ATTACHMENT A – SCOPE OF WORK-EVALUATION PLAN
*Fiscal Years: 07/01/2020 to 06/30/2023*

**Program Title**: Special Needs Project
**Result Area:** Improved Family Function

**Objective: 1**
To improve family functioning for families with children with disabilities through intensive case management, home care and education, resources and referrals, self-care, and parent to parent support.

| Activities to Accomplish Objective | Assigned Staff | Performance Measure or Tracking *Include Assessment Tool* | Annual Target *(Unduplicated Count)* |
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| **Activity 1.1** | | | |
| **Intensive Case-Management**: Parent/caregiver of a child with special needs will complete intake and the Family SOUP Parent Self-Survey. Resource Parents will complete the Family SOUP Staff-Client Assessment and establish a Family Care Plan including goals and resources to meet the needs of the family.<br><br>This is an on-going activity offered throughout the year.<br><br>Approximately 70% of (plus or minus 10%) of parents will increase their overall score on the Parent Survey. | Family SOUP Resource Parents (4)<br><br>Jesana Tran<br><br>Cynthia Sandoval<br><br>Brenda Leonhardt<br><br>Chris Hickey<br><br>Executive Director (1) Adrienne Maloney | • Family SOUP staff will ask parents (20-30) to complete the Parent Survey at the beginning of services and as needed until services have ended or when the case status has changed from case managed to non-case managed.<br>• Family SOUP Staff will submit the forms on a quarterly basis to Evaluator during the contract year.<br>• Family SOUP staff will provide Evaluator with (4) Case Studies of case managed families to demonstrate the types of families seen by staff and the array of services and support they receive. Case Studies should be submitted in June of each year.<br>  • Approximately 70% of (plus or minus 10%) of parents will increase their overall score on the Parent Survey.<br>• Evaluator will enter, analyze, and include results of the above data in annual evaluation report. | 20-30 Parents/Guardians/ Caregivers |
| Q1 Parent Surveys, Goals, & Staff Client Assessments will be entered into Persimmony once it is available.<br>There are currently 43 Case-Managed families. | | | |
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| **Activity 1.2** | | | |
| **Home Care and Education**- Family SOUP will provide parents of children with special needs access to parenting, transportation assistance, support groups, and parent/child activities.<br><br>This activity may be initiated at intake and is available throughout the year.<br><br>• Parents will receive parent to parent support and guidance to establish rapport and emotional support<br><br>• A goal may be established in the area of Parent Education if appropriate | Resource Parents (4)<br><br>Jesana Tran<br><br>Cynthia Sandoval<br><br>Brenda Leonhardt<br><br>Chris Hickey<br><br>Executive Director (1)<br><br>Adrienne Maloney | Family SOUP will track (20-30) parents by parent/caregiver Parent Survey, Staff Client Assessment, progress on goals, and online Family SOUP/evaluator database. The individual's Tally Sheet will document the number, nature and purpose of contacts with the project.<br><br>Parent will demonstrate Improvement on the Parent Survey scale in the area of Parent Education:<br><br>• Demonstrates good parenting skills<br>• Sets and achieves appropriate goals for enhancing parenting skills<br>• Has skills to set and accomplish goals for child<br>• Uses appropriate communication techniques to advocate for child<br><br>• Completion of Care Plan goal<br><br>• Evaluator will enter, analyze, and include results of the above data in annual evaluation report. | 20-30 Parents/Guardians/Caregivers |
| Q1 Parent Surveys, Goals, & Staff Client Assessments will be entered into Persimmony, once it is available. | | | |
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| **Activity 1.3** | | | |
| **System Navigation**: Family SOUP will provide guidance and education in all areas of their child's special needs including medical, developmental, psychological and cognitive assessments, transportation, attendance at | Resource Parents (4)<br><br>Jesana Tran | Family SOUP will track (20-30) parents by parent/caregiver parent Self-survey, Staff Client Assessment and the number and nature of contacts on the individual's Tally Sheet. | 20-30 Parents/Guardians/Caregivers |

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| IEP, IFSP, Section 504, SST and other service planning meetings, service coordination and access to entitlement programs such as SSI, IHSS, CCS, Alta California Regional Center, PG&E assistance, and local community services such as CHS, FREED, Hands for Hope and other listed collaborative partners.<br><br>This is an on-going service throughout the year.<br><br>• Parents will receive disability information, review of documents and assessment reports and referral guidance and service coordination<br><br>• IEP preparation and IEP meeting support and attendance by project staff will be available | Cynthia Sandoval<br><br>Brenda Leonhardt<br><br>Chris Hickey<br><br>Executive Director (1)<br>Adrienne Maloney | Parent will demonstrate Improvement on the Staff Client Assessment in the area of Home Care and Education area<br>• Provides appropriately for child's early education needs<br>• Demonstrates the ability to connect child to needed educational resource support<br><br>• Completion of Care Plan goal<br><br>• Evaluator will enter, analyze, and include results of the above data in annual evaluation report. | |
| Q1: Family SOUP with the collaboration of Disability Rights of California hosted the Individual Education Plan (IEP)/ 504 Plan / ADA workshop. This workshop was provided at two different times, one in English language and one in Spanish Language.<br>Family SOUP hosted with the collaboration of Colusa Co. Office of Education's Behavior Analyst; the Applied Behavior Analysis (ABA) Video Modeling Q&A workshop.<br>Family SOUP in collaboration with Sutter Co. Superintendent of Schools participated in 4 Parent Support for Special Education Students. | | | |
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| **Activity 1.4** | | | |
| **Self-Care**: Family SOUP will encourage self-care through parent to parent support and self-care strategies and activities. This service will be initiated at intake and is an on-going service available throughout the year. | Resource Parents (4)<br><br>Jesana Tran | Family SOUP will track (20-30) parents by parent/caregiver Parent Self-survey, Staff Client Assessment and the number and nature of contacts on the individual's Tally Sheet. | 20-30 Parents/Guardians/Caregivers |

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| • Parents will receive (5) self-care strategies<br>• Parents will receive (2) self-care Family SOUP group activity opportunities | Cynthia Sandoval<br><br>Brenda Leonhardt<br><br>Chris Hickey<br><br>Executive Director (1)<br><br>Adrienne Maloney | Improvement on the Staff Client Assessment in the area of Self Care<br>• Maintains healthy and supportive relationships with family and friends<br>• Engages in community and/or healthy mentoring relationships<br>• Accesses available respite care when needed<br><br>• Evaluator will enter, analyze, and include results of the above data in annual evaluation report. | |
| Q1: Family SOUP families that participated in the FREE PPE giveaway event were given the handout "Coping with Stress During the COVID-19". 2 Scrapbooking Parent Support Groups were held. | | | |
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| **Activity 1.5** | | | |
| **Health and Wellness**: Family SOUP will follow-up with families to check if they have access to medical providers, completed scheduled appointments for medical, education, or entitlement programs and/or ensure that any barriers are reduced.<br><br>This is an on-going service.<br><br>• Parents will receive a Medical Binder to store medical records, appointments, and medical provider and insurance information.<br><br>• Parents will receive Parent to Parent Support to provide emotional support and guidance | Resource Parents (4)<br><br>Jesana Tran<br><br>Cynthia Sandoval<br><br>Brenda Leonhardt<br><br>Chris Hickey<br><br>Executive Director (1)<br><br>Adrienne Maloney | Family SOUP will track (25) parents' number of contacts and follow-up activity and document on Tally Sheet and Family SOUP/Evaluator database<br><br>Improvement on the Parent Self-Survey and completion of goals in the Health and Wellness area:<br>- Awareness of child's needs<br>- Awareness of community resources to address child's needs<br>- Consistently keeps scheduled appointments<br>- Reduction of child's behaviors due to trauma for Sandplay clients | 25 Parents/Guardians/Caregivers |

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| • Based on need, Sandplay therapy will be offered to address effects of a child's experience with loss and/or trauma | | • Evaluator will enter, analyze, and include results of the above data in annual evaluation report. | |
| Q1: Family SOUP FREE PPE giveaway event. We delivered washable masks, disposable masks, and hand sanitizers to our families. Due to COVID-19 directives Sandplay therapy is not available. The Family SOUP office is currently closed to the public. | | | |
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| **Activity 1.6** | | | |
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| **Community Involvement and Collaboration**: Family SOUP will collaborate and partner with local agencies, SCCFC partners, and outreach to support their efforts for children age 0-5 in Sutter County.<br><br>Bright Futures – screenings (12)<br><br>Child Care Planning Council,- council membership, policy and training (10-12)<br><br>BEAS & Interagency Coordinating Council – Resource exchange and networking (12)<br><br>Sutter County Community Advisory Committee – Special Education Local Plan Area review and parent input meetings (5)<br><br>Sutter County Library - Special Needs Library Time –Parents and children 0-5 will have access to (45) minute monthly story time for 10 months before the library opens to the public. | Resource Parents (4)<br><br>Jesana Tran<br><br>Cynthia Sandoval<br><br>Brenda Leonhardt<br><br>Chris Hickey<br><br>Executive Director (1)<br>Adrienne Maloney | Family SOUP will track meeting attendance and collaborative activities such collaborative developmental screenings, classes and support groups provided by Family SOUP and document in the online Family SOUP/Evaluator database.<br><br>• Family SOUP will maintain the 8-10 agencies or exceed current number of collaborative activities with partner and community agencies.<br><br>• Evaluator will enter, analyze, and include results of the above data in annual evaluation report. | 8-10 agencies |

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| Q1: Family SOUP continues to attend meetings by zoom: attended 2 BEAS meetings, 1 CAC meeting,1 Child Care Planning Council meeting, 1 Sutter County Medi-Cal Collaborative,<br>1 Head Start Health Advisory meeting, 2 FRNCA Steering Committee, 1 Interagency Coordinating Council meeting, and 3 FEDC meetings.<br>Due to COVID-19 no Bright Futures activities have been available for Family SOUP to participate in.<br>The Special Needs Library Time is currently on-hold due to Covid-19 directives. Sutter County Library is currently closed to the public. | | | |
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| **Objective 2**<br>Improve children and family functioning through non-case managed services. | | | |
| **Activity 2.1** | | | |
| Family SOUP will provide non-case managed services to parents with disabilities or concerns about their child's development with resource and referrals to both Family SOUP and community resources and activities.<br><br>This is an on-going activity available throughout the year. | Resource Parents (4)<br><br>Jesana Tran<br><br>Cynthia Sandoval<br><br>Brenda Leonhardt<br><br>Chris Hickey | Family SOUP will track type of contact, type of referral, type of information provided along with services and referrals on the "tally sheet" for (50) families and document in the online Family SOUP/Evaluator database.<br><br>• Parents will receive needed information in resources and referrals for special needs in order to supports, parent-child activities, interventions and assessments, screenings, and access to entitlement programs. | 50 Parent/Guardians/Caregivers |
| Q1 Non Case-Managed Families: 40 | | | |
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| Q3 | | | |
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| **Objective 3**<br>Improve children and family functioning by increasing parent confidence through informational training on disability related topics to empower the parent to be their child's best advocate. | | | |
| **Activity 3.1** | | | |
| **Parent and Professional Education**: Family SOUP will provide (4) trainings/workshops on topics related to disabilities, parent rights, and | Program Director (1)<br>Jesana Tran | Family SOUP will track training/workshop attendance, submit satisfaction surveys and document on the online Family SOUP/Evaluator database. | 40-60 Duplicated/unduplicated Parents/Guardians/Caregivers and Professionals |

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| interventions for parents of children with special needs and/or professionals.<br><br>Trainings will be scheduled for (2) trainings in the Fall and (2) trainings in the Spring 2 hours each training. Days and times to be arranged.<br><br>Trainings may be virtual or face to face depending on COVID-19 related circumstances and parent feedback on accessibility to trainings. Parent Rights trainings may be provided in alternative language (Spanish) as well as English. | Executive Director (1) Adrienne Maloney<br><br>In-kind (2)<br><br>Client Attorneys for Disability Rights of California<br><br>CAPTAIN Cadre Colusa County Office of Education Behavior Specialist | • (40-60) parents will increase knowledge of parent rights, the nature of their child's disability and intervention services.<br><br>• Evaluator will enter, analyze, and include results of the above data in annual evaluation report. | |
| Q1: Family SOUP hosted with the collaboration of Disability Rights of California the Individual Education Plan (IEP)/ 504 Plan / ADA workshop; this workshop was provided at two different times, one in English language and one in Spanish Language.<br>Family SOUP hosted with the collaboration of Colusa Co. Office of Education's Behavior Analyst; the Applied Behavior Analysis (ABA) Video Modeling Q&A workshop.<br>Family SOUP in collaboration with Sutter Co. Superintendent of Schools participated in 4 Parent Support for Special Education Students. | | | |
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| **Activity 3.2** | | | |
| **Clinics:** Family SOUP will provide Individual and small group Clinics to address pre-school intervention, IEP, Section 504 of the Rehabilitation Act, Student Study Team and the parents' child specific questions to improve their child's educational outcomes.<br><br>• Clinics will be provided as needed at parent request or Family SOUP | Resource Parents (4)<br><br>Jesana Tran<br><br>Cynthia Sandoval | Family SOUP will track (30) parents through the "tally sheet" and goal attainment will be documented on the online Family SOUP/Evaluator database.<br><br>• Parent will complete a Satisfaction Survey<br>• Parents will increase knowledge, skills and information needed to | 30 Duplicated/unduplicated Parents/Guardians/Caregivers |

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| staff identify the need. Duration of clinic will depend on each individual family.<br>• Parents will receive an Education Binder to store and organize disability and educational documents<br>• Parents will be offered record review and school meeting preparation assistance<br><br>This is an on-going activity and is available throughout the year. | Brenda Leonhardt<br><br>Chris Hickey<br><br>Executive Director (1)<br><br>Adrienne Maloney | participate and advocate effectively in their child's educational program<br>• Evaluator will enter, analyze, and include results of the above data in annual evaluation report. | |

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| Q1: Family SOUP facilitated 66 duplicated IEP clinics, 13/66 are non-duplicated. |
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| Q3 |
| Q4 |