

# DHS Child Welfare September 1st Action Plan Work Schedule

Child Welfare's short-term improvement efforts to bring relief to field staff, enabling them to improve focus on child safety.

#	Task	Lead	Work Team	Notes	2-Jun	9-Jun	16-Jun	23-Jun	30-Jun	7-Jul	14-Jul	21-Jul	28-Jul	4-Aug	11-Aug	18-Aug	25-Aug	1-Sep
1	Determine whether or not the statutorily mandated legal parties (CASAs, CRBs) are getting what they needs and develop next steps.	Pamela Heisler	Lacey Andresen, Stacey Ayers, Kris Skaro, and Lee Lower	CRB information sharing project will be completed using the existing workgroup to execute SB243.	Initiating	Initiating	Planning	Planning	Planning	Planning	Planning	Planning	Executing	Executing	Closing	Closed		
2	Write new job descriptions for Child Welfare management staff who have recently retired. Send to HR to revise and post publically.	Laurie Price	Clyde Saiki, Andrea Cantu-Schomus	Only the Federal Policy Manager position has not been rehired to date (8/22). Adoption Manager hired (8/21). Confirmed with Laurie. Complete.	Initiating	Initiating	Initiating	Planning	Planning	Planning	Planning	Planning	Executing	Executing	Closing	Closing	Closing	Closed
3	Develop and implement mechanism to ensure providers receive an additional fitness determination (background check) after an abuse allegation is substantiated against a child-caring agency employee.	Kris Skaro	Tom van der Veen	Complete	Closing	Closing	Closing	Closing	Closed									
4	Create a Child Welfare-specific policymaking procedure to require better internal communication, field engagement, and external stakeholder collaboration.	Amie Fender	Laurie Price, Lacey Andresen, Kris Skaro, and Lee Lower	OCI policy process mapping is complete. Protocol is still being drafted with goal of presenting to Central Office PM meeting on 8/29. REACT and the Foster Care Program will review again for feedback on implementation. The procedure itself is complete.	Initiating	Planning	Planning	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Closing	Closed	
5	Deploy a redesigned caregiver training website, collect foster family email address and phone numbers in OR-kids, and develop and implement customer service expectation messaging for staff who work with foster families from CW leadership.	Pamela Heisler	Karyn Schimmels, Kelsi Eisele, Andrea Cantu-Schomus, Kevin George		Planning	Planning	Planning	Planning	Planning	Planning	Executing	Executing	Executing	Executing	Executing	Closing	Closed	
6	Allocate 28 Social Support Assistants ("SSAs") to provide immediate relief to case work. SSAs are case aids who will do non-safety work. Ensure that allocation is based on best practices of existing SSAs.	Laurie Price	Rolanda Garcia, HR Child Welfare Position Manager, Alain Datcher, and Karyn Schimmels	Input from PMs/DMs (7/12-7/13), message in development for managers to hire new positions.	Initiating	Initiating	Initiating	Initiating	Initiating	Planning	Planning	Executing	Executing	Closing	Closed			
7	Determine best used of field-based shared services in cooperation with Self Sufficiency and Child Welfare.	Laurie Price	Clyde Saiki, Fariborz Pakseresht, Kim Fredlund	Moved to Director's Office and expanded scope to include all field operations, not just Self Sufficiency and Child Welfare. Tim Sinatra's recommendations will be developed after 9/1/17.	Initiating	Initiating	Initiating	Initiating	Initiating	Initiating	Initiating	Moved, Executing						
8	Implement the key features of SB942, such as eliminating track assignments. Implement internal and external communication messaging to staff, community partners, and caregivers.	Stacy Ayers and Kris Skaro	Stacey Ayers, Stacy Lake, Tami Kane, Deb Carnaghi, Lacey Andresen, Safety and Permanency consultants, DMs/PMs, Andrea Cantu-Schomus, Kelsi Eisele and Kris Skaro	Input from PMs/DMs (7/12-7/13). Message from Laurie went out 7/25. Repeal of rules is ready and likely will be effective by 9/1, pending Governor's signature.	Initiating	Initiating	Initiating	Planning	Planning	Executing	Executing	Executing	Executing	Executing	Closing	Closed		
9	Communicate legislative changes to the field, including field impact and next steps for policy implementation.	Laurie Price	Clyde Saiki, Cynthia Stinson, Andrea Cantu-Schomus, and Kelsi Eisele	Relates to #8 and SB942. Eric Moore has a draft. Includes Clyde's Director's message.	Initiating	Initiating	Initiating	Initiating	Planning	Planning	Planning	Executing	Executing	Closing	Closed			
10	Implement standardized process for courtesy supervision	Stacey Ayers	Lacey Andresen, Kris Skaro, Jennifer Wynhausen, Tami Kane-Suleiman, field and program managers.	Added to procedure manual 7/31. Email to PMs and DMs out on 8/1. Transmittal out on 8/1. Procedure was very positively received at PM meeting on 8/10. Stacey, Tami, and Kris will continue to refine/check for conflicts, but otherwise complete.	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Closing	Closed			

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11	Develop and deliver standards and expectations ("how-to" guidance) for use of technology in the field (SpeakWrite, Outlook, iPhone, Surface Pros)	Brooke Hall	Kelsi Eisele, Andrea Cantu-Schomus, Case Workers	Beyond 90 days, Phase 2 will include the development of practice videos for caseworkers.	Initiating	Initiating	Initiating	Planning	Planning	Planning	Planning	Executing	Executing	Executing	Executing	Closing	Closed	
12	Develop a plan for floating regionally based certification team to assure we are reviewing Foster Parent applications timely.	Kevin George	Laurie Price		Initiating	Initiating	Initiating	Initiating	Initiating	Initiating	Initiating	Planning	Planning	Planning	Planning	Closing	Closed	
13	Plan for how to centralize admissions to Behavior Rehabilitation Services ("BRS") level of care and establish guidelines to assist in placement and in discharge.	Peter Rosenblatt	Nancy Allen	Challenges around the referrals for levels of care. Submitted to Laurie Price. Implementation discussion on 8/31.	Initiating	Initiating	Initiating	Initiating	Planning	Planning	Planning	Planning	Executing	Executing	Executing	Closing		
14	Begin rollout of new technology to staff (iPhones and Surface Pros)	Tori Algee	Laurie Price, Kelsi Eisele, Andrea Cantu-Schomus, Angie Skyberg	Approximately 250 Surface Pros will be rolled out to the field per week, starting at the beginning of August. All technology has been purchased and field managers given authorization for use.	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Executing	Closing	Closed		
15	Develop list of statutorily required documents and items that foster children and youth need to receive upon entering care.	Kelsi Eisele	Andrea Cantu-Schomus, Pamela Heisler, Kevin George, Carrie Vandijk		Initiating	Initiating	Planning	Planning	Planning	Planning	Planning	Executing	Executing	Executing	Executing	Closing		
16	Develop and implement rules and policies relating to CIRTs (SB 819)	Amie Fender	Stacey Ayers, Kris Skaro	Plan is still to have rules done by 9/1 and then create a more detailed Central Office protocol for responding to CIRT recommendations.	Planning	Planning	Planning	Planning	Planning	Planning	Planning	Planning	Executing	Executing	Executing	Executing	Closing	Closing
17	Open a 12 bed, short-term shelter (Robinswood) for use by Children (9 and older) in Need of Placement	Peter Rosenblatt	Tori Algee, New Avenues for Youth, Youth Villages Intercept Program, Chris Norman (OHA)	Added 7/13/17 to reflect work already underway; Willamette Cottage confirmed rebrand to "Robinswood" and is expected to open on September 7.							Executing	Executing	Executing	Executing	Executing	Closing	Closing	Closed
18	Identify and then develop contracts for short term foster home beds for use by Children in Need of Placement, ages 8 and younger	Peter Rosenblatt	Partnerships with 1) Boys and Girls Aid and 2) Maplestar	Added 7/13/17 to reflect work already underway. <i>Maplestar will be open by September 1, Boys and Girls Aid will open in early October.</i> DHS work complete.							Planning	Planning	Planning	Planning	Executing	Closing	Closing	Closed
19	Develop a protocol to send Children in Need of Placement to the short-term shelter and online training for all staff providing services to children	Peter Rosenblatt	Alex Salas, Nancy Allen, Karen Schimmels	Added 7/13/17 to reflect work already underway. Statewide message went out last week (7/14); action request coming out today (7/18).					Planning	Planning	Planning	Executing	Executing	Executing	Closing	Closed		
20	Develop and implement health and wellness toolkits for field nurses to provide to foster parents during the Intake Nursing Assessment completed when a child comes into foster care.	Heidi Beaubriand	Wendy Ray, Aaron Cazarez, Julie Pugh, Jessica Miller (caseworker), all field nurses	Added 7/19/17 to reflect work already underway. Materials are being printed for toolkit assembly and kits will be delivered to nurses for use during a training on 8/3.						Executing	Executing	Executing	Executing	Closing	Closed			
21	Develop and implement a statewide centralized process for tracking completion of required initial health, dental and mental health screenings for children coming into foster care, to ensure timeliness.	Heidi Beaubriand	Tonya Burckhardt, Shelly Watts, Julie Pugh, Nancy Stephen, and Denise McAdams (field nurse)	Added 7/19/17 to reflect work already underway. Developing a scope of work, which should be done by midweek next week. Implementation will require some field and foster parent education through Information Memo to staff and mailing to foster parents.								Planning	Planning	Planning	Planning	Planning	Closing	Closed

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- Key
- Light blue indicates the task is open.
  - Green indicates the task is closed.
  - Gray indicates the task will take longer than 90 days.