

First Things First (FTF) La Paz/Mohave Regional Needs and Assets Assessment Report Work Plan

Base Report: \$17,000

Current indicator data available through the FTF Regional Profile Data are sparse. Because of this, most data on indicators outlined in FTF's template report will need to be identified, collected and analyzed by ERDU. In addition, ERDU will identify, collect and analyze secondary data available on the three additional focus areas identified by the Regional Partnership Council (RPC)--children in foster care and the child welfare system, infant and toddler mental health, and children with special needs--as part of the Base Report tasks.

Additional Tasks: \$30,000

Rationale

Because community level information in rural areas is currently not available, the La Paz/Mohave RPC secured additional funding to address this need. Based on discussions with the FTF Regional Coordinator and with RPC members, ERDU has outlined tasks that can be accomplished with the additional \$30,000 allotted for qualitative data collection to meet these informational needs.

Methodology

We have identified three methodologies that are likely to be feasible methods of data collection within the time frame and resources available.

- **Key informant interviews.** ERDU will first conduct telephone interviews with key informants in each of the identified communities. These informants will be service providers or other community members knowledgeable about the needs and assets of young children 0-5 and their families. These informants will be identified by RPC and FTF staff familiar with each community, and will be taken through a semi-structured interview. They will also be asked to identify appropriate locations within their community where parents are likely to congregate and may be willing to spend some time engaged in interviews (e.g., clinics, libraries, child care centers)
- **Parent passerby interviews.** ERDU staff will travel to each community identified below and will spend from three to six hours per site, approach families with young children to ask questions regarding their perceived needs and available assets. Each interview is anticipated to take 15-30 minutes.

Two interview guides will be developed for these purposes. Both the parent passerby interviews and key informant interviews will focus on the collection of data related to base report indicators (e.g., quality and access to early care and education; health; professional development of early care teachers and workers; family support; family communication; coordination among early childhood programs and services).

The number of parent interviews completed will largely depend on the ability to target appropriate places to solicit their participation (e.g. where it would be convenient for them to spend 15-20 minutes responding to probes). Past experience has suggested that 3-4 per hour are possible, assuming interest from participants. We have found that the offer of a nominal incentive (e.g., a gift card for a small amount) can substantially increase participation. It is important to note that our current work estimates do not include provision for participant incentives. Needs and Assets contractors have been informed that FTF staff must first receive clearance from their legal department to approve the provision of incentives. Should this clearance be provided, we would suggest reducing the amount of time spent in some communities in order to have the funding to provide these incentives.

- **Focus groups.** For additional areas of focus identified by the RPC, a convenience sample of passersby will likely yield few if any families with these special foci, e.g., foster parents and parents with children with special needs. As a result, identifying agencies addressing these issues, and recruiting families in advance to participate will likely be more effective. In two larger communities, Kingman and Parker, where the pool of potential participants for issue-specific groups will be larger, we plan to conduct focus groups addressing the additional focus areas identified by the RPC: child welfare, mental health, and special needs. Focus groups were considered for outlying areas, but the costs of and limitations of organizing issue-specific focus groups in communities with few potential participants, within the limited time frame available, were considered prohibitive.

ERDU will facilitate two focus groups in Kingman and two focus groups in Parker; two focus group guides (one for families with special needs children, and one for families involved in child welfare) will be developed. Because of the amount of time required to identify and recruit participants and to coordinate the logistics for these groups, it will be necessary for RPC and FTF staff to assist ERDU in this challenge. This will allow ERDU to collect qualitative data in more communities, instead of spending this time coordinating activities. If the logistical burden of arranging focus groups is too substantial within the time period (e.g., because of transportation and child care arrangements for families), an alternative would be to identify locations that cater to a high volume of these sub-population of families (e.g., clinics or child welfare agencies), and conduct more targeted passerby interviews there.

Targeted communities

The tables below list the sites and activities proposed within the \$30,000 supplemental funds. Because ERDU will be contracting with the La Paz/Mohave RPC thru an Inter-governmental Service Agreement, rather than a standard contract, our hourly rate is reduced and ERDU is able to provide more hours of work within the \$30,000 budget than originally calculated by the La Paz/Mohave RPC using the \$85/hr contracting rate. This increase in hours is reflected in the increased number of sites to be visited. In addition, the RPC identified some communities in which Spanish-language interviews are likely to be necessary; these have been identified below.

La Paz County

Location	Activity		
Parker (Spanish interviewer also available)	Parent Passerby Interviews (6 hrs)	Key Informant Interviews (2), Service Provider or Knowledgeable Community Members	Focus Area (Foster Parents, Special Needs) Interviews (4) or Focus groups (2)
Quartzite	Parent Passerby Interviews (6 hrs)	Key Informant Interviews (2), Service Provider or Knowledgeable Community Members	
Salome (Spanish interviewer also available)	Parent Passerby Interviews (3 hrs)	Key Informant Interviews (1-2), Service Provider or Knowledgeable Community Members	
Wenden (Spanish interviewer also available)	Parent Passerby Interviews (3 hrs)	Key Informant Interviews (1-2), Service Provider or Knowledgeable Community Members	
Bouse	Parent Passerby Interviews (3 hrs)	Key Informant Interviews (1-2), Service Provider or Knowledgeable Community Members	

Mohave County

Location	Activity		
Kingman	Parent Passerby Interviews (6 hrs)	Key Informant Interviews (2), Service Provider or Knowledgeable Community Members	Focus Area (Foster Parents, Special Needs) Interviews (4) or Focus groups (2)
Dolan Springs	Parent Passerby Interviews (3 hrs)	Key Informant Interviews (1-2), Service Provider or Knowledgeable Community Members	
Bullhead City	Parent Passerby Interviews (6 hrs)	Key Informant Interviews (2), Service Provider or Knowledgeable Community Members	
Topock	Parent Passerby Interviews (3 hrs)	Key Informant Interviews (1-2), Service Provider or Knowledgeable Community Members	
Littlefield (Spanish interviewer also available)		Telephone key Informant Interviews (3), Service Provider, Knowledgeable Community Members or Parent	

Additional activities

In addition to the activities identified above--development of interview and focus group guides, the coordination with FTF and RPC staff for key informant recruitment and location identification, the travel to communities, and the conduct of interviews in English and Spanish--the work plan for allocated additional funds includes:

- Analysis of interviews and focus groups
- Integration of the results of these additional tasks into the draft base report
- Provision of the draft report to focus group participants and key informants for feedback to be incorporated into the final draft
- Presentation of the draft report to the Regional Council, and incorporating their feedback into the final draft
- Preparation of a Summary Power Point for use by the RPC in presentations to communities

Potential additional activities--Northern cities and Ft Mohave Tribe: \$8,700

Some sites identified by the RPC as of interest added substantially to the cost of the work, taking it beyond the currently-allocated funds. However, at the request of the RPC we have priced what these additional sites and activities would require. Depending on the level of coordination needed, e.g., Tribal approval required for visiting site, etc., these tasks may or may not be completed in time for inclusion in the Needs and Assets Report to be delivered to the legislature.

Location	Activity	
Ft Mohave Tribe	Parent Passerby Interviews (6 hrs)	Key Informant Interviews (2), Service Provider or Knowledgeable Community Members
Littlefield (Spanish interviewer also available)	Parent Passerby Interviews (3 hrs)	Key Informant Interviews (1-2), Service Provider or Knowledgeable Community Members
Colorado City	Parent Passerby Interviews (3 hrs)	Key Informant Interviews (1-2), Service Provider or Knowledgeable Community Members

Work Plan Timeline for Base Report and Additional Tasks

Activity	Feb 2010	March 2010	April 2010	May 2010	June 2010	July 2010
Communication with RPC and RPC Coordinator to finalize data to be collected (existing and new)						
ERDU reviews FTF Regional Profile Data for Base Report						
ERDU identifies additional data to be collected for Base Report						
ERDU identifies available data on children in foster care and the child welfare system, infant and toddler mental health, and children with special needs						
ERDU collects, cleans, analyzes available data						
ERDU creates protocol for qualitative data collection including guide development, recruitment sites and selection criteria						
ERDU submits qualitative data collection protocol for UA IRB exemption status						
La Paz/Mohave RPC Coordinator oversees logistics of focus group and key informant interview participation						
ERDU collects qualitative data						
ERDU analyzes qualitative data						
ERDU writes Report draft						
La Paz/Mohave RPC Coordinator reviews Report draft						
ERDU presents draft to La Paz/Mohave RPC; Council reviews and comments on draft						
ERDU provides draft to La Paz/Mohave Needs and Assets Assessment participants for comment on draft						
ERDU creates second draft based on comments						
RPC reviews and comments on second draft						
ERDU produces and delivers final report(s) – “2010: La Paz/Mohave Regional Needs and Assets Report”, and summary PowerPoint						