Unified Child and Youth Safety Implementation Plan Steering Team Group Charter

Group Purpose	***Ensure that the five strategic goals and supporting business objectives are achieved, with child safety and well being at the center of all work efforts. Make decisions pertaining to the order and priorities of the plan. Remove barriers and be an ambassador for the plan within your organization.***
Vision	All Oregon children deserve to be safe and child safety and well being is at the center of DHS policy, process, and operations.
Scope / Business Strategy	Implementation work will redesign child and youth safety systems with child safety and well being at the center, taking advantage of other-state best practices and service sharing and standardization opportunities. Project work will cross the following DHS divisions: Child Welfare, Office of Licensing and Regulatory Oversight, and the Office of Adult Abuse Prevention and Investigations.
Operating Model	Using project portfolio management, the team will engage internal departments and external partners to create a transparent, early intervention and proactive system in which trauma-informed and culturally principles and practice are at the core of achieving the vision.
Charter Authority	The Governor and the Director of the Department of Human Services expect the agency and partners to work together to implement the strategies of the Unified Child and Youth Safety Implementation Plan. This group assembles to ensure alignment and drive action about how to best ensure optimal safety and health for children, youth and families.
Membership	Members are co-producing in implementing the plan and providing leadership with removing barriers. They are appointed by the DHS Director. • Foster youth alumni • Foster family representatives • Tribal representatives • Community representatives from agencies that impact the substitute care system • Licensed child caring agency representatives • Non-profit and faith-based organizations • Oregon legislators • DHS caseworkers, supervisors, and managers—including Executives • Court and Citizen Review Board representatives The DHS Director, DHS Chief of Staff, and Child Welfare Director provide sponsorship for the project work. DHS Director of Executive Projects (Nathan Rix, 503-302-5212, nathan.k.rix@state.or.us) will staff the team and is the single point of contact for implementation plan execution.
Group Communication	• E-mail will be the primary method of communication between meetings. • Call-in information will be provided for each meeting, however in-person attendance is preferred. • Sending delegates to represent members is discouraged. However, a member may send an identified delegate empowered to make steering decisions. • All project work and deliverables will be available through the Unified Child and Youth Safety Implementation Plan website.

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Responsibilities & Expectations	***Underlying Principles:*** • Focus of meetings should be ensuring that youth are at the center of all implementation plan work. • Unanimous consensus is not required; the DHS Director will make ultimate decisions as needed and as advised. • Work on individual goals and business objectives will happen at the state agency level. Projects will be staffed by Director's Office, DHS cross-departmental resources and in partnership with partners. • For internal documents, 80% is good enough (perfection should not be the enemy of the good). For external documents, the team will review prior to releasing. ***Individual Roles and Responsibilities:*** • Members will come to meetings regularly having reviewed materials in advance, prepared to dialogue and try to resolve any outstanding issues to make as much forward progress as possible. • To keep the work moving, members may also contact the Director of Executive Projects at any time between meetings with questions or comments. • Members and their identified delegate will be empowered to make commitments for their organization and will be expected to deliver on those commitments or identify issues before commitment dates pass.
Implementation Plan Governance	The primary governance body for this work will be the Unified Child and Youth Safety Implementation Plan Steering Team. They will provide oversight and adherence to goals and will monitor and control projects. It will include but is not limited to the following representatives: former foster youth, child caring providers, foster families, tribal leaders, staff from other related and relevant programs, such as the Intellectual and Developmental Disabilities Services, members of past and existing legislative and executive task forces related to child and youth safety, and well-being, Oregon Legislators, the Oregon Health Authority (OHA), DHS field staff, DHS Executive Projects Director, DHS Child Welfare Director, DHS Chief of Staff and DHS Director. Members will be appointed by the DHS Director.
High-level Schedule	A detailed schedule will be developed when projects and associated duration are finalized. February 2017: finalize Unified plan; launch plan website, improvement email box, and listserv; begin hiring project managers March 2017: hire program managers and finish defining work streams; first steering team meeting; develop all initial project management documentation for the five goals within the Unified plan April 2017: project managers finalize planning documentation and form work teams to implement work May 2017-December 2017: project execution cycle January 2018: steering team re-evaluates priorities and modifies work for project managers February 2018-November 2018: project execution cycle December 2018: project close out reports

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Public Meeting Acknowledgement	All meetings will be recorded and attended by members of the public but public testimony will be taken only when temporary or permanent rules are put forth for adoption. Members of the public may contact the DHS Director's Office at any time by emailing the Executive Projects Director: nathan.k.rix@state.or.us
Convening Information	The Unified Child Safety Implementation Plan Steering Team meets every other month. Meeting agendas and materials are distributed in advance of meetings.
Signatures	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23.

Version Control and Amendments

Version #	*Short Description*	*Date*
0.1	Initial Draft	2/14/17
1.0	Draft for first steering team meeting	2/22/17
1.1	Word-smithing	3/1/2017
1.2	Steering Team edits	3/3/2017

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