

Request for Proposal Technical Assistance Conference Notes
For needs assessment, gap analysis, and subsequent recommendations for
current and former out-of-home care youth since 2000 in Manchester, NH

August 9, 2007

Attendees:

Steve Thurston, NorthMark Group
Patrick van Rooyen, Workforce Training Resources

Vision Partner Personnel:

Egon Jensen and Robert Rodler, DHHS
Bonnie St. Jean, DOE

Mr. Jensen provided an overview of the request for proposal describing the background, pilot state selection, and subsequent federal funding for this grant project. A description of the expectations and goals as outline in the RFP was shared.

Questions and Answers:

How do we ensure involvement of the academic community?

Academic community has an opportunity to apply for the funds to conduct the needs assessment. The bids were sent to the partners' bidders list and included in legal notices in the Union Leader. They could also be included in the focus and survey groups (youth serving organizations).

Are the other 15 states doing surveys and similar projects as NH?

No, each state's project responds to State's needs. Since the Technical Assistance Conference, the other state's synopsis has been reviewed to provide related information. Those pilot states conducting surveys include:

- Delaware will be conducting a comprehensive gap analysis of organizations that serve youth aging out of foster care in the City of Wilmington.
- Florida will be developing a community action assessment and action plan for serving youth with special needs to increase coordination and expand services to the most at risk youth.
- Utah will conduct focus groups with youth to identify service needs, service delivery success models, and adjust outcome expectations for youth that are juvenile parolees ages 14 to 21 residing in the five secure facilities located throughout the State of Utah.

What are the stakeholder groups? Are they the five groups identified on page 4?

Yes, they are as identified on page four:

- A. Youth in out-of-home care,
- B. Child protection workers and juvenile protection and parole officers, foster parents, relatives, caregivers, and residential staff,

- C. NH Works and Vision Partner personnel,
- D. Businesses, business associations, and professional organizations, and
- E. Court Appointed Special Advocates (CASA), Guardian Ad Litem (GAL), mental health professionals, community and faith based organizations, and youth serving organizations including secondary school transitional plan personnel, guidance counselors, and social workers.

What is the anticipated sample size of the focus groups?

Child protection is approximately 30 workers.

DJJS personnel are approximately 20 workers.

Foster parent personnel are approximately 100 individuals.

CASA is approximately 50-100 individuals.

Youth is approximately 50 youth in protective care and 30 youth in DJJS; thus we're anticipating approximately 80-100 youth currently in care. Approximately 25 youth age out each year thus approximately 150 youth since 2000 have been served in the Manchester office.

This RFP will not be surveying or conducting focus groups for youth in secure care (i.e. Sununu Youth Services Center).

We would look at contractor to provide feedback if there was not a sufficient sample size.

How are we planning to reach the youth?

It is recognized that the youth population are very transient. Youth currently in care will be transported to the focus groups. Food and stipends will be provided to all youth in an effort to obtain participation. It is hoped that the snow ball effect will occur whereby students will reach out to other friends to encourage participation.

Are we looking to conduct surveys for quantitative purposes or focus groups for qualitative purposes?

We're looking for both.

How are we going to recruit or engage other focus and survey groups?

It is the intent to reach each of the categories and as many of the sample size as possible.

- The child protection workers and juvenile protection and parole officers, foster parents, relatives, caregivers, and residential staff are either employees or contractor personnel of DHHS. The respective divisions will notify applicable personnel of focus groups and provide mailing labels to facilitate distribution of surveys.
- NH Works and Vision Partner personnel are employees or contractors of Vision Partners. The respective agency or Manchester Youth Vision Advisory Committee designee will contact appropriate personnel for focus groups and assist with distribution of survey which could be done via email or mail.
- Businesses, business associations, and professional organizations will be through joint identification by applicant and Manchester Youth Vision Advisory

Committee of key businesses and personnel for participation in focus groups and surveys.

- Court Appointed Special Advocates (CASA), Guardian Ad Litum (GAL), mental health professionals, community and faith based organizations, and youth serving organizations including secondary school transitional plan personnel, guidance counselors, and social workers are a combination of partner personnel staff, contractors, or third parties. As indicated partner personnel and contractors can be identified by Manchester Youth Vision Advisory Committee members and assist with notification. The applicant and Manchester Vision Advisory Committee will work together with the applicant to identify those groups that are not employees or contractors and strategies to reach the intended audience.

When are the focus groups expected to occur?

The time varies based on when the participant is available. For example, a student would need to be after school or early evening. Businesses traditionally are easier to reach early in the morning or late afternoon.

Is it the intent that the focus groups be recorded and that there be a transcription of the recordings?

As indicated on page 6, narrative, it is our intent for the applicant to describe proposed data collection methods. It is not a requirement that meetings be recorded and transcriptions of recordings exist. However, due to the nature of the focus groups it might be easier to record rather than attempt to write down the information provided from the focus groups.

Recognizing the contract will commence on October 1, who will oversee the contract?

The contract will be with the Workforce Opportunity Council who has final decisions pertaining to contract implementation. However, it is envisioned that the operations will be handled by the Manchester Youth Vision Advisory Committee, or a subset of that Committee.

What is the deadline for additional questions to be submitted?

They may be submitted via email through 1 pm on August 31st to psulliva@dhhs.state.nh.us

What is the purpose of the monthly meetings as reflected on page 4, #6?

The purpose of the meeting is to ensure open communication, problem resolution, and assistance to ensure we achieve the goals established.