

Ottawa County Human Services Coordinating Council Operating Guidelines Manual

Title: Program Involvement Guideline
Guideline #: CD - 100
Effective: July 26, 2006
Revised: None

Purpose: The OCHSCC is committed to engaging issues at the appropriate levels when they impact Human Services, Health or Safety of residents. To this end, the Program Involvement Guideline was created to provide guidance and objectivity when reviewing new and ongoing programs.

Applicability: Staff will use this guideline to present opportunities to the Board and Executive Committee; The Board and Executive Committee will use this guideline in decision making.

Definitions: None

Guideline: There are four levels of involvement. Each level includes specific benefits and accountability measures for the program requesting OCHSCC involvement.

Level One – Lead

OCHSCC Duties:

- Identify target areas of need through needs assessment and strategic planning
- Convene stakeholders for identified target area of need
- Facilitate planning of programs to address target area of need
- Research, seek and manage grant(s)
- Draft and publish requests for proposals (RFP), review applicants, select providers
- All responsibilities listed at level two except as modified.

Program Accountabilities

- Monthly reports (written or presentation) of program progress including financial statements, program milestones, strategic goals, target needs met, etc.
- Additional accountabilities as defined by RFP(s) and contract agreements.
- All accountabilities listed at level two except as modified.

Level Two – Fund

OCHSCC Duties:

- Support with funding initiatives that are consistent with OCHSCC strategic goals and objectives
- All responsibilities listed at level three except as modified.

Program Accountabilities

- Minimum bi-annual report (written or presentation) of program progress including community needs met, change indicators, and current collaborations.
- All accountabilities listed at level three except as modified.

Level Three – Endorse

OCHSCC Duties:

- Provide a letter of endorsement for initiatives that are consistent with OCHSCC strategic goals and objectives
- Review new program proposals and existing program effectiveness
- Request reports from endorsed programs.
- All responsibilities listed at level four except as modified.

Program Accountabilities

- Communication through presentation, written or verbal means of all program milestones (i.e. grants awarded, program launch, etc.)
- Minimum annual report (written or presentation) of program progress including community needs met, change indicators, and current collaborations.
- Completion of the Community Initiative Review Matrix.

Level Four – Information/Encourage

OCHSCC Duties:

- Written support is not provided.
- Provide verbal support to collaboratives and initiatives doing good work
- Encourage on-going communication to share direction, best practices, and information about potential resources with other similar programs and with the OCHSCC
- Help identify program gaps, community duplication, and other potential problems

Program Accountabilities

- Requested to continue communication through presentation, written or verbal means.

Procedure: The attached/enclosed Community Initiative Review form is required to begin the endorsement process. The form and attachments will be reviewed by the council's executive committee and forwarded to the full board during the next regularly scheduled monthly meeting. A presentation from the requesting group may be solicited for this meeting. Endorsement of a program/project will be decided by a vote of the members at this meeting.