



## Internal Agenda for Rock County Steering Committee Meeting 6-27-22

Attending: Jamie Proctor, Robin Gleason, Rachel Belanger, Sandy Johnson, Joan Vetter, Tera O'Connor, Lisa Line, Emily Campbell, Charmaine Brittain, Ashley Brock-Baca, Sommer Purdom, Brenda Lockwood, Emilia León (notes)

### Final Focus Groups & Numbers

- More than initially planned in direct relation to people requesting focus groups and interviews to ensure everyone's voice is heard
- Butler will close the Spanish speaking survey – it's been open for over a month and no one has responded.
- 17 focus groups, 13 interviews
  - Foster parents: 19
  - Parents with past/present CPS case: 2
  - Court personnel/CASAs:6
  - Human services staff: 23
  - Providers/other interested parties: 21 plus Alia

### Communication to Stakeholders ready week of June 27<sup>th</sup>—how to spread the word

- Have a flyer ready to go out
  - Post on county website
  - Facebook is a good avenue
  - Word of mouth
  - Rock County can share on social media pages
  - Send out to all staff

### Reviewer Application & Recruitment

- Send out email to current and former employees to apply to be a reviewer and they will be picked randomly
  - 12 responses so far
  - Will be open until 6/30
  - Butler will ensure they meet the criteria and then do random selection to choose the reviewers

### Review Case Review



- A case review is not an audit or an investigation. It's an opportunity to take the research questions that have been defined as a group and to explore them and to inquire about the questions to understand what is happening with practice. Case Review is informed by best practices and the standards. Feedback from focus groups and interviews are contributing to the instrument. Butler is creating the review instrument so there are detailed instructions for the reviewers. This is about quality of practice and not a practice audit.
- What will the case review process look like?
  - That is still in formation
  - 2 teams of 3 looking through each case for information about specific cases and come to an agreement on what responses are; information would be entered in to a survey
  - Each case review would receive an identifier number
  - The instrument will guide going through the questions
  - This is to analyze standards and best practices
- Review research questions

Research Question	Where to find information
1. What are the barriers to timely permanency?	<ul style="list-style-type: none"> <li>○ Case notes, perm plan, family interaction plan</li> <li>○ CASA Report filed with the court.</li> </ul>
2. What improvements can be made around accountability for all members of the team?	<ul style="list-style-type: none"> <li>○ Compare return conditions/court orders with case practice.</li> <li>○ Case notes regarding court hearings</li> <li>○ Family Team meeting case notes, case notes, perm plan, court records</li> <li>○ Court record/court hearing minutes re: bio-parents, caseworker, legal, GAL.</li> <li>○ I feel like this question is subjective, but for more recent cases, FTM case notes may be helpful</li> </ul>
3. How are safety standards balanced with avoiding family separation?	<ul style="list-style-type: none"> <li>○ Safety analysis plan</li> <li>○ Safety analysis and plan for ongoing cases</li> <li>○ Initial assessment if TPC occurred during IA (most cases)</li> <li>○ Protective Plans- Initial Assessment</li> </ul>



<p>4. Are there disparate outcomes for families of color in various stages of the case, including reunification?</p>	<ul style="list-style-type: none"> <li>○ I feel like this is something that can just be pulled from eWisacwis. I don't know there would be any other place necessarily to obtain it</li> <li>○ Sacwis statistics</li> </ul>
<p>5. What is the level of parental engagement in decision-making and goalsetting in cases?</p>	<ul style="list-style-type: none"> <li>○ Case notes, perm plan</li> <li>○ Family Team Meeting Case notes and permanency plans</li> </ul>
<p>6. Are reasonable efforts being made to find kin for children of all races and ethnicities?</p>	<ul style="list-style-type: none"> <li>○ Family find letters - included in perm plan, case notes, perm plan</li> <li>○ This would be under case notes, specifically permanency notes</li> </ul>
<p>7. What contributes to placement changes/stability?</p>	<ul style="list-style-type: none"> <li>○ Case notes, change of placement reason, perm plan</li> <li>○ Sub-care notes</li> <li>○ Sub-care, family find, case notes, perm plan</li> <li>○ Notice of Change of Placement, legal document filed in CHIPS case.</li> </ul>
<p>8. How frequently are family interactions occurring, and how do family interactions impact the outcome of the case?</p>	<ul style="list-style-type: none"> <li>○ Case notes, family interaction plan, perm plan</li> </ul>

- Case Review Instrument will not be providing everything that we need to know – some conclusions can be drawn by looking at themes from focus groups
- Would plans that are developed attached to the case files in a way that Butler can view them? All except FSCM would be included – Tera will follow up on how that is documented
- In general, how much detail do case workers put in their case notes? What is documentation practice like?
  - There’s a push to be more detailed in notes. It currently varies from almost no detail to a lot of detail with no in between.
  - Workers are better at making sure a note is in rather than that all the details are included in the case note
  - Details are discussions are generally not included in case notes

### Case Review Process



- Butler will communicate with Rock County directly about logistics such as getting case access, how to get a conference room, etc.
- Be clear in communication in what role Rock County has in informing this process and providing what Butler is requesting
- What releases need to be signed to ensure confidentiality?
- Butler will need a conference room and access to case files
  - Will also need computer access as well as hard copies of cases in case firewall prevents laptops from accessing anything
- Pilot will be July 18-19
- Case review will be August 15-17

Next Steps – Review Case review instrument will be sent to everyone before the 7/11 meeting  
Tera will send an example of an out-of-home child protection case  
Next meeting on July 11<sup>th</sup>

Review case review instruments next two meetings and finalize instrument by July 11th