

**Kansas Children and Family Services-
Program Improvement Plan
Matrix**

**September 23, 2008
Sixth Quarter 03/31/10**

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Kansas Children and Family Services Program Improvement Plan

Kansas Children and Family Services has elected to use this PIP standard format to submit our PIP to the Children's Bureau Regional Office. The standard format includes the following sections:

- I. PIP General Information
- II. PIP Summary Work Plan and Matrix Instructions and Quality Assurance Checklist
- III. PIP Agreement Form (authorizing signatures)
- IV. PIP Matrix

I. PIP General Information

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State PIP Team Members (name, title, organization)
1. Steve Anderson, Program Administrator, SRS, SE Region
2. Danielle Bartelli, Quality Assurance Coordinator, KVC Behavioral HealthCare, Inc.
3. Georgia Beck, Native American Family Services
4. Karen Beckerman, Unit Director, Juvenile Justice Authority
5. Dona Booe, Vice President of Program Services, Kansas Children's Service League
6. Randall Bowman, Unit Director, Juvenile Justice Authority
7. Stacey Brewer, Director of Quality Management & Training, Youthville
8. Bruce Bynum, Stakeholder, Kansas Foster & Adoptive Parent Association
9. Diane Carver, Program Administrator, SRS, South Central Region
10. Mary Cole, FC & ADPT Program Manager, Children and Family Services
11. Judy Culley, Executive Director of The Shelter, Kansas Child Welfare Quality Improvement Council
12. Sandra Dixon, Program Director, Region 2, DCCCA, Inc.
13. Jill Dixon, Performance Improvement Manager, SRS, Wichita Region
14. Shirlon Douglas-Harris, Program Director, The FARM Inc.
15. Shirley Dwyer, Director of Permanency, The FARM Inc.
16. Paula Ellis, Assistant Director of CFS, Children and Family Services
17. Beth Evans, Program Administrator of Customer Service Prevention and IH Services, Children and Family Services
18. Dennis Finch, Stakeholder, Kansas Foster & Adoptive Parent Association
19. Joanna Flanders, Program Director, Kickapoo Tribe in Kansas
20. Sandra Gasca, Chief Program Officer, Youthville
21. Lori Gonzales, Director of Clinical Services, Youthville
22. Pam Hahn, Quality Assurance Team Manager, SRS, KC Metro Region
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24. Trish Hampton, Program Administrator, SRS, KC Metro Region
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26. Sandra Hashman, Mental Health Assistant Director, Mental Health and Substance Abuse
27. Debi Hatfield, Section Administrator of Child Placement Agency & Residential Program, Kansas Department of Health and Environment
28. Ruth Heitsman, Adoptive Parent, Kansas Child Welfare Quality Improvement Council
29. Sondra Hiller, Stakeholder, Kansas Foster & Adoptive Parent Association
30. Tanya Keys, Director of Children and Family Services, Children and Family Services
31. Albert Klaus, Social Work Supervisor, SRS, West Region
32. Susan Krogmann, Director of Service Quality, DCCCA, Inc.
33. Tracie Lansing, Stakeholder, Kansas Children's Service League
34. Glenn Leonardi, Manager, Performance Improvement, Children and Family Services
35. Tammy Liles-Robinson, PI Administrator, SRS, South Central Region
36. Patricia Long, Program Administrator of Permanency, Children and Family Services
37. Christine Lucero, Children and Families Program Specialist, Administration for Children and Families, Region 7
38. Kathy Mackintosh, CFS Training Manager, Children and Family Services
39. Janese Masters, Program Director, Saint Francis Academy, Inc.
40. Kelley McMahon, Supervisor, KVC Behavioral HealthCare, Inc.

State PIP Team Members (name, title, organization) (continued)
41. Jane Meschberger, Program Administrator of Protection Unit, Children and Family Services
42. Lisa Milford, District Manager, The FARM Inc.
43. Debi Nelson, IV-E Program Manager, Children and Family Services
44. Johnson Olanya, Team Coordinator, Region 5, DCCCA, Inc.
45. Cheryl Rathbun, Contract Administrator, Saint Francis Academy, Inc.
46. Beverly Rosell, Social Work Specialist, SRS, NE Region
47. Donna Rosell, Director of Family Based Services, Youthville
48. Chris Ross-Baze, Director of Child Care Licensing & Regulation Program, Kansas Department of Health and Environment
49. Betty Rush, Assistant Vice President, Saint Francis Academy, Inc.
50. Mary Sands, Social Worker, Prairie Band Potawatomi Nation
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52. Carol Shopteese, ICWA/IL Director, Sac and Fox Nation of Missouri
53. Rebecca Shupert, Coordinator of Clinical Services, DCCCA, Inc.
54. Dawn Spencer, Court Improvement Specialist, Office of Judicial Administration
55. Kris Timmons, District Manager, The FARM Inc.
56. Denise Voss, Program Administrator, SRS, West Region
57. Karen Wahlmeier, Program Administrator, SRS, Wichita Region
58. Verna Weber, Assistant Director of Integrated Service Delivery, SRS, West Region
59. Dave Winters, Director of Performance Improvement, Saint Francis Academy, Inc.
60. Sheryl Wohler, Adoption Policy Director, Kansas Children's Service League
61. Gail Zeysing, North Central Region Director, Kansas Children's Service League

Individuals listed are actually working on the PIP

II. PIP Summary Work Plan: Summary of Primary Strategies and Technical Assistance To Support Outcome Achievement

State: Kansas

Date Submitted: 4-16-08

The Kansas Child and Family Services Review Program Improvement Plan (PIP) is constructed on a foundation of principles of a family centered systems of care and accountability for achieving outcomes for families in communities. The cornerstone of our PIP is the agency's mission to protect children and promote adult self sufficiency and vision of partnering to connect Kansans with supports and services to improve lives. Kansas child welfare practices strive for access to services to ensure safety in a family's own home, timely permanency for children removed from the home and positive well-being at every service point.

Nestled in the PIP is Kansas' commitment to improve child welfare: improve assessments of safety and risk through the life of a case; increase timely permanency for children in out of home placement; increase placement stability for children in out of home placement; improve staff interactions with parents and children; and improve key systems that support work with families, youth and children. Kansas' PIP compliments activities and strategies in our Annual Progress and Services Report (APSR). Specifically, PIP strategies and action steps support the APSR information of strengthening safety criteria, supporting mental health initiatives, achieving monthly caseworker visits, improve staff training, and a host of other practices to support timely permanency and stability of placement. Kansas looks forward to collaboration with Families, Youth, Courts, Service Providers, National Resource Centers and Localities to achieve our commitments in child welfare detailed in the PIP and APSR.

By way of background, Kansas has strong performance above 90% for three of the seven outcomes, however does not meet substantial conformity for any outcome. A Highlight of outcomes performance is as follows:

Kansas Outcome Ranked by Strongest Performance	Rank Order	%
Safety 1: Children Are Protected	1	93.8%
Well Being 2: children have Appropriate Services to meet their educational needs	2	91.5%
Permanency 2: Continuity of Family Connections are preserved	3	90.0%
Well Being 3: children have adequate services to meet physical and mental health needs	4	85.5%
Safety 2: Children are safely maintained at home whenever possible	5	75.0%
Well-Being 1: Families have enhanced capacity to meet their needs	6	65.6%
Permanency 1: Children have permanency and Stability	7	52.5%

In executing action steps of this PIP, Kansas has the advantage of experience with a practice model that has been integrated into program development, operations and service delivery. Principles of systems of care drive every interaction and effort with families and community partners. As we move forward with action steps and accountability for improvement in the five primary strategies, Kansas will continue to execute principles of family and youth involvement, cultural competency, and interagency collaboration to achieve child welfare outcomes. This approach builds capacity of individuals and communities to meet their needs for safety and stability, and we look forward to reinforcing this model in the work with families and community partners to achieve better outcomes for Kansas.

PRIMARY STRATEGIES	KEY CONCERNS	TA RESOURCES NEEDED
1. Develop mechanism to assess safety through life of case.	• Safety and risk are not consistently assessed throughout the life of case. • Safety plans do not adequately address risk to the family's presenting situation. • Lack of uniform elements to assess risk and safety. • Ongoing safety and risk assessment not documented in file. • Law enforcement does not have adequate training for assessing safety.	National Resource Center for Child Protective Services (NRCCPS)
2. Improve assessment process and increase competencies in case planning that effect stability and timely permanency.	• Case planning goal not appropriate. • Case plan goal was not established timely. • Agency failed to specify a compelling reason for not filing PRT per ASFA requirements. • Concurrent case planning goals are established but workers focus on them sequentially. • Kansas does not meet any of the three data measures for reintegration. • Kansas is less effective at achieving timely adoption for children legally free for adoption. • OPPLA is used as a permanency goal without ruling out other permanency options. • Data reflects permanency hearings are not timely. • Children are not placed in placements to meet their needs.	Office of Judicial Administration (OJA) Permanency Planning Task Force National Resource Center for Family-Centered Practice and Permanency Planning (NRCFCPPP) University of Kansas data analysis on children's access to mental health services. National Child Welfare Resource Center for Adoption (NCWRCA) AdoptUSkids Children's Alliance Child Welfare Permanency Advisory Council Kansas Family Advisory Network Kansas Youth Advisory Council

PRIMARY STRATEGIES	KEY CONCERNS	TA RESOURCES NEEDED
	Difficult to find adoptive homes for children with special needs.	Regional Youth Councils Kansas Foster and Adoptive Parent Association Division of Disability and Behavioral Health
3. Increase continuity of family relationships through matching initiatives, and placement resources for older youth, and children and youth with challenging behaviors.	- Older youth experience more frequent placements. - Limited specialized resource homes (older youth, behavior problems, MR/DD, and teenagers). - Limited resources to make good match at initial placement. - Concerted efforts were not made to maintain the child's connections to extended family and community.	Kansas Child Welfare Quality Improvement Council (KCWQIC) Children's Alliance Kansas Foster and Adoptive Parent Association
4. Improved engagement with fathers in case planning and worker contact practices.	The agency is less likely to assess and meet service needs for fathers or non-custodial parents.	Child Welfare Permanency Advisory Council
5. Increase frequency and quality of worker-child contacts.	- Youth have identified that they want to see their workers more. - Data shows frequency of worker-child visits are not adequate. - Visits do not always focus on issues pertinent to case planning.	National Resource Center for Youth Development (NRCYD) Kansas Foster and Adoptive Parent Association Kansas Youth Advisory Council

III. PIP Agreement Form

The PIP should be signed and dated by the Chief Executive Officer of the State child welfare agency and by the Regional Administrator for the Children's Bureau Regional Office responsible for the State. The approved PIP with original signature must be retained in the Children's Bureau Regional Office. A hard copy of the approved PIP must be submitted to the following parties immediately upon approval:

- State child welfare agency
- Children's Bureau (Child and Family Services Review staff)
- Child Welfare Review Project, c/o JBS International, Inc.

Agreements

The following Federal and State officials agree to the content and terms of the attached Program Improvement Plan:

_____ Name of State Executive Officer for Child Welfare Services	_____ Date
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_____ Children's Bureau	_____ Date
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Amendments

This section should be completed only in the event of renegotiations regarding the content of the PIP, pursuant to 45 CFR 1355.35(e)(4). Copies of approved, renegotiated PIPs must be retained and distributed as noted above immediately upon completion of the renegotiation process.

The content of the attached PIP was renegotiated on 7/31/2009 for items 4.3(A) and 5.5(K). The renegotiated content of the attached PIP has been approved (initialed) by State personnel and the Children's Bureau Regional Office with authority to negotiate such content and is approved by the following Federal and State officials:

_____ Name of State Executive Officer for Child Welfare Services	_____ Date
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_____ Children's Bureau	_____ Date
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IV. PIP Matrix

State:

Type of Report: PIP: ____ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

Part A: Strategy Measurement Plan and Quarterly Status Report

Primary Strategy: 1. Develop mechanism to assess safety through life of case.				Applicable CFSR Outcomes or Systemic Factors: Safety Outcome 1: Children are first and foremost, protected from abuse and neglect. Safety Outcome 2: Children are safely maintained in their homes whenever possible and appropriate.	
Goal: Children in their own home and in foster care will have risk and safety assessed and addressed.				Applicable CFSR Items: Item #2 & 4	
Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
1.1 Assure identification of families who may be in need of additional services to avoid repeat maltreatment.	Jane Meschberger	See evidence of completion for sub-steps of 1.1 below.			
1.1 (A) Identify the elements on the Safety and Risk Assessments which would indicate a need for services to the family. Work with NRCCPS.	Jane Meschberger	Outline of elements identified.	December 2008	December 2008	FFY 09 Q1 Consultation from the NRC-CPS with CFS Protection Unit have reviewed the current assessment tools used in Kansas and determined these tools have the essential content recommended to determine service decisions.

IV. PIP Matrix

State:

Type of Report: PIP: ___ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

1.1 (B) Review Safety and Risk Assessments to determine if change is required to assist in the practice of identifying families who are in need of services. Work with NRCCPS.	Jane Meschberger	Documentation of the decision resulting from the review.	December 2008	December 2008	FFY 09 Q1 Consultation from the NRC-CPS with CFS Protection Unit have reviewed the current assessment tools used in Kansas and determined these tools have the essential content recommended to determine service decisions.
1.1 (C) Draft policy and procedures for required changes needed to revise the Safety and Risk Assessments and the elements that indicate a family is in need of services.	Jane Meschberger	Draft policies and procedures.	March 2009	March 2009	FFY 09 Q2 Evidence indicates Kansas' assessment tools contain elements needed. Based on the NRCCPS suggestions to enhance risk and safety assessments with collecting safety information earlier in the process, revisions were made to policy at intake. The current policy draft for the July 2009 policy manual revision identifies the information to be collected beginning when a report of abuse/neglect is received by the agency.
1.1 (D) Present draft policy and procedures to statewide Intake and Assessment Advisory group and Child Safety Permanency Review Panel for feedback.	Jane Meschberger	Notes from advisory group meetings.	June 2009	June 2009	FFY 09 Q3 Draft policy PPM 1200 was reviewed at regular meetings with the Intake & Assessment Advisory group and Child Safety Permanency review Panel. KS 10/09: KS: Notes from Panel contain a typo and should read as 2 hours/day. The Panel intended to suggest workers practice using the assessment tools for 2 hours each day. This occurred in one region and for a short period of time prior to statewide implementation July , 2009.

IV. PIP Matrix

State:

Type of Report: PIP: ___ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

1.1 (E) Upon approval of the policy and procedures, educate/train all appropriate CFS supervisors and social workers regarding the revision of the policy and procedures using policy venues through electronic meetings, a video conferencing tool or in person.	Jane Meschberger	Schedule of trainings. Sign in sheets.	June 2009	June 2009	FFY 09 Q3 Three separate policy venues for changes to the July 2009 Policy & Procedure Manual were held in June, 2009 using electronic meeting format. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and are included as evidence. KS 10/09: As requested by ACF, going forward from September 30, 2009 for Policy and Procedure Venue training, Kansas will include job titles in evidence of attendees of Policy and Procedure Venue trainings. In addition to the completed sign in sheets detailing names and positions of person trained, Kansas will provide aggregate information with the number of positions appropriate for the training and the total number trained.
1.1 (F) Implement policy and procedures.	Jane Meschberger	Policy and procedure manual.	September 2009	September 2009	FFY 09 Q4 The CFS Policy and Procedure Manual is posted on-line. PPM Section 1200 was revised. The following link is evidence of policy implementation. http://www.srskansas.org/CFS/robohelp/PPMGenerate/ No evidence provided for this action step.
1.1 (G) Add questions to case review instrument to monitor compliance.	Deanne Dinkel	Case Review Instrument.	September 2009	September 2009	FFY 09 Q4 Current case read questions and instructions were modified in the I&A Case Review Instrument to measure compliance with the identification of families who may be in need of additional services to avoid repeat maltreatment Modifications to the case read instrument became effective October 1, 2009 Case read instrument provided as evidence: I&A - p. 2, question 1

IV. PIP Matrix

State:

Type of Report: PIP: ___ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

1.2 Assure completion of Safety and Risk Assessments throughout the life of the case.	Jane Meschberger	See evidence of completion for sub-steps 1.2 below.			
1.2 (A) Identify participants for a workgroup of child welfare professionals statewide.	Jane Meschberger	List of participants.	March 2009	March 2009	FFY 09 Q2 Participants of the workgroup are indentified and included as evidence.
1.2 (B) Workgroup will identify risk and safety factors to be assessed and key points of time in case for completion of Safety and Risk Assessments, and review Sedgwick County risk of harm practices.	Jane Meschberger	Notes from workgroup.	June 2009	June 2009	FFY 09 Q3 Workgroup met in March and agreed upon risk and safety factors to be assessed and the points in time during the life of the case where assessment would be completed. The Wichita SRS Region stated there are no regional specific practices related to safety or risk assessments. (See e-mail dated 6-25-09) KS 10/09: A continuous analysis is ongoing through qualitative case review processes. Through analysis, data reflects Wichita consistently does not perform at a higher rate than other counties and SRS Regions.
1.2 (C) Draft SRS policy and procedures for changes needed to identify the safety and risk factors and when assessment s will be completed throughout the life of the case.	Jane Meschberger	Draft policy and procedures.	June 2009	June 2009	FFY 09 Q3 Policy drafted and approved for implementation on 7-1-09.
1.2 (D) CFS Management Team will review recommendations and approve policy revisions.	Jane Meschberger	Managemen t Team Notes.	June 2009	June 2009	FFY 09 Q3 Policy regarding safety and risk assessments throughout the life of the case were revised in PPM # 4101 for July 2009 Children and Family Services Policy and Procedure Manual.

IV. PIP Matrix

State:

Type of Report: PIP: ___ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

1.2 (E) Educate/train all appropriate CFS supervisors, social workers, case management contractor supervisors and case managers regarding the revision of the policy and procedures using policy venues through the use of electronic meetings, video conferencing tool or in person.	Jane Meschberger	Schedule of trainings. Sign in sheets.	June 2009	June 2009	FFY 09 Q3 Three separate policy venues for changes to the July 2009 Policy & Procedure Manual were held in June, 2009 using electronic meeting format. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and are included as evidence. KS 10/09: As requested by ACF, going forward from September 30, 2009 for Policy and Procedure Venue training, Kansas will include job titles in evidence of attendees of Policy and Procedure Venue trainings. In addition to the completed sign in sheets detailing names and positions of person trained, Kansas will provide aggregate information with the number of positions appropriate for the training and the total number trained.
1.2 (F) Implement policy and procedures.	Jane Meschberger & Case Management Contractors	Policy and Procedure Manual.	September 2009	September 2009	FFY 09 Q4 The CFS Policy and Procedure Manual is posted on-line. PPM Section 4101 was revised. The following link is evidence of policy implementation. http://www.srskansas.org/CFS/robohelp/PPMGenerate/ No evidence provided for this action step.
1.2 (G) Add questions to case review instrument to monitor compliance.	Deanne Dinkel	Case Review Instrument.	September 2009	September 2009	FFY 09 Q4 Instructions were added to the IH and OOH Case Review Instrument to measure compliance with completion of Safety and Risk Assessments throughout the life of the case. Instructions became effective October 1, 2009 Case read instrument provided as evidence: IH - p. 4, 5 & 6, questions 3 & 4 OOH-p. 4 & 5, questions 2 & 3

IV. PIP Matrix

State:

Type of Report: PIP: ___ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

1.3 Training to law enforcement agencies on assessing safety of a child.	Jane Meschberger	See evidence of completion for sub-steps 1.3 below.			
1.3 (A) Meet with School Resource Officers (SRO) regarding training issues concerning assessing child safety. Meeting attended by CFS Director on March 19, 2008.	Tanya Keys	Overview of meeting.	September 2008	September 2008	FFY 09 Q1 Overview of meeting with School Resource Officers (SRO) and CFS Director.
1.3 (B) Develop basic curriculum with assistance from other CPS staff and input from members of law enforcement representation on advisory panels on elements of assessing child safety	Jane Meschberger	Learning objectives and outline of content	September 2008	September 2008	FFY 09 Q1 Through collaboration with CPS staff, the Child Safety Permanency Review Panel and School Resource Officers, learning objectives and training curriculum for assessing child safety was developed along with a power point training.

IV. PIP Matrix

State:

Type of Report: PIP: ___ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

1.3 (C) Collaborate with Kansas Law Enforcement Academy, Child Advocacy Centers, School Resource Officers Association and Abuse, Neglect and Exploitation Unit at the Kansas Attorney General's office to promote training to law enforcement agencies.	Jane Meschberger	E-mail correspondence	June 2010		FFY 09 Q1 Initiated contact with Kansas Law Enforcement Training Center to establish collaboration. FFY 09 Q4 Offered information to Director of Abuse/Neglect and Exploitation (ANE) unit with Attorney General's office regarding training. ANE unit director attended SRS pre-service training on September 2-3, 2009 which addresses safety assessments. Completion of Action Step FFY09 Q4 RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. FFY 10 Q1 Offered information to Director of Abuse/Neglect and Exploitation (ANE) unit with Attorney General's office regarding training, to law enforcement agencies on how CFS assesses child safety.
1.3 (D) Provide training curriculum to Regional SRS supervisors and social workers to train local law enforcement agencies, multi-disciplinary teams and child advocacy centers.	Jane Meschberger	E-mail confirming receipt of training curriculum. Copy of curriculum.	September 2008	September 2008	FFY 09 Q1 Training curriculum was distributed to all SRS Regional Program Administrators.

IV. PIP Matrix

State:

Type of Report: PIP: __ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

1.3 (E) Regional SRS supervisors and social workers will schedule and offer training for local law enforcement agencies, multi-disciplinary teams and child advocacy centers.	Jane Meschberger	Documentation of communication offering training. Training Schedule.	June 2010		FFY 09 Q4 Offers for training are made by Regional SRS offices to local law enforcement, multi disciplinary teams and child advocacy centers. Training for law enforcement agencies, multi-disciplinary teams and child advocacy centers will be ongoing through normal course of business. Completion of Action Step FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. FFY 10 Q1 Offers for training are made by Regional SRS offices to local law enforcement, multi disciplinary teams and child advocacy centers. Training for law enforcement agencies, multi-disciplinary teams and child advocacy centers will be ongoing through normal course of business. FFY 10 Q2 Offers for training are made by Regional SRS offices to local law enforcement, multi disciplinary teams and child advocacy centers. Training for law enforcement agencies, multi-disciplinary teams and child advocacy centers will be ongoing through normal course of business.
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IV. PIP Matrix

State:

Type of Report: PIP: ____ Quarterly Report: X (Quarter: 6)

Date Submitted: 5-13-2010

1.3 (F) Present training when requested by local law enforcement agencies, multi-disciplinary teams and child advocacy centers.	Jane Meschberger	Attendance Records	June 2010		FFY 09 Q1 Trainings were held with Great Bend Policy Department with two sessions on November 18th, 2008. Attendance records for those two sessions are included as evidence. FFY 09 Q2 Trainings were held in Reno, Sedgwick, Shawnee and Lyon counties. Attendance records for these sessions are included as evidence. FFY 09 Q3 Training were held in Butler, Harvey, Sedgwick, Graham, McPherson and Thomas counties. In addition trainings were held statewide via satellite sites. Attendance records for these sessions are included as evidence. FFY 09 Q4 Various training were held in the West, South Central and KC Metro regions. Attendance records for these sessions are included as evidence. Training for law enforcement agencies, multi-disciplinary teams and child advocacy centers will be ongoing through normal course of business. Completion of Action Step FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. FFY10 Q1 Various training were held in the West, South Central North East and KC Metro regions. Attendance records for these sessions are included as evidence. FFY 10 Q2 Various training were held in South Central North East and KC Metro regions. Attendance records for these sessions are included as evidence. RO
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IV. PIP Matrix

State:
Type of Report: PIP: ____ Quarterly Report: X (Quarter: 6)
Date Submitted: 5-13-2010

<i>Renegotiated Action Steps and Benchmarks</i>					RO – Please clarify these agency acronyms: DEC, RADAC, FYI/CLO, SBG, HRHDHC, BNC, CAPS, SASO, MDT, and SANE RO – information sent
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State:

Type of Report: PIP: ____ Quarterly Report: X (Quarter: 3)

Date Submitted: 5-13-10

Part A: Strategy Measurement Plan and Quarterly Status Report

Primary Strategy: 2. Improve assessment process and increase competencies in case planning that effect stability and timely permanency.				Applicable CFSR Outcomes or Systemic Factors: Permanency Outcome I: Children have permanency and stability in their living situations Well Being Outcome 2 - Children receive services to meet their educational needs Well Being Outcome 3 - Children receive services to meet their physical and mental health needs Systemic Factor: Case Review System Staff and Provider Training Service Array	
Goal: Children in foster care will have placement stability and achieve timely permanencies.				Applicable CFSR Items: Items #6, 7, 8, 9, 10, 14, 17, 18, 20, 21, 23, 25, 27, 32 & 33, 35, 36	
Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update

State:

Type of Report: PIP: ___ Quarterly Report: X (Quarter: 3)

Date Submitted: 5-13-10

2.1 Issue a Request For Proposal (RFP) for pre-service statewide training for agency and contract case managers and supervisors statewide on core competencies in case management, case planning and the court process.	Jane Meschberger	RFP issued via KS Dept. of Admin.	September 2008	September 2008	FFY 09 Q1 Request for Proposal (RFP) for pre-service statewide training issued May 2008.
2.1 (A) Award contract for pre-service training.	Jane Meschberger	Signed contract	December 2008	December 2008	FFY 09 Q1 Contract awarded to Children's Alliance with effective date of October 2, 2008. Copy of contract for Pre-Service Training for Case Management included as evidence.
2.1 (B) Training contractor will develop core competencies in case planning and court process for pre-service training.	Kathy Mackintosh	Documentation of Core competencies	December 2008	December 2008	FFY 09 Q1 Training contractor identified core competencies of a pre-service course to address case planning, case management and court process activities. Core Competencies drafted for pre-service course are included as evidence.
2.1 (C) Training developed by the training contractor.	Kathy Mackintosh	Training curriculum	March 2009	March 2009	FFY 09 Q2 Provided as evidence is an electronic copy of the pre-service training curriculum and tests currently being beta-tested and available online through the Children's Alliance website at www.childally.org
2.1 (D) Publicize training schedule.	Kathy Mackintosh	Documentation of training schedule	June 2009	June 2009	FFY 09 Q3 Evidence submitted is a screen print from the web of on-line preservice training and a link to the on-line preservice training. Submission of scheduled trainings does not apply as on-line preservice training is available through the internet at user's convenience.

State:

Type of Report: PIP: ____ Quarterly Report: X (Quarter: 3)

Date Submitted: 5-13-10

2.1 (E) Implement enrollment and registration procedures.	Kathy Mackintosh	Documentation of notice for enrollment.	June 2009	June 2009	FFY 09 Q3 An e-mail announcement was distributed by Children's Alliance of Kansas through the CFS Training Contract. The Children's Alliance of Kansas link is www.childally.org . The Case Management Preservice course is available at: http://www.childally.org/courses/CWCBS/Cminfo.htm . KS 10/09: Children's Alliance of Kansas link to their home page is the following: http://www.childally.org/cakhome.html On the Left side bar locate "Login to PreService Case Management ." This will take you to the page dedicated to Pre Service Case Management training and provides options to view the topic outline and enroll or login to course.
2.1 (F) Deliver training according to schedule.	Kathy Mackintosh	Completed training dates	June 2010	December 2009	FFY 10 Q1 Training for pre-service is provided on-line and is available through the internet at user's convenience. Submitted as evidence are lists of participants who have completed the training from June through December 2009.

State:

Type of Report: **PIP:** ____ **Quarterly Report:** X (**Quarter:** 3)

Date Submitted: 5-13-10

2.1 (G) Monitor training delivery and content through use of training evaluations.	Kathy Mackintosh	Training evaluations and attendance records.	June 2010		FFY 10 Q1 Evaluation feedback documentation is included as evidence for the online Case Management Pre-Service course available through the Training contract with Children's Alliance of Kansas. This feedback was collected for each evaluation question for trainings completed online between March and December 2009. RO – How is feedback from the evaluations being used? KS 03/10: Evaluations are reviewed to determine if training was useful to participants; identify trainer capacity; evaluate trainer's skills; and identify additional training on the identified topic or other topics needed relevant to participant's job tasks. FFY 10 Q2 Evaluation feedback documentation is included as evidence for the online Case Management Pre-Service course available through the Training contract with Children's Alliance of Kansas. This feedback was collected for each evaluation question for trainings completed online between January and March, 2010.
2.1 (H) Modify/Add questions to case review instrument to measure compliance of assessment and provision of services to the father.	Deanne Dinkel	Case Review Reports Copy of Correction Action Plan (CAP) if initiated.	December 2008	December 2008	FFY 09 Q1 Questions were added to the IH and OOH Case Review Instruments to measure compliance of assessment and provision of services to the father. Questions became effective October 1, 2008 Case read instruments provided as evidence: IH - p. 3, questions 8 & 9 OOH - p. 9, questions 34 & 36

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2.2 Convene a workgroup with the assistance of the NRCFCPPP with child welfare professionals to review case planning process and forms to strengthen participation in case planning.	Mary Cole	Notes from workgroup	September 2008	December 2008	FFY 09 Q1 Child Welfare Permanency Advisory Council meeting held September 4th, 2008. Council discussed policies concerning case planning process and forms to strengthen participation of the father. Draft policies were discussed and are in the process of policy revision for the January 2009 Policy and Procedure Manual. Evidence of Case Planning Workgroup meeting with the NRCFCPPP held on 11/4 and 11/5 was provided as additional evidence in April , 2009. Actual completion date was December 2008.
2.2 (A) Provide recommendations and receive feedback from the CW Permanency Council, Family Advisory Council, the KYAC and Regional Youth Councils.	Mary Cole Jaymee Metzenthin	Notes from council meetings	December 2008	January 2009	FFY 09 Q1 Discussion occurred at the CW Permanency Advisory Council November and December council meetings with recommendation to form a Case Plan Workgroup. The workgroup is a subgroup specific to strengthening participation of the father in the case planning process. Workgroup members include members of the CW Permanency Advisory Committee and the NRCFCPPP. The Child Welfare Permanency Advisory Council does have representation from the Kansas Family Advisory Network. KYAC had case planning as an agenda item for their Strategic Planning Conference scheduled for January 17 and 18th of 2009. Feedback from the KYAC occurring in January, 2009 was provided as additional evidence in April 2009. Actual completion was January 2009.

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2.2 (B) Propose draft of policy and procedures to CFS Management Team for approval.	Mary Cole	CFS Management Team notes Copy of draft policy revisions	March 2009	March 2009	FFY 09 Q2 The Case Plan Workgroup which includes representatives from all of the Child Welfare Community Based Service Providers, SRS Regions and the NRCFCPPP, reviewed and revised policy and developed new case planning forms to strengthen participation in case planning conferences. Revised policies and forms submitted to CFS Management Team for review and approval for July 2009 manual. Revisions were made to the January 2009 manual to strengthen the father's participation in case planning with more extensive revisions being made to policy and forms for July 2009.
2.2 (C) CFS Management Team will review recommendations and approve policy revisions.	Tanya Keys	CFS Management Team Notes Copy of policy revisions	June 2009	June 2009	FFY 09 Q3 Policy and forms related to case planning were revised and approved by CFS Management Team for the July 1, 2009 manual.
2.2 (D) Educate/train all appropriate SRS supervisors, social workers, case management supervisors and case managers on policies and procedures related to case planning using policy venues through use of electronic meetings, video conferencing or in person.	Mary Cole	Schedule of trainings. Sign in sheets.	June 2009	June 2009	FFY 09 Q3 Three separate policy venues for changes to the July 2009 Policy & Procedure Manual were held in June, 2009 using electronic meeting format. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and are included as evidence. KS 10/09: As requested by ACF, going forward from September 30, 2009 for Policy and Procedure Venue training, Kansas will include job titles in evidence of attendees of Policy and Procedure Venue trainings. In addition to the completed sign in sheets detailing names and positions of person trained, Kansas will provide aggregate information with the number of positions appropriate for the training and the total number trained.

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2.2 (E) Implement case planning policies and procedures.	Mary Cole	Policy and Procedure Manual	September 2009	September 2009	FFY 09 Q4 The CFS Policy and Procedure Manual is posted on-line. PPM Section 3200, 3208, 3212, 3213, 3233, 3234, 3237, and the Case plan forms – CFS 3050 through 3058 and instructions were revised. The following link is evidence of policy implementation. http://www.srskansas.org/CFS/robohelp/PPMGenerate/ RO – This sentence might be confusing to an outside reader. Suggest removing or clarifying that no additional evidence was provided in response. KS 03/10: Removed statement for clarity.
2.2 (F) Add/Modify questions to case review instrument to monitor compliance of worker efforts to engage fathers in the case planning process.	Mary Cole	Case Review reports Copy of Correction Action Plan (CAP) if initiated.	December 2009	September 2009	FFY 09 Q4 Case read questions are currently in the IH and OOH Case Review Instruments to monitor compliance of worker efforts to engage fathers in the case planning process. Questions became effective October 1, 2008 Case read instruments provided as evidence: IH - p. 11, question 11 OOH - p. 31, question 40 Completion of Action Step FFY 09 Q4 RO approved early completion date for this action step.
2.3 Collaborate with OJA and the Supreme Court Task Force on Permanency Planning (SCTFPP) to address action steps with the court regarding timely permanency, communication and documentation.	Sue McKenna	See evidence of completion for sub-steps of 2.3 below.	June 2010		

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2.3 (A) Expansion of the statewide “FullCourt” data system, or an equivalent data system, to track compliance with the Adoption and Safe Families Act as implemented in state law.	Sue McKenna	Meeting minutes – SCTFPP CIP ACF Program Report 2009 Copy of data reports	March 2009	March 2009	FFY 09 Q2 Evidence provided are minutes for the Supreme Court Task Force on Permanency Planning meetings on 2/08, 5/08 and 10/08. The Juvenile Compliance module of Full Court discussions are set out under that heading or, for October, 2008, under the heading of Supreme Court Compliance Plan. Also attached is the most recent Court Improvement Program Report, and data reports consisting of a report by Frayna Scrinopskie with two attachments.
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2.3 (B) Participation on the SCTFPP and collaboration with the CIP to review progress and develop steps necessary to achieve compliance.	Sue McKenna	Meeting minutes – SCTFPP CIP ACF Program Report 2010	March 2010	March 2010	RO – How is this progressing? Have meetings been occurring? KS 03/10: The SCTFPP continues to meet. The ongoing collaboration between the judicial and executive branches to address timely permanency hearings was on the agenda at the February meeting. As a result of the SCTFPP oversight, monthly reports are communicated and discussions take place to identify problems and solutions. KS appears to be making progress in the documentation of compliance with ASFA requirements as set out in KS law. FFY 10 Q2 Included as evidence are the February 12, 2010 minutes and CIP program reports required to document collaboration between OJA and SRS concerning timely permanence, communication and documentation necessary for compliance with ASFA. Collaboration continues through attendance at meetings of the Supreme Court Task Force on Permanency Planning (SCTPP). RO: Please provide the specific steps in place to meet ASFA guidelines. State response: SRS collects the data identifying the cases where a permanency hearing may not have been timely and provides OJA with a report on or about the 5th of each month. The OJA contacts the judicial districts to verify that permanency hearing was not timely and, if not, to identify the cause of the delay. If a journal entry is late or has not been received by the SRS, OJA obtains a copy and forwards it to SRS. If a permanency hearing is late, a request is made to place it on the docket.
2.3 (C) Collaboration with the CIP to implement identified steps to achieve compliance.	Sue McKenna	Meeting minutes – SCTFPP CIP ACF Program Report 2010	June 2010		FFY 10 Q2 Included as evidence are the February 12, 2010 minutes and CIP program reports required to document collaboration between OJA and SRS concerning timely permanence, communication and documentation necessary for compliance with ASFA. Collaboration continues through attendance at meetings of the Supreme Court Task Force on Permanency Planning (SCTPP).

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2.3 (D) Evaluate progress by reviewing the CIP ACF Program Report.	Sue McKenna	CIP ACF Program Report 2010	June 2010		
2.4 Add/Modify questions to case review instrument to monitor compliance of appropriate and timely permanency goal.	Deanne Dinkel	Case Read Instrument and changes Copy of Correction Action Plan (CAP) if initiated.	December 2008	December 2008	FFY 09 Q1 Questions were added to the OOH Case Review Instrument to monitor compliance of appropriate and timely permanency goals. Questions became effective October 1, 2008 Case read instrument provided as evidence: OOH - p. 4, questions 9 & 10

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2.5 Collaborate with OJA to offer two day statewide training, “Best Practices in Kansas Child Welfare Law”, for all case managers, social workers judges, guardians <i>ad litem</i> s, parents’ attorneys, county/district attorneys, Court Appointed Special Advocate programs and Citizen Review Boards. Training will focus on the Multi-Ethnic Placement Act, Legal Ethics, Facilitated Stakeholder Groups, and Concurrent Planning. There will be three sites to be held the week of May 11, 2008.	Sue McKenna	Meeting minutes – SCTFPP CIP ACF Program Report 2008 Copy of workshop content. Workshop evaluation report. Attendance record.	September 2008	September 2008	FFY 09 Q1 Kansas SRS and OJA collaborated to provide a two day statewide training "Best Practices in Kansas Child Welfare Law". Three trainings offered in May, 2008.
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2.6 With assistance from NRCFCPPP and the Child Welfare Permanency Advisory Council, review analysis of Sedgwick and Douglas counties on positive use of concurrent planning, and review current state agency policy and practice outcomes on concurrent case planning and revise to include prognostic indicators.	Mary Cole & Child Welfare Permanency Council	Minutes of meetings.	December 2008	December 2008	FFY 09 Q1 The CW Permanency Advisory met with NRCFCPPP on November 4, 2008. Discussed concurrent case planning practices in Douglas and Sedgwick counties. Representatives on the council from Douglas and Sedgwick counties indicated that engagement with the family and full disclosure were the two elements in common between the two counties. Recommendations were made to only use concurrent case plan when indicated.
2.6 (A) CFS Management Team will review recommendations and approve policy revisions.	Tanya Keys	CFS Management Team Notes Copy of draft policy revisions	June 2009	June 2009	FFY 09 Q3 Policies were revised to indicate the use of concurrent case planning only when it is in the best interest of the child.
2.6 (B) Educate/train all appropriate case managers, supervisors and QA staff on revised policy using policy venues through use of electronic meetings, video conferencing or in person	Patricia Long	Schedule of trainings. Sign in sheets.	June 2009	June 2009	FFY 09 Q3 Three separate policy venues for changes to the July 2009 Policy & Procedure Manual were held in June, 2009 using electronic meeting format. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and are included as evidence. KS 10/09: As requested by ACF, going forward from September 30, 2009 for Policy and Procedure Venue training, Kansas will include job titles in evidence of attendees of Policy and Procedure Venue trainings. In addition to the completed sign in sheets detailing names and positions of person trained, Kansas will provide aggregate information with the number of positions appropriate for the training and the total number trained.

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2.6 (C) Implement policy.	Patricia Long	Policy and Procedure Manual	September 2009	September 2009	FFY 09 Q4 The CFS Policy and Procedure Manual is posted on-line. PPM Section 3231, 3232, and Appendix 3F were revised. The following link is evidence of policy implementation. http://www.srskansas.org/CFS/robohelp/PPMGenerate/
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2.6 (D) Add/Modify questions to case review instrument to monitor compliance of concurrent case planning.	Mary Cole Deanne Dinkel	Case review instrument.	September 2009	September 2009	FFY 09 Q3 Effective 7/1/09 CFS policy no longer requires a concurrent goal on every case. Concurrent goals are only required when indicated by the circumstances of the case. Other OOH questions related to permanency goals pertain to concurrent goals if and when they are established. Those questions include: Q9 - Were all permanency goals in effect during the period under review established in a timely manner? Q10 - Were all permanency goals in effect during the period under review appropriate to the child's needs for permanency and to the circumstances of the case? Q12 - Did the agency make concerted efforts to achieve the case plan goal(s) in a timely manner? Q13 - Did the court support the agency's efforts to achieve the case plan goal(s) in a timely manner? Therefore, OOH question number 11, "Was a concurrent case plan established?" is discontinued as of 7/1/09. Why was this dropped? RO – How will concurrent case planning on a case then be established? It is not clear in the new policy how the decision will be made to determine if concurrent case planning is feasible (will a form be filled out on every case?) and how concurrent planning on a case will be monitored. KS 10/09: OOH question 11 duplicates OOH questions 9-13, specifically, OOH question 10. Concurrent case planning can occur at any time during the life of the case but must be considered within 60 days of referral by using appendix 3F or a research based tool. The providers utilize child welfare models that include consideration of concurrent case planning initially and at each case planning conference thereafter or staffing with the supervisor when new information becomes available that impacts safety or permanency. If a staffing indicates the need for a concurrent plan, a case planning conference is held.
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					KS 11/09: The Child Welfare Case Management Providers use a concurrent case planning model reflecting frequent parent/child interactions while the child remains placed in a foster to adopt home. They develop a network of permanency planning resource parents who can work toward reintegration and also serve as the permanent resource for the child. The Child Welfare Case Management Provider case manager and supervisor use the Concurrent Case Planning Guide (Appendix 3F) as a tool to staff cases where concurrent planning might be in the best interest of the child. Early reunification prognosis indicators and poor prognosis indicators are noted. If the staffing concludes a concurrent case plan should be done, a case plan shall be scheduled within 30 days. A compilation of the Child Welfare Case Management Provider's plans for concurrent case planning is included as information.
2.7 SRS Regions will develop procedures to address timely receipt and accurate data entry of permanency hearings into the agency system.	Deanne Dinkel	Documented procedures	December 2008	December 2008	FFY 09 Q1 SRS Regions developed regional plans to address Timely and Accurate Entry of Permanency Hearings. Plans include use of current tools to help identify permanency hearing dates and number of days from the last hearing date.
2.7 (A) Review regional procedures and provide feedback to regions.	Deanne Dinkel	E-mail correspondence with feedback and final documented procedures.	March 2009	March 2009	FFY 09 Q2 SRS regions developed regional plans to address timely and accurate data entry of permanency hearings. Regional plans were provided to CFS with feedback to individual regions on the plans. Plans address regional protocols and the use of existing tools on the FACTS web. All regional plans were approved with no changes required.

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2.7 (B) Monitor reports from FACTS data	Deanne Dinkel	Reports Copy of Correction Action Plan (CAP) if initiated.	June 2010	FFY 09 Q4 The CFSR Final Report noted FY 06 performance of 82.6% for permanency hearings held in a timely manner. Since FY 06 data, there has been a continual increase in timely and accurate entry of permanency hearings (FY 07=84.9%; FY 08=88%; FY 09=88.9%; and Q1 of FY 10 = 90.5%) Reports for permanency hearings can be located on the Data & Reports page of the CFS public website. http://www.srskansas.org/CFS/datareports2010.htm Completion of Action Step FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. FFY10 Q1 Performance for FY 10 Q2 is 90.7% which continues to show an increase in timely data entry of permanency hearings. RO: Does this percentage indicate that hearings and system entries are occurring timely? KS 03/10: Yes, this is the percentage of permanency hearings that were held timely by policy. FFY 10 Q2 Performance through March 2010 for timely permanency hearings and data entry continues to exceed 90%. For full report see CFS Data & Reports. http://www.srskansas.org/CFS/2010%20datareports/ServedinSRScustody/Permhearing_FY2010.pdf
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2.8 Develop strategies for recruitment of adoptive families for older children, children with special needs, children with behavior problems and large sibling groups. Work with NCWRCA/AdoptUSkids.	Patricia Long	NRC notes Copies of strategies developed	June 2009	June 2009	FFY 09 Q3 SRS in partnership with St. Francis Community Services completed a Placement Stability Project to address recruitment of adoptive families for older children, children with special needs, children with behavior problems and large sibling groups. The report was written and submitted by the NRC for Organizational Improvement; NRC for Recruitment and Retention of Foster and Adoptive Parents at AdoptUSKids; and NRC for Family Centered Practice and Permanency Planning. The strategy recommended by the NRCs that address recruitment of families for older children, children with special needs, challenging behaviors and sibling groups directly is to develop a comprehensive community based recruitment and retention plan that is data driven and community based. The plan should address retention strategies and engage foster families in developing and delivering recruitment and retention activities. Other strategies recommended in the report related to placement stability will also have an impact on the recruitment and retention of families. RO – This report addresses Region 4 only – not the entire State. What follow-up is planned? Next steps are not clear. KS 10/09: The project with the NRC focused on Region 4 because the three counties statewide with the greatest rates of placement instability were located in Region 4. (Barton, Reno and Finney). The report was provided to the Kansas Child Welfare Quality Improvement Council (KCWQIC) and Permanency Advisory committee. The report continues being reviewed and appropriate strategies may be implemented.
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					KS 11/09: The action of developing strategies by working with NCWRCA was completed through the Placement Stability Project and documented with the final report provided as evidence. For possible implementation of strategies, a conference call has been scheduled with all Child Welfare Case Management Providers to discuss the implementation of the strategies developed through the Placement Stability Project for Recruitment and Retention of foster homes for older youth, children with special needs, and large sibling groups. Further development and possible implementation of strategies will be addressed in Action Step 2.8H.
2.8 (A) Evaluate the contract with Children's Alliance (to emphasize collaboration between child placing agencies) in recruiting foster and adoptive families that was completed July 2007.	Mary Cole	Copy of contract	September 2008	September 2008	FFY 09 Q1 Contract for Services between Kansas Dept. of SRS and Children's Alliance amended July 1, 2008 to include emphasis of collaboration between child placing agencies in recruitment of foster and adoptive families.
2.8 (B) Evaluate the access and ease of use of the Children's Alliance centralized web-based calendar of recruitment activities to determine opportunities to improve utilization. Children's Alliance will engage their member agencies for feedback.	Mary Cole	Children's Alliance Program reports	September 2008	September 2008	FFY 09 Q1 The Approval Sub-Committee for Children's Alliance member agencies met in May 2008 and the web-based calendar for July and August 2008 was approved. Children's alliance contract Program Reports for June, July and August, 2008.

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2.8 (C) 1. Children's Alliance will assess calendar utilization with child placing agencies.	Mary Cole	Children's Alliance Program reports	March 2009	March 2009	FFY 09 Q2 Children's Alliance (CAK) program reports indicate the number of activities placed on the website for recruitment for prospective foster families. CAK is tracking how many events are listed by each provider on a monthly basis. Children's Alliance sent out recruitment calendar instructions to child placing agencies and child welfare community based service providers for posting activities on the public website. CAK is working with child placing agencies to address the use of the calendar and how to improve the utilization by the child placing agencies. At the Child Welfare Permanency Advisory Council meeting in April, 2009, it was decided that Children's Alliance will put a link to all the child welfare providers recruitment calendars on Children's Alliance website. This was favorable by all the child welfare providers as a more efficient and resourceful way to keep posted current recruitment activities.
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2.8 (D) 2. Implement recommendations / strategies as necessary.	Mary Cole	Children's Alliance Program reports and recommendations	June 2009	June 2009	FFY 09 Q3 At the Child Welfare Permanency Advisory Committee meeting in April, 2009, it was decided Children's Alliance will put a link to all the child welfare providers recruitment calendars on Children's Alliance website. Http://www.fostercarekansas.com/foster-blog/?page_id=25 KS 10/09: KS: Kansas Department of Health and Environment (KDHE) information on statewide family foster home reflects an increase in capacity. Number of homes : SFY07 - 2,415; SFY08 - 2,420; status on 9/28/09 - 2,620 Total child capacity : SFY07 - 6,741; SFY08 - 6,859; status on 9/28/09 - 7,289 Children's Alliance of Kansas data shows a significant increase in recruitment calls over the past year. 2006-95; 2007-75; 2008-32; 2009 through September-170.
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2.8 (E) Children's Alliance allocated funds to provider regions for collaborative recruitment activities. Child placing agencies agreed to pool funds to provide public service announcements to raise awareness of the need for foster and adoptive families. Completed February 2008. Public Service Announcements started in December 2007 and ran through February 2008.	Mary Cole	Children's Alliance Program reports. Copy of Public Service Announcements Copy of calendar of activities.	September 2008	September 2008	FFY 09 Q1 Member agencies of Children's Alliance collaborated recruitment activities through the use of Public Service Announcements to enhance recruitment activities in all provider regions.
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2.8 (F) Evaluate and indicate a recommendation to replicate the process of recruitment activities through the use of Public Service Announcements with AdoptUsKids and Children's Alliance.	Mary Cole	Notes from AdoptUsKids and Children's Alliance	June 2009	June 2009	FY 09 Q3 PSAs did not affect contact of Children's Alliance of Kansas (CAK) from prospective foster/adoptive parents and there will be no replication. However, CAK utilized adoption incentive funds for a television commercial campaign, including a recent commercial targeting prospective foster/adoptive parents for youth 10 years and older. The campaign resulted in an increase in contact with CAK. KS 10/09: Media work products were established with a coalition of Kansas Broadcasters based on the national Ad Council and customized for Kansas. Ad spots were created for 7 media markets for internet, network television, cable, and newspaper outlets. A Spanish language version runs on Univision cable, and there is an ad specific to youth age 10 and older. See 2.8 D above for the numbers of increased family foster homes since 2007. Kansas currently is not working with AdoptUsKids.
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2.8 (G) Child welfare providers host events to raise awareness of the need of foster and adoptive homes. Events are hosted on-going throughout the year. Providers will use Children's Alliance web-based calendar to list recruitment events.	Mary Cole	Children's Alliance Program reports which include information on events.	June 2010	December 2009	FFY 09 Q4 Children's Alliance includes information about the recruitment calendar in each of their monthly reports. Attached are reports from April, May, June, July, and August, 2009. Recruitment calendar information is included under outcome 11. In monitoring the use of the recruitment calendar, it has been noted that 2 of the Child Welfare Case Management Providers (KVC Behavioral Healthcare, Inc. and St. Francis Community Services) are utilizing the Children's Alliance website, www.childally.org to list their recruitment events. The other Providers (The Farm, Inc. and Youthville) have links on the Children's Alliance web site that connect directly to their recruitment event calendars on their own web sites. They are www.the-farm.org and www.youthville.org/GetInvolved/Default.aspx. The Child Welfare Providers all have recruitment activities as part of their contract with SRS. Action Step is completed FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. FFY 10 Q1 The Sept., Oct. and Nov. monthly reports from Children's Alliance of Kansas have been submitted as documentation of on-going evidence of the Provider's recruitment activities and use of the recruitment event calendar. Information is listed under the 11th outcome in the report.
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2.8 (H) Work with NCWRCA, AdoptUsKids, child welfare providers, and Children's Alliance to develop and implement strategies to increase the pool of adoptive families for older children, children with special needs, children with behavior problems and large sibling groups.	Patricia Long	NRC notes Documentation of communication with providers. Children's Alliance program reports. Copies of strategies developed.	March 2010	March 2010 RO – Please provide status of action step to date. KS 03/10: CFS worked with several NRCs on a placement stability project. One of the recommendations was regarding foster family recruitment and retention. Child Welfare Case Management Providers were asked to develop strategies to increase foster/adoptive families for older children, children with special needs and behavioral problems, and children in large sibling groups. Also, Children's Alliance of Kansas has worked with the media to air commercials for recruitment. As a result, the Child Welfare Case Management providers updated their recruitment and retention plans. FFY 10 Q2 CFS worked with several NRCs on a placement stability project. One of the recommendations was regarding foster family recruitment and retention. Child Welfare Case Management Providers were asked to develop strategies to increase foster/adoptive families for older children, children with special needs and behavioral problems, and children in large sibling groups. Also, Children's Alliance of Kansas has worked with the media to air commercials for recruitment. As a result, the Child Welfare Case Management providers updated their recruitment and retention plans. RO: The TFI plan mentions the "Ambassador Program". Please explain what this entails. State Response: This program was designed to provide opportunities to specific TFI Resource Families. Ambassador families help with TFI's recruitment efforts by speaking with their local community organizations, attending TFI recruitment events with staff to discuss fostering/adoption with potential future resource families, help with TFI Resource Family retreats and other activities in their communities which may be beneficial towards recruitment for resource families to attend. Ambassador families are provided small benefits for their time and successes, such as agency shirts and hats, recruitment goods bearing the TFI name and logo (ice cream scoops, pizza cutters, blankets, golf balls, etc.) and monetary rewards for families they refer to TFI, who go on to become licensed resource foster families and accept	45
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2.8 (I) Develop report to monitor finalization of adoption of targeted cohorts.	Deanne Dinkel	Report developed	March 2009	March 2009	FFY 09 Q2 Report was developed to monitor finalization of adoptions for targeted cohorts. Report is published monthly on the CFS Data & Reports web page.
2.9 Review current state agency policy and practice outcomes on adoption and adoption assistance to determine if revisions are needed.	Patricia Long	Email notes and correspondence	June 2009	June 2009	FFY 09 Q3 The Title IVE Adoption Assistance Self Assessment tool was sent to state staff by ACF in the fall of 2007. The Adoption Assistance and IVE program managers used this tool to identify whether State laws, regulations, policies and procedures should be modified to meet Federal requirements. The adoption assistance specialists had an opportunity to review the tool and gave feedback to all policy revisions. As a result several policies were revised in the July 2008 Children and Family Services Policy and Procedure Manual. There were no policy revisions made in the January 2009 Children and Family Services Policy and Procedure Manual. KS 10/09: Through draft processes there are occasions when numbering may change due to other policy changes, etc. The July 1, 2009 CFS Policy and Procedure Manual includes the intended policy under 6240 and not 6240.C.
2.9 (A) Utilize the Title IV-E Adoption Assistance Self-Assessment Tool to determine if current state agency policy is in compliance with federal policy.	Patricia Long	Completed Self-Assessment Tool	June 2009	June 2009	FFY 09 Q3 The Title IVE Adoption Assistance Self Assessment tool was sent to state staff by ACF in the fall of 2007. The Adoption Assistance and IVE program managers used this tool to identify whether State laws, regulations, policies and procedures should be modified to meet Federal requirements.

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2.9 (B) Complete a targeted case read of adoption assistance cases.	Patricia Long	Case Read Instrument	June 2009	June 2009	FFY 09 Q3 A targeted case read of 60 adoption assistance cases statewide was completed. KS 10/09: Cases pulled for the targeted case read were identified using a random sample of adoption assistance cases receiving benefits within the last 12 months.
2.9 (C) Review case read results and provide results to Adoption Assistance Experts Workgroup.	Patricia Long	Case Read results	June 2009	June 2009	FFY 09 Q3 The targeted case read results of Adoption Assistance cases were provided to the Adoption Assistance Experts Workgroup.
2.9 (D) Provide recommendations and receive feedback from the Adoption Assistance Experts Workgroup.	Patricia Long	Notes from council meetings	June 2009	June 2009	FFY 09 Q3 The recommendation of the Adoption Assistance Experts workgroup is to continue following the SRS CFS PPM (policy and practice manual) related to adoption assistance. The results from the case read did not indicate or discover any disincentives for foster parents to adopt the children in their care. KS 10/09: The scope of Action Step 2.9 was to review policy and practice of adoption assistance cases specific to one bullet in the final report, not all stakeholders comments or all issues in the final report. The notes from the Adoption Assistance committee included as evidence has a typo and should read “there is no disincentive”.

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2.9 (E) Propose draft of policy and procedures to CFS Management Team for approval.	Patricia Long	CFS Management Team notes Copy of draft policy revisions	December 2009	September 2009	FFY 09 Q3 Results of the targeted case read of Adoption Assistance cases did not indicate a need or recommendation for revision to policy related to adoption assistance. No policy revisions will be necessary for the January 2010 Policy & Procedure Manual related to addressing financial disincentives of Adoption Assistance cases. RO - As this is could be confusing to an outside reader, suggest deleting or explaining that additional evidence not needed for explanation. KS 10/09: The number of adoptions in Kansas has increased every year over the past several years. There is no empirical data to support or suggest a need for a policy change at this time. RO approved early completion date for this item. As noted above, there is no need for a policy change at this time and therefore action step is completed.
2.9 (F) CFS Management Team will review recommendations and approve policy revisions.	Tanya Keys	CFS Management Team Notes Copy of policy revisions	December 2009	September 2009	FFY 09 Q3 Results of the targeted case read of Adoption Assistance cases did not indicate a need or recommendation for revision to policy related to adoption assistance. No policy revisions will be necessary for the January 2010 Policy & Procedure Manual related to addressing financial disincentives of Adoption Assistance cases. KS 10/09: The number of adoptions in Kansas has increased every year over the past several years. There is no empirical data to support or suggest a need for a policy change at this time. RO approved early completion date for this item.

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2.9 (G) Educate/train all appropriate SRS, case managers, adoption assistance experts and supervisors on policies and procedures related to adoption assistance using policy venues through use of electronic meetings, video conferencing or in person.	Patricia Long	Schedule of trainings. Sign in sheets.	December 2009	September 2009	FFY 09 Q3 Results of the targeted case read of Adoption Assistance cases did not indicate a need or recommendation for revision to policy related to adoption assistance. No policy revisions will be necessary for the January 2010 Policy & Procedure Manual related to addressing financial disincentives of Adoption Assistance cases. RO approved early completion date for this item.
2.9 (H) Discuss the development of adoption information packet for use prior to TPR to expedite adoptions with the Child Welfare Permanency Advisory Council.	Patricia Long	Minutes from meeting.	December 2009	September 2009	FFY 09 Q4 The idea of an adoption packet was discussed at the Permanency Advisory committee on 7-1-08 at the recommendation of the Supreme Court Task Force. The Permanency Advisory committee felt the material for a packet is already required to be completed per policy and prior to a TPR. They did not feel that a packet would speed up the adoption process. This feedback from the Permanency Advisory committee was provided to Sue McKenna to share with the Supreme Court Task Force. Action Step Completed FFY 09 Q4. RO approved early completion date for this item.

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2.9 (I) Implement adoption assistance policies and procedures.	Patricia Long	Policy and Procedure Manual	March 2010	December 2009	FFY 09 Q4 No policies or procedures were revised for January 2010 manual related to addressing financial disincentives or Adoption Assistance cases. RO – As this may cause confusion for outside readers, suggest deleting or stating so it is clearer to the reader. Action Step completed FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. RO – Will approve early completion during Q5 as there are no on-going tasks.
2.10 Assure children attain permanency and stability in placement when their case plan goal is OPPLA.	Mary Cole Patricia Long	See evidence of completion for sub-steps of 2.8 below.			
2.10 (A) Review current state agency policy and practice outcomes regarding the use of OPPLA as a case plan goal.	Mary Cole	E-Mail from Mary Cole with analysis of current policy	September 2008	September 2008	FFY 09 Q1 Analysis of current policy indicates policy appropriately addresses the use of OPPLA as a case plan goal.
2.10 (B) Develop policy as necessary to document the permanent placement plan of a youth with foster parent.	Mary Cole	Policy Draft	September 2008	September 2008	FFY 09 Q1 Child Welfare Advisory Committee provided input and draft policy to document the permanent placement plan of a youth with foster parent. The committee will discuss and develop an agreement form at the October 2008 meeting.

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2.10 (C) Draft policy will be reviewed by KYAC, Kansas Foster and Adoptive Parent Association, Child Welfare Permanency Advisory Council, and NRCFCPP for input and revisions made as necessary.	Mary Cole Jaymee Metzenthin Patricia Long	Meeting Notes	March 2009	March 2009	FFY 09 Q2 Draft policy and agreement forms were provided to the KYAC, Kansas Foster and Adoptive Parent Association, Child Welfare Permanency Advisory Council and the NRCFCPPP for feedback. The KYAC and Child Welfare Permanency Advisory Council agreed with revisions. No feedback was received from the Kansas Foster and Adoptive Parent Association or the NRCFCPPP. Policy changes were made for the January 2009 manual regarding the use of OPPLA as a case plan goal. Forms related to permanent custodianship were revised and will be included in the July 2009 manual.
2.10 (D) CFS Management Team will review recommendations and approve policy revisions.	Tanya Keys	CFS Management Team Notes Copy of draft policy revisions	June 2009	June 2009	FFY 09 Q3 Policy changes were made for the January 2009 manual regarding the use of OPPLA as a case plan goal. Forms related to permanent custodianship were created and will be included in the July 2009 manual. KS 10/09: Changes to policy regarding OPPLA were made in January 2009 and due to other policy revisions numbering in the manual changed slightly. The policy included as evidence PPM 5260 should reference PPM 3231 in place of 3336. The scope of action step 2.10 is about using OPPLA as a case plan goal. The notes from the Permanency Advisory council, which included several policies for discussion, included PPM 3336 which pertained to exit interviews of youth prior to leaving custody of the Secretary. Yes, changes were made to policies pertaining to exit interviews for July 2009, however, were not part of policy revision for Q3.
2.10 (E) Implement policy and procedures.	Mary Cole	Policy and Procedure Manual	September 2009	September 2009	FFY 09 Q4 The CFS Policy and Procedure Manual is posted on-line. PPM Section 5260 and Appendix 6M and 6N were revised. The following link is evidence of policy implementation. http://www.srskansas.org/CFS/robohelp/PPMGenerate/

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2.10 (F) Add question to current case review instrument to monitor compliance.	Deanne Dinkel	Case Read Reports Copy of Correction Action Plan (CAP) if initiated.	June 2010	RO – Please clarify why completion date is June 2010. When will an analysis begin? KS 10/09: A Question was added to case read instrument and will be active question in reads starting 10/1/09. RO: Please provide a copy of the added question KS 11/09: OOH Question #16.1. Copy of OOH instrument is provided as additional evidence. RO – Please provide a copy of completed case read. KS 03/10: Copy of report from Case Read System was provided as additional evidence. With one quarter of data only 18 cases were applicable. FFY 10 Q2 The question was implemented in the case read system beginning October 1, 2009. Performance has increased from 22% for the first quarter to 26% for the second quarter. 6/29/10 - RO: What is the analysis for the low percentage of compliance? Will a Corrective Action Plan be initiated? State Response: It only applies to situations where there is documentation in the file that the current placement is a permanent living arrangement for the youth. Once this is identified in the file documentation, then the written agreement is required. The applicable number for this question will be low and will not apply to all children who have OPPLA as a case plan goal. We recognize this is a new policy and will continue to monitor and provide technical assistance as needed.
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2.11 Assure children's mental health and substance abuse needs are assessed and services are provided.	Patricia Long	See evidence of completion for sub-steps of 2.11 below.			
2.11 (A) SRS developed Request for Proposal (RFP) for statewide services to pregnant women who use substances. RFP published July 2008.	Jane Meschberger	RFP for Family Preservation Services published July 2008.	September 2008	September 2008	FFY 09 Q1 RFP for Family Preservation Services published with Kansas Department of Administration July 2008.
2.11 (B) Implement contract services statewide serving pregnant women who use substances.	Jane Meschberger	Copy of contracts	September 2009	September 2009	FFY 09 Q4 Family Preservation contracts were effective July 1, 2009. These contracts include services statewide service pregnant women who use substances. Copies of contracts are included as evidence.

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2.11 (C) Kansas Serves Substance Affected Families (KSSAF) five year Federal Grant (Targeted Grants to increase the well-being of, and to improve the permanency outcomes for children affected by meth or other substance abuse) offers the evidenced based Strengthening Families Program to families in all CWCBS provider regions two times annually. The contracts are renewable during the length of the grant.	Beth Evans	Contracts with CWCBS Providers.	September 2008	September 2008	FFY 09 Q1 Kansas was awarded a five (5) year Federal targeted grant to increase the well-being of, and to improve the permanency outcomes for children affected by meth or other substance abuse. The evidenced based Strengthening Families Program is offered through each case management provider, with two sessions per grant year in each provider region.
2.11 (D) KSSAF Federal Grant also provides a web-based prevention and early intervention of substance abuse for older youth. This project will provide an outreach to rural communities. The contract is for the term of the Federal Grant.	Beth Evans	Contract with In-Depth Learning for website development .	September 2008	September 2008	FFY 09 Q1 Kansas was awarded a five (5) year Federal targeted grant to increase the well-being of, and to improve the permanency outcomes for children affected by meth or other substance abuse. In addition to the Strengthening Families Program offered by case management contractors, the grant also targets older youth through a web-based prevention and early intervention project.

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2.11 (E) SRS entered into Managed Care contract with Kansas Health Solutions to increase qualified mental health providers to improve access for children statewide. Completed July 1, 2007.	SRS: Rick Shults, Director of Mental Health	Paper copy or electronic version on CD.	September 2008	September 2008	FFY 09 Q1 Contract for Kansas Mental Health Prepaid Ambulatory Health Plan (PAHP) between Kansas SRS and Kansas Health Solutions dated March 1, 2007.
2.11 (F) Effective July 1, 2007, the medical card has been expanded and increased the network of qualified providers. Completed July 1, 2007	Director of Kansas Health Policy Authority	Documentation of expansion of program.	September 2008	September 2008	

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2.11 (G) Work with SRS Division of Disability and Behavioral Health to identify specific reporting on utilization of services by children and the expanded network of providers statewide.	Patricia Long	Report from Kansas Health Solutions	June 2009	June 2009	FFY 09 Q3 The Utilization of Services and Expansion of Provider Network reports by SRS Division of Disability and Behavioral Health are included as evidence. An analysis of utilization of services as of December 31, 2008 for children 0-17 years of age shows the number of children served continues to increase. The average number hours per child remains constant. The expansion of the provider network as of March 31, 2009 has increased over 105% since July of 2007. RO – This report does not provide comparison figures. It is difficult to analyze growth when the charts give a start date and end date but no information in between. KS 10/09: Data is provided for utilization of services was for Q1 of FY 09 (October 1-December 31, 2008). Additional data pulls are next steps which will provide data related to services for children in foster care specifically. RO: Are the additional pulls next steps for this item? There does not appear to be further reporting in the following action steps. KS 11/09: CFS will continue to receive aggregate information on utilization; however there are no further PIP Action Steps that require review of data.
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2.11 (H) Follow up with SRS Division of Disability and Behavioral Health to identify challenges and discuss solutions for each SRS Region with current contract outcomes, if reports aren't favorable and show need for improvement.	Patricia Long	Email to SRS Division of Disability and Behavioral Health.	September 2009	September 2009	FFY 09 Q4 CFS has requested from SRS Disability and Behavioral Health Services to provide a report identifying children/youth in foster care from the entire state population. This report will provide an opportunity to narrow the scope to children/youth in foster care and to better address challenges and discuss solutions about appropriate MH services provided to children in foster care. E-mail of requested report is provided as evidence.
2.11 (I) Follow up with Child Welfare Mental Health Task Force on focus study on mental health services for children/youth in foster care.	Patricia Long	Notes and/or feedback from task force. Copy of focus study when available.	September 2008	September 2008	FFY 09 Q1 Child Welfare Mental Health Task Force met in June and September 2008. The Focused Study on Mental Health Services for Children in Foster Care Under the PAHP has been completed. The committee's priorities for FY 2009 are: timely access to mental health services; update last years indicators; family based service utilization; and Child Welfare outcomes related to placement stability and high needs kids.
2.11 (J) Review notes/feedback to identify next steps and collaborate with Division of Disability and Behavioral Health.	Patricia Long	E-mail from Patricia Long to CFS Management Team with feedback from task force and recommendations.	December 2008	December 2008	FFY 09 Q1 The KS Mental Health and Child Welfare Steering Committee have prioritized 3 areas for research and follow up for FY 2009. Priority 1: Timely Access Priority 2: Update Indicators of the 2008 Children's Focused Study. Priority 3: Family-Based Services

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2.11 (K) Add/Revise case review instrument to monitor assessment of child's mental health needs.	Deanne Dinkel	Case Review Instrument Copy of Correction Action Plan (CAP) if initiated.	December 2008	December 2008	FFY 09 Q1 Questions were added to the IH and OOH Case Review Instruments to monitor assessment of child's mental health needs. Questions became effective October 1, 2008 Case read instruments provided as evidence: IH - p. 7, questions 24 & 25 OOH - p. 14, questions 55 & 56
2.12 Assure children's educational needs are assessed.	Mary Cole	See evidence of completion for sub-steps of 2.12 below.			
2.12 (A) Review current state agency policy and practice outcomes regarding educational assessments.	Mary Cole	E-Mail from Mary Cole with analysis of current policy	September 2008	September 2008	FFY 09 Q1 Analysis of current policy indicates policy appropriately addresses requiring educational records be obtained and needs be addressed. Revision will be made to enhance the policy concerning educational assessments.
2.12 (B) Revise policy as necessary to strengthen educational assessment process.	Mary Cole	Draft policy and procedures	March 2009	March 2009	FFY 09 Q2 Policy was revised to strengthen the language for required assessment of education needs.
2.12 (C) Draft policy will be reviewed by Child Welfare Permanency Advisory Council for input and revisions made as necessary.	Mary Cole	Meeting Notes	March 2009	March 2009	FFY 09 Q2 Feedback was received at the September, 2008 Child Welfare Permanency Advisory Council meeting. The council agreed that adding a statement that providers need to assure children's educational needs are assessed and records are requested would clarify the policy. Policy clarifications were made for the January 2009 manual.

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2.12 (D) CFS Management Team will review recommendations and approve policy revisions.	Tanya Keys	CFS Management Team Notes	June 2009	June 2009	FFY 09 Q3 Revisions made to policy for January 2009 manual were clarifications only and therefore did not require CFS Management Team approval. CFS procedures for changes to policy only require management team approval. Clarifications were made for the CFS Policy and Procedure manual January 2009. http://www.srskansas.org/CFS/Policy_and_Procedure_Manual_022509.pdf KS 10/09: Clarifications to policy were made through recommendations received from the Child Welfare Permanency Advisory committee and are found in PPM 3120.
2.12 (E) Educate/train all appropriate SRS, case managers, and supervisors on policies and procedures related to assessing educational needs using policy venues through use of electronic meetings, video conferencing or in person	Mary Cole	Schedule of trainings. Sign in sheets.	June 2009	June 2009	FFY 09 Q3 Three separate policy venues for changes to the January 2009 Policy & Procedure Manual were held in December, 2008 using electronic meeting format. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and were included as evidence for Q2 submission.
2.12 (F) Implement policy and procedures.	Mary Cole	Policy and Procedure Manual	September 2009	June 2009	FFY 09 Q3 Policy clarifications were made for the January 2009 manual. http://www.srskansas.org/CFS/Policy_and_Procedure_Manual_022509.pdf PPM Sections 3236 and 5212 RO approved early completion date for this item.

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2.12 (G) Add/Revise case review instrument to monitor assessment of child's educational needs.	Deanne Dinkel	Case Review Instrument Copy of Correction Action Plan (CAP) if initiated.	December 2009	June 2009	FFY 09 Q3 Questions were added to the IH and OOH Case Review Instruments to monitor assessment of child's educational needs. Questions became effective October 1, 2008 Case read instruments provided as evidence: IH - p. 8, question 19 OOH - p. 20, question 49 RO approved early completion date.
2.13 Supervision in Child Welfare training offered to Child Welfare Providers and SRS through current training contract with University of Kansas. Training dates and registration information is included on SRS training website. (September 07-June 08)	Kathy Mackintosh	See Completion of Evidence by sub-steps 2.13 below.			

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2.13 (A) Four sessions of training modules include the following learning objectives: Basics of Supervision; Using Outcomes for Performance; Learning Organization; Reward Based Environment; Emotional Intelligence & Self Aware Supervision; Professionalism; Time Management; Motivating Staff to Achieve Results; Key Facilitation Skills; Conflict Management; Compassion Fatigue; Culturally Responsive Supervision and Service; and Supportive Supervision & Retention.	Kathy Mackintosh	Training Curriculum	September 2008	September 2008	FFY 09 Q1 Supervision in Child Welfare curriculum developed by Child Welfare Resource Network, University of Kansas School of Social Welfare.
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2.13 (B) Monitor training delivery and content through use of training evaluations.	Kathy Mackintosh	Training Evaluations and record of attendance.	September 2008	September 2008	FFY 09 Q1 Four series of courses provided (two to SRS supervisors and two to Contractor supervisors) with three of these completed by June 30 2008. One contractor agency had a scheduling conflict for the last session and has rescheduled for October 6-7th, 2008. Attendance and completions are recorded in the agency Learning Management System (LMS). The report of completions are provided and evaluations for 18 of the 19 completed classes. Evaluations from one class held prior were not completed by the facilitator.
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2.14 Review lessons learned in Douglas County regarding preserving connections.	Patricia Long	Analysis of review of best practice information.	December 2009	September 2009	FFY09 Q4 Provider and SRS staff in Douglas County indicate staff followed policy which led to positive outcomes in maintaining connections. Completion of Action Step FFY09 Q4 RO approved early completion date for this item.
2.14 (A) Provide analysis of review of best practice information regarding preserving connections to Child Welfare Permanency Advisory Council.	Patricia Long	Minutes from meeting.	March 2010	March 2010	FFY 10 Q2 During the Jan 2010 Permanency Advisory Council meeting, the Douglas county results for preserving connections and PPM references were reviewed. No unique practices were noted. There was a discussion of what helps preserve connections for children in care. Providers focus on outcomes/success indicators of relative placement and keeping kids in their same school.
<i>Renegotiated Action Steps and Benchmarks</i>					

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Part A: Strategy Measurement Plan and Quarterly Status Report

Primary Strategy: 3. Increase continuity of family relationships through matching initiatives, and placement resources for older youth, and children and youth with challenging behaviors.				Applicable CFSR Outcomes or Systemic Factors: Permanency Outcome I: Children have permanency and stability in their living situations Permanency Outcome 2: The continuity of family relationships and connections is preserved Systemic Factor: Service Array and Resource Development	
Goal: Children in foster care will maintain connections to families and have services provided to meet their needs.				Applicable CFSR Items: Item #6, 14, 35 & 36	
Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
3.1 Work with the Kansas Child Welfare Quality Improvement Council (KCWQIC) to research best practice on placement stability.	Patricia Long Glenn Leonardi	See evidence below			

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3.1 (A) Forward CFSR Final Report to KCWQIC members prior to June 2008 meeting.	Glenn Leonardi	Copy of email with CFSR Final Report attachment.	September 2008	September 2008	FFY 09 Q1 CFSR Final Report distributed to KCWQIC.
3.1 (B) Review CFSR Final Report with KCWQIC.	Patricia Long Glenn Leonardi	KCWQIC Meeting minutes	September 2008	September 2008	FFY 09 Q1 CFSR Final Report reviewed with KCWQIC on June 18th, 2008.
3.1 (C) Reinitiate discussion with KCWQIC to review previous work on placement stability.	Patricia Long Glenn Leonardi	KCWQIC Meeting minutes	September 2008	September 2008	FFY 09 Q1 Discussion with KCWQIC on placement stability on 6/18/08. KCWQIC will review best practices in other states relevant to placement stability from NRCFCP and ABA. A sub-committee was formed to work on placement stability. The sub-committee will evaluate data related to placement stability.
3.1 (D) KCWQIC will conduct research on best practice in Kansas and in other states. Obtain research on best practices relevant to placement stability from NRCFCP and ABA.	Patricia Long Glenn Leonardi	KCWQIC Meeting minutes	December 2008	December 2008	FFY 09 Q1 The KCWQIC Subcommittee on Placement Stability met on November 18, 2008. Discussion focused on research options, case read modifications and a review of provider strategies relative to placement stability. The minutes of the subcommittee meeting were presented to the KCWQIC full council on December 17, 2009. Minutes are attached as evidence. During the full council meeting on December 17, 2009 recommendations from the Mental Health Steering Committee were reviewed. Minutes are attached as evidence. The full Council is scheduled to meet in February and March, 2009 to formulate recommendations for the CFS Management Team.
3.1 (E) KCWQIC will present recommendations on placement stability to CFS Management Team.	Patricia Long Glenn Leonardi	KCWQIC Report	March 2009	March 2009	FFY 09 Q2 Kansas Child Welfare Quality Improvement Council (KCWQIC) recommendations regarding placement stability were presented to CFS Management Team for review on March 30th, 2009. CFS Management Team reviewed the recommendations with formal feedback regarding recommendations forthcoming.

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3.1 (F) CFS Management Team will review KCWQIC report and determine if recommendations should be implemented.	Tanya Keys	CFS response to KCWQIC report.	June 2009	June 2009	FFY 09 Q3 CFS Management Team reviewed the KCWQIC's recommendations regarding placement stability. A response to the council was provided in writing and is attached as evidence. KS 10/09: Recommendation #5 from the KCWQIC report will be assigned to KCWQIC. Other recommendations in the report have been implemented as appropriate.
3.1 (G) CFS will present recommendations on placement stability to Child Welfare Permanency Advisory Council and Child Welfare Leadership for case management providers for input.	Patricia Long	Meeting minutes	June 2009	June 2009	FFY 09 Q3 The KCWQIC recommendations regarding placement stability were provided to Child Welfare Leadership, along with CFS Management Team response to the recommendations via e-mail on May 7, 2009. The recommendations and CFS response were also provided and discussed with the Child Welfare Permanency Advisory council on May 13, 2009. RO – What was the feedback received from the Child Welfare Leadership and case management providers? KS 10/09: Notes from the Child Welfare Permanency Advisory committee provided as evidence state the committee was in agreement with the plans to address the recommendations in the report. RO: Does this contain feedback from the case management providers? KS 11/09: Yes, the meeting notes contain feedback from case management providers as case management providers are included in the Child Welfare Permanency Advisory committee.

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3.1 (H) Case management providers will use the recommendations to strengthen practice and improve placement stability.	Patricia Long Glenn Leonardi	Provider summary reports on modifications	June 2010	RO – What is the progress to date re: using the recommendations/modifications to strengthen practice? KS 03/10: The recommendations from the KCWQIC were shared with the Permanency Advisory Committee, and the CWCMPs were asked to develop placement stability plans. The providers developed individual plans addressing how they will improve access to mental health services to children referred to them, whether that be through their own staff, through Community Mental Health Centers or through participation in statewide committees. Providers participate in training provided through the contract with the Children’s Alliance of Kansas, and they also develop and provide their own training. St. Francis has specific plans to train staff and foster parents on the importance of maintaining connections and the impact moves have on children. Other training involves Trauma Systems Training, disruption specific training, and a mini PS-MAPP for staff. TFI is meeting with those offices that have the best outcomes for placement stability, and having them identify strategies for other management areas to review. FFY 10 Q2 The recommendations from the KCWQIC were shared with the Permanency Advisory Committee, and the CWCMPs were asked to develop placement stability plans. The providers developed individual plans addressing how they will improve access to mental health services to children referred to them, whether that be through their own staff, through Community Mental Health Centers or through participation in statewide committees. Providers participate in training provided through the contract with the Children’s Alliance of Kansas, and they also develop and provide their own training. St. Francis has specific plans to train staff and foster parents on the importance of maintaining connections and the impact moves have on children. Other training involves Trauma Systems Training, disruption specific training, and a mini PS-MAPP for staff. TFI is meeting with those offices that have the best outcomes for placement stability, and having them identify strategies for other management areas to review.
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3.1 (I) Monitor reports on placement stability from agency system data.	Deanne Dinkel	Reports Copy of Correction Action Plan (CAP) if initiated.	June 2010		FFY 09 Q3 Kansas continues to increase performance of placement stability. The latest performance shows Kansas performing at 84.4 for placement stability (AFCARS file 09b April-June09 FFY 09) compared to 80.3 CFSR Baseline data (FFY 2007) . Kansas' data indicates the negotiated improvement goal of 82.7 has been met through the last two quarter submissions. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. FFY 10 Q1 The data profile received on December 7, 2009, indicates Kansas is performing at 84.9 for placement stability. (AFCARS file 09ab April-Oct FFY 09). FFY 10 Q2 Kansas continues to increase performance of placement stability. The latest performance shows Kansas performing at 85.8 for placement stability (AFCARS file 10a September 2009 - April 2010, FFY 10) compared to 80.3 CFSR Baseline data (FFY 2007) .
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3.2 Children's Alliance will collaborate with child placing agencies and invite Kansas Foster and Adoptive Parent Association (KFAPA) to assess training needs of foster parents who have older youth with mental health and behavioral needs placed in their home.	Mary Cole	Children's Alliance Program Reports	March 2009	March 2009	FFY 09 Q2 The children's alliance surveyed foster parents about their training needs. The report included in the evidence indicate the topics of training needs rated by foster parents as most important to them. This step is not intended as a targeted assessment of training needs regarding older youth with needs. The training needs surveys of all foster parents included foster parents with older youth with mental health and behavioral needs placed in their home. Further, the surveys captured valuable responses from foster parents who may have had older youth placed in their homes or foster parents desiring older youth placed in their home. Children's Alliance gleaned themes of training needs from the survey, including training needs to address older youth with mental health and behavioral needs. Children's Alliance will utilize learned themes from the surveys to tailor training of foster parents on serving older youth with mental health and behavioral needs in accordance with action step 3.2(C). Other learned themes from the surveys will be incorporated into trainings in accordance with action steps 3.2(A) and (B).
3.2 (A) Children's Alliance will develop with member agencies and SRS training based upon assessed needs and supports of foster parents.	Mary Cole	Curriculum	September 2009	September 2009	FFY 09 Q4 Children's Alliance of Kansas will use the Peaceful Intervention curriculum for foster parent training. The curriculum cannot be released until it has been published, as it was written based on research done through a grant. An outline from Malcolm Smith of the revised program is included as evidence. This outline includes lesson descriptions, both Performance and Outcome Objectives and detailed methodology that will be utilized in the training. Participants will also receive activity sheets, handouts, a copy of Power Point and a research basis on disc. In addition a retrospective evaluation that measures the Outcomes will be included in the packets.

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3.2 (B) Children's Alliance will distribute the curriculum to all child placing agencies for foster parent training.	Mary Cole	Children's Alliance Program Reports	December 2009	December 2009	KS 03/10: The Children's Alliance of Kansas November program report was included in hard evidence as well as electronic copy in the Q5 submission. Another copy will be provided.
3.2 (C) Child placing agencies will provide training to foster parents on serving older youth with mental health and behavioral needs.	Mary Cole	Children's Alliance Program Reports to include # of attending and schedule of trainings.	June 2010		RO – Has this training started? KS 03/10: A Training of Trainers was held in January and involved provider staff. Training for foster parents has already occurred across the state.
3.2 (D) Child placing agencies will provide training evaluations to Children's Alliance to evaluate effectiveness of the training.	Mary Cole	Children's Alliance Program Reports	June 2010		
3.2 (E) Children's Alliance will provide the results of the evaluations to CFS.	Mary Cole	Children's Alliance Program Reports	June 2010		
3.2 (F) CFS will review evaluation results and provide feedback to Children's Alliance for ongoing curriculum development.	Mary Cole	E-Mail from Mary Cole to CFS Management Team	June 2010		

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3.3 Pilot established in Johnson county for recruitment of and training for foster homes to address impulsive behaviors of females as an alternative to Secure Care. (Final Report noted foster parents are not adequately prepared to handle some children with behavioral problems) Pilot project 3/1/08-6/30/09.	Patricia Long	See Evidence of Completion for sub-steps 3.3 below.			
3.3 (A) Review evaluation of pilot to determine if outcomes of pilot were met.	Patricia Long Tanya Keys	E-mail and/or documentation of evaluation findings and acknowledgment of review.	September 2009	September 2009	FFY 09 Q4 The Johnson County model to recruit and train foster parents as an alternative resource to authorized residential secure care is a promising practice with great value. By nature of the population, there have been just a small number of youth completing the program (n=7) - with less than half meeting successful outcomes. However, for those youth successfully completing the program, there are positive outcomes and encouraging feedback from foster parents and families of youth in the program. Due to the success of some youth in this program, CFS will maintain family foster services as an alternative to residential secure care and we support all case management contractors in their pursuit of this service in family foster home placement, if and as needed in their community.

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3.3 (B) If evaluation results conclude pilot project is successful, determine communities where project can be successfully replicated.	Patricia Long Tanya Keys	Project planning notes.	March 2010	March 2010	FFY 09 Q4 The Johnson County model to recruit and train foster parents as an alternative resource to authorized residential secure care is a promising practice with great value. By nature of the population, there have been just a small number of youth completing the program (n=7) - with less than half meeting successful outcomes. However, for those youth successfully completing the program, there are positive outcomes and encouraging feedback from foster parents and families of youth in the program. Due to the success of some youth in this program, CFS will maintain family foster services as an alternative to residential secure care and we support all case management contractors in their pursuit of this service in family foster home placement, if and as needed in their community. Communities where this project may be successful are those with a need for a program to address female run behavior, have judicial support for authorization of an alternative for secure care, and can sustain capacity or availability of foster homes willing to make minor modifications to their home with regard to door alarms. Action Step Completed FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. RO – Q6 – What is the status on this? This action step is due this quarter. Update is needed. State Response - Kansas provided the specific evidence and action for this action step in FFY 09 Q4. The number of females placed in Secure Care is monitored monthly. For the months of January through March, 2010, there were 10 to 12 females placed in Secure Care on the last day of each month.
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3.3 (C) Replicate pilot project in additional communities if successful.	Patricia Long Tanya Keys	Implementat ion Plan.	March 2010	March 2010	FFY 09 Q4 The program will continue in Johnson County and any other jurisdiction that expresses interest. For those jurisdictions that express interest, technical assistance will be provided or facilitated by SRS as needed or requested. Because the program and service population (females authorized into secure care) is low and decreasing in Kansas, program replication with full fidelity of this model will not specifically occur, however the service, and placement type option will be available statewide as needed and supported by judicial districts. Statewide data reflects the number of females authorized by court into a secure care placement on the last day of the month has been reduced by nearly one half in the past 12 months - from 21 youth on 10/31/08 to 12 youth on 9/30/09. Action Step Completed FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. RO-Q6- What is the status on this? This action step is due this quarter. Have any jurisdictions request replication? How have the number of females ordered in secure care changed? State Response - Please see response to 3.3(B) above. No other jurisdiction requested replication. Kansas experienced a decrease in judicial authorizations for female secure care placement over the past couple years, from 20 on May 31, 2009 to 10 on March 31,2010.
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3.3 (D) Review program reports and additional reporting mechanism to continue evaluation of project, if project is replicated.	Patricia Long Tanya Keys	Program Reports and acknowledgment of analysis.	March 2010	March 2010	FFY 09 Q4 The program will continue in Johnson County and any other jurisdiction that expresses interest. For those jurisdictions that express interest, technical assistance will be provided or facilitated by SRS as needed or requested. Because the program and service population (females authorized into secure care) is low and decreasing in Kansas, program replication with full fidelity of this model will not specifically occur, however the service, and placement type option will be available statewide as needed and supported by judicial districts. Statewide data reflects the number of females authorized by court into a secure care placement on the last day of the month has been reduced by nearly one half in the past 12 months - from 21 youth on 10/31/08 to 12 youth on 9/30/09. Action Step Completed FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. RO – Q6 – What is the status on this? This action step is due for completion this quarter. Have there been requests from jurisdictions? What is the status of females authorized by court into secure care? State Response - Please see responses to 3.3(B)&(C) above.
3.4 Provide Secure Care facility for males authorized into Secure Care. (Final Report noted Secure Care as a needed service)	Patricia Long	See Evidence of Completion for sub-steps 3.4 below.			

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3.4 (A) Issue statewide contract with KVC to establish a Secure Care facility for males. Contract completed and facility will accept youth starting June 1, 2008)	Patricia Long	Contract	September 2008	September 2008	FFY 09 Q1 Contract dated 6/1/08 between KVC Behavioral HealthCare, Inc., and Kansas SRS for secure care facility for male youth.
3.4 (B) Monitor utilization of service provided through contract.	Patricia Long	Program Reports	June 2009	June 2009	FFY 09 Q3 The KVC Secure Care Program has served 27 youth from July 1, 2008 through May 28, 2009. A summary of Secure Care Services is provided as evidence.
3.4 (C) Review evaluation of services to determine if outcomes were met and option to renew contract.	Patricia Long Tanya Keys	Program Reports and quarterly data reports as available.	June 2009	June 2009	FFY 09 Q3 The KVC Secure Care program is young, but there is information that interventions with these young men is promising. Due to the nature of outcome measures, more time is needed to understand the full impact. This is a needed service and contract for the agency, thus we will pursue renewal of terms. Without capacity and resources statewide for less restrictive authorized placements, there will continue to be a need for a residential placement component of services to males.
3.5 Child Welfare Case Management providers currently use matching processes to provide stability for older youth and children and youth with challenging behaviors.	Patricia Long Mary Cole	See Evidence of Completion for sub-steps 3.4 below.			

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3.5 (A) Through cross membership of the Child Welfare Permanency Advisory Council and KCWQIC, stability challenges and successes through matching processes will be reviewed.	Mary Cole	Notes from Child Welfare Permanency Advisory Council meeting.	March 2009	March 2009	FFY 09 Q2 The Child Welfare Permanency Advisory Council with cross membership from the KCWQIC, discussed matching processes used by child welfare community based service providers. Child's information, level of care needed and option of relatives/kin are explored for placement options. Inquiries into foster families available in home school district which match child's profile are considered, as well as home county. Placement with siblings is explored for initial and subsequent placements if needed. Providers use computer process with capacity to do matching of children with foster homes. Four of the providers also have kinship specialists or coordinators to help locate relatives and kin, and make those connections.
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3.5 (B) Recommendations/feedback of successful matching processes will be provided to all case management providers to replicate into existing matching processes within provider agencies as needed.	Mary Cole	Documentation of recommendations/feedback provided to providers. As updates/modifications to matching processes are made, copies will be provided. Copy of Corrective Action Plan (CAP) if initiated.	June 2009	June 2009	FFY 09 Q3 The Child Welfare Permanency Advisory Committee provided recommendations/feedback regarding successful matching processes. In addition to the successes identified, and followed by providers, in 3.5(A), Child Welfare Case Management providers addressed the need for having as much information about the child from the beginning of the case as possible and for the Kansas Initiative for Decision Support (KIDS) system be up-dated as soon as possible with all information obtained through the assessment process. Recommended policy change to PPM 5205 for FBA summary to be sent to Child Welfare Case Management Provider within 2 days of completion. Policy revision was made for July 2009 manual. KS 10/09: Statewide placement stability has improved for children and youth 12-18 years of age. Data regarding placement stability is constant over the last three years for children 9-11 years of age. In SFY 2009, 60% of all children in out of home placement reside in a location that promotes continuity of family relationships and community connections.
Renegotiated Action Steps and Benchmarks					

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Part A: Strategy Measurement Plan and Quarterly Status Report

Primary Strategy: 4. Improved engagement with fathers in case planning and worker contact practices.				Applicable CFSR Outcomes or Systemic Factors: Well Being Outcome 1 - Families have enhanced capacity to provide for children's needs Systemic Factor: Case Review System	
Goal: Fathers will have opportunities for engagement in the case planning process.				Applicable CFSR Items: Items #17, 18, 20 & 25	
Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
4.1 Assure documentation of face to face contacts with fathers including documentation of attempts to locate absent parent(s).	Patricia Long	See Evidence of Completion in sub-steps 4.1 below.			
4.1 (A) Review current agency policy and practice outcomes to ensure policy adequately addresses worker contact with fathers.	Mary Cole	E-Mail from Mary Cole to CFS Management Team	September 2008	September 2008	FFY 09 Q1 Foster Care Program Manager added language to draft policy for worker-parent contacts to ensure policy adequately addresses worker contact with fathers.

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4.1 (B) Examine and receive feedback of current agency policy and practice outcomes of worker contact with fathers from Child Welfare Permanency Advisory Council.	Mary Cole	Minutes from the Child Welfare Permanency Advisory Council.	September 2008	September 2008	FFY 09 Q1 Policy regarding father's involvement including worker contact with fathers was discussed at Child Welfare Permanency Advisory Council. Policies were drafted to enhance involvement of fathers.
4.1 (C) Revise policy and forms if policy does not adequately address worker contact with fathers.	Mary Cole	Draft policy and procedures	December 2008	December 2008	FFY 09 Q1 Policy was revised to strengthen language to address worker contact with fathers. CW Permanency Advisory Council provided feedback to policy changes. CFS Policy and Procedure manual January 2009.
4.1 (D) Propose draft of policy and procedures with revisions as necessary to CFS Management Team for approval.	Mary Cole	Draft policy and procedures	March 2009	March 2009	FFY 09 Q2 Policy was revised to strengthen language to address worker contact with fathers. CW Permanency Advisory Council provided feedback to policy changes. CFS Policy and Procedure manual January 2009. http://www.srskansas.org/CFS/policyprocedure.html Aftercare is a term of art regarding a payment status between the state of Kansas and the child welfare providers. There is no gap in safety and permanency determinations. In these situations, court cases remain open and safety and permanency determinations will be determined by the Kansas SRS staff.
4.1 (E) CFS Management team approves final policy revisions.	Tanya Keys	CFS Management Team notes Copy of draft policy revisions	June 2009	March 2009	FFY 09 Q2 Revisions made to policy for January 2009 manual were clarifications only and therefore did not require CFS Management Team approval. CFS procedures for changes to policy only require management team approval. Clarifications were made for the CFS Policy and Procedure manual January 2009. http://www.srskansas.org/CFS/policyprocedure.html RO approved early completion date.

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4.1 (F) Educate/train all appropriate CFS supervisors, social workers, contractor supervisors and case managers on policies and procedures related to face to face contacts with fathers using policy venues through use of electronic meetings, video conferencing or in person.	Patricia Long	Schedule of trainings. Sign in sheets.	June 2009	March 2009	FFY 09 Q2 Three separate policy venues for changes to the January 2009 Policy & Procedure Manual were held in December, 2008 using electronic meeting format. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and are included as evidence.
4.1 (G) Implement revised policy(s) and procedure(s).	Patricia Long	Policy and Procedure Manual	June 2009	March 2009	FFY 09 Q2 Policy clarifications regarding face to face contact with fathers was in the January 2009 CFS Policy and Procedure Manual. The CFS Policy and Procedure Manual is posted on-line and a link to the manual is included in the evidence. http://www.srskansas.org/CFS/policyprocedure.html
4.1 (H) Add/revise questions to Case Review Instrument to monitor face to face documentation with fathers.	Deanne Dinkel	Case Review Instrument Copy of Correction Action Plan (CAP) if initiated.	June 2009	March 2009	FFY 09 Q2 Questions were added to the IH and OOH Case Review Instruments to address worker contact with fathers. Questions became effective October 1, 2008 Case read instruments provided as evidence: IH - p. 7, questions 15 and 16 OOH- p.19, questions 46 and 48. RO approved early completion date.

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4.2 Fathers will be engaged in the lives of their children.	Patricia Long	See Evidence of Completion in sub-steps 4.2 below.			
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4.2 (A) Provide information from monthly statewide Fatherhood Collaboration meetings to SRS and Case Management Contractors	Patricia Long	E-mail documentation of meeting minutes.	June 2010	FFY 09 Q4 Since the Kansas Fatherhood Summit last April, the Kansas Fatherhood Coalition has met several times for strategic planning. There is a broad representation of agencies involved in the Coalition. The mission of the Kansas Fatherhood Coalition is to promote healthy fatherhood in the lives of children. E-mail documentation of meeting minutes and actual minutes are provided as evidence. Action Step Completed FFY 09 Q4. RO – Unable to approve an early completion date due to on-going activity for this step and the original completion date of June 2010. FFY 10 Q1 Minutes from the October Fatherhood collaboration meeting were provided to SRS and Case Management Contractors. RO – Are the October (to December) notes available? KS 03/10: The notes for October and December were provided to SRS and Case Management contractors in quarter six and will be noted in the next matrix up-date. Q5 matrix up-date should not included October notes. FFY 10 Q2 Minutes from the October-December, 2009 quarter were provided to SRS and Case Management Contractors. RO – Since this is the 6th Quarter, wouldn't January-March notes be available? State Response - No meetings were held in January or February, 2010. Notes from the March meeting were not distributed during Q6 (January-March). Evidence for this action step will be included in the April-June quarter.
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4.2 (B) Provide information on Annual Fatherhood Summit to SRS and Case Management Contractors.	Patricia Long	E-mail documentation of Annual Summit.	June 2010		FFY 09 Q4 Information for the Annual Fatherhood Summit for 2009 was provided to SRS Program Administrators and Case Management Contractors. RO – What is the status of a 2010 Fatherhood Summit? FFY 10 Q2 The notes from the Kansas Fatherhood Coalition are provided in AS 4.2 A. KSFC will not be sponsoring a Fatherhood Summit this year. KSFC has discussed partnering with existing conferences during the fall (possibly the Parent Leadership Conference).
4.2 (C) Contact the Quality Improvement Center on Fatherhood together information on practice principles for engaging fathers in the case planning process.	Patricia Long	Information/ notes from consultation	September 2009	September 2009	FFY 09 Q4 A conference call with the Quality Improvement Center on Fatherhood was held on 9-15-09. CFS provided policies to QIC for review and possible suggestions for further improvement.
4.2 (D) Consult with the Kansas Fatherhood Coalition regarding information from QIC and to develop strategies on engaging fathers.	Patricia Long	Copy of strategies developed.	December 2009	December 2009	FFY 10 Q1 Information from the meeting with the Quality Improvement Center on Fatherhood was shared with the Fatherhood Coalition. Strategies for further improvement on engaging fathers were developed. RO - Does the Coalition have strategies developed other than then the QIC recommendations? KS 03/10: Strategies to improve practices for father engagement were developed in consultation with the Quality Improvement Center on Fatherhood, Kansas Fatherhood Coalition and Child Welfare Case Management Providers. Strategies were included as evidence for this action step. Strategies include policy to support paternal relatives as resources; training of staff; use of father friendly assessment; use of integrated service teams with CFS and CSE; early identification of fathers; and exploring “father’s place” curriculum.

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4.2 (E) Train SRS and Case Management contractors on strategies for engaging fathers.	Patricia Long	Copy of training schedule and agenda	March 2010	March 2010	RO – Have sessions been scheduled and agenda set? KS 03/10: Yes FFY 10 Q2 The training on strategies for engaging fathers was incorporated into the “Effectively Engaging Families and Youth in Case Planning and Case Management” training. A training of trainers was held in January and the Child Welfare Case Management Provider’s have started training their staff and SRS staff in the Regions.
4.3 Fathers have support in navigating the child welfare system.	Beth Evans	See Evidence of Completion in sub-steps 4.3 below.			
4.3 (A) Review the Kansas University evaluation report of the pilot Family Navigator project in Cherokee & Reno County	Beth Evans	Email of documentation of review of evaluation results	June 2009	June 2009	FFY 09 Q3 A summary of the review of the evaluation results are included as evidence. CFS completed the benchmark; however, CFS contracted with Peggy Taylor, while affiliated with Kansas University, to conduct the evaluation. Subsequent to finalization of the PIP matrix, Ms. Taylor left Kansas University. The contract remained with Ms. Taylor and she completed an evaluation report. CFS requests the benchmark be amended to reflect a review of Peggy Taylor’s evaluation report. RO – Amendment reflecting Ms. Taylor’s evaluation is approved.

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4.3 (B) If evaluation results conclude pilot project is successful, determine communities where project can be successfully replicated,.	Beth Evans Tanya Keys	Project Planning Notes	June 2009	September 2009	FFY 09 Q3 The evaluation results concluded the pilot project was successful, although based on a small sample size. Due to current agency budget reductions, funds are not available to continue or expand the project at this time. No project planning notes will be provided due to decision to not sustain, expand or replicate the program. RO – Request for “PIP change in reporting” was not submitted. If this project is not to be sustained, expanded or replicated, how is 4.3 to be met? Evidence for 4.3B is not sufficient. The notes from Ms. Taylor indicate that this is a successful program. KS 10/09: Analysis of the Family Navigator program in the two pilot counties yields no evidence of improved outcomes or engagement of fathers in those counties. Given the need for the state to put resources where there is the greatest return on investment for families , Kansas will not establish statewide funding for this specific program as a support to engage fathers. Rather , we will use resources toward other promising interventions to continue improving performance with engaging fathers. Regarding requested information gained during analysis: By way of summary, qualitative case review results regarding engaging fathers reflect no greater performance in the two navigator counties when compared to similar counties or statewide performance. With three quarters of case review information in SFY09, the navigator pilot counties actively involved fathers in case planning in 43% of cases; similar counties performed at 53% in the same item, and statewide performance was 58%. In reviewing rates of removal for these counties, rates of removal per one thousand children in Cherokee increased from 4.2 in SFY08 to 6.5 in SFY 09, while removal rates for Reno county and Statewide decreased slightly. Regarding timely reintegration in 12 months, both navigator counties perform at rates below the statewide rate and performance with timely reintegration outcome did not improve for either county across AFCARS periods ending March 08 through March 09.
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				KS 10/09: Analysis of the Family Navigator program in the two pilot counties yields no evidence of improved outcomes or engagement of fathers in those counties. Given the need for the state to put resources where there is the greatest return on investment for families, Kansas will not establish statewide funding for this specific program as a support to engage fathers. Rather, we will use resources toward other promising interventions to continue improving performance with engaging fathers. Regarding requested information gained during analysis: By way of summary, qualitative case review results regarding engaging fathers reflect no greater performance in the two navigator counties when compared to similar counties or statewide performance. With three quarters of case review information in SFY09, the navigator pilot counties actively involved fathers in case planning in 43% of cases; similar counties performed at 53% in the same item, and statewide performance was 58%. In reviewing rates of removal for these counties, rates of removal per one thousand children in Cherokee increased from 4.2 in SFY08 to 6.5 in SFY 09, while removal rates for Reno county and Statewide decreased slightly. Regarding timely reintegration in 12 months, both navigator counties perform at rates below the statewide rate and performance with timely reintegration outcome did not improve for either county across AFCARS periods ending March 08 through March 09. In addition to ongoing policy practices emphasizing engaging fathers, several initiatives occur through our providers. SFCS added questions to internal QA procedures regarding involving fathers, reading for the questions at 45 and 90 day reads. KVC trained staff provide the Father's Place training on an ongoing basis to support staff. In addition to Father's Place training, UMY supports the Dad's Dare to Care project. TFI sponsored a Fatherhood Symposium and utilizes the Fatherhood Curriculum, and attended trainings such as Fatherhood in Child Welfare and Promising Practices and Utilizing the Father Friendly Check-Up. RO: Has an analysis been done to determine the decline in performance for the two pilot counties? Please provide more info on the above practices (these can be attachments with Fatherhood curric, etc)
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					KS 11/09: Analysis and dialogue to increase timely reunification in Reno county has focused on safely reducing the time between dates of trial home placements and dates of release of custody from the Secretary. The contractor staff attorney is working closely with the courts to assure progress regarding safety, stability and wellbeing of children and youth in trial home placements in effectively communicated reports to the court and that all court requirements are met. Analysis in Cherokee county has included a case review of families which have not achieved release of custody. This analysis has revealed various dynamics which the courts use appropriate discretion to maintain jurisdiction and custody to the Secretary. The analysis yield of approximately 10 children has a significant impact on aggregate numbers due to the low numbers in foster care population in Cherokee county. Fatherhood curriculums are included as additional information. RO – Completion of this action step was approved with 4.3 (D)-(H0 submitted as replacement steps.
4.3(C) Develop strategic plan to expand in communities where funding and sustainability can be established.	Beth Evans	Project Plan	June 2010	September 2009	FFY 09 Q3 Although this Action Step is not due until June 2010, a strategic plan will not be developed to continue or expand into other counties at this time due to agency budget constraints. RO – Completion of this action step was approved with 4.3 (D)-(H0 submitted as replacement steps.

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4.3 (D) Permanency Advisory Committee and Kansas Child Welfare Quality Improvement Council (KCWQIC) review all CFS contractor case planning tools / guides that are helpful in engaging fathers.	Patricia Long	Agenda and Meeting Minutes of both Permanency Advisory Committee and KCWQIC copies of tools	March 2010	March 2010	RO – What is the status on this? KS 03/10: Kansas Child Welfare Quality Improvement Council and Permanency Advisory Committee have reviewed the provider tools/guides for engaging fathers FFY 10 Q2 Tools/guides and KCWQIC comments regarding engaging fathers were reviewed during the Permanency Advisory Council meeting by members. RO – KCWQIC notes were not found in evidence in this section but in 4.3(E). Copies of tools were not found in this evidence section. Copy of tools needed. State Response – Notes sent
4.3 (E) Provide KCWQIC comments document or meeting minutes to the Permanency Advisory Committee.	Patricia Long	Email or correspondence documenting KCWQIC comments were provided to the Permanency Advisory Committee	March 2010	March 2010	RO – What is the status on this? KS 03/10: This action step is complete and is due 3/10. The Kansas Child Welfare Quality Improvement Council comments were provided to Permanency Advisory Committee . FFY 10 Q2 Minutes from the Jan. 20 KCWQIC meeting were forwarded, along with the tools on father engagement from Child Welfare Case Management Providers submitted to the Permanency Advisory Council on February 11, 2010.

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4.3 (F) Permanency Advisory Committee prepare written analysis report to Child Welfare Director summarizing their review of tool(s) attributes, impact on improved practice, KCWQIC comments and sustainability or implementation of tools by contractors.	Patricia Long	Written report to Director	June 2010		RO – What is the status on this? KS 03/10: The Permanency Advisory Committee is preparing a written analysis for the Director.
4.3 (G) Review report for policy and training implications and provide any possible implications to the Director.	Patricia Long	Email or memo of review	June 2010		
4.3 (H) The Director will respond to the Permanency Advisory Committee, with a copy to KCWQIC, analyzing the report, including the Director's response to comments and recommendations for attributes or elements of practice positively impacting engaging fathers.	Tanya Keys	Email or correspondence document of the review	June 2010		
<i>Renegotiated Action Steps and Benchmarks</i>					

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Part A: Strategy Measurement Plan and Quarterly Status Report

Primary Strategy: 5. Increase frequency and quality of worker-child contacts.				Applicable CFSR Outcomes or Systemic Factors: Well Being Outcome 1 - Families have enhanced capacity to provide for children's needs	
Goal: All children receiving services will have visits with their worker per policy requirement.				Applicable CFSR Items: Item #19	
Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update

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5.1 Foster Care Program Manager reviewed the current state agency policy to assure policy adequately addresses frequency and quality of child/worker visits. This analysis was completed May 25, 2007.	Mary Cole	Email from Mary Cole to CFS Mgmt. Team	September 2008	September 2008	FFY 09 Q1 Review of current state agency policy by Foster Care Program Manager indicates policy adequately addresses frequency and quality of worker-child visits for children in out of home placement.
5.1 (A) CFS Management Team reviewed the state policy. Completed June 18, 2007.	Tanya Keys	CFS Mgmt. team notes.	September 2008	September 2008	FFY 09 Q1 CFS Management Team reviewed state agency policy regarding worker/child visits.
5.1 (B) CFS Management Team determined state agency policy adequately addresses frequency and quality of child/worker visits. CFS Management Team affirmed current policy on June 18, 2007.	Tanya Keys	CFS Mgmt. team notes.	September 2008	September 2008	FFY 09 Q1 CFS Management Team determined state agency policy adequately addresses frequency and quality of child/worker visits.
5.1 (C) Education/Communication with all appropriate statewide case management supervisors and case managers regarding federal and state policies and procedures of worker/child visits. Completed in September 2007.	Assistant Director of Permanency	Emails, teleconferences and Child Welfare Permanency Advisory Council meeting content.	September 2008	September 2008	FFY 09 Q1 Information provided to all case management provider directors and contract administrators scheduling teleconferences to develop plans to address child/worker visits according to federal requirements. Federal program instruction information was also provided in addition to Kansas' Beginning Work Plan.

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5.1 (D) The PIP Workgroups participated in discussion and feedback of issues and barriers related to frequency and quality of child/worker visits. The workgroups met initially beginning in July, 2007. The workgroups have been meeting on an on-going basis to provide input into the PIP.	Glenn Leonardi	Notes from PIP Work Groups	September 2008	September 2008	FFY 09 Q1 Notes from PIP Work Group #4 regarding frequency and quality of child/worker visits.
5.1 (E) Information from PIP Workgroups are provided to CFS. Meeting notes are provided to CFS after each meeting occurs.	Glenn Leonardi	Notes from PIP Work Groups	September 2008	September 2008	FFY 09 Q1 Notes from PIP Workgroups provided.
5.1 (F) Collaborate with (all appropriate) case management contractors to develop strategies to improve frequency and quality of worker/child visits. The communication and teleconferences occurred on three dates. September –October, 2007.	Tanya Keys and Assistance Director of Permanency	Email and teleconference notes with case management contractors-	September 2008	September 2008	FFY 09 Q1 Notes from teleconferences held 10/17 and 10/18/07.

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5.2 Requested submission of work plans from each case management contractor to address improvement of frequency and quality of child/worker visits to conform to state agency policy. These requests were stated during the teleconferences during October 17-18, 2007.	Assistant Director of Permanency	Email from Assistance Director of Permanency 9/26/07.	September 2008	September 2008	FFY 09 Q1 Email requesting worker/child visitation plans from case management providers dated 9/26/07.
5.2 (A) Receive work plans from each case management contractors. Work plans were received September 2007-March 2008.	Tanya Keys	Emails with work plans	September 2008	September 2008	FFY 09 Q1 Work plans to increase frequency and quality of worker/child visits were submitted by case management contractors and JJA. Youthville's work plan indicates out-stationed support workers complete the worker/child visits. These workers are referred to as Visitation Support Worker (VSW). The VSW's visit the child in the child's residence and also serve as a support to the child and family in the outlying areas. VSW's are identified on the case plans and invited to participate in case planning to help represent the needs of the child.
5.2 (B) Work plans were reviewed by CFS Foster Care Program Staff as they were received in the months September through April.	Patricia Long Mary Cole	E-mail documentation plans were reviewed from Mary Cole and Patricia Long	September 2008	September 2008	FFY 09 Q1 Work plans to increase frequency and quality of worker/child visits were reviewed by CFS Foster Care Program Administrator and Program Manager.
5.2 (C) Notify each case management contractor of acceptance and approval of work plan addressing frequency and quality of child/worker visits.	Patricia Long	Email from Patricia Long to case management contractors.	September 2008	September 2008	FFY 09 Q1 E-mail notification from CFS Program Administrator to case management contractors and JJA of approved worker/child visitation plans.

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5.2 (D) Youthville will increase documentation of child/worker visits through use of technology by providing laptops to all case manager staff for efficiency and mobility to maintain documentation. Youthville provided information on the purchase of laptops for all case managers through email communication on March 5, 2008.	Tanya Keys	Email correspondence from Youthville.	September 2008	September 2008	FFY 09 Q1 Youthville provided laptops to case managers, family support workers and life skills workers to promote efficiency in completing documentation of worker/child visits.
5.2 (E) All case management contractors will implement supervisory review to assure all staff's documentation of worker/child visits are accurately recorded in system.	Patricia Long	Proof of QA plan will be provided to Patricia Long by case management contractors.	September 2008	September 2008	FFY 09 Q1 Plans submitted by case management contractors and JJA include implementation of supervisory review and/or oversight to assure staff's documentation of worker/child visits.
5.2 (F) Two case management contractors will have additional auditor role (QA) to assure accurate recording of worker/child visit.	Patricia Long	Case Management contractors sent email with their plan.	September 2008	September 2008	FFY 09 Q1 DCCCA and TFI indicated in worker/child visitation plans that they will provide additional auditor type roles through additional staff person and/or use of existing supervisors and administrative staff. Worker/Child Visit plans indicate this auditor and/or monitor role.

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5.2 (G) All case management contractors will have program alerts on system to require or prompt worker/child encounters for the month.	Patricia Long	Emails from case management contractors confirming completion of programming.	September 2008	September 2008	FFY 09 Q1 Plans submitted by case management contractors and JJA include implementation of program alerts for notification of worker/child contacts.
5.3 Add three new encounter codes for information system to report and track frequency of worker/child visits. Completed July 1, 2007.	Kit Pittier	Programming code in SCRIPTS	September 2008	September 2008	FFY 09 Q1 SCRIPTS programming code for child/worker visits provided. Business rules on using worker/child encounter codes have been updated with clarifications of federal policy received by ACF.
5.3 (A) Provide encounter reporting instructions to each case management contractor. Completed July 2007 and February 2008.	Assistant Director for Performance Improvement (July 2007); Tanya Keys (February 2008)	Emails to case management contractors	September 2008	September 2008	FFY 09 Q1 Instructions for using encounter codes were provided to case management providers in July 2007, February and June 2008.
5.3 (B) Develop system reports for worker/child visits (state and regional information). Reports were developed in August, 2007.	Kit Pittier	Copy of reports.	September 2008	September 2008	FFY 09 Q1 System reports developed for worker/child visits.

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5.4 Set statewide targets for performance of caseworker/child visit frequency for each case management contractor. The decision for targets was completed December, 2007.	Tanya Keys	Letter from Tanya dated December 21, 2007 to field staff.	September 2008	September 2008	FFY 09 Q1 Letter dated 12/21/07 to field staff with statewide targets for performance of c/w visits provided.
5.5 Assure quality of worker/child visits per policy.	Patricia Long	Performance on Case Review Questions.			
5.5 (A) Work with NRCYD and KYAC to develop a feedback / documentation tool as recommended by the Kansas Youth Advisory Council (KYAC) to be used by youth during worker/child visits. (to record quality and frequency of visit)	Jaymee Metzenthin; KYAC	Completion of tool.	December 2008	December 2008	FFY 09 Q1 The Kansas Youth Advisory Council with assistance from the National Resource Center on Youth Development reviewed worker quality tools from others states; discussed purpose of tool in KS; identified preliminary strategies for implementation. A final draft was completed and is attached as evidence.
5.5(B) KYAC recommend implementation strategies for using the worker/child tool.	Jaymee Metzenthin; KYAC	Meeting notes and written documentation of recommended strategies	December 2008	December 2008	FFY 09 Q1 Kansas Youth Advisory Council (KYAC) with assistance from NCWRCYD held discussions around the implementation of the worker/child visitation tool developed by the KYAC.

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5.5 (C) KYAC recommend strategies to improve quality of visits with children under the age of 10.	Jaymee Metzenthin; KYAC	Meeting notes and written documentation of recommended strategies	December 2008	December 2008	FFY 09 Q1 Kansas Youth Advisory Council (KYAC) with assistance from NCWRCYD held discussions around the implementation of the worker/child visitation tool developed by the KYAC. In addition, discussions were held on strategies to improve quality of visits with children under the age of 10.
5.5 (D) Recommended strategies from KYAC will be reviewed by Child Welfare Permanency Advisory Council, Kansas Foster and Adoptive Parent Association and other identified work groups who represent field staff.	Mary Cole	Meeting notes from CW Permanency Advisory Council; Kansas Foster and Adoptive Parent Association	December 2008	January 2009	FFY 09 Q1 The Permanency Advisory Council reviewed the worker/child visitation form developed by the KYAC in assistance with the NCWRCYD. The Permanency Advisory Council had questions on how the form will be used and where it will be located once the form is completed. Additional discussion around the requirement of the form and suggestion to pilot the form prior to implementing statewide. The form and implementation strategies/notes were provided to Kansas Foster and Adoptive Parent Association for review on January 6, 2009. Feedback from the Association was received on January 29, 2009. Actual completion was January 2009.
5.5 (E) Develop an implementation plan relative to the KYAC's recommendations on how to improve visits for children under the age of ten.	Jaymee Metzenthin; KYAC	Written implementation plan.	December 2008	January 2009	FFY 09 Q1 The KYAC along with the NRCYD discussed and developed implementation strategies regarding visits for children under the age of ten. KYAC held their Strategic Planning Conference on January 17-18 th , 2009, and provided additional strategies to improve visits for children under the age of ten. Additional strategies from the KYAC occurring in January, 2009 was provided as additional evidence in April 2009. Actual completion was January 2009.
5.5 (F) Implement KYAC plan for improving visits with younger youth.	Jaymee Metzenthin;	Documentation of notification to all case management providers.	June 2009	June 2009	FFY 09 Q3 Notification to all Child Welfare Case Management Providers regarding the KYAC strategies for improving child/worker visits for youth under the age of 10 is provided as evidence.

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5.5 (G) Present KYAC tool for older youth to regional and statewide youth councils to finalize for implementation.	Jaymee Metzenthin; KYAC	Meeting notes from regional and KYAC meetings.	March 2009	March 2009	FFY 09 Q2 The regional and state council members were provided the child/worker visitation tool to finalize for implementation. The program reports submitted as evidence contain up-dates from each of the regional councils and state council.
5.5 (H) Educate/train older youth on KYAC tool and policies regarding child/worker visits.	Jaymee Metzenthin	Meeting notes from regional and KYAC meetings.	June 2009	June 2009	FFY 09 Q3 Older youth from all regions and providers attended regional council meetings and received training on the KYAC tool regarding child/worker visits.
5.5 (I) Require case management contractors to notify all youth in out of home placement age 10 and older of new KYAC tool. This contact may be made by face to face, e-mail, regular mail and contact with foster parents.	Tanya Keys	Written confirmation from case management providers.	June 2009	June 2009	FFY 09 Q3 Child Welfare Case Management Providers notified youth age 10 and over in out of home care of the new KYAC tool. Notification was sent via letter from all the providers to youth age 10 and older in out of home care. Email confirmations and a sample of letters sent to youth are included as evidence.
5.5 (J) Educate/train all appropriate case managers, supervisors and QA staff on KYAC tool for older youth using policy venues through use of electronic meetings, video conferencing or in person	Jaymee Metzenthin	Schedule of trainings. Sign in sheets.	June 2009	June 2009	FFY 09 Q3 Three separate policy venues for changes to the July 2009 Policy & Procedure Manual were held in June, 2009 using electronic meeting format. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and are included as evidence. KS 10/09: All policy changes and any clarifications that are significant and PIP related are presented at venue trainings.

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5.5 (K) Implement KYAC tool.	Jaymee Metzenthin	Policy and Procedure Manual	September 2009	September 2009	FFY 09 Q3 Kansas submitted a PIP Change Notice Reporting Form to Region VII on July 31, 2009. Through the form a request to change the quarter due for this action step to September 2009 was requested. Implementation is evidenced by placement in the CFS Policy and Procedure Manual (PPM). The PPM is updated biannually, January and July. CFS implemented the KYAC tool by updating the PPM July 1, 2009. RO – Request for change from Q3 to Q4 is approved. FFY 09 Q4 The CFS Policy and Procedure Manual is posted on-line. The CFS 3061 Monthly Individual Contact form was implemented through the July 2009 manual. The following link is evidence of policy implementation. Http://www.srskansas.org/CFS/robohelp/PPMGenerate/
5.5 (L) Add a question to case review instrument to measure presence of KYAC tool for older youth.	Deanne Dinkel	Case Review Instrument.	June 2009	June 2009	FFY 09 Q3 Question was added to the OOH Case Review Instrument to to measure presence of KYAC tool for older youth. The policy and question will become effective July 1, 2009 Case read instrument provided as evidence: OOH - p. 18, question 44
5.5 (M) Add CFSR question 19.B to the qualitative case review system to address quality of all ages of child/worker visits.	Deanne Dinkel	Case Review System Copy of Correction Action Plan (CAP) if initiated.	December 2008	December 2008	FFY 09 Q1 Questions were added to the IH and OOH Case Review Instruments to address quality of all ages of child/worker visits. Questions became effective October 1, 2008 Case read instruments provided as evidence: IH - p. 4, question 14 OOH - p. 11, question 43

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5.6 Develop guide for case management staff to use during child/worker visits to ensure quality of visit.	Mary Cole	Draft of Guide	December 2008	December 2008	FFY 09 Q1 Case Management Providers discussed development of a guide for case management staff to use during child/worker visits to ensure quality of visits. Providers have already established individual guides/forms and use them as part of their documentation to gather the worker/child visit data reported each month. Attached as evidence are forms/guides developed by the Case Management Providers and notes from CW Permanency Advisory Council with individual case management contractor information.
5.6 (A) Include the elements identified from the Safety and Risk Assessment developed from P.S. #1 in the guide for child/worker visits.	Mary Cole	Guide	March 2009 June 2009	June 2009	FFY 09 Q2 Kansas submitted a PIP Change Notice Reporting Form to Region VII on April 29th, 2009. Through the form a request to change the quarter due for this action step to June 2009 was requested. RO approves request for completion date changes regarding 5.6(A). FFY 09 Q3 Risk and safety factors to assess and the points in time during the life of the case where assessment would be completed were identified through Action Step 1.2 B. The Child Welfare Case Management Provider's tools for child/worker visits were amended to include this information concerning risk and safety factors and assessments.
5.6 (B) Request feedback on guide from KYAC, Family Advisory Council and CW Permanency Advisory Council.	Mary Cole Jaymee Metzenthin Beth Evans	Notes from meetings.	June 2009 September 2009	September 2009	FFY 09 Q2 Kansas submitted a PIP Change Notice Reporting Form to Region VII on April 29th, 2009. Through the form a request to change the quarter due for this action step to September 2009 was requested. RO approves request for completion date changes regarding 5.6(B). FFY 09 Q4 Feedback received from KYAC and KFAN with suggested changes to the C/W visit guides. The Permanency Advisory committee was involved in the original development and update of the guides. The feedback was shared with Providers. Notes from meetings are included as evidence.

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5.6 (C) Revise guide as appropriate based on feedback received.	Mary Cole	Revised Guide.	September 2009	September 2009	FFY 09 Q4 All Providers will make changes/additions to their guides/practice notes/forms based on the feedback received. E-mails from all provides indicating the changes to be implemented to current guides are included as evidence.
5.6 (D) Draft policy to include guide.	Mary Cole	Draft policy and procedure	December 2009	September 2009	FFY 09 Q4: Policy in sections 3030 and 3237 was drafted for implementation January 1, 2010 to include a requirement that quality of the child/worker visit be documented based on Provider agency guides. Draft policy is provided as evidence. Completion of Action Step FFY 09 Q4 RO approved early completion date.
5.6 (E) CFS Management Team will review recommendations and approve policy revisions.	Tanya Keys	CFS Management Team Notes Copy of draft policy revisions	December 2009	December 2009	FFY 10 Q1 Policy revisions regarding the documentation of child/worker visits using the Child Welfare Case Management Providers guide or protocol were approved for implementation in the January 2010 Policy and Procedure Manual.

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5.6 (F) Educate/train all appropriate case managers, supervisors and QA staff on revised policy using policy venues through use of electronic meetings, video conferencing or in person	Mary Cole	Schedule of trainings. Sign in sheets.	December 2009	December 2009	FFY 10 Q1 Three separate policy venues for changes to the January 2010 Policy & Procedure Manual were held in December 2009 using electronic meeting format. An on-line recorded version of the training was also provided for participants. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and are included as evidence. In addition to sign-in sheets of participants for the three policy venues, aggregate information with the number of positions appropriate for the training and the total number trained is also provided as evidence. A total of 327 Case Managers were identified as appropriate for the training, with 322 completing the training, for a percentage trained of 98%. A total of 93 Case Manager Supervisors were identified as appropriate for the training, with 93 completing the training, for a percentage trained of 100%. A total of 262 Social Workers were identified as appropriate for the training, with 253 completing the training, for a percentage trained of 97%. A total of 47 Social Worker Supervisors were identified as appropriate for the training, with 46 completing the training, for a percentage trained of 98%. A total of 98% of all identified staff were trained through policy venues for the January 2010 Policy and Procedure Manual.
5.6 (G) Implement policy.	Mary Cole	Policy and Procedure Manual	March 2010	March 2010	FFY 10 Q2 The CFS Policy and Procedure Manual is posted on-line. Policies 3030 and 3237 were implemented through the January 2010 manual. Policy . The following link is evidence of policy implementation. http://www.srskansas.org/CFS/policyprocedure.html

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5.7 Training developed and provided through RFP in Primary Strategy #2 will incorporate the use of the guide for quality child/worker visits.	Kathy Mackintosh	Completed training dates.	June 2010		
5.8 Monitor progress of frequency of worker/child visits.	Deanne Dinkel	Monthly correspondence with case management contractors.	June 2010		FFY 09 Q4 Kansas has reported two federal fiscal years of frequency and location of child/worker visitation. Kansas has successfully met both FFY 2008 (66.3%) and 2009 (88.6%). Monthly correspondence of individual and statewide contractor performance is provided to case management providers on an ongoing regular basis. Copy of e-mail and performance charts through August 2009 (FFY 09) is provided as evidence of correspondence with case management providers. Action Step Completed FFY 09 Q4 RO – Unable to approve early completion date due to on-going activity and original completion date of June 2010. FFY 10 Q1 Performance for child/worker visits through December 2009 is 93.2% statewide. Included as evidence is performance charts through December. FFY 10 Q2 Performance for child/worker visits through March 2010 is 93.1% statewide. Included as evidence is performance charts through March.

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5.8 (A) Provide monthly performance reports to CWCBS case management providers to monitor progress of frequency and location of visits.	Deanne Dinkel	Monthly correspondence with case management contractors.	June 2010		FFY 09 Q4 Kansas has reported two federal fiscal years of frequency and location of child/worker visitation. Kansas has successfully met both FFY 2008 (66.3%) and 2009 (88.6%). Monthly correspondence of individual and statewide contractor performance is provided to case management providers on an ongoing regular basis. Copy of e-mail and performance charts through August 2009 (FFY 09) is provided as evidence of correspondence with case management providers. Action Step Completed FFY 09 Q4 RO – Unable to approve early completion date due to on-going activity and original completion date of June 2010. FFY 10 Q1 Copy of communication via e-mail and performance charts through November of FFY 10 is provided as evidence of correspondence with case management providers. FFY 10 Q2 Copy of communication via e-mail and performance charts through March of FFY 10 is provided as evidence of correspondence with case management providers.
5.8 (B) Add/Modify questions to case review instrument to measure compliance of frequency of child/worker visits.	Deanne Dinkel	Case Review System Copy of Correction Action Plan (CAP) if initiated.	December 2008	December 2008	FFY 09 Q1 CFSR Question 19.A added to qualitative case review system to address frequency of all ages of child/worker visits. Questions became effective October 1, 2008 Case read instruments provided as evidence: IH - p. 4, question 12 OOH - p. 11, question 41

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5.9 Review current state agency policy and practice outcomes of worker contact with child(ren) in their own home.	Jane Meschberger	See Evidence of Completion for sub-steps of 5.9 below.			
5.9 (A) Revise policy if policy does not adequately address worker contact with child(ren) in their own home.	Jane Meschberger	Draft policy and procedures	September 2008	September 2008	FFY 09 Q1 Review of current state agency policy Section 3000 Case Management adequately addresses quality of worker contact with children. Policy Manual Section 5000 pertaining to frequency of worker contact with children in their own home has been drafted for revision for January 2009 manual, to specifically require at least monthly worker contact with children in their own home and to address quality of contact.
5.9 (B) Propose draft of policy and procedures with revisions as necessary to CFS Management Team for approval.	Jane Meschberger	Draft policy and procedures	December 2008	December 2008	FFY 09 Q1 Section 4000 In-Home Family Services was reviewed for clarification of requirement of worker/child visits with children in their home. A policy clarification was made to the January 2009 Policy Manual to enhance the language to indicate the requirement for these visits.
5.9 (C) CFS Management team approves final policy revisions.	Tanya Keys	CFS Management Team notes Copy of draft policy revisions	December 2008	December 2008	FFY 09 Q1 Section 4000 In-Home Family Services was reviewed for clarification of requirement of worker/child visits with children in their home. A policy clarification was made and incorporated into the January 2009 Policy Manual to enhance the language to indicate the requirement for these visits.
5.9 (D) Educate/train all appropriate CFS supervisors, social workers, contractor supervisors and case managers on policies and procedures related to worker contact with child(ren) in their own home using policy venues through use of electronic meetings, video conferencing or in person.	Jane Meschberger	Schedule of trainings. Sign in sheets.	December 2008	December 2008	FFY 09 Q1 Three separate policy venues for changes to the January 2009 Policy & Procedure Manual were held in December, 2008 using electronic meeting format. Policy revisions and clarifications were addressed at each of the policy venues. Attendance sheets were received from each site participating in the venues and are included as evidence.

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5.9 (E) Implement revised policy(s) and procedure(s).	Jane Meschberger	Policy and Procedure Manual	March 2009	March 2009	FFY 09 Q2 Policy revised regarding worker/child visits for children in the home and implemented in the January 2009 CFS Policy and Procedure Manual. The CFS Policy and Procedure Manual is posted on-line and a link to the manual is included in the evidence. http://www.srskansas.org/CFS/robohelp/PPMGenerate/
5.9 (F) Add questions to case review instrument to monitor compliance.	Deanne Dinkel	Case Review Instrument Copy of Correction Action Plan (CAP) if initiated.	June 2009	March 2009	FFY 09 Q2 Questions were added to the IH Case Review Instrument to address frequency and quality worker/child visits with children in their own home. Questions became effective October 1, 2008 Case read instruments provided as evidence: IH - p. 6, questions 12 and 14. RO – approved early completion date.
<i>Renegotiated Action Steps and Benchmarks</i>					

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Part B: National Standards Measurement Plan and Quarterly Status Report

Safety Outcome 1: Absence of Recurrence of Maltreatment												
National Standard	94.6%											
Status of Data Indicator in Final Report/Source Data Period												
Baseline Status/Source Data Period												
Negotiated Improvement Goal	N/A – State Meets National Standard											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12

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Safety Outcome 1: Absence of Maltreatment of Children in Foster Care												
National Standard	99.68%											
Status of Data Indicator in Final Report/Source Data Period												
Baseline Status/Source Data Period												
Negotiated Improvement Goal	N/A – State Meets National Standard											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12

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Permanency Outcome 1, Composite 1: Timeliness and Permanency of Reunification

National Standard	122.6											
Status of Data Indicator in Final Report/Source Data Period	115.6 / FFY2005											
Baseline Status/Source Data Period	117.3 /FFY 2007ab											
Negotiated Improvement Goal	120.7 {117.3 x 1.029 minimum improvement factor}											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	124.7 Meets national standards		118.7 RO note that % has declined		116.9 (AFCARS FFY 09ab)	115.9 (Ks data AFCARS 10a)						

Permanency Outcome 1, Composite 2: Timeliness of Adoptions

National Standard	106.4											
Status of Data Indicator in Final Report/Source Data Period	86.3 / FFY2005											
Baseline Status/Source Data Period	96.4/ /FFY 2007ab											
Negotiated Improvement Goal	100.35 {96.4 x 1.041 minimum improvement factor}											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	100.3	108.2	108.2	111.8	112.0	111.4						

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appropriate quarter.)			CB data		(AFCARS FFY 09ab)	(Ks data AFCARS 10a)						
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Permanency Outcome 1: Achieving Permanency for Children in Foster Care for Long Periods of Time

National Standard	121.7											
Status of Data Indicator in Final Report/Source Data Period												
Baseline Status/Source Data Period												
Negotiated Improvement Goal	N/A – State Meets National Standard											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12

Permanency Outcome 1, Composite 4: Placement Stability

National Standard	101.5											
Status of Data Indicator in Final Report/Source Data Period	77.5 / FFY2005											
Baseline Status/Source Data Period	80.3 /FFY 2007ab											
Negotiated Improvement Goal	82.7 {80.3 x 1.03 minimum improvement factor}											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	80.8	83.8 State data		84.9	84.9 (AFCARS FFY 09ab)	85.8 (Ks data AFCARS 10a)						

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Part C: Item-Specific and Quantitative Measurement Plan and Quarterly Status Report

Safety Outcome 2: Item 4 – Risk of Harm												
Status of Item in Final Report	77%											
Baseline Status/Source Data Period	Targeted Case Read– Period Under Review – July 1, 2007 to June 30, 2008											
Negotiated Improvement Goal	82.3%											
Method of Measuring Improvement	Qualitative Case Review: results posted on the Kansas Child Welfare Monitoring internet page Qualitative Case Review: 82.3% of cases read (in the quarterly quality assurance process) will have an answer of yes for the following indicators: During the period under review, did the agency: (1) conduct ongoing safety assessments of the target child in foster care and/or any child(ren) remaining in the home, and (2) continually monitor and update the safety plan, including encouraging family engagement in services designed to promote achievement of the goals of the safety plan? – Kansas In Home and Out of Home case review instrument. [Cross reference Action Step 1.2 (G).] Minimum statewide case read sample size quarterly of 250 cases.											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	84.0% RO – highlighted as met % for quarter	91%	85.9%	91.7%	90.1%	92.4%						
Permanency Outcome 1: Item 7 – Permanency Goal for Child												
Status of Item in Final Report	74%											
Baseline Status/Source Data Period	Targeted Case Read– Period Under Review – July 1, 2007 to June 30, 2008											
Negotiated Improvement Goal	87.1%											

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Method of Measuring Improvement	Qualitative Case Review: results posted on the Kansas Child Welfare Monitoring internet page Qualitative Case Review: 87.1% of cases read (in the quarterly quality assurance process) will have an answer of yes for the following indicators: 1. Were all permanency goals in effect during the period under review appropriate to the child's needs for permanency and to the circumstances of the case? – Kansas Out of Home case review instrument. 2. Were all permanency goals in effect during the period under review established in a timely manner? – Kansas Out of Home case review instrument. [Cross reference Action Step 2.4] Minimum statewide case read sample size quarterly of 250 cases.											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	92.5%	93.6%	95.2%	95.7%	93.7%	93.4%						

Well-being Outcome 1: Item 17 – Needs/Services of Child, Parents, and Foster Parents	
Status of Item in Final Report	69%
Baseline Status/Source Data Period	Targeted Case Read– Period Under Review – July 1, 2007 to June 30, 2008
Negotiated Improvement Goal	54.4%
Method of Measuring Improvement	Qualitative Case Review: results posted on the Kansas Child Welfare Monitoring internet page Qualitative Case Review: 54.4% of cases read (in the quarterly quality assurance process) will have an answer of yes for the following indicators: 1. During the period under review, did the agency conduct (1) a formal or informal initial comprehensive assessment of the father's needs (if the case was opened during the period under review) or (2) an ongoing assessment to provide updated information regarding the father's needs for case planning purposes (if the case was opened before the period under review)? – Kansas In Home and Out of Home case review instrument. 2. During the period under review, did the agency provide appropriate services to the father to address identified needs (with respect to services the father needs in order to provide appropriate care and supervision to ensure the safety and well-being of his children)? – Kansas In Home and Out of Home case review instrument.

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	[Cross reference Action Step 2.1 (H)]											
	Minimum statewide case read sample size quarterly of 250 cases.											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	51.3%	62.5%	67.3%	75.0%	64.2%	69.0%						
Well-being Outcome 1: Item 18 – Child and Family Involvement in Case Planning												
Status of Item in Final Report	75%											
Baseline Status/Source Data Period	Targeted Case Read– Period Under Review – July 1, 2007 to June 30, 2008											
Negotiated Improvement Goal	57.9%											
Method of Measuring Improvement	Qualitative Case Review: results posted on the Kansas Child Welfare Monitoring internet page Qualitative Case Review: 57.9% of cases read (in the quarterly quality assurance process) will have an answer of yes for the following indicators: During the period under review, did the agency make concerted efforts to actively involve the father in the case planning process? – Kansas In Home and Out of Home case review instrument. [Cross reference Action Step 2.2 (F)] Minimum statewide case read sample size quarterly of 250 cases.											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	54.7%	58.4%	61.3%	63.0%	61.9%	71.2%						

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Well-being Outcome 1: Item 19 – Worker Visits with Child												
Status of Item in Final Report	73%											
Baseline Status/Source Data Period	Targeted Case Read– Period Under Review – July 1, 2007 to June 30, 2008											
Negotiated Improvement Goal	68.3%											
Method of Measuring Improvement	Qualitative Case Review: results posted on the Kansas Child Welfare Monitoring internet page Qualitative Case Review: 68.3% of cases read (in the quarterly quality assurance process) will have an answer of yes for the following indicators: 1. During the period under review, was the quality of the visits between the caseworker and the child(ren) sufficient to address issues pertaining to the safety, permanency, and well-being of the child and promote achievement of case goals (for example, did the visits between the caseworker or other responsible party and the child(ren) focus on issues pertinent to case planning, service delivery, and goal achievement)? – Kansas In Home and Out of Home case review instrument. 2. During the period under review, was the frequency of the visits between the caseworker (or other responsible party) and the child(ren) sufficient to address issues pertaining to the safety, permanency, and well-being of the child and promote achievement of case goals? – Kansas In Home and Out of Home case review instrument. [Cross reference action step 5.8 (B) and 5.5 (M)] Minimum statewide case read sample size quarterly of 250 cases.											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	74.4%	82.3%	83.7%	85.4%	81.7%	84.7%						
Well-being Outcome 1: Item 20 – Worker Visits with Parents												
Status of Item in Final Report	64%											
Baseline Status/Source Data Period	Targeted Case Read– Period Under Review – July 1, 2007 to June 30, 2008											

State:

Type of Report: PIP: __

Quarterly Report: X (Quarter: 3)

Date Submitted: 5-13-10

Negotiated Improvement Goal	39%											
Method of Measuring Improvement	Qualitative Case Review: results posted on the Kansas Child Welfare Monitoring internet page Qualitative Case Review: 39% of cases read (in the quarterly quality assurance process) will have an answer of yes for the following indicators: 1. During the period under review, was the frequency of the visits between the caseworker (or other responsible party) and the father sufficient to address issues pertaining to the safety, permanency, and well-being of the child and promote achievement of case goals? – Kansas In Home and Out of Home case review instrument. 2. During the period under review, was the quality of the visits between the caseworker and the father sufficient to address issues pertaining to the safety, permanency, and well-being of the child and promote achievement of case goals? – Kansas In Home and Out of Home case review instrument. [Cross reference action step 4.1 (H)] Minimum statewide case read sample size quarterly of 250 cases.											
Renegotiated Improvement Goal												
Status (Enter the current status into the white box below the appropriate quarter.)	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
	42.9%	47.6%	59.9%	60.7%	56.7%	60.7%						

