Southern Region PIP Monitoring Documentation Spreadsheet: Updated 1/2018

Strategies

The strategy is the implementation of specific child welfare practices, programs or policies that will be used to make improvements. Please note whether the strategy is an evidence-based, promising research program and whether it is part of a title IV-E demonstration waiver project. Strategies may be directed at making improvements under more than one goal. In those circumstances, identify each of goals.

Key Activities

Succinctly name and describe the key activities associated with the strategy, including a description of the target population(s) and geographic scope. Include the key activities associated with the strategy. Also, identify where technical assistance from the National Capacity Building Center will be requested.

Key activities are metrics such as a process measure, implementation milestone or benchmark, or interim improvement in outcomes or systemic factors. For each key activity, include the projected completion date. Key activities help determine whether the state is on track to make the required changes for implementation of the improvement.

Goal 1: Children are first and foremost protected from abuse and neglect; safely maintained in their homes, if possible and appropriate; and provided services to protect and prevent removal from their home.		Applicable CFSR Outcomes or Systemic Factors: Safety 1 & 2; Permanency 1 & 2; Well-Being 1 & 3; Systemic Factors: Service Array and Resource Development				
Strategy A: Strengthen and enhance Florida's child welfare practice model			Applicable CFSR Items	s: 1		
Key Activities	Office and Lead Person Responsible	Evidence of Completion	Data Measure Used to Measure Improvement	Quarter Due	Quarterly Update	Quarter Completed
Region Best Practice Initiative— CPI will document/update victim seen the same day investigation is received. Disseminate Best Practice Initiative Memo	DCF/Lesline Anglade- Dorleans	Email to all Staff as to Documentation Requirements as per CFOP Practice was implemented, memo was finalized and awaiting signatures. Memo will be placed in shared folder timely.	PIP Monitored Cases (item 1)	Quarter 3 (03/2018) Practice has been implemented in the Region and memo was completed, however awaiting finalized signatures	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	
1.1 CPI's will document daily diligent attempts made to see a victim/childSupervisor will initiate a staffing with Program Administrator to discuss diligent attempts.	DCF/Lesline Anglade- Dorleans	Training/Review on CFOP 170-5: agenda Disseminate Region Protocol/ Procedures	PIP Monitored Cases (item 1)	Quarter 3 (03/2018) Practice has been implemented in the Region and memo was completed, however	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	

				awaiting finalized signatures		
1.2 Program Administrators will monitor Victim/Children seen on a daily basis and complete log 3 times a week for management review (Monday, Wednesday, & Friday)	DCF/Lesline Anglade- Dorleans	 Disseminate Directive to Program Administrators Daily Reports CPI Monthly Performance on Closed Reports Monthly Key Indicator Report Operations have implemented weekly tracking logs for each service center to document victims seen. The logs are submitted every Monday, Wednesday & Friday to the Operations Manager. Logs will be uploaded to share drive in a timely manner 	PIP Monitored Cases (item 1)	Quarter 3 (03/2018) Practice has been implemented in the Region and memo was completed, however awaiting finalized signatures	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	
2. Region will train on CFOP 170-5, information to be included in monthly Supervisor Meetings with Staff	DCF/Lesline Anglade- Dorleans	Training/Review of CFOP 170-5 Document CPI attendance/participation with in service training	PIP Monitored Cases (item 1)	Quarter 2 (12/2017)	Completed 11/2017 On/ahead of schedule Behind schedule No longer applicable	Completed Q2
 2.1 RSF Review of all investigations meeting RSF criteria Tracking compliance and participation Tracking trends and needed areas of improvement 	QA Manager Lovern Alleyne- Babb	 Tracking through the QA portal Tracking by the FSC in each service center Sharing trend reports as provided by Tableau which identify areas for improvement Provide necessary in-service trainings for identified gaps 	PIP Monitored Cases (item 1)	Quarterly On-going reviews, Qualtrics report available upon request, internal tracking. 1. During the Q1 review period	□ Completed 12/2017 □ On/ahead of schedule □ Behind schedule □ No longer applicable	Completed Q2

				2 cases met RSF criteria. On both cases the children were removed. During that period cases with removal episodes were not reviewed by QA. Q2, they were no cases that met RFS criteria under the PIP review period.		
2.2 CQI Tracking of needs identified during consultations and field observations	QA Manager Lovern Alleyne- Babb	 In service trainings for identified gaps conducted by CCSPE and ORS Training of new investigative staff during pre-service filed days by CCSPE and ORS for continued improvement Trainings was completed with the supervisory staff by Action in December 	PIP Monitored Cases (item 1)	Quarter 2 (12/2017) Internal tracking, Every month. On site consultation with Action	Completed 12/2017 On/ahead of schedule Behind schedule No longer applicable	Completed Q2

Goal 1: Children are first and foremost protected from abuse and neglect; safely maintained in their homes, if possible and appropriate; and provided services to protect and prevent removal from their home. Strategy B: Improve families' ability to provide for their own and their children's needs through quality family assessments, family engagement and appropriate supports to address identified needs.		Applicable CFSR Outcomes or Systemic Factors: Safety 1 & 2; Permanency 1 & 2; Well-Being 1 & 3; Systemic Factors: Service Array and Resource Development Applicable CFSR Items: 2, 3, 5, 11, 12, 13, 29				
1. Train Frontline Staff as to all services available in the Region—overview of Southern Region Service Array	OK Shannen/Tim	Training Agenda Training Schedule (North CPS Hub July 21, Central CPS Hub July 24, South Hub TBD) – Repeat every quarter. Training participants sign-in (ATTACHMENT A) The South Hub was trained on service array on August 1 st , 2017See attachment Goal 1 SB, KA 1	PIP Monitored Cases/ Service Array Agenda, Sign-in sheets for each of the three (3) CPS Hubs.	Quarter 1 08/2017	□ Completed 08/2017 □ On/ahead of schedule □ Behind schedule □ No longer applicable	Completed Q1
1.1 Southern Region CCSPE, OMC II, and Field Support Consultants will implement training schedule for Back to Basics Training developed by OCW and Action for Child Protection	DCF/Sonia De Escobar & Lovern Alleyne- Babb	Training Schedule and implementation plan was completed. Training is schedule to begin on 2/13. Please see attachment: Goal 1 strategy B, KA 1.1	PIP Monitored Cases	Quarter 2 (12/2017) On-Going Weekly 2 hour trainings in each hub. Training will be facilitated by CCSPE/Trainer Meredith Gray and the Field	☐ Completed MM/YYYY☐ On/ahead of schedule☐ Behind schedule☐ No longer applicable	

				Support Consultants.		
1.2 Ongoing Fidelity Calls with Action for Child Protection	OK Patrick Travers	Agenda List of participants (ATTACHMENT B) Q2, List of Participants Log in sheet provided	PIP Monitored Cases This item is completed, fidelity calls were held on 11-20-2017 with Action and the CM agency	On-Going	Completed 11/2017 On/ahead of schedule Behind schedule No longer applicable	Completed Q2
2. Implement CFOP 170-7 Develop and Manage Safety Plans Training/Review of CFOP 170-7	DCF Lesline Anglade- Dorleans/Key ACOK Patrick Travers	Document CPI attendance/participation with in service training Agenda ATTACHMENT F, F-1	PIP Monitored Cases	Quarter 2 (12/2017)	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	
2.1 Contract with Action for Child Protection to Booster Training to all Supervisors	QA Manager Lovern Alleyne- Babb	Contract ATTACHMENT C, C-1, C-2, C-3, C-4	PIP Monitored Cases	Monthly on- site one-on- one consultations. Schedule attached	Completed 09/2017 On/ahead of schedule Behind schedule No longer applicable	Completed Q1
2.2 Monitor Rapid Safety Feedback Cases that meet the criteria of having safety plans	QA Manager Lovern Alleyne- Babb	RSF reports Q1 Attachment N Q2, No cases met criteria for this goal.	PIP Monitored Cases RSF Reviews	Quarter 1 On going During the Q1 review period 2 cases met RSF criteria. On both cases the children were removed. During that	Completed 10/2017 On/ahead of schedule Behind schedule No longer applicable	Completed Q2

				period cases with removal episodes were not reviewed by QA Q2, no case met RSF criteria		
2.2.1 Develop Learning Circles identifying areas of need and/or improvement	QA Manager Lovern Alleyne- Babb	Agenda List of participants ATTACHMENT D, D-1, D-2, D-3, D-4 They were no all staff learning circles for Q2, however they are weekly supervisory learning circles for the proficiency process, they are facilitated by the CCSPE's. See attachment Goal 1 KA 2.2	PIP Monitored Cases RSF Reviews	On-going Monthly They were no all staff learning circles for Q2.	Completed 11/2017 On/ahead of schedule Behind schedule No longer applicable	Completed Q2
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Goal 2: Children have permanency and stability in their living situations and the continuity of family relationships and connections is preserved for children.			Applicable CFSR Outcomes or Systemic Factors: Safety 2, Permanency 1 & 2; Well-being 1; Systemic Factors: Case Review System, Service Array and Resource Development, Statewide Information System, Foster and Adoptive Parent Licensing, Recruitment and Retention)			
Strategy A : Implement practice initiatives that will improve the permanency and stability of children's living situations.		Applicable CFSR Items	s: 4, 5, 6, 12, 19,	20, 23, 24, 29, and 35		
Key Activities	Office and	Evidence of Completion	Data Measure Used	Quarter Due	Quarterly Update	Quarter
	Lead Person		to Measure			Completed
	Responsible		Improvement			

1. Region to Participate in OCW Call to Action Policy Development CFOP 170-1, Chapter 5 CFOP 170-3, Chapter 8, 9, 10, 11 CFOP 170-10, Chapter 9 Invite Representation from all Southern Regional FCMA Staff to Participate	DCF Lesline Anglade- Dorleans	Completion of Training May 24-25, 2017 in Orlando FL	PIP Monitored Cases	Quarter 1 (06/2017) Southern Region attended OCW Call to Action	Completed 5/24/2017 On/ahead of schedule Behind schedule No longer applicable	Completed Q1
1.1 Participants of OCW Call to Action Will Develop Home Study Cross Training for Child Protective Investigators, Case Managers, Child Legal Services, Guardian Ad Litem, etc.	QA Manager Lovern Alleyne- Babb/DCF Lesline Anglade- Dorleans	OCW is schedule to come to the region and train the regional staff on this measure. The training is schedule for April 17-to April 19 th in the Children's court house.	PIP Monitored Cases	Quarter 4 (06/2018)	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	
1.2 Region will engage in Family Finders Training	DCF Lesline Anglade- Dorleans	Agenda and Completion of Training ATTACHMENT E, E-1	PIP Monitored Cases	Quarter 2 (12/2017) Completed 06/2017	Completed 12/2017 On/ahead of schedule Behind schedule No longer applicable	Completed Q2
2. Region will train and implement CFOP 170-11, Chapter 4 Child Placement Agreements	OK Annette Jose	Training agenda List of Participants ATTACHMENT G, G-1	PIP Monitored Cases	Quarter 1 (06/2017)	 	Completed Q1
3. Rapid Family Engagement 1) Case Transfer Staffing (CTS) occurs within 14 business days and mandatory participants include biological parents, CPI, FCMA representative and Our Kids Gate	OK Tim and Shannen	 Completion of CTS Training for CPS and FCMA occurred in October 2017 – Agenda, PPT and sign-in sheets from each of the three (3) training dates. FSS executed contracts/FSFN report. 	PIP Monitored Cases/AND 1) CTS Agenda, PPT and sign-in sheets from each of the three (3) training dates.	Quarter 4 (06/2018) On-going	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	

Keepers. Biological parent's participation is key to ensure that they are actively engaged at the onset of the case. 2) Formal Safety Services and Family Support Services (FSS) providers will make contact with family within 2- 48 hours following Our Kids referral to begin family engagement. 3) Full Case Management Agency (FCMA) assigned as secondary in FSFN at time of referral by Our Kids. 4) FCMA must conduct and document in FSFN face to face visit with child seen every 30 days.	3) FSFN report to reflect secondary assignment at onset of case assignment for FCMAs. 4) FCMA Scorecard and/or FSFN report. ATTACHMENT H, H-1, H-2, H-3, H-4	2) FSS executed contracts — signature pages. 3) Pending 4) FCMA Scorecard FY 2016-17 which reflects % of children under supervision seen every 30 days (June 2017 reflects 99.60%).			
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family relationships and connections is preserved for children.	Applicable CFSR Outcomes or Systemic Factors: Safety 2; Permanency 1 & 2; Well-being 1; Systemic Factors: Case Review System, Service Array and Resource Development, Statewide Information System, Foster and adoptive parent licensing, recruitment and retention)
Strategy B: Implement practice initiatives that will help ensure the continuity of family relationships and connections is preserved for children.	Applicable CFSR Items: 3, 7, 8, 9, 10, 11, 20, and 23

Key Activities	Office and Lead Person Responsible	Evidence of Completion	Data Measure Used to Measure Improvement	Quarter Due	Quarterly Update	Quarter Completed
Region will train and implement CFOP 170-9 Family Assessment and Planning	OK Patrick Travers	Training Schedule Training Agenda Training Participants ATTACHMENT I	PIP Monitored Cases	Quarter 4 (06/2018) On-going	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	
2. Placement Stability /Speak to Wesley House about Separation of Sibling Group Protocol/Recruitment of Foster Homes	OK Annette Jose	Q1 CFSR ratings in the areas of Placement Stability and Continuity of family relationships. CFSR Data Q1	PIP Monitored Cases	Quarter 4 (06/2018) On-going	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	
3. QPI: Quality Parenting Initiatives Protocols/Workgroups	DCF Sonia De Escobar/ Trudy Petkovich	QPI trainings and Task Force meetings were completed Q1: July 18, 2017, July 21, 2017 and July 27, 2017. QPI trainings and Task Force meetings were completed Q2: November 6, 2017, November 7, 2017, and December 11, 2017. Supporting documents are in shared drive	PIP Monitored Cases	Quarter 2 (12/2017)	□ Completed 12/2017 □ On/ahead of schedule □ Behind schedule □ No longer applicable	Quarter 2
	•	ir living situations and the continuity of			Factors: Permanency 1; Systemic Fact	
Strategy C: The state's child welfare data that supports child well-being.	·	em, FSFN, will have accurate and timely	Applicable CFSR Item	•	ve parent licensing, recruitment and ref	ention)
Key Activities	Office and Lead Person Responsible	Evidence of Completion	Data Measure Used to Measure Improvement	Quarter Due	Quarterly Update	Quarter Completed
Region will establish a local protocol for guidance to all frontline Staff (CPI and CM) as to	OK Training Patrick Travers/ QA Manager	Local Protocol ATTACHMENT J	PIP Monitored Cases	Quarter 4 (06/2018)	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	

Placement and Living	Lovern Alleyne-					
Arrangements	Babb					
1.1 Region will train frontline staff as to protocol	OK Training Patrick Travers/ QA Manager Lovern Alleyne- Babb	Training Curriculum, Agenda, and Completion of Training	PIP Monitored Cases	Quarter 4 (06/2018)	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	
1.2 Implementation of Cross Training of Home Studies	OK Training Patrick Travers/ QA Manager Lovern Alleyne- Babb/DCF Lesline Anglade- Dorleans	Training Curriculum, Agenda, and Completion of Training	PIP Monitored Cases	Quarter 4 (06/2018)	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	

Goal 3: Families have enhanced capacity to provide for their children needs and the well-being of children is improved through services to meet their education, physical health and mental health needs.			Applicable CFSR Outcomes or Systemic Factors: Safety 2; Permanency 1 & 2; Well-being 1, 2 & 3; Systemic Factors: Service Array and Resource Development				
	ategy A: Implement practice initiatives that will improve families 'capacity to provide for ir children's needs through quality family assessments, family engagement and appropriate ports to address identified needs.			Applicable CFSR Items: 2, 3, 6, 10, 12, 12A, 12B-1, 12B-2, 12C, 13, 14, 15, and 29			
Key Activities	Office and Lead Person Responsible	Evidence of Completion	Data Measure Used Quarter Due Quarterly Update Quarter to Measure Improvement Quarter Due Quarterly Update Completed				
Prevention and FCMA Service Plans and Case Plans that Address Allegation as well as both FFA's	OK Tim/Shannen	FSFN query of case plans, review of uploaded service plans.	PIP Monitored Cases	Quarter 2 Changed to Q4 (06/2018)	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable		

1.1 Referrals to MSP and FITT when SA/MH identified.	OK Tim/Shannen	MSP and FITT Log (maintained in-house by Our Kids on SharePoint). Attachment M (password: ok fitt) M-1 (password: ok msp)	PIP Monitored Cases July 1– Sept. 30, 2017 reflects as 125 MSP referrals and 11 FITT referrals. Report/logs available upon request.	Quarter 1 Changed to Q4 (06/2018)	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	
1.2 INTAKE will implement ODARA for all DV or suspected DV	OK Tim/Shannen	ODARE Training dates for OK Intake Staff.	PIP Monitored Cases	Quarter 4 (06/2018)	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	
2. Offer evidence based Life Skills Programming for youth and young adults (Educate Tomorrow)	OK Marcel Rivas	On-Hold Planned for later in Fiscal Year	PIP Monitored Cases	Quarter 4 (06/2018)	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	
3. POE (children placement with relatives receive Relative Caregiver Program Benefits 1) Two (2) designated Our Kids UM staff are based out of the Children's Court House to provide personalized 1:1 assistance to relatives/non-relatives with accessing benefits, including RCG funds. 2) Relative Caregiver Training provided at in- service for new case managers (PPT. training	Tim Taylor and Luis Tomas, Our Kids	 The Children's Court House Activity log which captures the number of benefits (RCG) applications processed each month. RGC/Non-RGC Training power point presentation, sign-in sheets of participants. FSFN report generated to capture all "Intakes." Relative Caregiver Monthly report from CIC. 	PIP Monitored Cases 1) Children's Court House activity log reflects 128 benefit applications during the 1 st quarter of FY 2017-18. Report available upon request. 2) RCG Training sign in sheets from July 25, 2017 (sign in sheets attached). 3) Children's Court House activity log reflects 128 benefit	Quarter 6 (12/2018)	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	

presentations, sign-in sheets). 3) FSFN report is generated by OK UM monthly to capture all "Intakes" with children placed in relatives and non-relative settings. OK UM Dept. initiates contact with the assigned case manager to verify if RGC benefits have been initiated. If not, OK UM staff will contact the family directly and begin the process of initiating cash assistance which is documented in FSFN and internal "Public Assistance log." 4) Monthly Relative Caregiver report (Child in Care) which confirms status of referrals for this benefit. Tool is used by OK			application during the 1 st quarter of FY 2017-18. Report available upon request. 4) Child in Care (CIC) reports for July and August as 55. Report available upon request.		
Care) which confirms					
3.1 Implement and Train on CFOP 170-10 Providing Services and Support to Children in Care and	Pending OCW	Training Agenda Training Participants	PIP Monitored Cases	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	

for Caregivers to provide support for relative caregivers							
3.2 Region will implement training initiatives with Action for Child Protection and Growing Tree Solution to Enhance Supervisor Consultations	QA Lovern Alleyne-Babb	Training Agenda Training Participants ATTACHMENT K, K-1, K-2 Growing Tree all staff Training was completed on January 22, 23, & 24 th . Please see attached agenda, learning objectives and sign-in sheets for all four locations. CPIS consultations are monthly on-site with Action. Please see sign-in sheets for Q1 & Q2.	PIP Monitored Cases	Quarter 4 (06/2018)	Completed 01/2018 On/ahead of schedule Behind schedule No longer applicable		
Goal 3: Families have enhanced capacity to provide for their children needs and the well-being of children is improved through services to meet their education, physical health and mental health needs.			Applicable CFSR Outcomes or Systemic Factors: Safety 2; Permanency 1 & 2; Well-being 1, 2 & 3; Systemic Factors: Service Array and Resource Development				
Strategy B: Implement practice initiatives to assure that children receive appropriate services to meet their educational needs.			Applicable CFSR Items: 9, 11, 16, and 29				
Key Activities	Office and Lead Person Responsible	Evidence of Completion	Data Measure Used to Measure Improvement	Quarter Due	Quarterly Update	Quarter Completed	
Region Collaboration with Miami Dade Public Schools/Quarterly Meeting with School Support Liaison Office	DCF Charles Scherer/OK Marcel Rivas	Agenda of Meeting	PIP Monitored Cases	Quarter 4 (06/2018) and on going Region has implemented	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable		

				practice however there has not been an update since beginning of FY 2017-2018 Change to Q4		
1.1 Region Collaboration with Early Learning Coalition-Bi- Monthly Management Meeting to Discuss Challenges and Implement Strategic Planning for Kids Serviced –Representation from all FCMA	DCF Lesline Anglade- Dorleans/ELC Manager Isabel Afanador/OK Marcel Rivas	Agenda	PIP Monitored Cases	Quarter 4 (06/2018) and on going Monthly Meeting Agenda available upon request Change to Q4	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	
Goal 3: Families have enhanced capacity to provide for their children needs and the well-being of children is improved through services to meet their education, physical health and mental health needs.		Applicable CFSR Outcomes or Systemic Factors: Safety 2; Permanency 1 & 2; Well-being 1, 2 & 3; Systemic Factors: Service Array and Resource Development				
Strategy C: Implement practice initiatives to assure children receive adequate services to meet their physical health, dental health, and mental health needs.			Applicable CFSR Items: 12, 12B, 17, 18, and 29			
Key Activities	Office and Lead Person Responsible	Evidence of Completion	Data Measure Used to Measure Improvement	Quarter Due	Quarterly Update	Quarter Completed
Integration of Child Welfare and SAMH Collocation of experts in service centers Dissemination of information to front line staff	DCF Sonia De Escobar/Charles Scherer	Staffing logs Communication with staff	PIP Monitored Cases	Quarter 4 (06/2018) Log of cases staffed with Subject	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	

				Matter Experts		
1.1 Identifying work groups to head integration priorities	DCF Sonia De Escobar/Charles Scherer	Monthly meeting agenda	PIP Monitored Cases	Quarter 4 (06/2018) On-going	☐ Completed MM/YYYY ☐ On/ahead of schedule ☐ Behind schedule ☐ No longer applicable	
1.2 Work groups to identify resources to serve high risk families development of resource guides	DCF Sonia De Escobar/Charles Scherer	Meeting agenda resource guide	PIP Monitored Cases	Quarter 4 (06/2018) On-going	Completed MM/YYYY On/ahead of schedule Behind schedule No longer applicable	