Steering Committee on Reduction of African American Child Deaths

November 16, 2016
2:15 p.m. – 4:15 p.m.
Sierra Health Foundation

Meeting Outcomes:
1) Understand the Faith-based strategy and upcoming events
2) Understand the Quality Assessment process

2:15 p.m. Welcome and Updates:
Kindra Montgomery-Block, Program Officer
The Center
- Approval of October 2016 Meeting Minutes
- Update on the Board of Supervisors and First 5 Annual Report

2:30 p.m. Quality Assessment Update
bel Reyes, Innovation Bridge

3:00 p.m. Workgroup Planning (Five Priority Areas)
Workgroups:
1. Promoting Advocacy and Policy Transformation
2. Equitable Investment and Systematic Impact
3. Coordinated Systems of Support
4. Data-Driven Accountability and Collective Impact
5. Communications and Information Systems

3:45 p.m. Workgroup Report Out
Workgroups

4:00 p.m. Announcements: Important Dates and Events
- November 29, 2016 – Results Based Accountability Training – 9 a.m. – 4 p.m.
  Location: Library Galleria, 828 I Street
- January 6, 2016 – Faith Based Breakfast – 10 a.m. – 12 p.m.
  Location: Fox and Goose, 1001 R Street
- April 20, 2016 – Faith Based Conference – 9 a.m. – 4 p.m.
  Location: South Sacramento Christian Center, 7710 Stockton Blvd.

4:05 p.m. Public Comment

4:15 p.m. Adjourn
Steering Committee on Reduction of African American Child Deaths (RAACD)

Date: November 16, 2016
2:15 p.m. – 4:15 p.m.
Sierra Health Foundation
1321 Garden Highway
Meeting Summary Notes

Meeting Attendance
Steering Committee Members Present: Pastor Alice Baber-Banks, Stephanie Bray, Debra Cummings, Dr. Ethan Cutts, Keith Herron, Dr. Olivia Kasirye, Kim Pearson, Essence Webb, Natalie Woods Andrews, Marlon Yarber

Steering Committee Members Not Present: Paris Dye

Excused Absence: Captain Bobby Davis, Gladys Deloney, Linda Fong-Somera, Diane Galati, Chet Hewitt, Pastor Robert Jones, Judge Barry Loncke, Alice Murphy-Hasan, Tina Roberts, Wendy Petko (proxy present), Kim Williams,

Center Staff: Leslie Cooksy, Kaying Hang, Kari Ida, Kindra Montgomery-Block, Madeline Sabatoni

Guests: Nick Mori, Department of Public Health; Shannon Read, Center for Community Health and Wellbeing (proxy for Wendy Petko); Gina Roberson, TARC Coordinator; Bobby Roy, Children’s Coalition; Larry Lee, The Observer; Pleshette Robertson, Sac Cultural Hub; Michele Darling, LPC Consultants; Yuuko Feletto, Sacramento County Office of Education Infant Death Program; Telon Sanchez, Community Mothers of 95838; bel Reyes, Innovation Bridge; Steve Garrett, Sacramento Public Defender’s Office; Simone Lacey, Community Mothers of 95838

Meeting Summary
Meeting called to order: 2:21 p.m.

Steering Committee Updates:
Dr. Natalie Woods Andrews, co-chair of the Steering Committee opened the meeting with an overview of the agenda and introductions. Kindra Montgomery-Block, Program Officer of The Center gave an update on presentations to the Sacramento County Board of Supervisors and the Sacramento First 5 Commission.

There are still open membership seats on the Steering Committee. These seats include: Foundations, Healthy Systems (Sutter), Housing and Workforce Development.

Quality Assessment Update
bel Reyes, Innovation Bridge presented an update on the Quality Assessment process.

Please see attached power point slides.
**Quality Assessment Update Discussion**

The Steering Committee discussed the need to also gain the perspective of the population being served through a survey or other mechanism. Additionally, the Participatory Action Research (PAR) will be driven by the community. The evaluation workgroup has discussed a resident survey, but has not yet figured out the next steps. LPC Associates, the PAR coordinator, also provides technical assistance to the Community Incubator Leads (CILs) and are working on forms to drive this process. This will also feed into progress reports.

The quality assessment will help gauge what interventions are happening for each cause of death. This will help drive the capacity building activities and information provided at the Profound Purpose Institutes.

The CILs have been a part of the quality assessment tool review and will see the final tool.

**Workgroup Planning**

Steering Committee members were asked to self-select their preferred workgroup. Each workgroup is focused on the five strategy areas: Promoting Advocacy and Policy Transformation, Equitable Investment and Systematic Impact, Coordinated Systems of Support, Data-Driven Accountability and Collective Impact and Communications and Information Systems.

**Workgroup Report-Out Discussion**

*Promoting Advocacy and Policy Transformation*

This workgroup discussed the need for additional Community Leadership Roundtable (CLR) members and has begun to review the list of recommended candidates and will do outreach in the Fruitridge, Arden Arcade and Meadowview neighborhoods. Additionally, this workgroup is looking at a scope of work focused on restorative practices, to build the capacity of CLR members. Lastly, the workgroup has looked at the faith-based strategy, the upcoming faith-based events and an intentional strategy to further engage the CLRs.

*Equitable Investment and Systematic Impact*

This workgroup reviewed the draft agenda and attendee list for the upcoming Results Based Accountability (RBA) training on November 29 and made a list of suggested partners who should attend. Staff will reach out to these partners. The group discussed advantages and challenges of working with the multi-disciplinary teams (MDTs) and started to think about the best way to plan for an initial meeting of the Interagency Children’s Policy Council (ICPC), following the RBA training.

*Coordinated Systems of Support*

This workgroup reviewed the quality assessment tool and provided feedback. Additionally, the group discussed the Technical Assistance Resource Center (TARC) Advisory Board and identified potential experts that could serve on this board.

*Data-Driven Accountability and Collective Impact*

This workgroup reviewed the data profiles provided by the Data Hub. The goal is to get the neighborhood profiles out as soon as possible.
Communications and Information Systems
This workgroup reviewed proposals for a potential RAACD podcast. Additionally, the group discussed next steps around the new brand strategy, including a formal launch of the brand in January, a website and a brand book. The workgroup also discussed how this new campaign can be aligned with MLK 365 and how Steering Committee representation can be coordinated. The workgroup discussed next steps for when CILs submit their individual communication plans and discussed logos for the Loving Brown Babies campaign.

Announcements:
Debra Cummings shared with information about a family who is need during the holiday season. For more information, please contact Debra.

Upcoming events:

- November 29, 2016 – Results Based Accountability Training – 9 a.m. – 4 p.m.
  Location: Library Galleria, 828 I Street

- January 6, 2016 – Faith Based Breakfast – 10 a.m. – 12 p.m.
  Location: Fox and Goose, 1001 R Street

- April 20, 2016 – Faith Based Conference – 9 a.m. – 4 p.m.
  Location: South Sacramento Christian Center, 7710 Stockton Blvd.

Public Comment:
None

Meeting adjourned: 4:19 p.m.
Steering Committee on Reduction of African American Child Deaths

RAACD Quality Assessment

November 17, 2016

Presentation
Quality Assessment
“Help Shine and Grow”

Purpose:
To make objective assessments of Community Incubator Leads (CIL) quality of efforts and work, in alignment with the general indicators of the quality of the RAACD Strategic Plan Implementation

Process Overview:
Part of a continuous improvement cycle to assess planning, preparation, and implementation of the work of CIL’s within their targeted community
**Definition:** Something that either be measured or assessed in order to understand the quality of planning, preparation, and implementation of the work.

**Infrastructure**
- Mission-Focus
- Partnerships
- Community Capacity-Building
- Data Collection, Sharing & Use

**Point-of-Service (Engagement)**
- Engaged Leadership
- Community Engagement
- Youth-Centered
- Transparency & Fairness
- Communications
**A Quick Look and Indicators**

**Definition:** A thing, especially a trend or fact, that indicates state or level of something.

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<thead>
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<th>Quality Dimension: Mission-Focus</th>
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<td>Activities associated with implementing the strategic plan are consistently focused on the mission of reducing African American child deaths.</td>
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**Indicators:**
- Interventions used have been demonstrated to reduce deaths caused by the conditions identified in the BRC report.
- Resources are aligned and enhance collaboration, planning and partnerships.
- Resource allocations are coordinated to support a systemic response to issue within the targeted neighborhood.
- Actions are focused on preventing the root causes of RAACD.
- Reducing African American child death is a priority that the CIL is working toward institutionalizing in the form of policy and practice change.
- Stakeholders commit resources to the shared goal.

**Notes:**
Quality Improvement Cycle

**PLAN**
*August-Nov.*
RAACD Improvement Planning

**TRAIN**
*Nov.-Dec.*
RAACD Quality Assessment Team Training

**ASSESS**
*Dec.-July*
Site Assessments & 48-Hour Report Quality Report

**REFLECT**
*Aug.-Sept.*
Debrief Process & Prepare for Next Cycle
# I Do, We Do, You Do

## Reduction of African American Child Deaths

### Quality Assessment Tool

**I Do, We Do, You Do Assess Phase**

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<tr>
<th>Quality Improvement Cycle</th>
<th>Assess Timeframe (November-July)</th>
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<tr>
<td><strong>I DO Phase (CLR/TARC/SHF: The Center Staff)</strong></td>
<td><strong>RAACD Quality Assessment Team Conducts...</strong></td>
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<tr>
<td>RAACD Quality Assessment (QA) team introduces Community Incubator Lead (CIL) to continuous cycle of improvement. QA team makes objective assessment of CIL efforts and work toward reducing African American child deaths to improve quality of implementation. QA team provides/models strategies and activities with CIL through a 48-hour feedback process.</td>
<td><strong>CIL quality assessment site visit observations</strong></td>
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<td><strong>Document review</strong></td>
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<td><strong>We Do Phase (Co-Led by CIL and CLR/TARC/SHF: The Center Staff)</strong></td>
<td><strong>RAACD Quality Assessment Team and Community Incubator Co-Conducts...</strong></td>
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<tr>
<td>Shared facilitation of CIL quality assessment site visit and member(s) of CIL neighborhood leadership team to build capacity. Side-by-side trainings and assessments to improve CIL efforts and work toward reducing African American child deaths.</td>
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<td><strong>You Do Phase (CIL-Led)</strong></td>
<td><strong>Community Incubator Lead Conducts...</strong></td>
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<td>CIL administers the RAACD Quality Assessment Tool as a self-assessment process. CIL integrates strategies for improvement into systems and practices. Continuous improvement process is led by the Community Incubator Lead.</td>
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### Key Terms:

- Quality Assessment (QA)
- Community Incubator Lead (CIL)
- Community Leadership Roundtable (CLR)
- Technical Assistance Resource Center (TARC)
Next Steps

October-November
Incorporate Feedback, Final Revisions

November-December
Schedule & Coordinate CIL Quality Assessment Site Visits
Training for Quality Assessment Team – Dec. 7

December 12-14, 2016
CIL Quality Assessment Site Visit
Thank you!
Purpose
The purpose of this Quality Assessment Tool is to review and examine the Reduction of African American Child Deaths (RAACD) Community Incubator Lead’ (CIL)s integrated systems of support. This document outlines 9 specific system-building RAACD quality dimensions and indicators developed by the Steering Committee in alignment with the five strategies of the initiative. The specified quality dimensions indicate progress toward meeting or exceed goals in the areas of the CIL’s mission-focus efforts, engaged leadership, partnership, community engagement, community capacity-building, youth-centered, transparency and fairness, communications, data collection, sharing and use. Members of the RAACD’s Quality Assurance Team will use this observational assessment tool twice throughout the year (i.e., once the fall and once in the spring) to assess implementation of the foundational RAACD efforts as aligned to each focus strategy.

Layout
The RAACD’s Quality Assessment Tool is divided into the 9 RAACD quality dimensions. Each dimension will be assessed based on, but not limited to, demonstrated evidence of the indicators listed for each of the nine dimensions. The indicators listed are directly aligned to the actions to be performed and services to be provided to meet RAACD’s identified targeted strategies to reducing African American child deaths. The indicators are intended to guide what to observe throughout the CIL site visit. Additionally, there is a rating scale (described further below) and a section for observational notes to document relevant evidence that may be needed when it comes time to generate feedback.

Observation
Observation is an important element in the cycle of continuous improvement and helps assess components of the Community Incubator Lead efforts and work toward reducing African American child deaths translate at the intersect of engagement between the multiple stakeholders. However, a one-day observation may not provide a complete picture of the CIL’s efforts and work. As such, the
Quality Assessment Tool is intended get a general sense—through observations—of the experiences and successes of those involve with the CIL as related to the 9 quality dimensions and indicators. The following icons may further signify tips and helpful reminders for assessors:

👀 “Look for”: evidence of things an assessor might see (or note the absence of) related to quality dimension(s) and indicators.

📢 “Listen for”: things an assessor might hear that would provide evidence to give an appropriate rating.

❓ “Ask”: a targeted, follow-up and/or clarification questions as needed.

Rating Scale
Each of the 9 Quality Dimensions will be given a rating of 1-4. The rating given should reflect the evidence observed not rated solely based on a single activity. Each assessor will provide their own summative rating for each quality dimension. The scale for the ratings is as follows:

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Expectations
After each CIL site visit, a member of the Quality Assurance Team will provide a 48-hour quality assessment report indicating site’s strengths and recommendations for improvement based on observations, discussions and document review. Additionally, the 48-hour quality assessment report will include a formative consensus rating (a consensus rating of all assessor individual ratings). As part of an ongoing cycle of continuous improvement, expectation is that recommendations are addressed within a timely manner.
**Quality Dimension: Mission-Focus**

Activities associated with implementing the strategic plan are consistently focused on the mission of reducing African American child deaths.

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- Actions are focused on preventing the root causes of RAACD.
- Reducing African American child death is a priority that the CIL is working toward institutionalizing in the form of policy and practice change.
- Stakeholders commit resources toward supporting the shared goal.

**Notes:**
### Quality Dimension: Engaged Leadership

Leaders and decision-makers from the various stakeholders demonstrate commitment to RAACD by being actively involved in implementing the Community Incubator Lead’s actions and strategies within the implementation plan.

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**Indicators:**

- Leaders/decision-makers are focused on the target community wellbeing and are actively involved with the Community Incubator Lead including, but not limited to, meetings, activities, presentations, and RAACD policy and advocacy efforts.
- Leaders/decision-makers actively engage with the community and promote the involvement of people who experience barriers to participate in the Community Incubator Lead implementation efforts and work toward RAACD.
- Leaders/decision-makers are meaningfully involved through clear roles and responsibilities, in the processes related to implementing the Community Incubator Lead’s implementation plan and reducing African American child deaths.
- Engaged leaders/decision-makers participating in the Community Incubator Lead’s implementation efforts and work toward RAACD include members of the Sacramento County Multi-Disciplinary Team (MDT).

**Notes:**
**Quality Dimension: Partnerships**

Diverse constituencies are effectively represented so that diverse perspectives are included in the implementation of the Community Incubator Lead’s implementation plan toward reducing African American child deaths.

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**Indicators:**

- Roles and responsibilities of diverse Community Incubator Lead partners are clearly understood and defined by various members of the Community Incubator Lead.
- Representatives from targeted neighborhood, other Community Incubator Leads, and organizations are actively collaborating with each other across all priority areas.
- Community Incubator Lead builds personal relationships with families and youth as partners and are recognized as voices for their constituencies.
- The CIL’s neighborhood leadership team is established and coordinated, in partnership with its respective Community Leadership Roundtable members, building on deep partnerships around aligned priority areas and outcomes.
- Multiple diverse constituents representing diverse perspectives regularly collaborate to implement actions as outlined in the Community Incubator Lead’s implementation plan. This includes, but not limited to members of the Sacramento County Multi-Disciplinary Team.

**Notes:**

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### Quality Dimension: Community Engagement

Activities intended to engage the community in the implementation of the Community Incubator Lead’s efforts toward reducing African American child deaths are authentic and effective.

**Observation Date:** [ ]

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**Indicators:**

- Community residents’ knowledge and views inform decisions.
- Community residents are meaningfully engaged with positive, safe, and supportive environments.
- Practical barriers (transportation, location, dependent/child care, meeting times, loss of earnings, information format) to community participation are minimized through integration of multiple strategies including, but not limited to, inclusion of community members’ feedback in the engagement process, CIL’s flexibility in making appropriate changes to the engagement process, and forming partnerships with organizations that can support challenges of access and availability of resources.
- Community engagement practices are culturally-responsive to the Community Incubator Lead’s targeted neighborhood.
- Engagement of community residents in activities that support the well-being of children and their families and address the four causes of African American child deaths in the CIL’s targeted neighborhood.

**Notes:**
Quality Dimension: Community Capacity-Building

Existing community capacity-building efforts are recognized and built on using effective practices to develop community capacity required in implementing the Community Incubator Lead’s efforts toward reducing African American child deaths.¹

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Indicators:

- Community leadership is maximized by offering supportive RAACD related educational trainings, facilitating neighborhood convening’s, and creating access to available resources.
- Capacity-building activities are empowering, strengths-based, and culturally responsive in the work of preventing African American child deaths.
- Organizations participating in the CIL’s community capacity-building efforts seek to hire from within the focus neighborhood when appropriate. Expertise is sought beyond the CIL’s focus neighborhood when not readily available or accessible.
- Capacity-building activities and efforts are based on promising practices that strengthen the operational capacity of the Community Incubator Lead in reducing African American child deaths.

Notes:

¹ Community capacity can be defined as the “combined influence of a community’s commitment, resources, and skills” that can be utilized to build on community strengths to address challenges (Mayer E. Steven, 2002)
Quality Dimension: Youth-centered

Youth are recognized as assets in the process of implementing the Community Incubator Lead’s strategic efforts toward reducing African American child deaths.

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Indicators:
- Opportunities for youth leadership are created and represented in the CIL’s decision-making bodies.
- Youth leadership is nurtured through financial (e.g. stipends, employment opportunities) and other incentives (e.g. gift cards, community service hours).
- Youth voice is sought, supported, and listened to with positive, caring relationships between youth and adults.
- Youth appear intrinsically motivated to participate in the Community Incubator Lead’s activities and efforts toward reducing African American child deaths.
- Youth engagement opportunities are meaningful, age-appropriate, help foster young people’s positive self-image/identity, and are seen as resources to be nurtured.

Notes:
Quality Dimension: Transparency and Fairness

Decisions, actions, and plans involved in implementing the Community Incubator Lead’s strategic efforts toward reducing African American child deaths are documented, shared, and considered to be fair by stakeholders.

Observation Date: __________________________  Rating: __________________________

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Indicators:

- Procedures and criteria for decision-making, including distribution of financial and other resources, are clear and fair.
- Rationale for decisions, actions, and plans are transparent and shared in a timely manner.
- Information (about processes, actions, decisions, plans, etc.) is accessible, clear, understandable and relevant.
- Processes for engaging partners in the actions of the Community Incubator Lead are documented, shared, and considered fair by various stakeholders.

Notes:
**Quality Dimension: Communications**

Communications associated with implementing the Community Incubator Lead’s strategic efforts toward reducing African American child deaths (e.g. messages about four causes of African American child deaths, CIL events/activities, meetings, etc.) are clear to intended audiences.

**Observation Date:** ___________________________ **Rating:** ___________________________

<table>
<thead>
<tr>
<th>Beginning - 1</th>
<th>Emerging - 2</th>
<th>Developing &amp; Integrating - 3</th>
<th>Exemplary &amp; Sustaining - 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimal to no evidence that support implementation as evidenced by observation, documentation, and data.</td>
<td>Minimal evidence toward supporting implementation as evidence by observation, documentation, and data.</td>
<td>Evidence indicates quality development and integration toward implementation as evidenced by observation, documentation, and data.</td>
<td>Evidence indicates high-quality implementation and moving toward long-term sustainability as indicated by extensive exemplary documentation, observations and data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicators:</th>
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<tbody>
<tr>
<td>− Communication efforts are coordinated and consistent; CIL has clearly defined communication goals and an established timetable (based on RAACD CIL Communication Plan).</td>
</tr>
<tr>
<td>− Communications are delivered by sources (i.e. print publications, online communications, meetings, media relations, and public relations materials) recognized and accessible by the community.</td>
</tr>
<tr>
<td>− Communications are delivered using appropriate media (both traditional media and social media platforms or outlets) for the intended audiences.</td>
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<tr>
<td>− Communications foster connection between members of the focus neighborhood on the importance of RAACD, the Community Incubator Lead, and its status.</td>
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<tr>
<td>− Positive messages celebrating accomplishments are publicly communicated.</td>
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</table>

**Notes:**
Quality Dimension: Data Collection, Sharing, and Use

High quality data about the implementation of the Community Incubator Lead’s strategic efforts toward reducing African American child deaths are collected; interpretation of findings is participatory; and findings are shared and used for multiple purposes (accountability, course correction, contribution to knowledge).

Observation Date: ____________________________  Rating: ____________________________

<table>
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<tr>
<th>Quality Level</th>
<th>Description</th>
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<td>Exemplary &amp; Sustaining - 4</td>
<td>Evidence indicates high-quality implementation and moving toward long-term sustainability as indicated by extensive exemplary documentation, observations and data.</td>
</tr>
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</table>

Indicators:  
- CIL and community partners support the collective impact process by leadership in participatory action research.  
- CIL gathers community input on the credibility of the indicators and other data provided through the RAACD Steering Committee.  
- Community members participate in data collection and interpretation activities.  
- Data reports and other results are shared with the community and CIL neighborhood leadership team.  
- There is ongoing monitoring of activities through quality assessments and other approaches  
- There is ongoing use of data for improvement, celebration, and planning.

Notes:
Reduction of African American Child Deaths
Community Incubator Lead (CIL)
48-Hour Quality Assessment Report

Community Incubator Lead: ____________________________ Date of Site Visit: _____ / _____ / _____

Site Assessed by:

Name: ____________________________ Name: ____________________________ Name: ____________________________

Name: ____________________________ Name: ____________________________ Name: ____________________________

List the Name and Role of all Attendees (i.e. staff, parents, youth, community partners, volunteers, etc.):

Name: ____________________________ Name: ____________________________ Name: ____________________________

Name: ____________________________ Name: ____________________________ Name: ____________________________

Name: ____________________________ Name: ____________________________ Name: ____________________________

Name: ____________________________ Name: ____________________________ Name: ____________________________

Name: ____________________________ Name: ____________________________ Name: ____________________________

Formative Consensus Rating Site:

<table>
<thead>
<tr>
<th>Mission Focus</th>
<th>Engaged Leadership</th>
<th>Partnerships</th>
<th>Community Engagement</th>
<th>Community Capacity-building</th>
<th>Youth-centered</th>
<th>Transparency and Fairness</th>
<th>Communications</th>
<th>Data Collection, Sharing, and Use</th>
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</table>
### Overall Strengths Summary (provide examples of strengths specific to each quality domain)

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<tr>
<th>Overall Areas of Improvement Summary (provide examples of areas of improvement specific to each quality domain)</th>
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### Recommendations

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<th>Recommendations</th>
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Copies will be provided to the Community Incubator Lead designated lead and to the Sierra Health Foundation, Center for Health Program Management.
## Quality Improvement Cycle

<table>
<thead>
<tr>
<th>I DO Phase (CLR/TARC/SHF-The Center Staff-Led)</th>
<th>Assess Timeframe (November-July)</th>
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</thead>
</table>
| RAACD Quality Assessment (QA) team introduces Community Incubator Lead (CIL) to continuous cycle of improvement. QA team makes objective assessment of CIL efforts and work toward reducing African American child deaths to improve quality of implementation. QA team provides/models strategies and activities with CIL through a 48-hour feedback process. | RAACD Quality Assessment Team Conducts...  
• CIL quality assessment site visit observations  
• Document review  
• Data review  
• Interviews  
**Deliverables**  
48-hour RAACD Quality Assessment Report |

| We Do Phase (Co-Led by CIL and CLR/TARC/SHF-The Center Staff) | RAACD Quality Assessment Team and Community Incubator Co-Conducts...  
• CIL quality assessment site visit observations  
• Document review  
• Data review  
• Interviews  
**Deliverables**  
48-hour RAACD Quality Assessment Report |
|---------------------------------------------------------------|---------------------------------|
| Shared facilitation of CIL quality assessment site visit and member(s) of CIL neighborhood leadership team to build capacity. Side-by-side trainings and assessments to improve CIL efforts and work toward reducing African American child deaths. | **Deliverables**  
48-hour RAACD Quality Assessment Report |

| You Do Phase (CIL-Led) | Community Incubator Lead Conducts...  
• Self Assessment  
**Deliverables**  
48-hour RAACD Quality Assessment Report |
|------------------------|---------------------------------|
| CIL administers the RAACD Quality Assessment Tool as a self-assessment process. CIL integrates strategies for improvement into systems and practices. Continuous improvement process is led by the Community Incubator Lead. | **Deliverables**  
48-hour RAACD Quality Assessment Report |

## Key Terms:
- Quality Assessment (QA)
- Community Incubator Lead (CIL)
- Community Leadership Roundtable (CLR)
- Technical Assistance Resource Center (TARC)
This guide is intended as an accompaniment to the RAACD Quality Assessment Tool. It can be used by Community Incubator Leads (CIL) or designated Quality Assurance Team lead for coordinating their Quality Assessment visits.

**Steps for an effective Quality Assessment visit**

1. **Determine and recruit your Quality Assurance Team:** Consider who will provide the most useful feedback about quality of efforts and work for your CIL. Recommended practice is that the Quality Assurance team will include, but not limited to: CIL designated lead, members of the neighborhood leadership team, CIL community partners, 1-2 Parents/Guardians, youth, representative of Steering Committee, TARC, and CLR.

2. **Schedule your QA visit:** An ideal QA visit will take place on a typical program day. Calendar visits in advance to try an accommodate schedules of the CIL and of those on your QA team. Let members and partners of the CIL know about the visit. *Be sure to schedule the QA team check-in meeting time 30 min-1hour before the “official” site visit begins to allow time to review the tool and the process.*

3. **Prepare all documents in advance:** Each QA team member should receive a copy of the RAACD Quality Assessment Tool along with a folder/clipboard to aid in writing observational notes or comments during the visit.

4. **Review the Purpose, Instructions and Observer tips with your QA Team:** On the day of your QA visit, review the instructions from the front page of the RAACD Quality Assessment Tool (paged 1-2) as a team **prior to beginning.** Allow time for the team to ask any questions. Reiterate the process for providing feedback.

5. **Debrief as a team:** It’s imperative that the QA team has an opportunity to discuss individual ratings, as well as overall strengths and opportunities for improvement. This is also an opportunity to calibrate ratings- collectively establishing a shared understanding and consensus on overall rating. Remind each member to provide a rating for each quality dimension and provide any additional comments in the space provided. The QA Team Lead will then collect the tools to average all ratings and document the collective feedback.

6. **Provide feedback:** Collective feedback which will be shared in the 48-hour Quality Assessment Report with the CIL designated lead, who will then share with his/her CIL.
Reduction of African American Child Deaths
Quality Assessment Tool
Guide for RAACD Quality Assessment Team

Purpose: The Expanded Learning Quality Assurance observation tool will be used in assessment of program quality. Quality indicators for this tool were developed in alignment with the California Department of Education (CDE) Quality Standards and Learning in Afterschool and Summer (LIAS) Principles, the Twin Rivers Unified School District (TRUSD) Strategic Framework and the vision for TRUSD Expanded Learning programs, and based on the unique community needs of TRUSD students and families. Quality Assurance (QA) observation scores and notes will be incorporated as part of a larger, overall Quality Assurance Review used to inform next steps in the cycle of continuous improvement for each program site.

Instructions: For each quality indicator, review the desired practices and mark the response that best describes the activity during your observation. Capture notes/additional comments that can help inform recommendations. Score each activity using the guided rating scale (1-4). There may not be an opportunity to observe each quality indicator within one activity or one site visit. If a quality indicator was not observed within an activity, indicate that by selected Not Applicable (N/A) on the rating scale. Average the activity scores to establish one score (1-4) for each Quality Standards Indicator.

The scores of all observers will be totaled and averaged by the QA Review Lead, who will use the average scores and observation notes to complete a QA feedback summary. The QA feedback summary should be provided to site coordinator and staff within one week of an Afterschool program site visit and within 3 days of a Summer program visit.

Use the Overall Comments section on the final page to provide general feedback on program quality, as observed throughout the various activities. This is also an opportunity to provide additional feedback related to program quality that may not be listed within the eight quality indicators for this tool.

Observer tips:
- Wear comfortable shoes
- Use the “Hints/ What to Look For...” sections (what should you see, what should you hear tips) to help with your assessment
- Avoid interrupting program as much as possible. Try to be unobtrusive.
- Outside of a safety concern, avoid providing real-time feedback or coaching during the QA visit

Additional tips for using the tool:
- If possible, during free time or transitions between activities, look for opportunities to speak a few students. Ask them general questions (i.e. “How do you like the program”? or follow up questions to an activity you observed (i.e. “How long has your class been working on the garden”?). Hearing directly from students can provide unique insight to program quality.
- Remember to consider each components of a quality indicator- not just the “Hints/ What to Look For...” section. Is the activity aligned with the TRUSD Strategic Framework? Are you observing the desired practices/LIAS principles?
- The “Hints/ What to Look For...” section is intended to help observers better understand best practices of a specific quality indicator. However, it is not intended to be a checklist. Within a given activity, you may not see each of the items listed under this section. This is not an indication of low quality, nor should it prevent you from scoring an activity.
You are invited to serve as a member of the RAACD Quality Assessment Team! As a member of the RAACD Quality Assessment (QA) Team, you will be responsible for working collaboratively to administer the RAACD Quality Assessment Tool with each of the seven Community Incubator Leads (CIL). The purpose of the quality assessment is to make objective assessments of the CILs quality of efforts and work, in alignment with the general indicators as identified in the RAACD Implementation Plan. We hope that you will join us a member of QA team!

**What:**
Training on the RAACD Quality Assessment (QA) for QA Team Members

**More information on the Quality Assessment Process:**
The RAACD Quality Assessment (QA) team will introduce the Community Incubator Lead (CIL) to continuous cycle of improvement. The QA team will make an objective assessment of CIL efforts and work toward reducing African American child deaths to improve quality of implementation. The QA team will provide strategies and activities with CIL through a 48-hour feedback process.

**When:**
December 7, 2017
3:00 – 5:00 p.m.
VCR Room, Nonprofit Innovation Center
1331 Garden Hwy, Sacramento, CA 95833

**RSVP:**
Please send an email to Madeline at msabatoni@sierrahealth.org if you plan to attend the training.