

DATE:

ORGANIZATION:

INDIVIDUALS PRESENT:

| NAPA COUNTY | ORGANIZATION | KSA |
|-------------|--------------|-----|
|             |              |     |
|             |              |     |

- 1) Who does your agency serve (provide details—*child defined by age, service, family?*)
- 2) Which population subgroups do you represent and is anyone missing? (*race, ethnicity, primary language, poverty level, area in Napa County, immigrant community?*)
- 3) What services do you provide? What services do you not currently offer but would wish to, or plan to?
- 4) What is your client annual volume (unduplicated clients) by service offered?
- 5) When you think of ‘Respect and Social Inclusion’, what data do you collect that might relate to this area? Examples are:
  - a. Identifying barriers to engagement
  - b. Lack of broadband access
  - c. Data collection related to social isolation or exclusion
- 6) What general data do you collect by stage of the service? How do you collect it and at what stages in your process (how: paper, tablet, software system-detail; what stage: intake, service access, care plan creation, care plan reassessment?). This can include demographics (race, ethnicity, primary language, any handicaps, poverty level and issues with being aware and/or accessing services).
- 7) What is your data analysis process? (e.g., How do you review data and how does it compare to the overall response to population sub-groups of interest and who are these subgroups?)
- 8) Do you measure process outcomes (services provided and units of service) and do you have a measure for impact or achieving goals (e.g., move family out of poverty, engage child in early or other education)?
- 9) Who do you report your to? (is data reported internally: to staff, your Board? Is data reported externally (funders, regulators, service partners?).
- 10) Detail data reported by entity with whom it is shared and how often it is reported and the way in which it is reported (by narrative in text file, in presentation, in dashboard?)