

**Family to Family Anchor Site  
Letter of Agreement  
Addendum (Non-California Sites)**

**Providing Data to Support the Evaluation**

As part of the grant agreement with the Annie E. Casey Foundation, each Family to Family Anchor Site agrees to submit case-level data that can be used in a national evaluation to measure key Family to Family outcomes. In addition, each site agrees to provide data related to the implementation of the core Family to Family strategies, specifically, Team Decision Making (TDM) meetings; Recruitment, Development and Support (RDS) of Resource Families, and Building Community Partnerships (BCP). These data will be used to assess progress toward goals expressed in the Site's Anchor Workplan (proposal) in addition to being used as part of the cross-site evaluation of the Family to Family Initiative.

Details about the approach to the evaluation and different lines of analysis are provided in the Family to Family Evaluation Plan. A copy of the plan is available at:

<http://www.unc.edu/~lynnu/f2fevalplan.pdf>

**Schedule for Submitting Case-Level Evaluation Data**

1. Outcome data – every 6 months
  - a. First outcome data submission is due April 30, 2007: this should contain outcome information for all placement events through December 31, 2006.
  - b. Second data submission is October 31, 2007: this should contain information for all placement events through June 30, 2007.
  - c. Subsequent outcome data submissions will be every 6 months. These data submissions will update information for children in earlier entry cohort groups, as well as, provide information on new entry cohort groups.
2. TDM data: submit data in TDM database once each year on January 31.
3. RDS data: submit data once a year.
4. Child abuse and neglect information: submit every 6 months on same schedule as Outcome data. Sites may choose to submit data files OR to submit aggregate data indicators for each Family to Family neighborhood modeled after the indicators on the Semi-Annual Outcome Report.

## **Where to Submit Evaluation Data**

Case-level evaluation data should be submitted to the evaluation team via the following address:

Lynn Usher  
School of Social Work  
University of North Carolina (UNC) at Chapel Hill  
301 Pittsboro Street, Suite 524  
Chapel Hill, NC 27599-3550

Data should be submitted on a medium that is mutually acceptable to the site and the evaluation team, and should be encrypted to ensure that the confidentiality of data would not be breached if the shipment was intercepted by anyone other than the evaluation team. The evaluation team undergoes regular reviews by the UNC Institutional Review Board (IRB) and will participate in further IRB reviews by sites in which state or local IRB review is required.

## **Anchor Site Self-Evaluation Reporting Expectations**

To facilitate effective interaction between Anchor Site partners and their Family to Family Site Team Leader (STL), each Anchor Site is expected to submit regular reports to their respective STL based on an analysis of its self-evaluation team. Reports are due according to the schedule outlined below. The attached document outlines the types of information to be included in the outcome summary report. Given variations in the availability of particular types of data across states, it will be necessary for the self-evaluation technical assistant and self-evaluation team in each Anchor Site to determine the most appropriate data to report in particular categories.

### **1. Semi-annual Outcome Summary Report**

- a. Updates information from earlier years and adds data for 6-month period
- b. First outcome summary report due June 30, 2007; it should include information for years 2004, 2005, 2006
- c. Second report due December 31, 2007; it should include data on years 2004, 2005, 2006, Jan-June 2007
- d. Subsequent reports should follow this same pattern; June report includes data for the previous 3 years; December report updates the 3 previous years and adds the first 6 months of the current year

### **2. Summary TDM (Team Decision Making) Report**

Quarterly report is due 15 days after the end of each quarter of the calendar year. It should include information on TDMs that occurred during the previous quarter.

### **3. Quarterly RDS (Recruitment, Development & Support of Resource Families) & BCP (Building Community Partnerships) Reports:**

The particular data that sites will need and reports related to those data are currently being defined through the work of the Family to Family technical assistance teams and their site partners. In some cases, data already exist in state (or local) information systems that could support sites' self-evaluation efforts. In other cases, it may be necessary to develop new data collection capabilities to provide critical information about the scope of implementation and the quality of implementation of changes in practice associated with each core strategy. The technical assistance team is assisting sites in meeting this need for information.