

Charter

Charter for:

Pennsylvania Technical Assistance Collaborative Steering Committee

This section to be completed by the sponsors of the work:

Rationale: Why is the committee being charged to perform the work?

To develop a cohesive group of Technical Assistance providers who work in collaboration with county children and youth agencies (CCYA) to enhance the quality of child welfare services and improve outcomes for children, youth, and families. To improve communication, increase knowledge level, and enhance coordination of TA and other support services provided to CCYAs.

Committee Members and Leadership: Names of group members and who will lead the committee **All current members plus another legal perspective as needed, perhaps a county level official (Judge or Attorney), and Hornby/Zeller Associates (as needed). Co-Chairs will consist of one TA representative and one County representative. The Co-Chairs will serve 6 month terms and be responsible for ensuring the agendas are created, facilitating the meetings, and reviewing the minutes.**

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Angela Sager

AOPC

AnnMarie Lancour

ABA

AnneMarie Ambrose

Bernadette Bianchi

PCCYFS

Brenda Lawrence

SWAN

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York County CYS

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Erin Arthur / Kevin Zacks

Hornby/Zeller Associates

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Chartering and Action Planning Template, November 2008

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Sandy Gallagher
Sandy Moore
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Stephanie Maldonado
Susan Blackburn
Theresa Smith
Wendy Unger
Wendy Unger
***Co-Chairs**

Central Region OCYF

SWAN
Allegheny County DHS
Resource Center
Venango County CYS

SWAN
OCYF
Resource Center

Erie County CYS
Resource Center
Resource Center
Resource Center
PCCD
Lackawanna County CYS
SWAN
Training Program
Bucks Cty JPO
OCYF
OCYF
AOPC
Cumberland Cty JPO
Resource Center
OCYF
JCJC
Northeast CRC
Resource Center
Training Program

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Boundaries: What the committee can do and what committee can't do – what is the decision making scope of the committee?

Participation in the TA services to CCYAs must remain voluntary and not overly prescriptive. Committee agencies may recommend changes in their respective contracts, but decisions will be made by their funder.

Goals: What are the expected outputs and outcomes of the committee?

Outcome:

1. **Increased communication, collaboration, and coordination of TA and other support services.**

Strategies/Outputs:

- a. **A guide for administrators that describes the TA services each agency provides, what need it addresses, and how the services interact with other agency's TA services.**
- b. **Use of Sharepoint to share information, events, documents, and products**
- c. **A staff directory of all TA agencies**
- d. **Use of email distribution list to share information, events, documents, and products.**
- e. **Steering committee members communicate with their staff on local TA teams on a regularly basis to ensure communication flow (back and forth)**
- f. **Assigned Steering committee Point Person for each TA team communicates to ALL on their respective TA team to ensure communication flow (back and forth)**

Outcome:

2. **Collaborative effort continues without additional resources.**

Strategies/Outputs:

- a. **Steering committee members communicate with their staff on local TA teams on a regularly basis to ensure communication flow (back and forth)**
- b. **Assigned Steering committee Point Person for each TA team communicates to ALL on their respective TA team to ensure communication flow (back and forth)**

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Outcome:

3. CCYA needs drive the work of the TA agencies and the focus of the Steering committee.

Strategies/Outputs:

- a. Development and delivery of a survey to administrators to evaluate the effectiveness of the TA collaborative work.
- b. A guide for administrators that describes the TA services each agency provides, what need it addresses, and how the services interact with other agency's TA services.

Outcome:

4. The Steering Committee is forward looking and focused on being strategic about future CCYA needs.

Strategies/Outputs:

- a. Development and delivery of a survey to administrators to evaluate the effectiveness of the TA collaborative work.

Outcome:

5. TA collaborative work expands beyond 6 CQI counties to all 67 counties.

Strategies/Outputs:

- a. Joint presentation at a future PCYA conference to share the work of the TA collaborative.

Outcome:

6. Local TA teams meet regularly, share information, coordinate activities with counties, and meet as a team with counties when requested.

Strategies/Outputs:

- a. Meeting minutes and action plan following every meeting
- b. Frequently of meetings – Monthly
- c. Use of Sharepoint to share information, events, documents, and products
- d. Use of email distribution list to share information, events, documents, and products.

Completion Date: How long should this continue? When should the committee be done with its work?

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Formally monitor the Charter in March 2012. The ongoing monitoring will occur as we step out the TA collaborative action plan.

Impact: How does it benefit the agency and its client?
See Rationale and Outcome section.

Communication: What will be communicated about the charge of the committee? Who will communicate the charge and activities of the committee? What will the communication structure back to the sponsor group be?
Draft Charter will be shared with Committee on 1/20/11.



This section to be completed by committee:

Action List

Action Item	Date Assigned	Persons Responsible	Due Date/Timeline	Status/Date Completed

Activities/Tasks /Timelines: This section should be completed by the committee and submitted to the sponsors to ensure support and “buy-in” on the way the committee has chosen to complete its work. Reviewing this section with sponsors also allows the committee to secure necessary resources they have identified for the completion of the work.

Accomplishments and Date Charter Closed: At the completion of a charter, the committee should complete this section to document the accomplishments of the committee. The agency leadership could spotlight accomplishment at staff meetings, in agency newsletters, or agency bulletin boards.