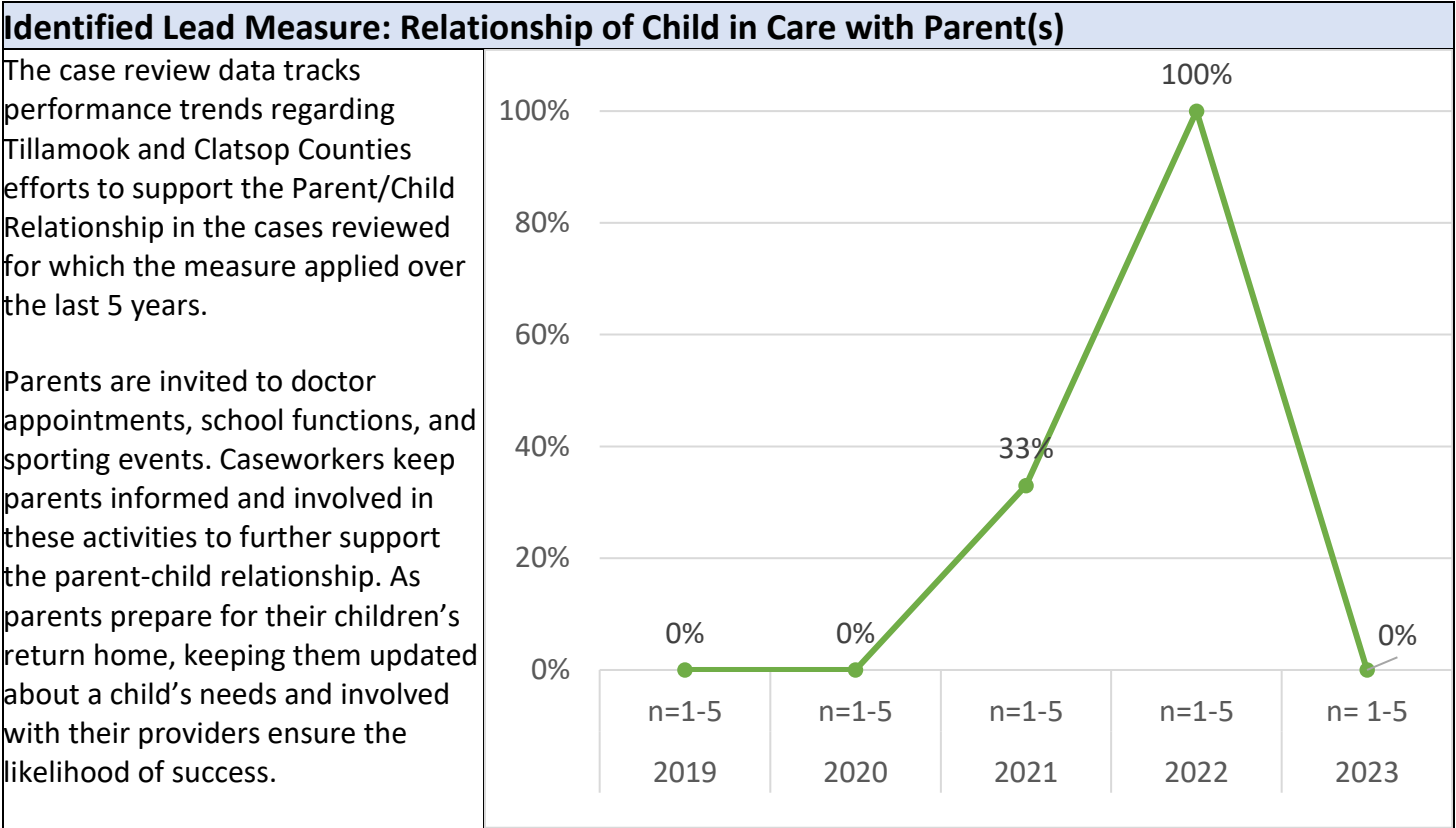


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|---|--|
| CQI Strategy Meeting | Date: 11/1/23 |
| Present in Attendance: <ul style="list-style-type: none"> ○ Sign-in sheet/Teams attached | Site: District 1- Tillamook and Clatsop Counties CQI Analyst Assigned: Nikki Hehn |
| | Next Mtg Date: September 18, 2024 1-2:30pm |



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

Proposed Problem Statement:

In addition to Family Time (aka Visitation), we, the child and family caring community, struggle inviting and encouraging parent’s participation in the child’s life activities nor are we identifying and then removing barriers to parent’s participation.

Proposed Theory of Change:

By supporting the relationship between the parents and resource parents, there will be an increase and consistent communication and more natural communication regarding activities, which will impact placement stability and permanency in 12 months.

By supporting parents’ daily stability needs, many common barriers will be addressed, which will impact placement stability and permanency in 12 months.

By supporting communication regarding children’s appointments and activities, parents will be more involved and engaged in the child’s life, which will impact placement stability and permanency in 12 months.

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?*

Cycle Number & Dates: Cycle 2, October 2022 – October 2023

| Action Step #1 | 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? | Equity Considerations |
|---|---------------------------|----------------------|--|---|
| Date created: 1/10/24 Strategy Meeting | | | | |
| During Prep Meetings, caseworkers will start preparing for ice breakers If an ice breaker has been scheduled, this will be added to the meeting notes. | CPS/Permanency worker | Start date - 1/22/24 | CQI Analyst will track Prep Meeting notes in OR-Kids. CQI Analyst will track the placement date and prep meeting date to see how long between the two they are happening. | Considering resource parents and parents comfort level with ice breakers The site will offer these meetings virtually and in-person. |
| <p>Notes: There is a protocol for ice breakers; this meeting can include SSP if determined by the family. The site will discuss at the 1st Quarter about using journals instead if ice breakers aren't best for the resource parents and parents.</p> <p>The prep meeting will happen within 5 days of placement.</p> | | | | |
| <p>Progress Check-In Tillamook 1/25/24: No Update.</p> | | | | |
| <p>Quarterly Update 4/1/24: The site will continue this action step.</p> | | | | |
| <p>Progress Check In 5/28/24: This site hasn't had prep meetings recently. Although an ice breaker did occur.</p> | | | | |
| <p>Quarterly Update 6/12/24: The site will continue this action step.</p> | | | | |

| Action Step #2 | 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? | Equity Considerations |
|--|---------------------------|--------------------|--|--|
| Date created: 1 st Quarterly 4/1/24 | | | | |
| When there is a placement change, workers will include if an ice breaker is needed or not in the placement change email. | Permanency workers | 4/8/24 | CQI Analyst will be cc'ed on the placement change email | Child Welfare will acknowledge assumptions and bias about families needing or wanting an ice breaker. Child Welfare will always offer ice breakers when there is a placement change. |
| Notes: Icebreakers should always be offered even if the placement is kith/kin. Caseworkers will document in TX Planning in OR-Kids the meeting notes from the ice breaker and will document if it doesn't happen but was offered. | | | | |
| Progress Check in 5/28/24: While an official ice breaker didn't happen, there was a connection made by resource parents during placement change. | | | | |
| Quarterly Update 6/12/24: The site will continue this action step. Adjustment made to the measuring/tracking to include CQI Analyst on the placement change emails. | | | | |

| Action Step #3 | 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? | Equity Considerations |
|--|---|--------------------|--|--|
| Date created: 1 st Quarterly 4/1/24 | | | | |
| The site will have a training about ice breakers | Meeting facilitator and permanency consultant | TBD | The meeting will have happened and caseworkers feel equipped to introduce ice breakers to parents and resource parents | There should be accommodations to ensure that this training happens for both counties and that it is at a date and time where workers are available. |
| Notes: The training will include how to engage parents and resource parents | | | | |

Progress Check in 5/28/24:

Request to include Resource Developer in this planning. CQI Analyst sent follow up email and included Resource Developer.

Quarterly Update 6/12/24:

The site will continue working towards this action step. The goal is to have the training completed by the next quarterly.

| Action Step #4 | 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? | Equity Considerations |
|--|--------------------------------|--------------------|--|--|
| Date created: 1/10/24 Strategy Meeting | | | | |
| <p>Permanency workers will identify parent's barriers during face to face contact within first 5 days of placement.</p> <p>Caseworkers will include in a case note what the barriers are and what the agency will do to support the parent based on their barrier.</p> <p>This will happen at least monthly.</p> | Permanency and CPS Caseworkers | Start date- 2/5/24 | CQI Analyst will review Parent F2F case notes | All parents should receive face to face contact; Caseworkers will acknowledge that parents with children in care have a Founded disposition and how that impacts parents and families. |

Notes: The caseworker can bring in SSP if needed; there is a case note template on the OWL that does include barriers

Progress Check 1/25/24:

They're having these conversations but making sure they're documenting.

Quarterly Review 4/1/24:

The site will continue this action step.

There was discussion that it will be helpful to be more specific about the parents' barriers and that they are barriers to sustaining and nurturing their relationship with their child.

Progress Check in 5/28/24:

The sites are working on this and recognize that documentation can be a barrier sometimes.

Quarterly Review 6/12/24:

The site will continue this action step. There was a conversation at the quarterly about acknowledging that the agency can be a barrier itself to the parents due to past harm and trauma. The site would like to continue working with parents on understanding and helping with their barriers while being aware that having a Founded disposition impacts parents.

| Action Step #5 | 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? | Equity Considerations |
|---|----------------------------|--------------------|---|------------------------------|
| Date created: 1 st Quarterly 4/1/24 | | | | |
| There will be an agenda item about supervision level at prep and agreement meetings. The supervision tool would be used to determine if restrictions can be lifted or more support is needed for parents to attend activities and appointments with their children. | CPS and Permanency Workers | 4/8/24 | The supervision level tool will be reviewed monthly by the Family Time team and permanency workers. | None that we can anticipate. |
| Notes: CPS could add insight at prep and agreement meetings for workers. SSA's can be included in this conversation so they can ask questions and understand the family dynamics. When supervision of family time increases or decreases, it is a good time to discuss activities with parents. | | | | |
| Progress Check in 5/28/24: The site hasn't had any recent prep and agreement meetings. | | | | |
| Quarterly Review 6/12/24: The site is going to continue this action step. There was discussion that the SSA can write the case note during prep and agreement meetings but others in the room can as well if they have capacity. Clatsop County has SSA Staffings and Tillamook will attempt to have these staffings to discuss the supervision level tool. | | | | |

| Action Step #5 | 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? | Equity Considerations |
|---|--------------------------------|--------------------|--|--|
| Date created: 6/12/24 2 nd Quarterly | | | | |
| Prep meetings will include discussion about parent's barriers, family's culture, and engagement needs | CPS and Permanency Caseworkers | 6/19/24 | CQI Analyst will track Prep Meeting notes in OR-Kids. | Staff will acknowledge harm that we have done as an agency and work on letting parents know that they're |

| Action Step #2 | 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? | Equity Considerations |
|---|---|---------------------------|--|---|
| Date created: 1/10/24 Strategy Meeting | | | | |
| The site will explore different activities offered by the schools in Tillamook and Clatsop counties. | CQI Analyst, District 1 DM and PM, D1 Resource Developer, and Permanency Supervisors: Nikki, Tim, Tira, Kaylin, Kim M., Michelle E. | 1 st Quarterly | Information will be shared at the 1 st Quarterly | Not all parents have access to wifi, phone, computer, etc. that results in inequities to receive information. |
| Progress Check 1/25/24: None but meeting was scheduled. | | | | |
| Progress Check 2/14/24: The meeting happened. | | | | |
| Progress Update 2/27/24: CQI Analyst contacted school employees and invited them to the next CQI Meeting. | | | | |
| Quarterly Update 4/1/24: The site will end this action step. | | | | |

| Measurements |
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| <p>What are we going to measure?</p> <p>Prep Meeting notes will include that an ice breaker was offered between resource parent(s) and parent(s).</p> <p>There will be information gathered about activities by schools to be shared with parents.</p> <p>Monthly, CQI Analyst will track parent's barriers identified by permanency workers.</p> <p>Monthly, CQI Analyst will track case notes to identify if parents are attending events and activities with their child(ren).</p> |
| <p>How will we know the plan is working?</p> <p>We expect parents and resource parents to be offered an ice breaker during prep meetings.</p> <p>We expect that barriers for parents will be identified during face-to-face contacts.</p> |

We expect that there will be information to provide parents regarding events and activities by the schools.

How will we determine all families are being impacted equitably?

The agency will work with parents who don't have reliable access to the internet and devices to support them in staying informed about school events and activities.

The agency will offer virtual Prep Meetings if needed.

Advisory Committee Review and Recommendations

Review/Recommendation (include date of review/recommendation):

3/27/24 Advisory Committee Meeting

Action Step 1: There was a question about the ice breaker protocol being accessible for workers. Advisory Committee shared a protocol example from New York that has been helpful.

Action Step 1: There was a question about tracking ice breakers.

Action Step 2: There was a question about inviting the foster care liaison to meetings.

Site Response (date replied):

4/1/24

Action Step 1: Workers do have access to the ice breaker protocol and will have a training on ice breakers.

Action Step 1: The site added steps for tracking ice breakers to the action plan.

Action Step 2: CQI Analyst and Resource Developer are working on inviting the foster care liaison to meetings.