

EXECUTIVE BOARD OVERVIEW: Research, Evaluation and Quality Improvement January 2020

Evaluation Activities
<ul style="list-style-type: none"> • Prepared and disseminated weekly, monthly and quarterly outcomes reports and data quality reports to program staff and/or leadership, and met with program staff to discuss questions/concerns regarding reports/outcomes • Prepared and/or submitted outcomes data for 12 grant reports
Quality Improvement
<ul style="list-style-type: none"> • Completed the first quarter of recording and then disseminating a report of new CQI goals for the Advancement Department • Met with Social Enterprise to begin the development and tracking of CQI Goals • Held quarterly Quality Assurance meeting: focused on the need to review and possibly update many program policies and procedures • Conducted peer file reviews for housing and employment services programs to begin preparations for CoC/FAA joint monitoring in April 2020
Research/Partnerships
<ul style="list-style-type: none"> • Participated in countywide discussions regarding the data system for Reentry programs • Participated in quarterly meeting about FUSE pilot project • Participated in meetings of the HHA including the general meeting and the Standards, Policies and Procedures subcommittee • Cristina finalized her status as a Research Affiliate with the Dept. of Social Work at FAU, which will facilitate collaboration on publications for current research projects involving TLP data and university research partners.
Training
<ul style="list-style-type: none"> • Provided training in client databases to 4 staff • Provided training in case management practices and documentation, and coordinated entry documentation to new staff (positive evaluation feedback was received from staff as a result of these new training modules) • Cross training within the department was completed so that there is a backup person for entering data into the ME's Carisk system