

**Promise Partners, Pottawattamie County's Alliance for Youth**  
Planning Committee Meeting  
January 20, 2012

**Attendees:** Jenny Barnett-CBCSD, Elizabeth Gray- Kaneshville Alternative Learning Center, Amy Hoffmann-FAMILY, Inc., Shelly Hovey-Pottawattamie County, Carol Johnson, Deb Kissel-Green Hills AEA, Jeanette Linnenburger-CCR&R, Heather Loutzenhiser-Promise Partners, Sandra McKinnon-ISU Extension, Steve McPhillips-Kaneshville Alternative Learning Center, Jordan Morse-FAMILY, Inc., Susan Pawloski-Lutheran Family Service, Carrie Powders-Early Access, Patricia Russmann-Promise Partners, Barbara Sanford-FAMILY, Inc., Nancy Schulze-Heartland Family Service, Judy Showers-Promise Partners, Jessica Simons-Promise Partners, Kelly Towne-FAMILY, Inc., Monica Weber-Early Access, Deb Weilage-FAMILY, Inc., Michala Wilson-FAMILY, Inc., Janice Wright-FAMILY, Inc., Sarah Zach-FAMILY, Inc., Deb Zebill-Green Hills AEA

**Introductions & Announcements:**

The meeting was called to order by Patricia Russmann at 9:04 AM.

Jessica Simons orchestrated an ice breaker.

**Old Business – Finalize:**

**Revisions of Policy/Procedures Documents:**

The committee took time to review, discuss, and revise policy and procedure documents utilized by the planning committee. *See documents following meeting minutes.*

Sarah Zach volunteered to bring the revised Policy/Procedures and Grievance Policy documents to the Board at the January 25, 2012 meeting for Board approval.

**Progress Reports:**

**Pottawattamie Youth Council & Community Networking Initiative:**

Jessica Simons & Heather Loutzenhiser shared the following:

The Pottawattamie Youth Council (PYC) was formed in 2007 and consists of a group of high school students. The purpose of the group is to provide leadership and service opportunities for youth through philanthropy, grant making, and service projects. The group has 23 members at this time. The group has participated in various projects this past year including: Grant making and the grant signing ceremony, Kaneshville Alternative Learning center tour, met with the Pottawattamie County Board of Supervisors, partnered with Trailblazers, walked dogs at the shelter, we are in the process of sending letters to the troops to name just a few.

Jessic has also created a scorecard for the Council and the numbers on the scorecard show that through this initiative the members have increased their leadership skills and increased their community awareness.

It was suggested that this group be recognized for their accomplishments at an upcoming Council Bluffs Community School District Board meeting. Jessie also distributed Our Year at a Glance/PYC that lists accomplishments of the group.

**Program Landscape Mapping Survey:**

Patricia shared the committee is planning on sending out the Ready by 21 survey to community members to complete. She asked this coalition to review the survey changes/suggestions are in red.

Patricia thanked everyone for their input.

Copies of the surveys are following the minutes.

**Announcements:**

Deb Kissel shared the homeless youth count is scheduled for January 25, 2012. She will be sending out an email with a form and more information.

Carol Johnson shared an Asset Champions meeting is Tuesday, January 24, 2012 at 9:00AM at the Iowa State University Extension Office. Jessica Simons will report on the Youth Survey Project. March 5, 2012 a Community lunch/meeting is scheduled entitled Youth Voice for Change from 11:00AM-12:30PM. All 3 high schools will be represented. No location yet, more information will follow.

Patricia asked that members of this coalition sign up for Child Well-Being Results and Indicators committees for the next meeting, following are the committees:

- **All children have secure and nurturing families**  
Monica Weber, Carrie Powders, Amy Hoffman, Barbara Sanford, Sandra McKinnon, Susan Pawloski
- **All children and youth are healthy**  
Sarah Zach, Jeanette Linnenburger, Shelly Hovey
- **Children enter school ready to succeed**  
Deb Weilage, Kelly Towne
- **Children and youth are successful in school**  
Deb Zebill
- **Youth are prepared for a productive adulthood**  
Deb Kissel, Heather Loutzenhiser
- **Communities are safe and supportive**
- **All children and youth are connected to their community**  
Carol Johnson, Michala Wilson, Jordan Morse, Jessica Simons

**Meeting Adjourned:**

The meeting was adjourned by Patricia Russmann at 11:04 AM.

The next meeting is scheduled for Friday, February 17, 2012 from 9:00-11:00AM at the Micah House.

The next Governance Board meeting is scheduled for Wednesday, February 29, 2012 from 1:00 to 3:00PM at the Micah House

Meeting minutes respectfully submitted by Judy Showers, Administrative Assistant

**PROMISE PARTNERS  
PLANNING COMMITTEE  
AGREED UPON PROCEDURES**

Coalition Meetings

Promise Partners monthly coalition meetings are typically held on the third Friday of each month. We do not meet in July or December. Meetings are currently held at the Micah House conference room from 9:00-11:00 a.m. Members are encouraged to make donations to the Micah House for use of the space such as napkins, toilet paper, kleenex, coffee, etc. Meetings may consist of “working meetings” and/or informational presentations. Members are expected to regularly attend and actively participate. Recommendations are then presented to the Promise Partners Governance board for consideration and final approval.

If the area schools close or have a late start due to inclement weather, the coalition meeting will be cancelled. A special meeting may be scheduled at a later time if deemed necessary.

Meeting Ground Rules (Updated by coalition members in April of 2009)

- One person speaks at a time
- Facilitator will manage time and agenda
- Limit open discussion
- Honor agenda & time frame for meeting
- Set a time limit for discussion- then may need to table discussion for future meeting
- Limit “other business or updates” to 5 minutes per person- if more time is needed, you need to get on the agenda
- No “sidebars”
- Cell phones on mute or vibrate
- Take written questions

It is the responsibility of coalition members to update their agency information through the Promise Partners website and monthly meetings. If one agency has various representatives, it is that organization’s responsibility to update the representative prior to the monthly meeting.

Attendance

Attendance of monthly coalition meetings is strongly encouraged, yet not required by any one individual or agency. Coalition members are also strongly recommended to attend one governance board meeting per year, as well as serve on a task-team or subcommittee. Agencies funded by Promise Partners are contractually required to attend the majority of meetings.

Voting

The coalition primarily functions by consensus, however, in the case of an issue or recommendation that does require a vote, an agency or organization must have a 50% attendance rate to vote. In this instance, only one vote per program is permitted and will be cast by ballot. The votes would then be presented to the Promise Partners governance board for final approval.

Promise Partners Governance Board Members (July 2011)

1. Chuck Scott, Education representative
2. Kris Smith, Health representative
3. Tom Bouska, DHS representative
4. Bruce Smith, Faith representative
5. Dan Collin, Business representative
6. Laura Holcomb, Citizen
7. Melvyn Houser, Elected official representative – Board Chair
8. Scott Belt, Elected official representative
9. Keith Pick, Juvenile Court Services representative
10. Susan Roarty, JCS representative
11. Meghan McCollester, Parent 0-5
12. Judd Knispel, Citizen

The board composition will be a minimum of 9 and maximum of 15 and must constitute 51% citizen/elected officials. A quorum will be the majority of the board members. A 15 member board requires a minimum of 8 board members present at the meeting to conduct business. No board member shall serve more than 2 consecutive terms of three years each.

### Pottawattamie Youth Council (PYC)

The Pottawattamie Youth Council (PYC) is a youth-based initiative of Promise Partners that seeks to help youth, children, and families in the area through service and philanthropy. Youth participate as members of PYC by assisting Promise Partners and overseeing the Community Networking Grants Initiative. Throughout their membership, students become better informed about community needs, issues, and resources, all while building their leadership skills.

### Grievance Policy

#### **Grievance Against a Group Action, Policy or Procedure:**

All members are encouraged to contact the Director and/or Board Chairperson with any grievance regarding the actions, policies and/or procedures of the Promise Partners Planning Committee. The grievance must be presented within 10 business days of the occurrence. The Director or Board Chair will assist the member(s) in deciding how they would like to proceed with the grievance, informal or formal:

**Informal:** Member(s) and Director/Board Chair find a resolution that works for all parties and a formal grievance is not made.

**Formal:** Member(s) complete Grievance form and submits it to the Director/Board Chair. The Director and member(s) can meet privately or can decide to bring the issues to the Planning Committee. When a resolution is reached, the Director will update the Grievance form and the matter will be closed. If a resolution is not reached, the member(s) must decide if they want their grievance presented to the Governance Board. If they decided not to, then the Director will update the Grievance form and the matter will be closed. If they decide to bring the grievance to the Governance Board, then the Director will update the Grievance form and add the grievance to the Governance Board agenda. Member(s) must be present at the Governance Board meeting if their grievance is being presented. The Board members will decide on the resolution for the Planning Committee members. The Director will update the Grievance form and the matter will be closed.

#### **Grievance Against the Director:**

All members are encouraged to contact the Promise Partners Board Chair with any grievance regarding the Director. The grievance must be presented within 10 business days of the occurrence. The Board Chair and the DHS Service Area Manager will assist the member(s) in deciding how they would like to proceed with the grievance, informal or formal:

**Informal:** Member(s) and the Board Chair find a resolution that works for all parties and a formal grievance is not made.

**Formal:** Member(s) complete Grievance form and submits it to the Governance Board Chair. The Board Chair, DHS SAM, and member(s) can meet privately or can decide to bring the issues to the Governance Board. If they decide to bring the grievance to the Governance Board, then the Board Chair will update the Grievance form and add the grievance to the Governance Board agenda. Member(s) must be present at the Board meeting if their grievance is being presented. The Board members will decide on the resolution. The Board Chair will update the Grievance form and the matter will be closed.

#### **Grievance Policy following is the revised form:**

**Promise Partners  
Grievance Form**

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**Appeal Process for Funding Requests:**

Applicants who are denied funding may appeal to the Governance Board. Appeals must be in writing and be received within 10 business days of the date of the notification to the applicant. Appeals must be based on the contention that the process violated state or federal law, did not follow review process or involved a conflict of interest by the board. All appeals shall clearly state how the selection failed in following the rules of the grant process as governed by the policies and procedures outlined in the application material provided to all applicants. The request must also describe the remedy sought. The Board will review the appeal and gather information regarding any infractions of the process. At the next regularly scheduled meeting of the Promise Partners Governance Board, the Board will determine if there has been a violation of process and will rule on the appeal. Written notice will be sent to the appellant within ten working days of the appeal review decision.

**Promise Partners  
Grievance Form**

Date: \_\_\_\_\_

Person Filing grievance: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Grievance Occurred: \_\_\_\_\_

Type of Grievance: \_\_\_\_\_

Explain nature of grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe requested remedy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grievance forms must be submitted within 10 business days of the occurrence. Send form to Promise Partners Board Chair, C/O Promise Partners, 300 W. Broadway, Suite 213, Council Bluffs, IA 51503

To Be Completed by Promise Partners:

Date Received: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Response: \_\_\_\_\_

Date Closed: \_\_\_\_\_







# WELCOME



Dear Community Partner:

Promise Partners - Pottawattamie County Alliance for Youth is the coordinating body that is working together through inter-agency and cross-discipline collaboration to better coordinate efforts to effectively address the needs of children, youth (ages 0-21+) and their families. Through community partnerships, we seek to increase the quality, coordination and accessibility of services and supports for children and youth in our county. To that end, we are working to create a Pottawattamie County Program Landscape Map.

This information will serve multiple purposes. It is a follow-up to community assessment and youth survey created in partnership with Iowa West Foundation. It will also inform our community plan required to be designated as an Early Childhood Iowa local area. Iowa legislation stipulates that local boards submit a fiscal assessment as part of our continued designation to receive state funds. We currently bring approximately \$1 million dollars into Pottawattamie County for Early Childhood services and an additional \$700,000 for services and support to children, youth and families in Pottawattamie County. The majority of those funds are contracted to various community partners to provide services. Your assistance in completing this survey will help ensure we continue to bring those resources into our community. This information will also be shared with local funders and foundations, city/county/community leaders, elected officials and policy makers.

The survey is grounded in the Five Promises based on research of Developmental Assets. The Research shows - and experience proves - that children need five fundamental resources to thrive:

- Caring Adults
- Safe Places and Constructive Use of Time
- A Healthy Start and Future
- Effective Education for Marketable Skills and Learning
- Opportunities to Make a Difference through Helping Others

As an organization that serves children, youth and/or their families, we need your help to gain a better understanding of our community's current supports and services. Please take a few moments to complete the attached survey. The data collected will help us get a better picture of the services, supports and opportunities currently available to children and youth in the community as well as identify any gaps.

This short survey to gather an organizational overview is to be completed by the Executive Director or CEO. Please note that you only need to complete this once. The length of time required to complete the overview is approximately fifteen minutes.

There is a separate survey for information regarding programs. This survey needs to be completed by each program the organization provides. The length of time required to complete the program survey is approximately thirty minutes.

We appreciate you helping us to get the most comprehensive data possible. Please be sure that the appropriate people in your organization receive and complete the survey; as well as forward to any other organizations you know that serve children/youth and their families.

Thank you for taking the time to provide critical information that will help foster and support an improved system of children and youth services in our county. Upon completion of this survey you will be automatically entered in our drawing for a chance to win a \$250 gift card for your program. If you have any questions about the survey, please contact Patricia Russmann at 712-256-9920 (office), 402-630-7399 (cell) or [prussmann@cbcsd.org](mailto:prussmann@cbcsd.org).

Sincerely,  
Melvyn Houser, County Board of Supervisor and Promise Partners Chairperson  
Patricia Russmann, Executive Director, Promise Partners

# Pottawattamie County Program Landscape Survey for Organizational Leader

The survey should be completed by the Executive Director/CEO or designee and pertains to general organizational information. Fill in this short survey of organizational information only once for your agency. Many organizations serve multiple counties or the Greater Metropolitan Area. Please complete this survey only for the services, opportunities, supports relevant to Pottawattamie County. Do not feel you must spend a lot of time researching for this, just estimate to the best of your knowledge. Please note: Your information will automatically save when you go to the next page.

## \*1. Please complete your organizational information.

**Name and Title:**

**Organization:**

**Address:**

**Address 2:**

**City/Town:**

**State:**  ▼

**ZIP:**

**Email Address:**

## \*2. Organization type:

- School or other educational institution
- Early Care Environments (child care home, licensed center, prek)
- Public Agency (federal, state, county, city)
- Civic Organization
- Affiliate of national non-profit organization
- Local non-profit organization
- Business
- Independent community-based organization
- Faith-based organization

Other (please specify)

## Human Resource Capacity

**\*3. Number of employees (full time equivalent) in your organization that serve Pottawattamie County:**

- 0-5       6-10       11-50       51-100       100+

**4. Number of volunteers in your organization that serve Pottawattamie County:**

- 0-5       6-10       11-50       51-100       100+

## Financial Resource Capacity

### 5. Annual Organizational Budget (estimate) for services in Pottawattamie County:

### 6. Identified sources of funding:

- Federal Funding
- State Funding
- Local Funding
- Private Funding
- Promise Partners Funding

Other (please specify)

### 7. Identified gaps in funding for Pottawattamie County:

## Level of Collaboration

### 8. Identify agency's level of collaboration with Promise Partners - Pottawattamie County's Alliance for Youth:

- Communication - There is a process for exchange of information and common understanding.
- Contribution - There are mutual exchanges through which partners help each other by providing some of the resources and support needed to reach their independent goals.
- Coordination - There is a deliberate, joint, often formalized relationship among partners involving communication, planning and division of roles, and longer term goals.
- Cooperation - There is a defined relationship in which partners plan together, negotiate mutual roles and share resources to achieve joint goals.
- Collaboration - Partners engage in a process through which they constructively build an interdependent system which includes a common mission, comprehensive communication and planning, pooled resources, and shared risks and products.
- None

Comment:

## Number of Programs Provided

**\*9. How many distinct programs does your organization provide serving Pottawattamie County?**

Number

Number of Programs

**\*10. How many of these programs are focused on children and youth (0-21 years)?**

Number

Programs serving children  
and youth.

**11. Is your organization accredited or credentialed? (If so, by whom?)**



## Thank You!

Thank you for your time and assistance in completing this survey by Promise Partners. Your assistance is important in understanding the services and programs available to youth and families in Pottawattamie County.

If you have any questions regarding this survey, please feel free to call Patricia at (712)256-9920. We welcome your participation in our community planning efforts. For more information visit [www.promisepartners.org](http://www.promisepartners.org).

# Welcome



Dear Community Partner:

Promise Partners - Pottawattamie County Alliance for Youth is the coordinating body that is working together through inter-agency and cross-discipline collaboration to better coordinate efforts to effectively address the needs of children, youth (ages 0-21+) and their families. Through community partnerships, we seek to increase the quality, coordination and accessibility of services and supports for children and youth in our county. To that end, we are working to create and maintain a Pottawattamie County Program Landscape Map.

This information will serve multiple purposes. It is a follow-up to community assessment and youth survey created in partnership with Iowa West Foundation. It will also inform our Community Plan required to be designated as an Early Childhood Iowa local area. Iowa legislation stipulates that local boards submit a fiscal assessment as part of our continued designation to receive state funds. We currently bring approximately \$1 million dollars into Pottawattamie County for Early Childhood services and an additional \$700,000 for services and support to children, youth and families in Pottawattamie County. The majority of those funds are contracted to various community partners to provide services. Your assistance in completing this survey will help ensure we continue to access those resources. This information is being shared with local funders and foundations, city/county/community leaders, and policy makers.

The survey is grounded in the Five Promises based on research of Developmental Assets. The Research shows - and experience proves - that children need five fundamental resources to thrive:

- Caring Adults
- Safe Places and Constructive Use of Time
- A Healthy Start and Future
- Effective Education for Marketable Skills and Learning
- Opportunities to Make a Difference through Helping Others

As a program that serves children, youth and/or their families, we need your help to gain a better understanding of our community's current supports and services. Please take a few moments to complete the attached survey. The data collected will help us get a better picture of the services, supports and opportunities currently available to children and youth in the community as well as identify any gaps.

This survey is for programming information. This survey needs to be completed by each program the organization provides. The length of time required to complete the program survey is approximately thirty minutes.

There is a separate short survey to gather an organizational overview to be completed by the Executive Director or CEO. Please note that you only need to complete this once. The length of time required to complete the overview is approximately fifteen minutes.

We appreciate you helping us to get the most comprehensive data possible. Please be sure that the appropriate people in your organization receive and complete the survey; as well as forward to any other organizations you know that serve children/youth and their families.

Thank you for taking the time to provide critical information that will help foster and support an improved system of children and youth services in our county. Upon completion of this survey you will be automatically entered in a drawing for a chance to win a \$250 gift card for your program. If you have any questions about the survey, please contact Patricia Russmann at 712-256-9920 (office), 402-630-7399 (cell) or [prussmann@cbcsd.org](mailto:prussmann@cbcsd.org).

Sincerely,

Melvyn Houser, County Board of Supervisor and Promise Partners Chairperson

Patricia Russmann, Executive Director, Promise Partners

# Child, Youth and Family Services Landscape Survey for Programs in Pottawatt...

This survey is to be completed for each distinct program or type of service that the agency provides in Pottawattamie County. For example-- if your agency provides three distinct programs, this survey will be filled out in it's entirety three times - one for each of the three programs by that program's coordinator/supervisor.

Many organizations serve multiple counties or the Greater Metropolitan Area. Please complete this survey only for the services, opportunities, supports provided in Pottawattamie County.

Please assist us by forwarding this survey to the appropriate individuals in your organization and/or with other programs you work with.

Please note: Your information will automatically save when you go to the next page.

## \* 1. Organization Name:

## \* 2. Program or Service Name: (please limit responses to one program)

## 3. Program's primary contact information:

|                |                      |
|----------------|----------------------|
| Name:          | <input type="text"/> |
| Address:       | <input type="text"/> |
| City/Town:     | <input type="text"/> |
| State:         | <input type="text"/> |
| ZIP:           | <input type="text"/> |
| Email Address: | <input type="text"/> |

## Resource Capacity

**\*4. Number of employees (full time equivalent) with your program serving Pottawattamie County:**

- 0-5
- 6-10
- 11-50
- 51-100
- 100+

**5. Number of volunteers in your program serving Pottawattamie County:**

- 0-5
- 6-10
- 11-50
- 51-100
- 100+

**6. Total Program budget for current year (estimate) serving Pottawattamie County:**

## Geographical Service Area

### 7. Geographical service area by city/town

**(NOTE: you may check more than one):**

- |   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Avoca          | <input type="checkbox"/> Hancock    | <input type="checkbox"/> Oakland   |
| <input type="checkbox"/> Carson         | <input type="checkbox"/> Macedonia  | <input type="checkbox"/> Treynor   |
| <input type="checkbox"/> Carter Lake    | <input type="checkbox"/> McClelland | <input type="checkbox"/> Underwood |
| <input type="checkbox"/> Council Bluffs | <input type="checkbox"/> Minden     | <input type="checkbox"/> Walnut    |
| <input type="checkbox"/> Crescent       | <input type="checkbox"/> Neola      |                                    |

### \*8. Geographical service area by zip code:

**(NOTE: you may check more than one):**

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> 51501 | <input type="checkbox"/> 51548 |
| <input type="checkbox"/> 51502 | <input type="checkbox"/> 51549 |
| <input type="checkbox"/> 51503 | <input type="checkbox"/> 51553 |
| <input type="checkbox"/> 51510 | <input type="checkbox"/> 51559 |
| <input type="checkbox"/> 51521 | <input type="checkbox"/> 51560 |
| <input type="checkbox"/> 51525 | <input type="checkbox"/> 51570 |
| <input type="checkbox"/> 51526 | <input type="checkbox"/> 51575 |
| <input type="checkbox"/> 51536 | <input type="checkbox"/> 51576 |
| <input type="checkbox"/> 51542 | <input type="checkbox"/> 51577 |

**9. If applicable, indicate which schools your program serves (NOTE: you may select more than one):**

- |   |  |
|---|--|
| <input type="checkbox"/> AHST                     | <input type="checkbox"/> Tri-Center          |
| <input type="checkbox"/> Council Bluffs Community | <input type="checkbox"/> Underwood           |
| <input type="checkbox"/> Lewis Central            | <input type="checkbox"/> Walnut              |
| <input type="checkbox"/> Riverside                | <input type="checkbox"/> Heartland Christian |
| <input type="checkbox"/> Treynor                  | <input type="checkbox"/> St. Albert          |

## Youth & Children Served

**\*10. Estimated total number of children/youth or families served per year by your program in Pottawattamie County:**

**\*11. Given your current resources and staff, estimate your total capacity (number of slots) of the program per year for Pottawattamie County.**

**12. If applicable, estimated number of children/youth or families currently on waiting list:**

**\*13. Which of the following ages does your program support (NOTE: you may select more than one answer):**

- |   |                                   |   |
|---|-----------------------------------|---|
| <input type="checkbox"/> Under the age of 1 | <input type="checkbox"/> 8 years  | <input type="checkbox"/> 16 years                             |
| <input type="checkbox"/> 1 years            | <input type="checkbox"/> 9 years  | <input type="checkbox"/> 17 years                             |
| <input type="checkbox"/> 2 years            | <input type="checkbox"/> 10 years | <input type="checkbox"/> 18 years                             |
| <input type="checkbox"/> 3 years            | <input type="checkbox"/> 11 years | <input type="checkbox"/> 19 years                             |
| <input type="checkbox"/> 4 years            | <input type="checkbox"/> 12 years | <input type="checkbox"/> 20 years                             |
| <input type="checkbox"/> 5 years            | <input type="checkbox"/> 13 years | <input type="checkbox"/> 21 +                                 |
| <input type="checkbox"/> 6 years            | <input type="checkbox"/> 14 years | <input type="checkbox"/> client focus is adults with children |
| <input type="checkbox"/> 7 years            | <input type="checkbox"/> 15 years |   |

**\*14. Of the number of children/youth/families served per year, please estimate what percentage fall into the age categories. All answer choices must total 100%. (Please do not include the percentage sign.):**

|                                      |                      |
|--------------------------------------|----------------------|
| 0-5 years                            | <input type="text"/> |
| 6-10 years                           | <input type="text"/> |
| 11-14 years                          | <input type="text"/> |
| 15-18 years                          | <input type="text"/> |
| 19-21 years                          | <input type="text"/> |
| 21 +                                 | <input type="text"/> |
| client focus is adults with children | <input type="text"/> |

**\*15. Of the number of children/youth/families served per year, please estimate how many fall into the gender categories.**

- Significantly more male than female
- Significantly more female than male
- All male
- All female
- About equal male and female

**\*16. Of the number of children/youth/families served per year, please estimate what percentage fall into the ethnic categories. All answer choices must total 100%. (Please do not include the percentage sign.):**

|   |                      |
|---|----------------------|
| Black/African American                    | <input type="text"/> |
| American Indian/Alaskan<br>Native         | <input type="text"/> |
| Hispanic/Latino                           | <input type="text"/> |
| White/Caucasian                           | <input type="text"/> |
| Asian                                     | <input type="text"/> |
| Native Hawaiian/Other<br>Pacific Islander | <input type="text"/> |
| Multiracial/other                         | <input type="text"/> |
| Not available                             | <input type="text"/> |



**17. Who is your primary target population for this program (NOTE: select all that apply):**

- Female
- Male
- Children of incarcerated parents
- Drop-out
- Homeless/transient
- Immigrant
- In foster care
- Involved with juvenile justice system
- Involved with child welfare system
- At high risk of formal system involvement
- LGBTQ
- Limited English speaking
- Low income
- Migrant
- Physical or learning disabilities
- Developmentally Delayed
- Teen parents/pregnant and parenting youth

Other (please specify)

## Data Collection

### 18. What kind of information do you collect related to your program (Check all that apply)

- Participation (e.g. attendance, duration , frequency)
- Program Quality (e.g. standards, service delivery)
- Program Outcomes (e.g. changes in knowledge, skills, behavior)
- Continuous Learning Process

Other (please specify)

### 19. What methods do you currently use to collect information (Check all that apply)

- Management Information System
- Surveys
- Interviews
- Observation
- Focus Groups
- Anecdotal Documentation

Other (please specify)

## Approach and Goals in Programming & Services

**\*20. Which of the following areas best represents your program's 2 primary goals for working with children/youth or families? (please only choose one primary area and one secondary area)**

|   | Primary Goal          | Secondary Goal        |
|---|-----------------------|-----------------------|
| All children/youth have secure and nurturing families   | <input type="radio"/> | <input type="radio"/> |
| All children/youth are healthy                          | <input type="radio"/> | <input type="radio"/> |
| Children enter school ready to succeed                  | <input type="radio"/> | <input type="radio"/> |
| Children and youth are successful in school             | <input type="radio"/> | <input type="radio"/> |
| Youth are prepared for a productive adulthood           | <input type="radio"/> | <input type="radio"/> |
| Communities are safe and supportive                     | <input type="radio"/> | <input type="radio"/> |
| All Children and youth are connected to their community | <input type="radio"/> | <input type="radio"/> |

**\*21. Which of the following areas best represents your program's 2 primary approaches to working with children/youth or families? (please only choose one primary area and one secondary area)**

|                         | Primary Approach      | Secondary Approach    |
|-------------------------|-----------------------|-----------------------|
| Development/Preparation | <input type="radio"/> | <input type="radio"/> |
| Engagement/Leadership   | <input type="radio"/> | <input type="radio"/> |
| Prevention              | <input type="radio"/> | <input type="radio"/> |
| Intervention            | <input type="radio"/> | <input type="radio"/> |
| Treatment/remediation   | <input type="radio"/> | <input type="radio"/> |
| Aftercare/Transition    | <input type="radio"/> | <input type="radio"/> |

**22. Please indicate if the program meets the definition listed for evidence based, promising practice, or research-based:**

- Evidence-based program - a program is based on valid and reliable scientific evidence demonstrating that the program is effective. The program must be evaluated onsite by developer/designee at least every five years to ensure program is continuing to maintain model fidelity.
- Promising program - a program model that conforms to a clear consistent model that has been in existence for at least 3 years and is research-based, grounded in relevant empirically-based knowledge, associated with a national or state organization that ensures high quality service delivery and continuous program quality improvement through an onsite evaluation.
- Research-based program - a program or practice that has some research demonstrating effectiveness, but that does not yet meet the standard of evidence-based or promising program.
- Locally developed model - a program that does not meet the above definitions but is an attempt at an innovative approach tailored to the community and/or participants.

Comments:

## Programming & Services

**23. Which of the following support areas does your program primarily address? Please check a limited number of areas that are of primary focus and/or secondary focus. Leave blank if service listed is not a primary or secondary focus of your program. This list is based on extensive research by the Forum for Youth Investment. It is intended to be comprehensive but you may not find an exact match. Please determine which is the best fit from the options listed.**

### --BASIC CARE & SERVICES--

|   | Primary Focus         | Secondary Focus       |
|---|-----------------------|-----------------------|
| Assessment of service needs                 | <input type="radio"/> | <input type="radio"/> |
| Child care                                  | <input type="radio"/> | <input type="radio"/> |
| Conflict resolution/anger management skills | <input type="radio"/> | <input type="radio"/> |
| Crisis intervention                         | <input type="radio"/> | <input type="radio"/> |
| Resource referrals                          | <input type="radio"/> | <input type="radio"/> |
| Transportation                              | <input type="radio"/> | <input type="radio"/> |

### 24. --CARING ADULTS--

|   | Primary Focus         | Secondary Focus       |
|---|-----------------------|-----------------------|
| Child abuse and neglect prevention/related services     | <input type="radio"/> | <input type="radio"/> |
| Domestic violence prevention                            | <input type="radio"/> | <input type="radio"/> |
| Activities to support adults who work with youth        | <input type="radio"/> | <input type="radio"/> |
| Mentoring   | <input type="radio"/> | <input type="radio"/> |
| Long-term mentoring (at least 12-month relationships)   | <input type="radio"/> | <input type="radio"/> |
| Short-term mentoring (less than 12-month relationships) | <input type="radio"/> | <input type="radio"/> |
| Parental/family involvement activities                  | <input type="radio"/> | <input type="radio"/> |
| Parental and family intervention                        | <input type="radio"/> | <input type="radio"/> |
| Spiritual or faith-based connections/youth groups       | <input type="radio"/> | <input type="radio"/> |
| "Someone to talk to" readily available                  | <input type="radio"/> | <input type="radio"/> |
| Family education and involvement                        | <input type="radio"/> | <input type="radio"/> |
| Family Support  | <input type="radio"/> | <input type="radio"/> |

## 25. --EFFECTIVE EDUCATION FOR MARKETABLE SKILLS--

|  | Primary Focus         | Secondary Focus       |
|--|-----------------------|-----------------------|
| Academic services/educationally related services | <input type="radio"/> | <input type="radio"/> |
| Alternative Education                            | <input type="radio"/> | <input type="radio"/> |
| After school programs                            | <input type="radio"/> | <input type="radio"/> |
| Summer programs                                  | <input type="radio"/> | <input type="radio"/> |
| Arts education                                   | <input type="radio"/> | <input type="radio"/> |
| Bilingual education                              | <input type="radio"/> | <input type="radio"/> |
| Basic literacy support                           | <input type="radio"/> | <input type="radio"/> |
| Basic math support                               | <input type="radio"/> | <input type="radio"/> |
| Computer/internet lab                            | <input type="radio"/> | <input type="radio"/> |
| Diagnostic/learning disabilities                 | <input type="radio"/> | <input type="radio"/> |
| Employment                                       | <input type="radio"/> | <input type="radio"/> |
| Job training/employment skills development       | <input type="radio"/> | <input type="radio"/> |
| Career research and planning                     | <input type="radio"/> | <input type="radio"/> |
| Interests and skills assessments                 | <input type="radio"/> | <input type="radio"/> |
| Career counseling                                | <input type="radio"/> | <input type="radio"/> |
| Resume and job search assistance                 | <input type="radio"/> | <input type="radio"/> |
| Work readiness skills                            | <input type="radio"/> | <input type="radio"/> |
| Career fairs/days                                | <input type="radio"/> | <input type="radio"/> |
| Job shadowing, job rotations                     | <input type="radio"/> | <input type="radio"/> |
| Matching with employers for internships/work     | <input type="radio"/> | <input type="radio"/> |
| GED preparation                                  | <input type="radio"/> | <input type="radio"/> |
| Test preparation                                 | <input type="radio"/> | <input type="radio"/> |
| College research and planning                    | <input type="radio"/> | <input type="radio"/> |
| College exploration and readiness activities     | <input type="radio"/> | <input type="radio"/> |
| Financial aid/scholarships                       | <input type="radio"/> | <input type="radio"/> |
| Self-sufficiency skills development              | <input type="radio"/> | <input type="radio"/> |
| Life skills development                          | <input type="radio"/> | <input type="radio"/> |
| Study skills                                     | <input type="radio"/> | <input type="radio"/> |
| Counseling- education                            | <input type="radio"/> | <input type="radio"/> |
| Tutoring   | <input type="radio"/> | <input type="radio"/> |
| Enrichment activities- arts,                     | <input type="radio"/> | <input type="radio"/> |

media, etc.

Drop out prevention

## 26. --HEALTHY START & HEALTHY DEVELOPMENT--

|  | Primary Focus         | Secondary Focus       |
|--|-----------------------|-----------------------|
| AIDS/STD Prevention                        | <input type="radio"/> | <input type="radio"/> |
| Chronic disease prevention                 | <input type="radio"/> | <input type="radio"/> |
| Counseling                                 | <input type="radio"/> | <input type="radio"/> |
| Counseling- emotional (self esteem, other) | <input type="radio"/> | <input type="radio"/> |
| General health care                        | <input type="radio"/> | <input type="radio"/> |
| Health education                           | <input type="radio"/> | <input type="radio"/> |
| Health/medical services                    | <input type="radio"/> | <input type="radio"/> |
| Nutrition & Food programs                  | <input type="radio"/> | <input type="radio"/> |
| Nutrition- Obesity prevention              | <input type="radio"/> | <input type="radio"/> |
| Pregnancy prevention                       | <input type="radio"/> | <input type="radio"/> |
| Smoking prevention/cessation activities    | <input type="radio"/> | <input type="radio"/> |
| Social services/ welfare                   | <input type="radio"/> | <input type="radio"/> |
| Substance abuse prevention activities      | <input type="radio"/> | <input type="radio"/> |
| Substance abuse treatment                  | <input type="radio"/> | <input type="radio"/> |
| Substance abuse counseling                 | <input type="radio"/> | <input type="radio"/> |
| Recreational activities                    | <input type="radio"/> | <input type="radio"/> |
| Athletic activities                        | <input type="radio"/> | <input type="radio"/> |

## 27. --OPPORTUNITIES TO CONTRIBUTE--

|  | Primary Focus         | Secondary Focus       |
|--|-----------------------|-----------------------|
| Leadership skills development              | <input type="radio"/> | <input type="radio"/> |
| Character education                        | <input type="radio"/> | <input type="radio"/> |
| Peer activities                            | <input type="radio"/> | <input type="radio"/> |
| Cultural activities                        | <input type="radio"/> | <input type="radio"/> |
| Civic/political activities                 | <input type="radio"/> | <input type="radio"/> |
| Service activities                         | <input type="radio"/> | <input type="radio"/> |
| Community service/ youth activism projects | <input type="radio"/> | <input type="radio"/> |

## 28. --SAFE PLACES--

|  | Primary Focus         | Secondary Focus       |
|--|-----------------------|-----------------------|
| Shelter  | <input type="radio"/> | <input type="radio"/> |
| Violence prevention                              | <input type="radio"/> | <input type="radio"/> |
| Safe place to hang out                           | <input type="radio"/> | <input type="radio"/> |
| Violence/crime/delinquency prevention activities | <input type="radio"/> | <input type="radio"/> |
| Gang/violence intervention                       | <input type="radio"/> | <input type="radio"/> |

## 29. --SERVICES FOR SPECIAL POPULATIONS--

|   | Primary Focus         | Secondary Focus       |
|---|-----------------------|-----------------------|
| Juvenile offender services                                | <input type="radio"/> | <input type="radio"/> |
| Offender treatment  | <input type="radio"/> | <input type="radio"/> |
| Services for homeless and runaway youth                   | <input type="radio"/> | <input type="radio"/> |
| Services related to child abuse/neglect/domestic violence | <input type="radio"/> | <input type="radio"/> |
| Support for pregnant and parenting youth                  | <input type="radio"/> | <input type="radio"/> |
| Victim assistance   | <input type="radio"/> | <input type="radio"/> |
| Other (please specify)                                    |                       |                       |
| <input type="text"/>                                      |                       |                       |



### 30. --INDIRECT SERVICES OR CAPACITY-BUILDING STRATEGIES--

|   | Primary Focus         | Secondary Focus       |
|---|-----------------------|-----------------------|
| Advocacy on behalf of youth   | <input type="radio"/> | <input type="radio"/> |
| Capital improvement   | <input type="radio"/> | <input type="radio"/> |
| Clearinghouse/resource center   | <input type="radio"/> | <input type="radio"/> |
| Convening collaborative groups for planning/organizing                      | <input type="radio"/> | <input type="radio"/> |
| Economic/community development  | <input type="radio"/> | <input type="radio"/> |
| Evaluation activities   | <input type="radio"/> | <input type="radio"/> |
| Administering or providing funding for services/supports                    | <input type="radio"/> | <input type="radio"/> |
| Funding for conferences/meetings  | <input type="radio"/> | <input type="radio"/> |
| Improvement of/application of technology                                    | <input type="radio"/> | <input type="radio"/> |
| Information dissemination   | <input type="radio"/> | <input type="radio"/> |
| Institutional system support  | <input type="radio"/> | <input type="radio"/> |
| Planning and program development  | <input type="radio"/> | <input type="radio"/> |
| Developing or coordinating programs/models                                  | <input type="radio"/> | <input type="radio"/> |
| Organizing employers to provide employment/internships/career info to youth | <input type="radio"/> | <input type="radio"/> |
| Research  | <input type="radio"/> | <input type="radio"/> |
| Professional development to teachers/providers                              | <input type="radio"/> | <input type="radio"/> |
| Training/technical assistance   | <input type="radio"/> | <input type="radio"/> |

Other (please specify)

## Partnerships

**\*31. Do you work in partnership with other organizations on this program?**

Yes

No

**32. If you do work in partnership with other organizations, what is the focus of this partnership (NOTE: select all that apply):**

- Coordinating cross-cutting efforts
- Economic/community development
- Business engagement
- Facilities/operations resources
- Funding
- Information sharing
- Program sharing
- Program development
- Publicity/contacts
- Research/evaluation
- Staff/implementation
- Training

Other (please specify)

## Service Frequency

**\*33. When are the services and program activities you provide available in a child or youth's day (NOTE: you may select more than one answer):**

- Before school
- During school day
- Daytime for out of school youth
- After school
- Evening
- Weekend

**\*34. When are the services and program activities you provide available in a child or youth's week (NOTE: you may select more than one answer):**

- Monday-Friday
- Weekends
- All week

**\*35. When are the services and program activities you provide available in a child or youth's year (NOTE: you may select more than one answer):**

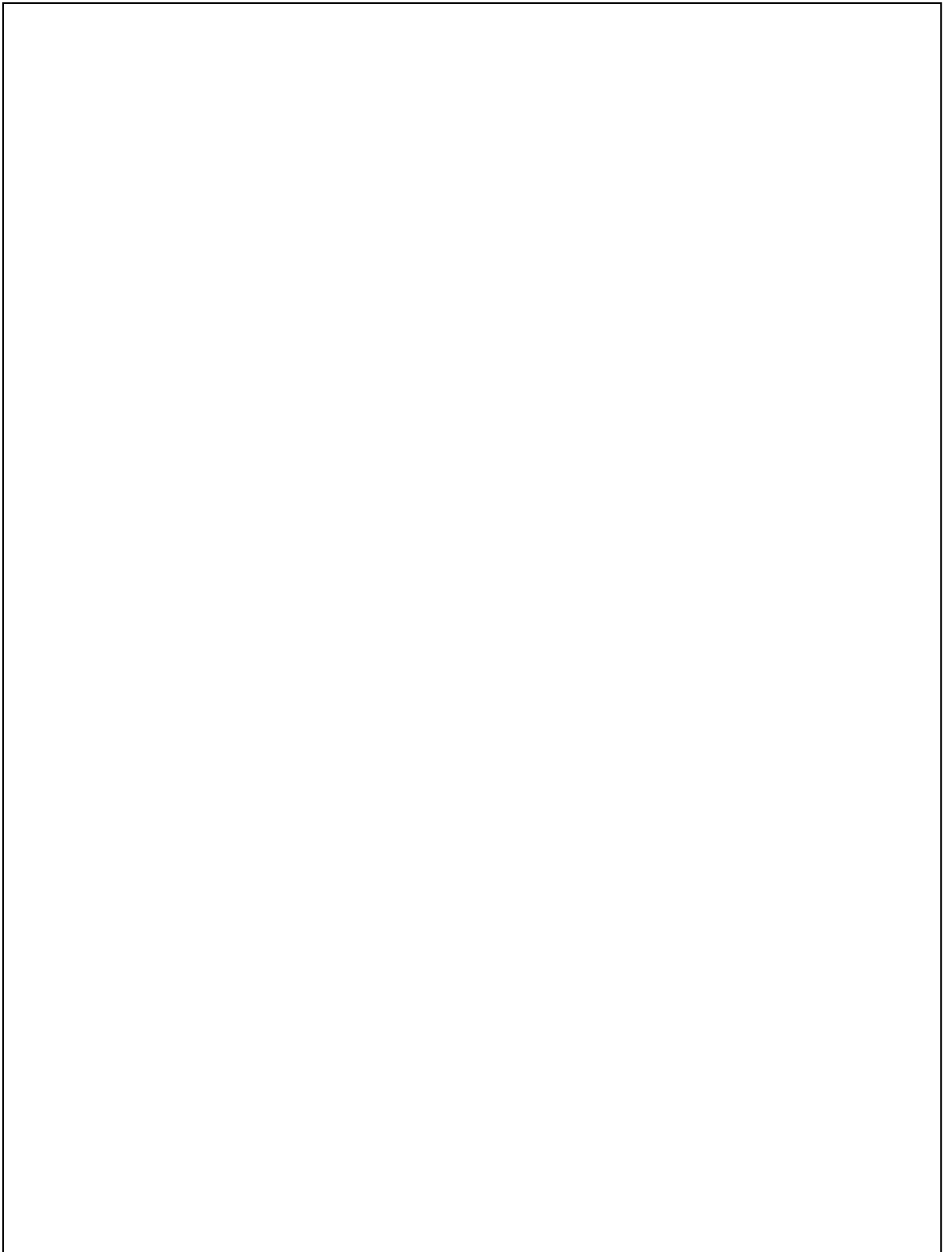
- School year
- School holidays
- Summer
- All year
- One time or special events

**\*36. How much time is spent during a session or meeting for the service/program provided?**

- Short (less than 1 hour)
- Medium (1-5 hours)
- Long (over 5 hours)
- Ongoing

**\*37. How frequently is the program or service provided?**

- Once
- Occasionally (e.g. a few times per month)
- Consistently (e.g. weekly)
- Ongoing (e.g. 24/7)



## Service Delivery

**\* 38. Please estimate what percentage of time is spent providing services in the following locations. All answer choices must total 100%. (Please do not include the percentage sign.)**

|  |                      |
|--|----------------------|
| Social service agency                    | <input type="text"/> |
| School                                   | <input type="text"/> |
| Faith-based organization                 | <input type="text"/> |
| Park/field                               | <input type="text"/> |
| Library                                  | <input type="text"/> |
| Child care center/early care environment | <input type="text"/> |
| Recreation center                        | <input type="text"/> |
| Community center                         | <input type="text"/> |
| Private facility                         | <input type="text"/> |
| Clinic or health care facility           | <input type="text"/> |
| Client home                              | <input type="text"/> |
| Mall                                     | <input type="text"/> |
| Child welfare agency                     | <input type="text"/> |
| Workplace                                | <input type="text"/> |
| Business venue                           | <input type="text"/> |
| Juvenile justice agency                  | <input type="text"/> |
| Residential facility                     | <input type="text"/> |

**\* 39. Are services provided individually or in a group setting?**

- Individually
- Group
- Both

**\* 40. In what language(s) are your services provided (NOTE: select all that apply):**

- English
- Spanish

Other (please specify)

**\*41. Are all youth/families charged for services?**

- No charge
- Yes--membership fee
- Yes--program specific fees
- Yes--sliding scale

Other (please specify)

## Program Improvement

**42. What are the top 3 things that would most improve your program:( Note a total of 3 choices are allowed.)**

- |  |   |
|--|---|
| <input type="checkbox"/> Publicity                     | <input type="checkbox"/> Funding        |
| <input type="checkbox"/> Equipment/supplies            | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Collaboration                 | <input type="checkbox"/> Training Space |
| <input type="checkbox"/> Meals/snacks/individual items | <input type="checkbox"/> Space          |
| <input type="checkbox"/> Research/Evaluation           | <input type="checkbox"/> Staff          |
| <input type="checkbox"/> Repair/Renovation             | <input type="checkbox"/> Volunteers     |

Other (please specify)

**43. Conservatively, how many more children/youth or families do you estimate could be served with improvements based on the answers you selected above?**

## Thank You!

Thank you for your time and assistance in completing this survey by Promise Partners. Your assistance is important in understanding the services and programs available to youth and families in Pottawattamie County.

If you have any questions regarding this survey, please feel free to call Patricia at (712)256-9920. We welcome your participation in our community planning efforts. For more information visit [www.promisepartners.org](http://www.promisepartners.org).