. Three committees were discussed, and people volunteered for them. The subcommittees will try to touch base before the next meeting. Other workgroup members will be asked to join committees.

RESOURCES COLLECTION/REVIEW
(for Tool Box & Web Site)

Cindy R.
Carole F.
Laura M.
JoEllen W.? (Deb N.)

PROVIDER SURVEY

Curtis P.
Deb N.
JoEllen W.? (Deb N.)

PRIVATE FUNDER
EVALUATION INVENTORY

Amy Tippey

Provider Input Opportunities

Since the Partnership is on the agenda for upcoming ICVP regional meetings and Teen Reach meetings, the group brainstormed questions to ask to get some immediate, informal feedback from providers on our work.

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The questions suggested will be incorporated into the agenda. After these meetings, we will look at how to distribute the questions to those groups who were not able to attend in order to get their feedback as well.

Next Steps

We talked about setting up a regular meeting time, and will try to set a schedule at the next meeting. The workgroups will form during August, and we will discuss how often meetings need to take place at the next meeting as well. The co-chairs and staff will work to pull the committees together.

NEXT MEETING: TUESDAY, SEPTEMBER 9TH, 11:00 a.m. ISACCN--207 W. Jefferson,
BLOOMINGTON

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September 9, 2003

MEMBERS IN ATTENDANCE: Jane Biddle, Illinois Coalition for Community Services, Joellyn Whitehead, INCCRRA, Paul Kren, ISBE, Carol Stewart, Community Child Care Connection, Andrea Carter, YWCA McLean County, Laura Menard, Chestnut Health Systems, Amy Tippey (Co-Chair) 21st Century Schools, Curtis Peace, Jr., ISSACN, Kathryn Rayford, Futures, Cindy Roope, Adams County Health Department, Carole Franke, I-KAN R.O.E., Doris Garrett, IDHS, and Doretta Ellis, Springfield Urban League

MEETING OVERVIEW

The full group reviewed the progress to date of the workgroup, and discussed the three subcommittees and their goals, and the format of the meeting. The groups broke into the following three subcommittees:

Evaluation Subcommittee

In order to start the evaluation work, this group will identify private funding sources that fund out of school time, and research the evaluation tools required by them. This will involve reviewing materials from the Donor's forum, RFP's, etc, and may involve getting sample evaluation forms etc. from providers.

Resource Review Subcommittee

Description: This subcommittee will be gathering, reviewing and categorizing resources to help decide what could go on a website (or be linked) and in the provider tool kit. They will review resources to see which ones most applicable to our work, and make recommendations to the larger group about resources to select.

Provider Survey Subcommittee

Description: This group will develop a survey tool and survey process to get the information still needed from providers to inform the work of the group and the Partnership. This group will need to determine the best methods of surveying and be coordinated in its efforts with the rest of the Partnership.

Each subcommittee reported back to the work group regarding its progress and next steps. Minutes from each breakout are attached below.

NEXT MEETING DATES

Capacity Building Work Group Meeting: October 28th, 10 – 12, 207 W. Jefferson, Bloomington.

- We will plan for any information we need to present to the Full Partnership, get complete updates from the subcommittees, and review our product time line.

Next Subcommittee Meetings:

- **The Evaluation Subcommittee** will be meeting on September 30th from 1:00 3:00 at the INCCRRA office at 207 W. Jefferson, 5th Floor.
- **The Resource Subcommittee** will be meeting on September 30th from 10:00 12:00 at the INCCRRA office at 207 W. Jefferson, 5th Floor.
- **The Survey Subcommittee** will be meeting on October 3rd from 10:00 - 12:00 at the ISACCN office at 207 W. Jefferson, 3rd Floor.

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Illinois After-School Partnership--Capacity Building Workgroup
Resource Review Subcommittee Work
9/9/2003

Participants: Laura Menard, Carole Franke, Cindy Roope, Doretta Ellis, Kathryn Rayford, Carol Stewart, Andrea Carter

The members agreed on the goals of this committee to gather, review and categorize resources for the website and provider tool kit.

The group agreed on 3 top priorities for this committee:

- Developing the content and construction (layout not technology) of the website (Laura, Andrea, Doretta, Carol)
 - Once the framework is together, then we can move on to the details
- Identifying a tool for providers to evaluate the resources given them (Deb, Curtis, Joellyn)
 - Providers need to take responsibility for evaluating these resources based on their programmatic needs
 - We feel a disclaimer may be appropriate-such as these resources are provided for your knowledge, we do not hold any claims that we endorse them
- Hardcopy of resources for non-web based providers (Cindy)
 - This is really a subcommittee of the first priority and will work closely with that group

Discussed the need for having additional representation to this committee to make sure all program types are represented, such as: 21st Century, Faith-based, For-profit child care, home based child care, U of I-Cooperative Extension, Boys and Girls Club. Jennifer may need to help with recruitment.

Jennifer provided committee with a list of ideas gathered from community forums across the state. These ideas were discussed amongst the committee members. List of ideas generated:

- On-line training opportunities
- Promising practices after school
- Violence prevention terms
- Program curricula-one stop shop, plus enhancing academic curricula
- Funding links/private sector information, regional funding streams
- All web-based activities such as: Chat room/list serve/bulletin board/calendar of training events/parent and youth pages/"classified ad"/resources and references/links to other websites such as NCREL, NSACA, MOST, ISACCN, free resources/etc.
- OST/youth development information
- New Research and articles
- Rural areas-transportation issues, at-risk areas, funding
- Sustainability
- Updates on the partnership
- How to start up a program
- Faith based provider information

The subcommittee of the first priority: content and construction of website will meet face to face at the **INCCRRA office, 207 W. Jefferson, Suite 503, Bloomington** **September 30, 2003 from 10:00-12:00.** West side conference room. (same room as before)

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Illinois After-School Partnership--Capacity Building Workgroup
Evaluation Subcommittee Work
9/9/2003

Participants: Amy Tippey, Paul Kren, Jane Biddle

The group determined their two main tasks for this meeting

- A. Determine what pre-work needs to be done
- B. Determine what we need to know/research

A. Pre-work: The pre-work includes researching resources that can guide our work in collecting information on funders. Jennifer will research the Donor's Forum, Paul will talk to CPRD/NCREL, Jane will talk to University Extension, and Amy will begin looking at resources on the Internet. The goal is to find out how easy it is to access the information, and to ID other entities that may be doing this collection, or interested in doing it.

In looking at how to get information about private funding sources, it was suggested that the Survey committee consider asking providers what private funding sources they have, as a direct way of gathering this information.

- B. What we need to know: We will be researching:
 - a. How funders categorize their giving for after-school
 - b. Whether they fund whole programs or components of programs, and deciding where we focus our efforts
 - c. Geographic considerations of their giving programs
 - d. Evaluation requirements & goals and assistance they may provide for evaluation

The group determined that it could benefit from Chicago area providers being on their team, since they may know the big funders of afterschool in the Chicago area. Jennifer will work on recruiting them.

The Next Meeting of the Evaluation Subcommittee will be on **September 30th** from **1:00 - 3:00** at the **INCRRA office at 207 W. Jefferson, 5th Floor.**

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Illinois After-School Partnership--Capacity Building Workgroup
Provider Survey Subcommittee Work
9/9/2003**

Participants: Curtis Peace, Joellyn Whitehead

The main points of this discussion were:

- We need to be very clear about the purpose of any survey we do, in light of that fact that the Partnership has done previous surveys, and other groups have conducted surveys as well. Need to communicate how the information will be used
- This group will examine and decide what specific information we need to gather, making sure we are not re-asking providers the same questions.
- Collection methods need to be determined. They could be paper surveys, web surveys, focus groups, and interviews. The group discussed identifying existing opportunities for providers to compete surveys (conferences, etc.)
- Incentives for completing surveys were discussed.
- The survey should be completed by front line and administrative staff, who may have different perspectives on things, and often feedback from frontline staff is not captured.
- The main topic identified so far for the survey is Workforce Development: general demographics of workforce, and workforce needs (building on CPRD survey results). ISBE is conducting a needs assessment for 21st Century programs and will funnel that information to this group.
- Survey format: The group discussed making sure the survey was as easy to complete as possible and not asking too many questions (maybe identify 10 key questions, or have surveys on different topics given to sample ranges of programs)
- CCR&R has resources and survey information that may be helpful for this work

The Survey Subcommittee will be meeting on October 3rd from 10:00 - 12:00 at the ISACCN office at 207 W. Jefferson, 3rd Floor.

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October 28th Meeting Minutes

Members Attending: Uma Setty, Chicago Public Schools, Joellyen Whitehead, INCRRA, Paul Kren, ISBE, Laura Menard, Chestnut Health Systems, Sara Sparkman, Tazewell County Health Department, **Co-Chair**-Amy Tippey, 21st Century Schools, **Co-Chair**-Curtis Peace, ISACCN, Kris Sallee, Teen Reach, Carol Stewart, Community Child Care Connection

Partnership Staff: Jennifer Becker Mouhcine

Subcommittee Reports

Evaluation

The subcommittee began their work by identifying, through the help of the Donor's forum, several private foundations who fund components of out-of-school-time. Most often, private funding is not categorized as specifically for after-school, but found in the categories of tutoring/mentoring, arts, recreation, etc. The first list was pulled from foundations funding tutoring and mentoring, Amy passed around a chart she had compiled of the results she was able to attain. She will email this to Jennifer to get to the rest of the group. For private funders, some of the things that are being raised are;

- Foundations often have vague information about evaluation requirements, and they are often not stated up front. The subcommittee is having to dig deeper to find information on these requirements.
- Foundations tend to have more flexibility/creativity in allowing programs to determine their outcomes and goals, and based any evaluations on those goals set internally.
- The Donor's forum has found that private funders tend to be concerned with impact and view evaluation as a means to improve services and condition of those served, rather than an externally imposed function that may be punitive or inform funding decisions.

Next steps for researching the private funding is to continue working with the Donor's forum to fill in the gaps for what has been started, and gather more materials to see if our initial findings remain the same.

Paul Kren informed the group that ISBE is meeting with those at the Federal level to find out what the evaluation requirement are for 21st Century programs. They are working to see if other outcomes can be considered. In terms of resources, 21st Century can provide funds for program evaluation, and they do conduct a state-wide evaluation with their resources.

Survey Subcommittee

This group worked to collect information on other surveys done to make sure we are not duplicating efforts and to use other surveys as models for our survey. The subcommittee also wants to make sure we reach the range of providers that provide out-of-school time services. We received information from NIOST, who has done work on surveying the out-of-school-time workforce, and from University of Illinois, which conducts the CCR&R staffing and salary survey. The group developed a list of questions they felt were important, and will be meeting to continue refining the list of questions.

The group discussed having surveys at the front line and manager levels, and to see what incentives may be used to get them completed. The idea was suggested to have people involved in the Partnership at higher levels (IDHS, etc.) encourage their programs to complete the surveys. The subcommittee has also talked about bringing in some evaluators to help us finalize any survey tool we develop to make sure it is usable for data collection and reaches our goals.

Website/Resource

The subcommittee has developed a template of the various sections that would go on a Partnership Website. The work group reviewed it and the following suggestions were made:

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- The suggestion was made to pull out Education into its own section, instead of being combined with Training, and include links to Northeastern, Erickson, Aurora University, National Louis, and other higher education institutions that relate to out-of-school-time.
- Have a section on lesson planning, with links to other sites that have these resources
- Chat Room—The Illinois Early Learning Website may be a good model. You can have transcripts available for past chats.
- List Serv/Discussion Board Distinctions: A list serv is through email, while a discussion board lives on the website. There are pros and cons to each. You can set up a discussion board to alert users to new messages, but they have to go on the website to see the messages.

The question was raised about people using the computer to go on the web for resources. Some had the experience that providers do not make use of this resource. This may be something to raise to the full Partnership.

The other work done by subcommittee members was to draft a disclaimer statement about the links that will be on the website, as well as finding some resources on how to evaluate a resource for providers to have available to them. This saves the Partnership from having to thoroughly evaluate every page linked to on the website.

The group will also need to determine the process for when and how we link to other sites.

Presentations to Partnership on December 3rd.

The group discussed what to present to the full Partnership meeting on December 3rd.

The following was suggested:

- Website Committee: front page “demo” for website, to show the components for the layout, with the mention of the disclaimer
- Any possible logo developed for the Partnership
- Evaluation Committee can present on what the initial findings are, and possibly pose a question to the group about privately funded evaluation requirements or the dichotomy between structured, externally determined evaluations, vs being creative and setting goals internally
- Survey Group could have a draft of questions to pass out and ask the question if anyone there has been surveyed on this or knows of resources
- One page report on all Capacity Work Group Products—easy to read
- Perhaps a short questionnaire with a few questions from above (private funding, surveys, etc.)

Next Meetings

Next Capacity Work Group Meeting: Tuesday, January 6th, at 10:00 at ISACCN, Bloomington

Resource Subcommittee: November 12th, 10:30 Phone Meeting (NOTE: Changed to Nov. 19th at 10)

Evaluation Subcommittee: November 24, 10:00 Phone Meeting

Survey Subcommittee: November 25, 8:30 Phone Meeting