

CQI Strategy Meeting	Date: 4/5/24
Present in Attendance: <ul style="list-style-type: none"> ○ Sign-in sheet available upon request 	Site: D15 CQI Analyst Assigned: Crystal Sneddon Next Mtg Date: TBD; July 2024

Problem Statement & Theory of Change (a hypothesis that connects the steps to the goal)
Problem Statement: Ongoing Safety Plans are not updated frequently enough to reflect the family's current circumstances and how the safety threat is operating in the family. It is not clear how the plan is managing the safety threat. Ongoing Safety Plans are not written in a language that is clear and concise with the family as the audience.
Proposed Theory of Change: By caseworkers ensuring all parents have a copy of their OSP and a deeper understanding of trends related to ongoing safety plans caseworkers can better understand the barrier to parents understanding their OSP and can make adjustments to the plan which will increase the quality of the plan, engage parents in case planning and increase reunification in 12 months.

PLAN <i>What tasks will we take to attempt change? How will it impact the measurement? Who is responsible for the task? What resources are needed? How and when will this be communicated to staff?</i>
Date: 2/13/24

*Note: OSP= Ongoing Safety Plan; CQI= Continuous Quality Improvement; Perm= Permanency; TBD= To Be Determined; PM= Program Managers

Action Step #1a				Who else could be impacted by this plan? (programs, community, families)
<p>Caseworkers will ensure all parents on a case have a copy of the Ongoing Safety Plan in person or to their attorney/legal assistant</p> <p>A case note pull will be done to ensure if these were given out</p>	Who will complete action?	Timeline/Due Date:	How will we measure if this is happening? How will we measure if it's having the desired impact?	
Date Created: 2/13/24	<p>Caseworker to give plans</p> <p>Crystal (CQI Analyst) to do note pull</p>	<p>First pull by 4/18/24</p> <p>Next quarterly And management</p>	<p>A case note will indicate that the ongoing safety plan was given to the parent;</p> <p>Monthly case pull indicate if OSP's are being handed out to workers.</p>	<p>Parents who are unable to be located or communicated with;</p> <p>Language access;</p> <p>Parents who do not read/write</p>
<p>Notes from first quarterly:</p> <p>Questions during action plan creation:</p> <p>Quantity—how many?</p> <p>Quality—do they understand it, does it address safety and how it is managed accurately</p> <p>Monthly case note pull to transition to quarterly</p> <p>Exception data will be needed for the first 2 pulls</p> <p>Safety Plan data by supervisor to supervisors</p> <p><i>Are Supervisors expected to case note they reviewed the Supervision Plan with Workers—PMs said yes but it was not added to an action step</i></p>				
<p>Quarter One Update: The Action Step has been updated from #1 to #1a. The updates to this action step are written in red.</p> <p>Note: There are times that caseworkers can only meet with or talk to parents with their lawyer present. Sometimes, it is more important to get the documents to a parent than it is to wait on a lawyers schedule to allow for that face to face. In order to ensure parents get the</p> <p>*Purpose: This will ensure it is documented when a family receives their OSP and will document how. Sometimes parents are unable/unwilling to sign so this case note would allow for documentation of that. Ensuring parents have a copy of their plan will help with relationship building between worker and parent and help caseworkers understand if a parent understands their safety plan.</p>				

Action Step #2				Who else could be impacted by this plan? (programs, community, families)
Crystal (CQI Analyst) and Greg (Perm Consultant) will pull OSP to evaluate quality and create themes on what “todays” OSP look like	Who will complete action?	Timeline/Due Date:	How will we measure if this is happening? How will we measure if it’s having the desired impact?	
Date Created: 2/13/24	Crystal and Greg	Due by 1 st Quarterly	Greg and Crystal will report it in the quarterly	New workers; cases being transitioned between workers and/or programs

Notes:

Quarterly 1 update: COMPLETED. However, Greg and Crystal will do one more pull in June to give an idea of how the trainings and focus on OSP has changed/improved things.

During the first quarter these were pulled and assessed but D15 did so much work between the evaluation of the 1st and the 90th OSP that was evaluated that a second pull is desired to see where D15 has improved and where additional supports would be helpful after the 2nd Quarter.

Purpose: This gives a clear idea of what the current OSP look like and where the consultants, supervisors and CTS need to focus when giving training/supporting workers.

Action Step #3				Who else could be impacted by this plan? (programs, community, families)
Crystal will pull, monthly, face to face with parent case notes and gather data on where the location is happening and identify the quality of the face to face.	Who will complete action?	Timeline/Due Date:	How will we measure if this is happening? How will we measure if it’s having the desired impact?	
Date Created: 4/5/23	Crystal	By 2 nd Quarterly but report to managers monthly	Crystal will report it	Anyone who isn’t identified as a parent in Or-Kids or when documentations is not occurring

Notes:

Purpose: To improve the quality of the face to face with parent and relationship building in order to talk about the Ongoing safety plan (conditions for return; in-home criteria and what is actively occurring in the home)

Action Step #4				Who else could be impacted by this plan? (programs, community, families)
Address the reassignment transfer by creating a template to ensure that it is addressing all steps for reassignment	Who will complete action?	Timeline/Due Date:	How will we measure if this is happening? How will we measure if it's having the desired impact?	
Date Created: 4/5/23	Greg and Ann-Marie	Next Quarterly	D15 will be using it; Greg and Ann-Marie will report it is done	ICWA family and a transfer to a non-ICWA worker and if they do not know or understand the current culture; Also BIPOC families
Notes: Please add a cultural considerations area on the template Purpose: To ensure OSP are discussed and who needs to update it is identified				

Action Step #4				Who else could be impacted by this plan? (programs, community, families)
Crystal will give the data every 2 weeks on OSP for program areas; Crystal will talk to PMs about who can be apart of the workgroup to identify barriers btwn inter program OSP	Who will complete action?	Timeline/Due Date:	How will we measure if this is happening? How will we measure if it's having the desired impact?	
Date Created: 4/5/23	Crystal Greg Bob PM	May 2024	Crystal will report; and we will see change in report	Identify which families are being impacted more than others (ICWA/BIPOC or other cultural considerations)
Notes: Purpose: To give the data to the program areas to look at why CPS cases are pulling on the Ongoing Safety Plan need list. This will ensure cases aren't waiting to be transferred or in a space of waiting when a safety plan is needed.				

Measurements
<p>What are we going to measure? Quality and Quantity of Ongoing Safety Plans written and given to Parents as well as the LAG measure Reunification in 12 Months</p>
<p>How will we know the plan is working?</p> <p>Permanency Quality Assurance Measures will increase with the quality of the OSP written and approved in the Or-Kids system.</p> <p>Case Note pulls monthly will show the OSP are given to parents</p> <p>Case note pulls will show if Supervisors and Caseworkers are reviewing their OSP with each other monthly</p> <p>An increase in Reunification in 12 months may be shown during the next PUR and it is possible there will be an increase in Parent Face to Face contact as well</p>
<p>How will we determine all families are being impacted equitably?</p> <p>OSP will be translated and uploaded in the OR-Kids database</p> <p>Language Line/Skills will be utilized</p>

Advisory Committee Review and Recommendations
Review/Recommendation (include date of review/recommendation):
Notes:
Site Response (date replied):