





The purpose of the shared outcome measurement workgroup is to develop, implement, and sustain the measurement of a few community-wide outcomes for children, families, individuals, and our community.

This scope of work details the activities necessary to achieve the following final products, which were approved in the Shared Outcome Measurement Action Plan:

1. Approved cross-sector policies about data sharing including, when appropriate, approved Memorandums of Understanding.
2. A list of shared outcomes to track with common definitions and defined forms of measurement.
3. A funded and developed or selected electronic system to capture, store, protect, and report the selected shared outcomes.
4. Defined and pilot tested reports and a plan to produce them regularly.
5. A three-year management plan to implement the scope of work and ensure that all objectives are met.
6. A foundation for future, more complex, shared data analysis and use.

Shared Outcomes Measurement Workgroup Members are as follows:

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|-------------------------------------------------------------|-------------------------------------------------------------|
| 1. Alfredo Perez, <i>First 5 Sonoma County</i> | 10. Karin Demarest, <i>Community Foundation</i> |
| 2. Angie Dillon-Shore, <i>Community Action Partnership</i> | 11. Kellie Noe, <i>DHS</i> |
| 3. Beth Dadko, <i>Department of Health Services (DHS)</i> | 12. Kelly Elder, <i>DHS</i> |
| 4. Cindy Williams, <i>District Attorney's Office</i> | 13. Kim Gilmore, <i>Information Systems Department</i> |
| 5. Darlene Fiscus, <i>United Way of the Wine Country</i> | 14. Lynn Campanario, <i>Drug Abuse Alternatives Center</i> |
| 6. David Carrol, <i>Community Foundation</i> | 15. Mickey Porter, <i>Sonoma County Office of Education</i> |
| 7. George Malachowski, <i>Human Services Department</i> | 16. Robert Halverson, <i>Probation</i> |
| 8. Gigi Mertle, <i>Department of Child Support Services</i> | 17. Superintendent Gable, <i>Windsor School District</i> |
| 9. Jenny Helbraun Abramson, <i>Continuum of Care</i> | 18. Teddie Pierce, <i>Community Development Commission</i> |

 Shared Outcomes Workgroup
 Upstream Staff

DELIVERABLE (FROM WORK PLAN)		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Management	1. Inventory of shared outcomes												
	2. Meetings to get buy in from community partners												
	3. Select draft outcomes												
	4. Three-year scope of work												
	5. Present scope of work to BOS for approval												
Funding	6. Convene a funding workgroup												
	<ul style="list-style-type: none"> • Create list of funders for workgroup • Develop funding strategy • Implement funding strategy 												
System Design	7. Scope the work and need for a shared system												
	8. Conduct procurement process to identify a vendor												
	<ul style="list-style-type: none"> • Select vendor • Negotiate contract 												
Security	9. Develop letter of intent												
	<ul style="list-style-type: none"> • Letter of intent sent out • Informational meetings • Letters of intent signed 												
Ownership	10. Develop security agreements and informed consent												
	11. Develop policies around data sharing												
Ownership	12. Develop plan for ownership of the shared system												
	<ul style="list-style-type: none"> • Convene meetings to gain consensus • Create Bylaws, select Board of Directors, and develop staffing plan 												

STRATEGIES/ACTIVITIES	TIMELINE	PERSON(S) RESPONSIBLE	DELIVERABLES
MANAGEMENT			
1. Meetings with County departments and organizations who have shared outcome systems to understand outcomes being measured in Sonoma County	January 2013- February 2013	Upstream Staff	Inventory of shared outcomes in Sonoma County and the systems that track the outcomes
2. Create list of all desired participants and conduct outreach to ensure participation	February 2013	Shared Outcomes Workgroup	List of groups and individuals to engage in shared outcome process
a. Convene meetings with Sonoma County partners to get buy in and participation, as well as support for the outcomes to measure	March 2013-May 2013	Upstream Staff	Agreement to participate in shared outcome measurement process and agreement on outcomes to measure
3. Produce list of possible outcomes to measure	February 2013- March 2013	Shared Outcomes Workgroup	List of outcomes
4. Complete a three-year scope of work, which includes a budget, funding, vendor, etc.	August 2013- October 2013	Shared Outcomes Workgroup	Scope of work created
5. Present results and deliverables from current years work to the Board of Supervisors and have them approve the 3-year scope of work	December 2013	Upstream Staff	BOS approval of 3-year scope of work
FUNDING			

STRATEGIES/ACTIVITIES	TIMELINE	PERSON(S) RESPONSIBLE	DELIVERABLES
6. Create list of funders to participate in a funding workgroup and conduct outreach to ensure participation	February 2013	Shared Outcomes Workgroup	
a. Convene a funding workgroup to develop a 3-year funding strategy and budget which includes and considers marketing, legal counsel, fee structure, motivations/incentives to participate, endowment, etc.	March 2013-June 2013	Upstream Staff	Funding strategy and 3-year budget developed
b. Implement funding strategy	March 2013-December 2013	Upstream Staff	Implement funding strategy created by the funding workgroup
SYSTEM DESIGN			
7. Scope the work of a shared outcome system (I.e. what do we need and want from a shared system?, what will the system design be?)	May 2013-June 2013	Shared Outcomes Workgroup	Scope for Shared Outcome System
8. Conduct a procurement process that meets County procurement rules to identify a vendor for the shared system that meets the needs identified in the scope	May 2013-December 2013	Upstream Staff	Vendor selected and contract negotiated
SECURITY			

STRATEGIES/ACTIVITIES	TIMELINE	PERSON(S) RESPONSIBLE	DELIVERABLES
9. Develop MOU templates	March 2013	Shared Outcomes Workgroup	MOU's for between owner and those who report out, owner and those who report in, owner and those who want reports, and owner and researchers
a. Get MOU's signed by all early adopters	May 2013	Upstream Staff	MOU's signed for all those participating
10. Develop informed consent documents and security agreements	July 2013	Shared Outcomes Workgroup	Security and confidentiality documents
OWNERSHIP			
11. Develop a plan for the formation of an external research institute that is home to the shared measurement system	March 2013-April 2013	Shared Outcomes Workgroup	Plan for ownership
a. Convene meetings with all relevant parties to gain consensus on the ownership plan	March 2013-May 2013	Upstream Staff	Consensus on ownership plan
b. Develop bylaws for the owning agency	October 2013-November 2013	Shared Outcomes Workgroup	Bylaws developed
c. Select members for the Board of Directors of the owning agency	October 2013-November 2013	Shared Outcomes Workgroup	Board of Directors established
d. Develop a staffing plan for the owning agency that includes up to 5 FTE (1 Director, 1-3 Program Evaluators, and 1 Support staff)	October 2013-November 2013	Shared Outcomes Workgroup	Staffing plan created

STRATEGIES/ACTIVITIES	TIMELINE	PERSON(S) RESPONSIBLE	DELIVERABLES
with intent to grow as necessary			
FUTURE			
12. Develop a plan for training and Technical Assistance that will begin January 2014 and includes 1 FTE	2014	Upstream Staff	Technical assistance and training plan (including consistent terminology, an online guide, training for different users), 1 FTE
13. Based on the system design, develop reports that will meet the needs of the parties involved	2014	Shared Outcomes Workgroup	Various report designs developed
14. Pilot test various report designs with organizations and individuals who have signed MOUs	2014	Upstream Staff	Feedback on what works and doesn't work from the reports