

### Purpose of Biennial Plan Update

Oregon Administrative Rules require counties to conduct a biennial update of their coordinated comprehensive plans for children and families. This update process provides counties with an opportunity to:

- reassess the plan to test its relevancy to current community conditions and expectations;
- revise the plan to incorporate significant changes in funding levels;
- refine priorities, strategies, and outcomes based on updated information;
- expand, strengthen, or acknowledge effective partnerships through discussion of priorities and strategies in the plan; and
- communicate successes and challenges with state partners.

After reviewing the Coordinated, Comprehensive Plan and Updates, the Executive Summary should be revised and distributed to local users of the plan as well as to state partners with this Update.

- I. Due dates, formatting, other technical requirements
  - Completed plan updates are due Tuesday, **January 31, 2006**.
  - Board of County Commissioner signatures on plan updates are required
  - Deliver two complete hardcopies to the OCCF office.
  - Submit one electronic copy, using the format included in this document, to Pat Pitman, Michael Kurtz or Peg VanderZanden using the First Class system, or submit your information on a disk.
  - Include any separate plan changes that you did not list directly on the template document.
  
2. For questions or technical assistance:
  - Pat Pitman, Oregon Commission on Children & Families (503) 373-1570 (ext. 223)
  - Michael Kurtz, Oregon Commission on Children & Families (503) 373-1570 (ext. 265)
  - Peg VanderZanden, Oregon Commission on Children & Families (541)426-4558(ext. 234)
  - Becky Eklund, Oregon Criminal Justice Commission (503) 986-4569
  - Karen Andall, Oregon Youth Authority (503) 373-7234
  - Jeff Ruscoe, Department of Human Services (503) 945-5901

## **Biennial Update Guidelines**

The guidelines have four parts:

- Part 1 – Update Process and Partnerships
- Part 2 – Plan Analysis – Where Are We Now?
- Part 3 – Implementation and Successes – How did we do?
- Part 4 – Priorities and Strategies – Where do we want to go, and how?

### **Part 1 - Update Process and Partnerships**

*Please submit an updated Executive Summary and answer the following questions even if there are no changes to the plan.*

1.a.) Please submit an updated Executive Summary of your Coordinated, Comprehensive Plan. Executive Summaries are distributed upon request to interested persons, and need to reflect the most recent version of the local plans.

1.b.) Attached on page 8 and 9 is a list of categories of partners. Please indicate by checkmark which partners participated in this Plan Update process.

1.c.) Which of the following methods do you use to regularly assess your county's progress in implementing the local comprehensive community plan? (Check as many as apply).

- Regular meetings with partners specifically to discuss progress (or as a specific agenda item at a meeting)
- Work plans/action plans
- Signed Interagency Agreements
- Common data base used by multiple organizations
- Step 8 data collection results
- Presentations to community organizations
- Evaluations
- Other \_\_\_\_\_
- Not currently tracked

1.d.) Is the local community mental health plan included in or attached to your county's comprehensive plan?

- Yes
- No. If no, when do you anticipate that it will be attached? (date) \_\_\_\_\_

1.e.) Is the local community public health plan included in or attached to your county's comprehensive plan?

- Yes
- No. If no, when do you anticipate that will it be attached? (date) \_\_\_\_\_

1.f.) An optional questionnaire for assessing partnerships is cited in Appendix A on page 8.

**Part 2 – Plan Analysis**

**Reviewing the plan – Where are we now?**

2.a.) Where are we demographically? What significant differences, if any, in the county population were shown in the most current population estimates? Include a review of race/ethnicity. (Certified population estimates can be found at <http://www.pdx.edu/prc/annualorpopulation.html>.)

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- No significant differences in the data
- The following are the most significant differences in the data.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2.b.) Where are we in terms of county-specific high level outcomes? (Note: The 2003 Oregon Benchmark County Data Book is posted at [http://www.oregon.gov/DAS/OPB/obm\\_pubs.shtml#Benchmark\\_County\\_Data\\_Books](http://www.oregon.gov/DAS/OPB/obm_pubs.shtml#Benchmark_County_Data_Books). The Progress Board will release the 2005 Oregon Benchmark County Data Book in the fall of 2005.) Include a review of race/ethnicity in the review of High Level Outcomes.

- No significant differences in the data
- The following are the most significant differences in the data. *List significant differences by area and impact (in numbers or percentage or both). List as many as apply.*  
*Example: Teen pregnancy rate increased by 10 girls (14%) since 2000 data.*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2.c.) In spring of 2004, Local Commissions on Children and Families conducted an informal survey about homeless and runaways. The survey sought input on three categories of information: estimates of Oregon’s homeless and runaway populations, community perceptions of homeless and runaway youth, and recommended actions regarding the homeless and runaway population. Since that time:

- a) What changes in demographics have occurred?
- b) What are your county’s greatest concerns regarding the homeless and runaway population?
- c) What recommendations are most critical for the statewide system of services to consider?
- d) What would your county recommend for a new High Level Outcome regarding the homeless and runaway population?

2.d.) Where are we in terms of gaps that are the most critical to fill in your county in order for your county to achieve the plan outcomes? Please limit the number checked on the table on the next page to **ten**. Add any additional categories relevant to your county’s continuum of services, but avoid listing specific programs.

## Biennial Plan Update (Phase III) Guidelines

Juvenile Crime	Alcohol and Drug	Early Childhood	Other Systems and Cross-system Supports
Basic services (JCP)	Alcohol and drug treatment services for adults	Home visiting	Mental health services for adults
Aftercare support	Alcohol and drug treatment services for youths	Child care (hard to find*)	Mental health services for infants, toddlers, children and youth
Diversion services	Alcohol and drug prevention services – access to services	Child care (affordable)	Access to health care, dental services
Juvenile crime prevention	Alcohol and drug prevention – changing community norms, public awareness	Preschool	Access to contraceptive information
Involve families in family therapy and prevention efforts	After care support	Early childhood workforce development	Youth suicide prevention
		Medical Homes	Literacy programs
Other_____	Other_____	Other_____	Emergency shelter
			Foster care
			Family support services to higher risk families
			Domestic violence services
			Domestic violence awareness & education
			After school activities
			Alternative education
			Truancy/school attendance
			Workforce training
			Positive youth development activities
			Mentoring
			Parenting education
			Provider/caregiver training
			Safe, decent, affordable housing
			Transportation
			Living wage jobs
			Other_____
			Other _____

- Includes infant and toddler, after hours, special needs, match with home culture, etc.

**Part 3 - Implementation and Successes**

**Implementation - How did we do?**

- 3.a.) How did we do in addressing our priorities and strategies? Provide specific examples.
- 3.b.) Based on the Step 8 data collected so far, how is your county doing in achieving its output and outcome targets for children and families? (Counties may refer to the Progress Board review of local plans' Step 8 data, to be released in September of 2005.)

**Implementation - What is slowing your progress in implementing the plan?**

3.c.) What barriers to implementation has the partnership encountered? (Check as many as apply)

- Community capacity
- Program capacity (waiting lists, etc.)
- Key leader or key staff turnover
- Lack of support from key leaders
- Partners unwilling to participate
- Partners unable to participate/Lack of staff time
- Inadequate financial resources
- Complexity of implementation
- Inflexible state administrative rules or statutes
- Lack of support from businesses and other community organizations
- Ability to fund best practices programs with current funding
- Other \_\_\_\_\_
- Other \_\_\_\_\_

3.d.) Besides inadequate financial resources, which one of the following conditions has the *most* impact on your partnership's ability to achieve plan outcomes? (Check only one)

- Community capacity
- Program capacity (waiting lists, etc.)
- Key leader or key staff turnover
- Partners unwilling to participate
- Partners unable to participate/Lack of local staff time
- Complexity of implementation
- Inflexible state administrative rules or statutes
- Lack of support from businesses and other community organizations
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Biennial Plan Update (Phase III) Guidelines

3.e.) From the list in question 3.c. above, are there barriers that state agencies could resolve or reduce? If so, please list in the following table and tell your thoughts about what needs to be done.

Barrier	Proposed Actions
<i>Agency X's administrative rules limit expenditures to a certain age range. If children 1-2 years younger also could be served, then the Boys &amp; Girls Club will agree to be a partner in the strategy, which will greatly expand the reach of that strategy.</i>	<i>Agency X should consider revising its administrative rule, or creating an exceptions or waiver process.</i>

### Implementation - What are your successes related to implementation of the plans?

3.f.) Our county's efforts to better coordinate and improve services have resulted in:

- No change in programs and services
- Improved coordination with no change in programs or services
- Improved coordination with change in programs or services
- Change in programs or services only
- Other \_\_\_\_\_

3.g.) Describe any specific improvement made in the early childhood system as a result of the efforts of the Early Childhood Team.

3.h.) Many counties have made significant improvements in programs, services and supports for their diverse populations. Please briefly highlight what your county has done in the past two years to improve services to *all* residents as a result of partnership efforts. Are there things you have done or learned that other counties might find helpful? Who was involved and how did you make it happen?

*Example response: Curry County organized a diversity committee in 2002 to identify how to better engage its diverse populations, which are a small proportion of the overall population, in the planning and delivery of services. The committee has fourteen members, including representatives from American Indian, Hispanic, Disabled, Gay, Men, Mentors and Youth groups. The committee has identified countywide changes at the organizational level that are leading to improved access to services. For example, the committee is developing specific criteria to evaluate programs and proposals. They are also working towards community wide awareness events. The committee meets bimonthly. Recent budget reductions severely limit the committee's access to training and ability to interact with other organizations of similar purpose throughout the state.*

3.i.) Explain how the community has been mobilized by the implementation of the plans. Provide specific examples.

**Part 4 - Priorities and Strategies**

**Priorities and Strategies - Where do we want to go, and how?**

4.a.) Considering answers from questions #2 through #4, list any changes made for 2006-08 or attach a copy of revised section(s) with changes clearly indicated.

- Changes were made to the plan and reported in the table below
- Changes were made to the plan and the revised section(s) from the plan is attached
- No significant changes in the priorities or strategies

High Level Outcome	Change in Priority and/or Strategy	Comments (optional)
<i>HLO #6 Decrease 8<sup>th</sup> grade tobacco use</i>	<i>Delete: strategy 6.1.a. Public awareness campaign Add: 6.1.a. Life skills curriculum offered in after school programs for 6<sup>th</sup> &amp; 7<sup>th</sup> graders</i>	

4.b.) (*Measurement- Step 8*) As a result of changes in priorities and strategies, did your county make any changes in the measurement area?

- No changes at this time.
- Changes were submitted with latest submission of Step 8 data.
- Changes were made to the logic model or data collection plan: Please attach revised version.

4.c.) What other changes, if any, were made to the Plan?

- No other changes
- Changes to other parts of the plan: Describe, or attach revised section(s)  
*Describe plan changes other than priorities and strategies here, or attach the revised section(s) from the plan*

***Thank you! This completes the plan update. One optional question to enhance the information, and the participant list are on the next pages.***

**Appendix A - Optional Question and Participant List**

**Plan Update Process and Partnerships**

(Optional) Counties that want to assess their group functioning, service delivery coordination, and progress in collaboration can use questions from a past survey of the early childhood system and expand it to other systems. Relevant portions of that questionnaire are available at [www.oregonpcf.org/ourwork](http://www.oregonpcf.org/ourwork). Click on Biennial Update Optional Survey.

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**Question 1.b. - Checklist of Plan Update participants**

Put a check beside any of the following people or organizations that participated in the plan update in some way. Check as many as apply. Additional categories may be added as needed.

Community residents:

- General population
- Youth
- Clients/consumers
- People with special needs
- Groups of diverse populations

Local Governments

- County human services agency
- Law Enforcement
- Tribal governments
- Juvenile departments
- Parole/probation
- Service providers
- Other county government entity

Dept. of Human Services:

- Abuse and neglect
- Food, cash, housing
- Disability services
- Service providers
- Safety Net
- Community Partnership Teams

Alcohol & drug prevention

- Prevention coordinators
- Service providers

## Biennial Plan Update (Phase III) Guidelines

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### Health

- Public health departments
- Local mental health authority
- Mental health organizations
- Health Maintenance Organizations
- Hospitals
- Other Health Care Providers

### Community Providers

- Domestic violence organizations
- Community Action Agency
- Public Housing Authorities
- Other affordable housing providers
- Advocacy groups
- After-school programs
- Child care providers
- Child Care resource and referral
- Early childhood team representatives
- Early Intervention/Early Childhood Special Education
- Head Start/Oregon Pre-Kindergarten

### Private Sector

- Businesses
- Chamber of Commerce
- Service Clubs
- Faith Community
- Neighborhood coalitions

### K-16 education:

- Specific schools
- Parent teacher associations
- School Board
- School district
- Alternative schools
- Community Colleges
- Educational Service District
- Workforce Providers

Other \_\_\_\_\_