Guidance and Considerations for Developing Your Evaluation Enrollment Plan

The following chart provides a series for questions for developing a plan to enroll families into the national evaluation. The column on the left asks key questions that will need to be answered in the process. The column on the right provides points of discussion, which include follow up questions and suggestions for developing this plan. For more information, please refer to Chapters 5, 6, and 7 of the Data Collection Procedures Manual (DCPM) and the Interviewer Training Materials manual.

Developing a Plan to Recruit and Enroll Families in the National Evaluation	
Questions	**Discussion Points**

Who will be included in the Cross Sectional Descriptive Study?	▪ Outline the boundaries of your system of care:
	    o Define your population of focus
	    o Determine who is being supported by CMHS funds
	    o Determine who meets full service system criteria (different levels of services needed)
	 ▪ Determine how to handle children who are:
	    o Referred and screened, but don't meet program criteria
	    o Served by outsourced personnel
	    o Served through interagency collaboration funding agreements
	    o Benefiting from school-wide programs
	    o Returning from residential but not yet in the community
	    o Other children in the family
	 ▪ Discuss the following considerations:
	    o Children may enter the system of care through multiple portals
	    o Children may be screened through services initiated as a result of grant funding, but they may not meet program eligibility criteria
	    o Your population of focus may change as your system of care develops
	    o The service capacity of your system of care may vary over time

How will the Enrollment and Demographic Information Forms (EDIFs) be completed and submitted to the evaluation team?	▪ Who will be included in the Cross Sectional Study?
	 ▪ Who is your population of focus?
	    o How has your focus population evolved from what was in your grant application?
	    o Will it differ by location within your community?
	    o How will your population affect your services?
	    o How will evaluation staff contribute to these discussions?
	 ▪ Who are your referral sources?
	    o Child welfare agencies
	    o Educational system

	o Juvenile justice system
	o Mental health clinics
	o Substance abuse clinic
	o Caregiver or self-referral
	o Others?
	▪ Are releases necessary to access records?
	▪ Will informed consents be required to gather EDIF data?
	▪ For each referral agency, who or what are appropriate sources of information?
	  o Intake staff
	  o Care coordinators/case managers
	  o Management Information System (MIS)
	  o Caregivers
	  o Administrative records
	▪ What are the steps between referral and first system of care contact?
	  o Where does initial intake occur?
	  o Who enrolls children into the system of care?
	  o Who conducts the system of care intake?
	▪ How will the local evaluation team be notified about . . . ?
	  o Referrals to the system of care
	  o Enrollment into the system of care
	  o Date of first service
	▪ Who collects EDIF data?
	  o Intake staff
	  o Care coordinators/case managers
	  o Family members
	  o Local evaluation team
	▪ How will the information be sent to the local evaluation team?
	  o Direct entry to ICN Web site?
	  o Hard copy to local evaluation team?

How will staff be trained on EDIF completion?	▪ Establish definitions for each field of the EDIF, particularly number 13 (service eligibility, service enrollment status, and date of first service). ▪ Look at each field on the EDIF and define who will complete each question and at what time point. ▪ Establish a protocol for training staff on EDIF completion ▪ If there is staff turnover, make sure to retrain new staff on the process. ▪ How will you assure data quality and monitoring of EDIF data?
When will the Longitudinal Child and Family Outcome Study be introduced to the family? Consider all referral agencies.	▪ How will the local evaluation team be notified about referrals, service enrollment, date of first service, and changes in contact information? ▪ Who will introduce the Longitudinal Child and Family Outcome Study to families? ▪ Where, when, and how will it be introduced?

	▪ Who will review the informed consent with families? ▪ Is consent to share contact information with the local evaluation team required?
What is the process for contacting families to schedule their baseline and follow up interviews for the Longitudinal Child and Family Outcome Study?	▪ Who will schedule the interviews? ▪ What locations will be used for interviews? ▪ What cultural and linguistic considerations must be taken into account? ▪ What incentives will be provided to families?
What is the local administration process?	▪ Who will prepare packets? ▪ Who will remind caregivers? ▪ Who will conduct the baseline interview? ▪ Who will edit and/or data enter the interview? ▪ How will interview completion be tracked?
What procedures are in place to review the enrollment plan?	▪ Are families included in the review process? ▪ Did program staff provide input into the process? ▪ How will you integrate the feedback? ▪ How will you fine-tune the process?