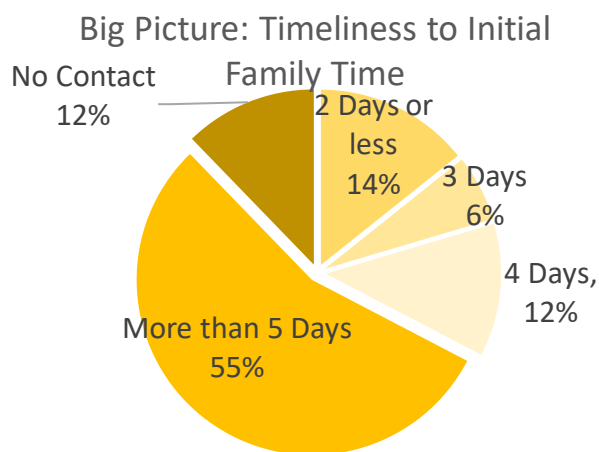


CQI Strategy Meeting	Date: 6/23/23
Present in Attendance: <ul style="list-style-type: none"> ○ Sign-in sheet/Teams attached 	Site: Yamhill County CQI Analyst Assigned: Karly DeWitt Next Mtg Date:

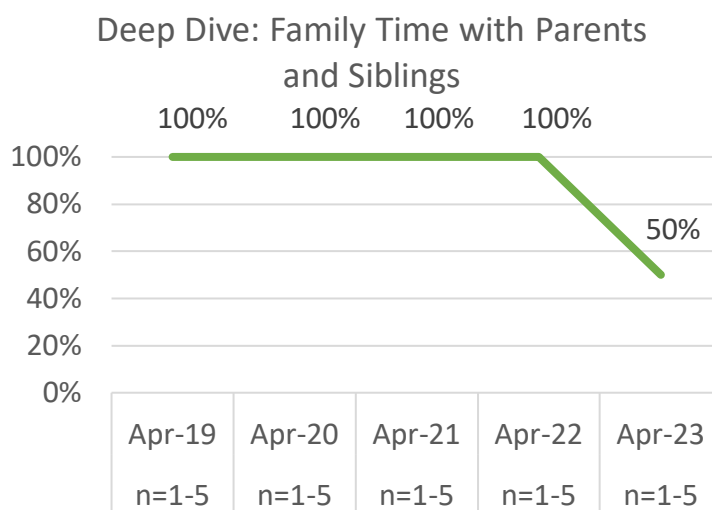
Identified Lead Measure: Family Time with Parents and Siblings

While children are in substitute care, families are still able to spend time together and connect in meaningful ways. Family Time often occurs in an ODHS office but is also happening in the community. This time is about connection and typical family functioning – meals, homework, problem-solving. Caseworkers are providing supports to increase the quality of the time parents spend with their children

This service delivery point measures how long after a child was placed in substitute care did, they have their first visit with their parents. The goal of having that first contact happen within 2 days after placement in substitute care.



This lead measure is pulled from Child and Family Service Reviews and measure both the frequency and quality of contact between children in substitute care and their parents and siblings.



Problem Statement & Theory of Change (a hypothesis that connects the steps to the goal)

Problem Statement: In Yamhill County, prompt, frequent, and quality family time between parents, siblings and children in substitute care is not always occurring and/or is not always appropriately documented.

Proposed Theory of Change: By providing families with support to increase the quality of time spent as a family, prompting discussions around the level of restriction needed during family time, and increasing the structure and support to schedule and document family time, prompt, frequent and quality family time will occur between children placed in substitute care and their parents and siblings and will reduce trauma, which will increase reunification and placement stability

PLAN 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?

Date:

Action Step #1		
Create a list of activities to do during family time. Include attachment building activities and a list of affirming phrases, which will hang in ODHS family time rooms.		
Due Date/Timeline	Who will complete action	Measurement
August 1, 2023	Jessica Langridge to complete list of activities. Cassandra Aglietti to complete list of affirming phrases. Theresa Goodwin (ICWA considerations)	Jessica to invite Karly DeWitt (CQI Analyst) to Family Time Coordinators unit meetings to talk about observations how often utilized. Jessica to send copy of items to Karly and any updated versions.
Equity Considerations:		
Statements are bilingual. Cultural considerations about activities.		
Communication needs/strategies		
Jessica to communicate to Family Time Coordinators. Jessica, Cassandra and Theresa to set up planning meetings to complete.		
Notes		
Laminated and posted. Think about wall stickers or other more permanent solutions.		
Updates:		
8/16 progress check: List of activities completed but not ready for print yet. Will provide seasonal crafts and holiday decorations, looking into funding for this. Cassandra working on list of affirming phrases.		
9/13 Quarterly: Team is looking into providing bi-lingual and bi-cultural toys/books for room, looking into funding and donations. Looking into cultural centers. This step is mostly done, however, need to laminate and hang them.		
11/1: Finished the will hang them today! Still need translated into Spanish. How are we going to communicate to families it is there? Hanging next to door and SSAs will just point it out. Jessica to invite Karly to Unit meetings		
12/5 Quarterly: Still working on this		
3/13 Quarterly: This is up and hanging in in the family time rooms, there been a positive response and some families are utilizing activities in the list.		

Action Step #1b		
Add cultural considerations and any activities that families want to do questions to the family time guidelines to ask families.		
Due Date/Timeline	Who will complete action	Measurement

9/13	Jessica Langridge and Family Time Coordinator Team	Add in the prep/agreement meeting notes if this has been done and Karly will review notes.
Equity Considerations:		
Statements are bilingual.		
Communication needs/strategies		
Jessica is meeting with CPS and permanency to talk about the family time guidelines.		
Notes		
Updates:		
New step as of 9/13		
11/1: Added to visitation guidelines. Family time guidelines are being uploaded into file cabinet. Sherry will notify Karly about visitation as well when emailing about FEM and FDMS		
12/5 Quarterly: still working on this step it has been asked some of the time.		
3/13 Quarterly: Family Time Guidelines to be attached to the digital copy of the family time request. Make sure the digital and printed forms are the updated ones that include the family culture question and activities.		

Action Step #2		
Add 4050 form (form used by ODHS to evaluate level of supervision for family time) to Family Engagement Meeting/Family Decision Meetings agenda as a tool to talk about family time and re-evaluate level of supervision for family time.		
Due Date/Timeline	Who will complete action	Measurement:
July 1, 2023	Jessica Langridge and Sherrie Mahurin	Sherrie Mahurin to send Karly FDM/FEM case names and number Karly will look up and track whether supervision level was talked about in meetings.
Equity Considerations:		
No inequitable impacts expected. Checking about whether ODHS is providing meetings in families native language.		
Communication needs/strategies		

Jessica to communicate to Sherrie about adding to meeting agenda. Sherrie keep a list of all FEM/FDMs
Notes
Updates:
<p>8/16 progress check supervision level was added to agenda to most recent FEM and talked about in the meeting.</p> <p>The management team was provided the feedback from the advisory committee to consider sharing the form with the family. Talked about sharing not directly with family due to wording is difficult to understand ect.</p> <p>9/13 Quarterly Check-In: In response to Advisory feedback to share the form directly the group agrees with sharing the form with consortium of attorneys to support the parents they represent, however do not agree to share the form directly with the family should not be done due to the language.</p> <p>Supervision level has been added to the agenda and some have went well and others have not. The notes are not currently uploaded to OR-Kids and we talked about how to get the notes to Karly. To follow up with meeting with Sherrie and Jessica L.</p> <p>11/1: Wait for updates from Sherrie</p> <p>12/5 Quarterly: This step is occurring and anecdotally the site feels is successful. There is a need to make sure notes from the meetings are uploaded so we can track how often this is occurring.</p> <p>3/13 Quarterly: This step is going well and want to keep it the data shows they have been talking about supervision level over half the time.</p>

Action Step #3		
Meeting facilitator will add Family Time Coordinators to the invite list for Family Engagement Meetings/Family Decision Meetings		
Due Date/Timeline	Who will complete action	Measurement
July 1, 2023	Jessica Langridge/ Sherrie Mahurin	Sherrie CC Karly when sending out notes from FDM/FEM and include updates about whether SSAs attended or provided info. Karly will track frequency.
Equity Considerations:		
Parents may not want SSA present and should be considered.		
Communication needs/strategies		
Jessica to communicate to Sherrie and Family Time coordinators.		
Notes		
Updates:		
<p>8/16 Progress check: Family Time Coordinators have been added to the invite list for these meetings. There has been only one meeting since implementation that the family time coordinators had a prior obligation. Jessica to communicate to family time coordinators to provide written updates about family time to discuss in this meeting when they cannot be present.</p>		

9/13 Quarterly Check: Family Time Coordinators have been invited to some of the meetings but not all. Overall families liked having their Family Time Coordinator there and they have good insight. The notes are not currently being uploaded to OR-Kids.

10/4 Progress Check: Jessica L. and Sherrie to meet and talk about notes and process, to invite Karly.

11/1: They have emailed updates but have a hard time attending.

12/5 quarterly: This occurring and successful but not always documented. Site feels as though its beneficial and they want to keep this step.

3/13 Quarterly: Site feels as though this is very beneficial when Family Time Coordinators can attend though they cannot always attend. This is also occurring more organically with caseworkers and family time coordinators where they are talking about how things are going and assess supervision levels. The site feels Family Time Coordinators are getting invited more often than shown in the data because when they cant attend its not being documented.

Action Step #4

Create and disperse template for documenting family time that occurs outside of the ODHS and is not supervised by ODHS staff.

Due Date/Timeline	Who will complete action	Measurement
September 1, 2023	Kirstin Demezas Traci Stoolfire Alyssa Smith Jennifer Brown Jennifer Johnston (resource parent)	Identify Cases that have visits outside of the office. Case note searches and file cabinet searches monthly to check whether family time is being documented and if template is being used.

Equity Considerations:

Bilingual/Spanish. User friendly being able access from phone.

Communication needs/strategies

Clear expectations communicated by workers about what to include in the note. Rose to reach out to Lindsay (certifier for Jennifer) to communicate. Communicate sending template to external family time providers in all staff in September. Rose to identify cases with external family time.

Notes

Participants, location, duration, time/date, safety concerns, activities, intervention.

Updates:

8/16 Progress Check: working on identifying cases who have visits outside of the office. Jessica and Shannon to email their workers.

9/13 Quarterly can the form be copy and pasted into case note?

Can the form be sent to a centralized email box. Do a workgroup to figure out how that box would be managed.

Change the language in the form to be more trauma-informed and strengths based.

Work group to happen outside of this meeting to solidify details of this step.

10/4 Progress Check: Microsoft Lens, learn to attach things to case notes. Fillable Microsoft word form?

11/1: Karly to email perm workers to collect all cases that have external visits.

12/5 Quarterly: Still working on this step and editing the template. Talk about accessibility and safety service providers that may not read and write. It was discussed using this as a tool rather than to be utilized for all families and to be determined by worker if this is an appropriate and effective tool to use for families.

3/13 Quarterly: The template was sent out to all staff and Jessica will talk at unit meetings to encourage the template use and introduce this. Discussed this being used as a tool to make sure that external family time is being documented. Talked about printing the template to give to workers for their go out packets so they can have it handy to give to Safety Service Providers and Resource Parents.

Action Step #5

Training CPS workers to correctly document initial family time. The training will be done in new worker huddles and general CPS meeting.

Due Date/Timeline	Who will complete action	Measurement
September 1 st	Matthew Kintner Jessica Langridge Erica Anderson	Matthew/Jessica to invite Karly to meetings. Karly will pull initial family time report monthly.

Equity Considerations:

None that can be anticipated

Communication needs/strategies

Jessica/Erica will communicate to CPS

Notes:

Updates:

8/16 Progress check training occurring 8/25 during new worker huddle and TBD for general CPS meeting.

9/13 Quarterly: trained this at one new worker huddle already.

10/4 Jessica L. and Erica (SSA) to attend CPS meeting to train

11/1: have been multiple meetings training how to document family time the last of which are October 18th and follow up email with directions sent.

12/5: have been a few trainings still going well.

3/13 Quarterly: Ongoing training new workers how to document family time so it pulls into the data.

Action Step #6 : ACHIEVED!!!!!!		
Process mapping for initial visitation. A meeting set up to discuss the initial visitation process with everyone involved. Brainstorm how to streamline process.		
Due Date/Timeline	Who will complete action	Measurement
July, 30 th 2023	Matthew Kintner	Matthew to email Karly to say if the meeting happened.
Equity Considerations:		
None anticipated.		
Communication needs/strategies		
Matthew to set up meeting and communicate to participants. Case aides, SSAs, CPS workers, CPS supervisors, CTS, resource parents, community partners.		
Notes		
Community at meeting to provide input. Talk with all those involved in family time of how to streamline the process and set up family time for the day following the initial shelter hearing.		
Updates:		
8/16 Progress check: to happen Sept 5th		
9/13 Quarterly: had a meeting with Family Time Coordinators and CPS talked about how to provide visits directly after shelter or within a day. Blocked out time on some Family Time Coordinators schedules.		
10/4 came up with a map of initial visits. Time blocked out on Family Time Coordinators schedules Monday and Thursday for initial visits.		
11/1: Everyone sat down to talk about family time new protocols staffed.		

Action Step #7:		
Add supervision level to be talked about at Preparation Meeting and use 4050 as tool		
Due Date/Timeline	Who will complete action	Measurement
12/6	Supervisors	Supervisors will notify Karly
Equity Considerations:		
None anticipated, reach out to experts about specific safety needs of child		
Communication needs/strategies		
Jennifer to schedule with supervisors to train more about 4050		
Notes		
New step as of Dec 5 th		
Updates:		
3/13 Quarterly: This step is occurring, and site feels as though it is occurring more than it is being documented. Will work on remembering to document.		

Measurements
<p>What are we going to measure?</p> <p>Case note searches monthly to identify if template is being used and if external visits are being documented.</p> <p>If numbers are increasing in initial family time report monthly.</p> <p>Track how often Family Time Coordinators are in meetings with families and how often family time and supervision level are being spoken about.</p>
<p>How will we know the plan is working?</p> <p>Will see time for initial family time decrease in the monthly data pull.</p> <p>In case note pulls we will see family time and supervision level talked about more frequently with families.</p> <p>In case note pulls we will see family time that is external being documented more frequently using a simple template.</p>
<p>How will we determine all families are being impacted equitably?</p> <p>Data pulled monthly will explore whether all families are experiencing more frequent conversations about family time in meetings where they are present or whether there is bias impacting which families are being offered and involved in meetings.</p> <p>Data pulled monthly regarding initial family time will explore whether is bias impacting which families are waiting longer to see their children after they are placed in substitute care.</p>

Advisory Committee Review and Recommendations
<p>Review/Recommendation (include date of review/recommendation):</p> <p>7/26/23:</p> <p>Action Step 1: Create a list of activities to do in visits. Include attachment building activities and a list of affirming phrases, which will hang in ODHS family time rooms.</p> <ul style="list-style-type: none"> • Be more clear and specific about who is doing what in the step. • Other counties have utilized “craft of the month” where they provide seasonal crafts ect. • Provide multi-cultural and multilingual books/activities/toys • Include materials at top of list to promote inclusion of the culture and intersectionality that families have and allow them to feel safer to engage in family time activities that may differ from the dominant community <p>Action Step 2: Add 4050 form (form used by ODHS to evaluate level of supervision for family time) to Family Engagement Meeting/Family Decision Meetings and 90 Staffings agenda as a tool to talk about family time and re-evaluate level of supervision for family time.</p>

- Share 4050 form with families directly not just use it as a tool to talk about family time.

Notes:

Site Response (date replied):

Date of Response: 8/16 at Progress Check and 9/13 Quarterly

Action Step 1: Create a list of activities to do in visits. Include attachment building activities and a list of affirming phrases, which will hang in ODHS family time rooms.

- The management team was provided the feedback from the advisory committee to be more specific and agreed to add clarifying details to the plan of who was doing what.
- The supervisor who is a part of this step reported she and the other person working on the step already talked about adding seasonal crafts and decorations to the room and posting these. They are looking into funding for this.
- The team agreed they will look into funding and other resources for supplying the visit rooms with multicultural and multilingual books and toys.
- The team agreed with adding resources and will look into resources to put on top of list.
- The quarterly team agreed with all the advisory feedback and those working on the step are looking how to implement

Action Step 2: Add 4050 form (form used by ODHS to evaluate level of supervision for family time) to Family Engagement Meeting/Family Decision Meetings and 90 Staffings agenda as a tool to talk about family time and re-evaluate level of supervision for family time.

- The management team was provided the feedback from the advisory committee to consider sharing the form with the family the consensus was to not share the form with every family but do so as appropriate when families want to know more about supervision levels are determined. The team decided to share the form with the consortium attorneys so they understand how level of supervision is determined and can better advocate for their clients.
- The quarterly team agreed they did not feel the direct form should always be shared with the family but that supervision level of family time should always be being talked about in FDM and FEM meetings. They expressed the way supervision level is talked about should be assessed by the worker and should be tailored to each family's unique needs. The quarterly team noted that we should share the form with the consortium of attorneys so that they can better understand the supervision level reasoning for family time and they can support the parents they represent.