1st Judicial District CQI Action Plan – Updated 4/28/2015

Goal: Improve the permanency status and outcomes for youth with an Other Planned Permanent Living Arrangement (OPPLA) goal				
ISSUE/CONCERN #1: Revise judicial and division procedures for permanency planning involving OPPLA youth				
Steps to Address Issue/Concern	**Who is Responsible?**	**Due Date**	**Complete**	**Notes**
1. Create work group to identify process	1. Judge Meinster	1. 12/1/13	✓	**Legal WG:**
2. Map Current CYF and court processes	2. Legal WG	2. 2/14/14	✓	Jennifer Mullenbach, Roxanne Sabin, Judge Meinster, Renee Romero
3. Review statutory requirement	3. Jennifer Mullenbach	3. 2/14/14	✓	Used statute regarding permanency planning hearings to 19.370(2) to revised order. Idea – if we follow statue for orders, we will ensure that we thoroughly document the need for OPPLA goal.
4. Revise legal orders	4. Jennifer Mullenbach	4. 2/14/14	✓	
5. Identify roles and responsibilities of each party prior to hearing (position of parties to be given at hearings)	5. Legal WG	5. 6/1/14		
6. Create permanency planning hearing notice	6. Legal WG	6. 6/1/14	✓	Waiting on flowchart on permanency from Casey for roles in hearings.
7. Train parties: judicial officers, CASA, CWs, attorneys and GALs	7. Legal WG	7. 7/1/14	✓	Cathy/Leah – GAL/CASA, Kurt/Graham/Caroline – RP training, Jennifer/MaryAnn- county attorney and judicial officers, Tim/Jennifer – Division training
8. Implement New Processes	8. Legal WG	8. 7/15/14	✓	
9. Develop flow chart for permanency incorporating statutes and Division's internal procedures	9. Legal WG	9. 11/1/14		Update as of 4/27/2015 – flow chart nearly complete – only need to add permanent home hearings. When completed, will be posted in every court room. Training on 6/26/2015.
10. Identify age criteria for receiving notification of permanency notice for children and youth	10. Legal WG	10. 10/1/14	✓	
11. Complete flow chart integrating court and administrative process	11. Legal WG	11. 7/1/15		
ISSUE/CONCERN #2: Develop and implement composite permanency ranking scale that expands around the Casey Family Programs ranking system (Composite Permanency Ranking System)				
Steps to Address Issue/Concern	**Who is Responsible?**	**Due Date**	**Complete**	**Notes**
1. Create Work Group	1. BPT	1. 11/8/13	✓	**Perm Ranking WG:**
2. Develop Criteria (What to measure)	2. Perm Ranking WG	2. 12/15/13	✓	Graig Crawford (chair),Allison Pearce, Roxanne Sabin, Crystal Arnett, Betsy Fordyce, Shana Kloek
3. Develop & review draft ranking tool	3. Perm Ranking WG	3. 2/12/14	✓	
4. Finalize ranking tool and process for initial and follow up data	4. Perm Ranking WG	4. 2/28/14	✓	New ranking system consists of the following:

collection(when, how often, and by whom) 5. Review ranking tool at site visit 6. Implement new ranking tool w/ CWs 7. Send sample of perm ratings to larger BPT team for review - make adjustments if necessary 8. Compile results of initial rankings to make adjustments to scoring methodology 9. Include in benchmark hearings and emancipation staffingfor review – make adjustments if necessary 10. Draft of court report friendly composite ranking tool reviewed by BPT workgroup. 11. Incorporate composite permanency ranking tool into court report	5. BPT Team 6. Caseworkers/ judicial 7. Graig 8. Graig and BPT workgroup 9. Graig/Division 10. Graig with BPT Team 11. BPT Team	5. 3/11/14 6. 4/1/14 7. 5/15/14 8. 9/1/14 9. 2/6/15 10. 5/11/2015 11. 6/26/2015	✓ ✓ ✓	Casey Permanency Ranking, Education Status, Employment Status, Chafee Participation, Placement Status, # and Rating of Supportive Adult Connections(parents, sibs, other adults), IL Skills/Preparation (Money Mgmt, Housing, Transportation, Health, Vital Docs) Process: worker willconduct baseline ratingwith youth when perm goal is initially changed to OPPLA and every 6 months thereafter until closure. A final rating will be captured at closure. Ranking tool will be included with court report at each hearing. Data will be collected in CYF's CAT system. 5/11/2015 - Feedback from BPT team: 1. Disable Not Applicable for Perm Connections with other adults 2. Add definitions for strength of connections and Case Family Perm ranking 3. Add ranges for high, moderate, and low range on composite ranking scale 4. Make comments mandatory for perm connections 5. Train workers on comments – what to include 6. Will be brought for follow-up at June meeting
ISSUE/CONCERN #3: Increase compliance with Statue 19-3-702(3.7) for court to consult with youth in age-appropriate manner regarding permanency plan				
Steps to Address Issue/Concern	**Who is Responsible?**	**Due Date**	**Complete**	**Notes**

1. Create work group	1. Cathy Madsen	1. 11/8/13	✓	**Youth WG:** Cathy Madsen, Lean Robbins, Jen Millard
2. Obtain copy of Kansas Notice	2. Cathy Madsen	2. 11/8/13	✓	
3. Develop notice materials	3. Youth WG	3. 3/1/14	✓	A focus group of youth to discuss barriers and review notice to youth has been scheduled for 3/13/14 at 3p. This is before the weekly Chafee meeting and anticipate that we can recruit at least 10-15 youth. Jen Millard from Chafee and CASA will assist with transportation to the meeting.
4. Schedule focus group of youth	4. Youth WG	4. 3/1/14	✓	
5. Develop survey for OPPLA youth	5. Youth WG	5. 3/1/14	✓	
6. Hold youth focus group	6. Youth WG + youth	6. 3/14/14	✓	
7. Identify barriers to youth attending court	7. Youth WG	7. 4/15/14	✓	
8. Consult w/Ann Sullivan about developing a measurable youth survey	8. Cathy Madsen and Ann Sullivan	8. 8/15/14	✓	For those youth that are not able to attend the focus group, we would like to develop a 3-5 minute survey regarding barriers for caseworkers to complete with OPPLA youth at their March and/or April home visits for additional data.
9. Develop youth survey	9. Cathy Madsen and	9. 9/15/14	✓	
10. Send survey to GALs for youth to collect feedback from current OPPLA youth	10. Cathy Madsen and Youth WG	10. 10/1/14	✓	Focus group: 15 youth attended Themes – being punished – not having voice heard Felt uncomfortable with family present, no trust with Judicial officer, not enough contact with GALs, felt individual meetings with judge was productive, does not know how to communicate issues with CW or GAL to court.
11. Sendhearing notice letters to youth and measure whether this effects attendance at court	11. County Attorney's office	11. 10/1/14	✓	
12. Request and Implement Eclipse code to track off-docket youth in camera	12. Shana	12. 9/1/15		Notices are being sent by county attorney's office as of 9/1/2014
13. Implement new Eclipse coding system to differentiate between review and permanency hearings, and allows for the input for more than one permanency hearing.	13. Shana / Magistrate Tims	13. 6/1/15		#12- Create Eclipse code that recognizes when a child has met w/a judicial officer off docket.
14. Develop form for GALs to track "age appropriate consultation"	14. Kurt Metzger	14. 6/15/15		#13 – Apply to future hearings scheduled on or after June 1, 2015.
15. Get baseline data for age appropriate conversations	15. Jennifer Mullenbach	15. 9/1/2015		
16. Analyze data to see if additional action needs to be taken	16. BPT	16. 12/31/15		#14 – Kurt created draft of form for GALs to track whether youth was consulted. Worries were adding another code for clerks to track (shana) and whether GALs would always fill it out. Group felt we need to determine if this is an issue after reviewing past perm hearings for baseline data. Will follow-up at next meeting.

ISSUE/CONCERN #4: Expand PRT process to include all OPPLA youth.				
Steps to Address Issue/Concern	**Who is Responsible?**	**Due Date**	**Complete**	**Notes**
1. Identify 5 different population groups and initiate waves of initial PRTs based on age. a. September 16 year olds, b. October 17 year olds, c. November a few youth under 16 in care > 1 year d. December/January ages 18/19	1. PRT Supervisor and PRT Coordinator	1. 1/31/14	✓	Created automated process to notify workers via email when a youth meets criteria for PRT (OPPLA and age 16 or older) Added alert to internal data system for PRT coord to see list of youth in need of initial and follow-up PRTS
2. Identify and locate internal consultants to participate in all PRTs.	2. PRT Coordinator	2. 9/1/13	✓	Added to PRT summary ad-hoc report that can be run from internal CAT data system
3. Notify workers and schedule initial PRT meetings.	3. PRT Coordinator	3. 9/1/13	✓	*Monitor for progress in completing the PRTs. Last data shows 86% participating in process.
4. Develop a mechanism to invite GALs and other key stakeholders PRTs	4. PRT Supervisor, PRT Coordinator and Data Expert	4. 2/15/14	✓	
5. Hold Initial PRTs for target population and ensure mechanism in place to identify youth in need of PRT	5. PRT Coordinator and Caseworkers	5. 2/28/14	✓	
6. Determine how to measure whether PRTs are occurring timely for target population - both initial and follow-up	6. PRT Supervisor, PRT Coordinator and Data Expert	6. 3/1/14	✓	

ISSUE/CONCERN #5: Increase recruitment for alternative permanency placements and permanent connections (including non-relative supports) by enhancing family finding and diligent search.				
Steps to Address Issue/Concern	**Who is Responsible?**	**Due Date**	**Completed**	**Notes**
1. Identify target population for family intensive finding.	1. Dept Sup, IFF Coordinator	1. 12/1/13	✓	Target pop – children age 7-15 in care for more than 6 months and not placed with kin
2. Intensive family search completed on identified youth utilizing multiple search tools.	2. IFF Caseworker	2. 2/28/14	✓	BP meeting on September 29 to discuss Step 7.
3. Create workgroup to develop process for contacting kin	3. IFF Caseworker, Data Exp	3. 2/28/14	✓	
4. Determine how to share IFF caseworker efforts (identified family members) with youth, caseworker, GAL, and court.	4. Natalie Mall and IFF Caseworker	4. 7/1/15	✓	

ISSUE/CONCERN #6: Revise docket scheduling & standardize processes to increase docket efficiency, allowing for sufficient time for meaningful permanency hearings.				
Steps to Address Issue/Concern	**Who is Responsible?**	**Due Date**	**Completed**	**Notes**
1. Review data to see how many hearings on average are occurring daily for each judge/magistrate.	1. Shana	1. 3/15/15	✓	
2. Establish written set of roles and expectations for the stakeholders involved in permanency hearings.	2-4. Brenda – CASA Natalie – CYF Lauren – GAL Kurt – RPA Judge Meinster, Magistrate Carrithers – Court	2. 5/11/15		Kurt will draft set of roles and expectations for next CQI meeting on 5/11/2015
3. Collect feedback from stakeholders on appropriate consequences for late and unprepared parties and how many cases per docket		3. 7/16/15	✓	Update on 5.11.2015 – Tim Young handed out draft of caseworker expectations for perm hearings and requested feedback be emailed directly to Natalie Mall.
4. Develop form for Magistrates/Judges to track which parties are not prepared to begin at docketed time		4. 5/4/15		Have already had discussion about being on time and ready to go at scheduled docket time.
5. Create court watcher tracking form to track how long hearings last on whether they run over.	5. Jennifer and Shana	5. 5/11/2015		
6. Identify whether CASA volunteers can assist in tracking for several dockets	6. Leah	6. 5/11/15		
7. Increase awareness of statutory requirements in settings	7. Judge Meinster	7. 6/26/15		
8. Pull data about how long families are waiting for scheduled start time and average time per type of hearing	8. Shana	8. 7/13/15		
9. Continue discussion on structure of docket and setting maximum cases per docket	9. BPT Team	9. 8/15/15		
10. Standardize process for accepting admissions.	10. BPT Team	10. TBD		
11. Decrease amount of time setting hearings on the record.	11. BPT Team	11. TBD		
12. Establish protocol that new filings are				

always docketed first in the clerks' office before being filed with Magistrates or Judge.	12. Shana	12. TBD		
ISSUE/CONCERN #8: Increase compliance with statute 19-3-703 (Permanent Home Hearings).				
Steps to Address Issue/Concern	**Who is Responsible?**	**Due Date**	**Completed**	**Notes**

1. Clarify our interpretation and use of the definition of permanent home 2. Create worksheet for court to make permanent home findings on every EPP out-of-home case 3. Develop a procedure for providing due process/notice for permanent home hearings 4. Modify long order to include a PHOM section 5. Develop process for facilitated PHOM meeting prior to hearing 6. Finalize the juvenile judge directive 7. Train on new PHOM hearing process	1. PHOM WG 2. PHOM WG 3. Jennifer 4. PHOM WG 5. PHOM WG 6. PHOM WG 7. PHOM WG	1. 6/15/15 2. 6/15/15 3. 6/15/15 4. 6/15/15 5. 6/15/15 6. 6/15/15 7. 6/26/15		