**NHECC Infant and Toddler Committee meeting**

**October 14, 2015, 3 pm**

**UWGNH**

NHECC Result: All New Haven children, birth through 8, are healthy, safe, thriving in nurturing families and prepared to be successful lifelong learners.

Infant-Toddler Committee Result: *The city’s most vulnerable families and caregivers have the knowledge and skills to support their children’s development beginning at birth.*

**Agenda with meeting notes**

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| 10 min | 1. Introductions
	1. In attendance: *In attendance: Elisabeth Teller, Kathy Hagearty, Christina Nelson, Gail Ford, Yoo-Jin Chang, Kim Bohen, Janet Alfano*

*Kim submitted document with a recap of the committee’s work to date: Handout to be presented at November Council meeting.* | Janet |
| 20 min | 1. Survey Logistics and Timeline

*Survey last review. Questions on # 5-which programs within your organization do developmental screening? Program level data, but identify the organizations.* * *10/21 – List finalized*
	+ *Group reviewed existing contact list and made note that full contact list should include name, org and title and be consistent for all individuals on the list. For the purposes of this survey, we need email addresses only and can update the remaining information at a future date.*
* *10/26 – Survey distributed-*
	+ *Janet to update some language on the survey based on Kim Bohen’s emailed suggestions. In addition, she will add language indicating that we are looking for program level information. We will also include a note indicating that we want to know if folks are forwarding the survey to others so that we may accurately track response rate.*
	+ *Janet to distribute survey to Galit on 10/22 so she can forward it before she goes to India.*
* *10/30 – Survey deadline*
* *11/2 – reminder emails (final deadline 11/6)*
* *11/9-18 – data compiled and analyzed*
* *11/18 – IT committee meeting -- discuss findings and presentation to Council*
* *12/2 – presentation to Council*
	+ *The IT committee will review responses after follow up, do any necessary clean-up of data and review the findings at the 11/18 meeting. Based on the findings, we will decide on what our next steps will be.*
 | Janet |
| 40 min | 1. Performance Measures Discussion (see handout)

*Kim Bohen walked the committee through the process of RBA and setting performance measures for our committee as a whole. We came up with the following:** *Who are our customers?*
	+ *It committee*
	+ *NHECC*
	+ *City-transformation plan*
	+ *OEC/UW Heather Spada*
	+ *Legislators*
	+ *Families*
	+ *Providers*
	+ *(NHPS) School district*
* *How much?*
	+ *How many organizations participated/responded to the survey?*
	+ *The number sent and the number received*
	+ *The number of people that the results of the survey are shared with.*
	+ *The number of ways it is shared (ie-paper mailing, email, press release etc. social media)*
* *How well?*
	+ *% of tasks performed on Time, Attendance rates, %customers who report being Satisfied, unit Cost per service, % of standards met (TASCS) Example-sticking to the timeline.*
* *Difference Made? Examples # and % change in Behavior, Attitude, Circumstance, Knowledge or Skills (BACKS)*
	+ *The direct effect of this IT survey activity will be the increase the knowledge of the folks*
	+ *Follow up the survey results with another survey measuring the knowledge increase of the council members.*
	+ *#/% customer knowledge shared with*
	+ *#/% of NHECC members whose knowledge of Developmental Screenings is increased*
	+ *#/% ways knowledge shared*

*The above serve to measure our effectiveness as a committee as well as getting our committee familiar with the process of setting performance measures so that we use this process any time we are examining a course of action.*  | Kim |
| 20 min | 1. Future Business
* *Use survey findings to refine strategies*
* *Work with pediatricians/Project Launch @ HUSKY screenings*
* *Revisit home visiting?*
* *Revisit population level indicators*
 | Janet |
|  | 1. Next meeting

*November 18, 3 pm – note change due to Veterans Day* |  |