

**Best Practices for Collaboratives - Local Collaborative Time Study (LCTS)**  
**“Quality in a Small Package” - Jackson County Family Services Network**  
**Bonnie Traetow, Coordinator: 507-847-4441**  
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**Generating the Maximum LCTS Funds**

**Effective Communication:**

- \*Develop and maintain personal contacts with the LCTS recorders and participants
- \*The first personal contact and training of the participants is a key factor in their understanding and appreciation for their participation in the time study. A packet is given to them with all the required documentation, explanation of codes, collaborative brochure and recent newsletter, etc. Time is spent explaining the work of the collaborative, its mission, and how the LCTS Funds support services for children and families in our county.
- \*Meet with all random moment participants annually (small groups or individually) to review codes, update Documentation for IV-E Candidates Forms, give updates on how LCTS Funds are being used, and answer their questions. Thank them for their participation, remind them of how important their role is in the process and the positive impact it has for children and families in our county. If personal meetings are not possible, prepare a reminder letter with codes, documentation for IV-E candidates, updates on LCTS spending, etc. This works well, even for those participants who have completed random moments for several years.
- \*All recorders, fiscal agents, and participants receive the collaborative newsletter which keeps them informed regarding services and programming for children and families.

**Organization:**

- \*We make a photocopy of all random moments once we receive them and place them in a three ring binder according to cluster/location
- \*Mail original random moments to the recorders four to five days prior to day of recording
- \*E-mail recorders the morning of the day they have their random moment as a friendly reminder (this has been greatly appreciated by the recorders)
- \*All completed Random Moments are returned to Collaborative Office
- \*A photo copy of the completed random moment is made and replaces the copy of the original in the three ring binder
- \*If random moment is not received within three to four days, a phone call is made to the recorder to check on the status of the random moment.
- \*By sending the random moments to the collaborative office, the LCTS Coordinator can review them to be sure they are completed properly prior to mailing them to the state (this has helped eliminate errors).

**Recognition & Reward:**

- \*Present Recorders with small gifts once per year as a thank-you for their support and efficiency (examples: candy, small candle, nice pen, coffee mug, etc.)
- \*Send Cards once per year to all participants thanking them for their participation. You can include a small token of appreciation. This year we sent a bookmark that we made ourselves, and it said: “YOU” Make a Difference in the Life of a Child.

## **Spending the LCTS Funds**

### **Defined Mission & Purpose:**

\*Jackson County's Collaborative was formed prior to LCTS funds. The Collaborative partners had worked together to define their mission, identify gaps in service, and set priorities. These priorities were consistent with the guidelines established for LCTS. Therefore, LCTS funds provide a positive opportunity to enhance and expand prevention and early intervention services for children and families.

\*The Joint Powers Board of Directors for the Collaborative guides all decisions regarding planning, service delivery, and financial matters. Therefore, the entire board, with the input of the collaborative coordinator determines how all funds are spent, including LCTS. These decisions are consistent with the original mission, goals, and intended outcomes for the collaborative

### **Effective Communication:**

\*All partners have an equal voice in how the funds are spent. The collaborative coordinator meets with front line service providers monthly to receive ideas and input on what services are provided and needed in the county. This team, known as the Action Team for Children and Families, is open to anyone who works with or has an interest in children and families, including parents. This team provides an opportunity for ongoing communication between providers and parents, as well as a way to make recommendations to the Joint Powers Board of Directors.

\*Collaborative staff, known as Family Facilitators, work in the schools, with area service providers, and with families. The LCTS participants are aware that LCTS Funds help support the Facilitators. The providers and families see first hand how the work of the Facilitators enhances direct prevention and early intervention services in our county.

### **Ongoing Evaluation Expectation:**

\*Evaluation is an ongoing component of all of the services provided by the collaborative. Therefore, there are no individual specific expectations of each project or program. The goals and outcomes are inclusive within the scope of the collaborative work that is done in Jackson County.

\*Reports are provided to the Board of Directors on a regular basis. This allows them the opportunity to evaluate the success of various services, projects, and programs that LCTS Funds help support.