

Tab	Description
Cohort data dictionary	Describes the specifications of the variables in the cohort data request.
Movements file	Describes the file which contains all movements (including placements) of all children in the
2.1.3a Incarceration	Describes reporting on incarceration spells.
2.1.3b CW caseloads	Describes reporting on caseworker caseloads
2.1.3c Supe workloads	Describes reporting on supervisors carrying cases and supervisor caseloads
2.5.1 Failure to place/Temporary placements	Describes reporting and a metric for placements such as hotels, motels, commercial non-foster care establishments and other nontraditional placements. This metric will partially come from case review.
2.5.2 Licensed capacity	Describes reporting and a metric for assessing whether licensed placements have exceeded their capacity.
2.5.3 Med. nec.	Describes reporting and a metric for assessing whether children receive medically necessary mental health treatment services timely. The primary data for this commitment will come from a case file review.
2.5.4 Crisis inter.	Describes reporting and a metric for availability of crisis intervention services.
2.5.5 Night to night placement (1 day)	Describes reporting and metric for assessing the use of night to night placements. This metric will partially come from case review.
2.5.5 Short-term placement (2-14 days)	Describes reporting and metric for assessing the use of short-term placements. This metric will come partially from case review.
2.9.1 Placement moves rate	Describes reporting and a metric for assessing the placement moves rate.
2.9.2 MH needs addressed	Describes report and a metric for assessing whether children had their mental health needs addressed. The primary data for this commitment will come from a case file review.
2.9.3 Stable placements	Describes reporting and a metric for assessing stable placements. The primary data for this commitment will come from a case file review.
2.9.4 More than one move	Describes reporting and a metric for assessing the frequency of placement moves in a 12-month period.
2.9.5 Initial trauma and mental health screen	Describes reporting and a metric for assessing whether children have initial trauma and mental health screen within 30 days of entering care. The primary data for this commitment will come from a case file review.
Sampling specialized read	Describes the sampling methodology to be used for the specialized case reads.
Sampling targeted read	Describes the sampling methodology to be used for the targeted case reads.
Sampling placement read	Describes the sampling methodology to be used for the placement case reads.
Specialized case read results	Describes the methodology for calculating quantitative performance for the specialized case
Targeted case read results	Describes the methodology for calculating quantitative performance for the targeted case reads
Placement case read results	Describes the methodology for calculating quantitative performance for the placement case

Terms	Definition
Period under review (PUR)	The date range for the reporting and/or metric. This is the calendar year unless otherwise specified.
Child demographics	Child demographics is used to indicate the inclusion of the following data in the "Report Columns" row of the attached tabs: first name, last name, date of birth, removal date, court jurisdiction, gender, race/ethnicity, ID number (this should be a unique number pertaining to that child). If there are two unique numbers, one in FACTS, one from the provider, both would be helpful), county, county code, region, Case Management Provider, and federal permanency
Caseload	The number of children for whom a case worker has primary responsibility.
Workload	The number of supervisees reporting to supervisor and number of children for whom they have primary responsibility.
Cohort match	<p>The Neutral has asked KDCF to provide five "cohort" files:</p> <ol style="list-style-type: none"> (1) a point-in-time list of children at the beginning of a period under review (2) a point in time list of children at the end of a period under review (3) a list of all entries that took place in a period under review (4) a list of all exits that took place in a period under review (5) a list of all children served in the period under review <p>In the cohort match section of each metric plan, these cohorts are referred to as the "beginning of period cohort", "the end of period cohort", the "entries cohort", the "exits cohort", and the "during cohort", respectively. A sixth tab labeled "Movements" will contain movement information for each child including placement name, placement type, placement ID, placement address (street, city, state, zip).</p>
Placement validation	The Neutral will cross-match placement information from case files and FACTS.

Variable	Cohort				
	Beginning of Period	End of Period	Entries	Exits	During
First Name	---	---	---	---	---
Last Name	---	---	---	---	---
Date Of Birth	---	---	---	---	---
Gender (i.e. M, F, other)	At beginning of period	At end of period	At entry into care	At exit from care	Most recent or at exit
Race/Ethnicity	If data are in two variables (race, ethnicity or LatinX status) please provide both	If data are in two variables (race, ethnicity or LatinX status) please provide both	If data are in two variables (race, ethnicity or LatinX status) please provide both	If data are in two variables (race, ethnicity or LatinX status) please provide both	If data are in two variables (race, ethnicity or LatinX status) please provide both
Child Identification Number In FACTS					
Child Identification Number In Case Management Provider database (if different than FACTS ID)					
Removal Date	Most recent removal at beginning of period	Most recent removal at end of period	At entry (if children enter twice, there will be two different removal	Most recent removal at time of exit	Most recent or at exit if discharged
Court Jurisdiction	At beginning of period	At end of period	At entry into care	At exit from care	Most recent or at exit if discharged
County (refers to youth case jurisdiction)	County at beginning of period	County at end of period	Initial county at entry	County at exit	Most recent or at exit if discharged
County Code	County at beginning of period	County at end of period	Initial county at entry	County at exit	Most recent or at exit if discharged
Region	County at beginning of period	County at end of period	Initial county at entry	County at exit	Most recent or at exit if discharged
Case Management Provider	CMP at beginning of	CMP at end of period	CMP at entry	CMP at exit	Most recent or at exit if discharged
Placement Name	Placement at beginning of period	Placement at end of period	Initial placement at entry	Placement at exit	Most recent or at exit if discharged
Placement Type (e.g. kin, non-relative home, group home, etc.)	Placement at beginning of period	Placement at end of period	Initial placement at entry	Placement at exit	Most recent or at exit if discharged
Placement Id (Unique number that identifies provider)	Placement at beginning of period	Placement at end of period	Initial placement at entry	Placement at exit	Most recent or at exit if discharged
Placement Address Street	Placement at beginning of period	Placement at end of period	Initial placement at entry	Placement at exit	Most recent or at exit if discharged
City	Placement at beginning of period	Placement at end of period	Initial placement at entry	Placement at exit	Most recent or at exit if discharged
State	Placement at beginning of period	Placement at end of period	Initial placement at entry	Placement at exit	Most recent or at exit if discharged
Zip	Placement at beginning of period	Placement at end of period	Initial placement at entry	Placement at exit	Most recent or at exit if discharged
Federal Permanency Goal	FPG at beginning of period	FPG at end of period	FPG at entry	FPG at exit	Most recent FPG if still in care or FPG at exit
Discharge Date	Not applicable	Not applicable	Discharge that ended the spell started by the entry, -99 if still in care	Of exit described in row	Most recent, -99 if still in care
Discharge Type (reunification, adoption, etc.)	Not applicable	Not applicable	Discharge that ended the spell started by the entry, -99 if still in care	Of exit described in row	Most recent, -99 if still in care
FAQ					
Can duplicates appear?	No	No	Yes, when children enter more than once in a period	Yes, when children exit more than once in a period	No
What if data are missing	Code as -99				
What if data are unavailable?	Code as -88				

Characteristic	Movements file
Unit of Analysis	Movements of children in the class.
Date Range of Data	All movements that overlap with the period under review.
Numerator	Not applicable.
Denominator	Not applicable.
Missing Values	Congregate care placements will not have all of the report columns (e.g., Provider ID)
Duplicates and Other Data Issues	<ul style="list-style-type: none"> - Children may have multiple movements, but no two movements of the same child should have the same start date. - Movements of the same child should not overlap (i.e., the end date of one movement should never be after the start date of the next movement). - There should be no gaps in time between consecutive movements unless a child exits custody and re-enters (i.e., a gap between two consecutive movements may appear if the movement before the gap is an exit and the movement after the gap is an entry). <p>The file should include all movements, including movements that do not count as placements (e.g., AWOL, detention, etc.).</p>
Calculation Method	N/A
Cohort Match	All children in the movements file should appear in the during cohort file and all children in the during cohort file should appear in the movements file.
Comments	
Report Columns	PLAN_ID, CAS_ID, CLI_ID, LAST_NAME, FIRST_NAME, DT_OF_BIRTH, Placement Service Action Code, Placement Service Action Codes_Description, Service Source Code, Service Source Codes_Description, DESC_TEXT, RSTRDTD, RENDDT, STREET_1, STREET_2, CITY, STATE_CD, ZIP_CD, PRV_ID, REMOVL_FRM_HOME_DT, TRFR STATUS IND, length of time in placement.

Commitment	2.1.3a: Incarceration reporting
Unit of Analysis	Incarceration spells that overlap with the PUR of children who are under 18 years old at the start of the incarceration spell.
Date Range of Data	Spells that overlap with January 1 to December 31 of the period under review.
Numerator	Not applicable.
Denominator	Not applicable.
Missing Values	There should be few missing values. KDCF will provide a data dictionary with the codes used to indicate that a child is still incarcerated at the end of the period or that information is unavailable. This would apply to situations where KDCF cannot locate information that would otherwise be provided.
Duplicates and Other Data Issues	Children may appear more than once as some children may enter incarceration spells more than once during the period under review.
Calculation Method	This is a list rather than a metric.
Cohort Match	During cohort.
Comments	This is a list of Class Member youth who experienced incarceration spells during the PUR along with characteristics of each spell. Please include spells that started when the youth was 17 or younger. Exclude spells that start on or after the 18th birthday. KDCF will include a column that indicates whether each incarceration spell is a new admission or a transfer, to allow the Neutral to identify new incarceration spells versus continuations of existing spells.
Report Columns	Child identifying information (Client ID, date of birth), child demographics (age, gender, race, ethnicity), incarceration start date (aka Placement Start Date), incarceration end date (aka Placement End Date), flag for whether a consecutive incarceration spell for the same child is a new episode of incarceration or a transfer to a new facility, facility name (aka Description of Placement), Placement Type (DET or JAL), geography (catchment area, DCF region, County), discharge/exit reason
Settlement Agreement text: 2.1.3	Reporting: In addition to the reporting requirements specified elsewhere herein, Defendants shall: (a) track and report for each twelve (12) month period, aligned with the four (4) one-year periods specified in Section 2.6, and every twelve (12) months thereafter until settlement termination, validated by the Neutral, all Class Members placed in a jail, correctional facility, detention facility, or other juvenile justice system placement, and the duration of time Class Members were or have been placed in such placements; and (b) track and report for each twelve (12) month period, aligned with the four (4) one-year periods specified in Section 2.6, and every twelve (12) months thereafter until settlement termination, validated by the Neutral, caseloads of all placement caseworkers and placement caseworker supervisors

Commitment	2.1.3b: Caseworker caseloads
Unit of Analysis	Primary caseworker.
Date Range of Data	Monthly points in time between January 1 and December 31 of the period under review, randomly selected by the Neutral. In MR5 (2025), the dates are: January 16, February 3, March 18, April 21, May 6, June 24, July 18, August 26, September 22, October 30, November 12, and December 1.
Numerator	Number of permanency caseworkers with caseloads that comply with caseload standard.
Denominator	Number of permanency caseworkers.
Missing Values	There should be no missing values.
Duplicates and Other Data Issues	There may be duplicate children in the Youth Case Managers tab, if a child has multiple caseworkers.
Calculation Method	<p>1. Identify the number of permanency caseworkers (each CMP has provided a list of job titles that are considered permanency caseworkers, and each CMP will notify the Neutral team of any updates to that list).</p> <p>2. For all permanency caseworkers, identify the number of caseworkers with caseloads that comply with the caseload standard. According to the caseload standards in DCF's contracts with the CMPs, a caseworker may be assigned as primary on no more than eight TFC cases, 15 reunification cases, and 25 adoption cases. For caseworkers with mixed caseloads, each TFC case will be weighted as 1/8th a full caseload, each reunification/guardianship/custodianship/APPLA/SOUL case 1/15th a full caseload, and each adoption case 1/25th a full caseload.</p> <p>3. Divide the number of permanency caseworkers with caseloads that comply with the caseload standard by the total number of permanency caseworkers.</p>
Cohort Match	During cohort.
Procedure for reporting	<p>Every month during the period under review, the Neutral will select a random date for the caseload report. The Neutral will email the date to KDCF to forward to the CMPs. Caseload reports are due within 48 hours, using the template the Neutral has provided.</p> <p>Quarterly, the Neutral will select a random sample of case managers and case manager supervisors to survey to validate the caseload data sent to DCF.</p>
Comments	<p>This is a list of all placement caseworkers and the number of foster care, adoption, aftercare, and other types of cases they carry. The Neutral has asked for the inclusion of secondary assignments. Note that in the calculation of caseworker caseloads, supervisors will be excluded from the count.</p> <p>Some cases may have a permanency goal that is listed as "unassigned". This happens when a caseload data report is requested before the case plan is completed and the permanency goal is confirmed. Cases where a permanency goal is listed as "unassigned" will count as 1/15th of a full caseload. Aftercare is by family.</p>
Report Columns	<p>The Neutral has provided a caseload report template with three tabs. The report columns are listed below for each of the tabs.</p> <ul style="list-style-type: none"> - The Youth Case Manager tab contains: Child Last Name, Child First Name, FACTS Child ID, FACTS Case ID, Case Type (permanency or aftercare), DOB, County, Numerical Perm Goal (Reunify = 1, Relative = 2, Adoption = 3, Guardianship = 4, APPLA = 5, SOUL = 6, Null/not assigned OR aftercare = 7), TFC (Y,N), Wt of youth (1.0, 0.6, or 1.875), Worker First Name, Worker Last Name, WorkerID, Worker Job Title, Worker Function (primary case worker or 2nd support or aftercare worker), Supervisor First Name, Supervisor Last Name, SupervisorID, Supervisor Job Title, Catchment Area, CMP, Notes. - The Case Manager Caseload tab contains: CMP, Catchment Area, Primary County, Supervisor First Name, Supervisor Last Name, Supervisor ID, Supervisor Job Title, Worker First Name, Worker Last Name, WorkerID, Worker Job Title, Worker Type, Total Permanency Cases weighted 1.0 (reintegration, SOUL, IL, APPLA, Perm custodianship/guardianship, relative, and cases with unassigned permanency goals wt=1), Total number Permanency cases weighted 1.875 (TFC cases wt =1.875), Total number Permanency Cases weighted 0.6. (Adoption cases wt = 0.6), Total Permanency weighted caseload per worker ID, Total Number Aftercare Cases (# of families), Notes. - The Supervisor Direct Reports tab contains: CMP, Supervisor First Name, Supervisor Last Name, Supervisor ID, Supervisor Job Title, Supervisee First Name, Supervisee Last Name, Supervisee ID, Supervisee Job Title, Notes.
Settlement Agreement text: 2.1.3	Reporting: In addition to the reporting requirements specified elsewhere herein, Defendants shall: (a) track and report for each twelve (12) month period, aligned with the four (4) one-year periods specified in Section 2.6, and every twelve (12) months thereafter until settlement termination, validated by the Neutral, all Class Members placed in a jail, correctional facility, detention facility, or other juvenile justice system placement, and the duration of time Class Members were or have been placed in such placements; and (b) track and report for each twelve (12) month period, aligned with the four (4) one-year periods specified in Section 2.6, and every twelve (12) months thereafter until settlement termination, validated by the Neutral, caseloads of all placement caseworkers and placement caseworker supervisors.

Commitment	2.1.3c: Supervisor workloads
Unit of Analysis	Permanency caseworker supervisors carrying cases.
Date Range of Data	Monthly points in time between January 1 and December 31 of the period under review, randomly selected by the Neutral. In MR5 (2025), the dates are: January 16, February 3, March 18, April 21, May 6, June 24, July 18, August 26, September 22, October 30, November 12, and December 1.
Numerator	Number of permanency caseworker supervisors carrying cases at each Case Management Provider
Denominator	Number of permanency caseworker supervisors listed at each Case Management Provider
Missing Values	There should be no missing values
Duplicates and Other Data Issues	There may be duplicate children in the Youth Case Managers tab, if a child has multiple caseworkers.
Calculation Method	<ol style="list-style-type: none"> 1. Identify the number of permanency caseworker supervisors (each CMP has provided a list of job titles that are considered permanency caseworker supervisors, and each CMP will notify the Neutral team of any updates to that list). 2. Identify case carrying supervisors by matching the Supervisors with the Case Manager Caseload tab in the monthly caseload report. 3. Divide the number of case carrying supervisors by the number of supervisors at each CMP for each month. 4. Total the number of cases carried by each supervisor at each CMP by each month. 5. Produce frequencies of the number of cases carried by supervisors.
Cohort Match	N/A
Procedure for reporting	See report referenced in 2.1.3b.
Comments	The Neutral plans to report the percentage of all supervisors that are carrying any cases, by month and overall.
Report Columns	<p>The Neutral has provided a caseload report template with three tabs. The report columns are listed below for each of the tabs.</p> <ul style="list-style-type: none"> - The Youth Case Manager tab contains: Child Last Name, Child First Name, FACTS Child ID, FACTS Case ID, Case Type (permanency or aftercare), DOB, County, Numerical Perm Goal (Reunify = 1, Relative = 2, Adoption = 3, Guardianship = 4, APPLA = 5, SOUL = 6, Null/not assigned OR aftercare = 7), TFC (Y,N), Wt of youth (1.0, 0.6, or 1.875), Worker First Name, Worker Last Name, WorkerID, Worker Job Title, Worker Function (primary case worker or 2nd support or aftercare worker), Supervisor First Name, Supervisor Last Name, SupervisorID, Supervisor Job Title, Catchment Area, CMP, Notes. - The Case Manager Caseload tab contains: CMP, Catchment Area, Primary County, Supervisor First Name, Supervisor Last Name, Supervisor ID, Supervisor Job Title, Worker First Name, Worker Last Name, WorkerID, Worker Job Title, Worker Type, Total Permanency Cases weighted 1.0 (reintegration, SOUL, IL, APPLA, Perm custodianship/guardianship, relative, and cases with unassigned permanency goals wt=1), Total number Permanency cases weighted 1.875 (TFC cases wt=1.875), Total number Permanency Cases weighted 0.6. (Adoption cases wt = 0.6), Total Permanency weighted caseload per worker ID, Total Number Aftercare Cases (# of families), Notes. - The Supervisor Direct Reports tab contains: CMP, Supervisor First Name, Supervisor Last Name, Supervisor ID, Supervisor Job Title, Supervisee First Name, Supervisee Last Name, Supervisee ID, Supervisee Job Title, Notes.
Settlement Agreement text: 2.1.3	<p>Reporting: In addition to the reporting requirements specified elsewhere herein, Defendants shall: (a) track and report for each twelve (12) month period, aligned with the four (4) one-year periods specified in Section 2.6, and every twelve (12) months thereafter until settlement termination, validated by the Neutral, all Class Members placed in a jail, correctional facility, detention facility, or other juvenile justice system placement, and the duration of time Class Members were or have been placed in such placements; and (b) track and report for each twelve (12) month period, aligned with the four (4) one-year periods specified in Section 2.6, and every twelve (12) months thereafter until settlement termination, validated by the Neutral, caseloads of all placement caseworkers and placement caseworker supervisors.</p>

Commitment	2.5.1 Failure to Place
Unit of Analysis	Temporary placements/failure to place
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Number of failure-to-place episodes
Denominator	N/A
Missing Values	None
Duplicates and Other Data Issues	Children may appear more than once in the data if they have more than one failure to place.
Calculation Method	Sum the number of temporary placements.
Cohort Match	All children who experienced temporary placements should appear in the during cohort.
Comments	<p>Each FTP is a critical incident and staffed with CMP and DCF Admin. Information from the critical incident will be shared annually with CSSP including the report columns listed below. The Neutral may request information about the emergency standby bed network and other efforts to prevent failure-to-place incidents.</p> <p>DCF will provide all completed critical incident forms completed for failure-to-place incidents</p> <p>Qualitative analysis will be conducted separately.</p>
Report Columns	<p>The Neutral will meet with KDCF to determine the appropriate report columns for the emergency standby bed network program.</p> <p>Case ID, Client ID, Plan ID, First Name, Last Name, Date of Birth, Race, Gender, Removal from Home, Reason for Removal, Out of Home End Date, Out of Home End Reason, Court County, Catchment Area, DCF Region, CMP, Service Source Code, Service Source Codes Description, Service Action Code, Placement Service Action Codes Description, Placement Description, Placement Start Date, Placement End Date, Year, AGE at FTP, Previous Placement Type, Placement Type After FTP, Extraordinary Applies, Extraordinary Type, Extrordinary reviewer, FTP staffed, CI Identifier,</p>
Settlement Agreement text: 2.5.1	<p>Practice Improvement 1: DCF shall end the practice of utilizing any of the following to temporarily house or otherwise maintain Class Members overnight: (a) any public or private provider agency offices or annexes absent Extraordinary Circumstances; or (b) any non-child welfare housing or temporary accommodations, including but not limited to: (i) hotels or motels, (ii) other commercial non-foster care establishments, (iii) cars, (iv) retail establishments, and (v) unlicensed homes of DCF's or its Contractors', Grantees', or Subcontractors' employees.</p>

Commitment	2.5.3 Medically necessary mental health services
Unit of Analysis	Children in care.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Children in foster care where the child did not receive medically necessary mental health treatment services, or did not receive them timely, due to placement instability.
Denominator	Children in foster care where the child was assessed as having a medically necessary mental health treatment need.
Missing Values	Children that did not have an assessed medically necessary mental health treatment need are not included in the numerator or the denominator.
Duplicates and Other Data Issues	Children may appear in the data more than once if they entered care more than once during the period under review.
Calculation Method	Divide the numerator by the denominator to produce performance on the metric.
Cohort Match	During cohort.
Comments	The monitoring team will draw the sample for case reads, consistent with the settlement agreement parameters, after receiving and validating the cohort data. Sampling method is in the Sampling Specialized Read tab in this workbook.
Report Columns	<p>CSSP file: CSSP Reviewer, Date of CSSP Review, DCF Reviewer Name, Client ID, Case ID, CMP, DCF Catchment Area, Q1 - CSSP's Answer, Q1 - Do you agree with DCF's Answer, Q1 - If no, provide the reason you disagree with DCF's answer, Q1 - What was the final answer for Q1 based on the reconciliation process? (leave blank until after reconciliation process), Q2 - CSSP's Answer, Q2 - Do you agree with DCF's Answer, Q2 - If no, provide the reason you disagree with DCF's answer, Q2 - What was the final answer for Q2 based on the reconciliation process? (leave blank until after reconciliation process), Q3 - CSSP's Answer, Q3 - Do you agree with DCF's Answer, Q3 - If no, provide the reason you disagree with DCF's answer, Q3 - What was the final answer for Q3 based on the reconciliation process? (leave blank until after reconciliation process), Q4 - CSSP's Answer, Q4 - Do you agree with DCF's Answer, Q4 - If no, provide the reason you disagree with DCF's answer, Q4 - What was the final answer for Q4 based on the reconciliation process? (leave blank until after reconciliation process), Q5 - CSSP's Answer, Q5 - Do you agree with DCF's Answer, Q5 - If no, provide the reason you disagree with DCF's answer, Q5 - What was the final answer for Q5 based on the reconciliation process? (leave blank until after reconciliation process), Does this case need to be discussed during reconciliation due to a disagreement in final answer?, Does this case need to be discussed with DCF due to a disagreement in rationale?</p> <p>DCF file: Client ID, DCF Region, DCF area, CMP, Last Name, First Name, Gender, Race, Removal Date, Goal, DCF Specialized Q1 (Prereconciled), DCF Specialized Q1 (Reconciled), DCF Specialized Q2 (Prereconciled), DCF Specialized Q2 (Reconciled), DCF Specialized Q3 (Prereconciled), DCF Specialized Q3 (Reconciled), DCF Specialized Q4 (Prereconciled), DCF Specialized Q4 (Reconciled), DCF Specialized Q5 (Prereconciled), DCF Specialized Q5 (Reconciled), CSSP50</p>
Case Read Questions:	<p>Questions 2 through 5 of the specialized case read apply to this commitment. The specialized case read questions are:</p> <ol style="list-style-type: none"> 1. Is the child's current placement setting (or most recent placement if the child is no longer in foster care) stable? 2. During the PUR, was there an identified need for mental health services? <i>[all cases answered YES to Q2 are applicable to this commitment]</i> 3. During the period under review, did the agency provide appropriate services to address the children's mental/behavioral health needs? <i>[provides number of children who received services and number who did not receive services]</i> 4. During the PUR, were the identified mental/behavioral health services provided timely? <i>[provides number of children who received timely services and number who received untimely services]</i> 5. For any mental/behavioral health service not provided during the PUR, or not provided timely, was placement instability a factor in the delay? <i>[provides numerator to this commitment]</i>
Settlement Agreement text: 2.5.3	Practice Improvement 3: Defendants shall not delay authorization and provision of medically necessary mental health treatment services until placement stability is achieved or otherwise link access to medically necessary mental health treatment services with placement stability.

Commitment	2.5.4 Crisis intervention services
Unit of Analysis	Requests for crisis intervention services and billings for crisis intervention services.
Date Range of Data	January 1 to December 31 of the period under review.
Denominator	N/A
Missing Values	There should be no missing values.
Duplicates and Other Data	Children may appear twice if they were involved in more than one crisis intervention.
Calculation Method	<ul style="list-style-type: none"> - Calculate the total number of Carelon helpline calls for crisis intervention services and the breakdowns by risk rating and resolution. - Calculate the total number of crisis intervention services billed to Medicaid and the number of children who received such billed services, and calculate the breakdown by county. - Calculate trends in demographics (age, gender, race/ethnicity, etc.) of children who either were the subject of a call to the helpline or received crisis intervention services that were billed to Medicaid. - Identify how many children requested crisis intervention services per the helpline data but did not later receive any services according to Medicaid. <p>The Neutral and DCF may conduct additional quantitative analysis if there are changes to data availability. Qualitative analysis may be conducted separately.</p>
Cohort Match	During cohort.
Comments	<p>The following information will be provided from Carelon, KDADS, and KDHE for those in class. Service codes and information on service utilization prior to mobile crisis start will be included for PUR.</p> <p>In MR1, helpline data could not distinguish foster care children from non-foster care children. Beginning in MR2, KDCF reports that foster care children can be distinguished in the helpline data. Both the helpline data and the Medicaid data should contain FACTS child IDs, to allow for matching between the datasets.</p>
Report Columns	<p>In helpline data: FACTS child ID, call date and time, child demographics (incl. race/ethnicity, gender, and DOB), deployment level (routine, urgent, emergent, emergent psychiatric), resolution description, service types (in-person, crisis intervention, planning, referral, care connector), catchment area</p> <p>In Medicaid billing data: FACTS child ID, child demographics (incl. race/ethnicity, gender, and DOB), date of service, service codes (procedure code and modifiers), provider info (name, type, county)</p>
Settlement Agreement text: 2.5.4	Practice Improvement 4: Defendants shall ensure that Crisis Intervention Services are available to Class Members statewide.

Commitment	2.5.5 Night-to-night placements
Unit of Analysis	Placements.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator1	Number of children who experienced at least one night-to-night placement as defined in the settlement agreement at 1.17.
Numerator2	Number of night-to-night placements as defined in the settlement agreement at 1.17.
Missing Values	There should be no missing values. Where there are missing data, please mark as "-99".
Duplicates and Other Data	[See "Movements file" tab]
Calculation Method	<p>Placements that start prior to the beginning of the period under review and end during the period under review should be assessed to see if they are night-to-night placements. Placements that start during the period under review and either have no end date or have an end date after the period under review are not assessed to see if they are night-to-night placements, as these placements will be assessed in the ensuing period.</p> <p>The following episodes (along with codes from the Placement file) are not considered placements in the CFSR placement moves metric methodology and are not included in this analysis: o Respite care, runaway (FO09N), and temporary absences to residential or institutional placements (FO02N) including hospitalizations with the following types: drug/alcohol treatment facility (DAT), drug/alcohol inpatient placement with parent (DAI), medical hospital-initial (MDH), mental health treatment facility- initial (MTF), Parsons State Hospital (PSH), psychiatric RTF (PTF) and incarceration spells including detention (DET), jail (JAL), and the Youth Center at Topeka (YCT).</p> <p>KDCF has indicated that respite care is not recorded in the FACTS movement data. In determining whether a placement change took place, if a child returned to the same placement where they were immediately prior to a temporary absence, the child did not experience a placement change. If a child returned from a temporary absence to a different placement, the child experienced a placement change.</p> <ol style="list-style-type: none"> 1. Remove episodes that are not considered placements in the CFSR. 2. Combine placements with a non-CFSR episode in between them: For any cases with a gap in placement between them, which are also the same type in subtype and provider ID, combine into one placement. 3. Calculate the length of each placement, and identify night-to-night placements. <p>If a child is placed at home, the placement should not be considered a night-to-night placement. If an episode lasts fewer than 15 days and there is only one placement in the episode (i.e., there are no placement moves), the placement should not be considered a night-to-night placement.</p>
Cohort Match	<u>During Cohort</u>
Comments	Performance on this commitment is measured both by quantitative data from FACTS and a specialized case read utilizing the criteria in Item 4 of the CFSR. See "Sampling Placement Read" tab at the end of this worksheet for sampling methodology.
Report Columns	This metric relies on the cohort and movement files from the FACTS database.
Case Read question is CFSR question 4B	"Were all placement changes surrounding 1-night placements during the period under review planned by the agency in an effort to achieve the child's case goal or meet the needs of the child?" Case Read indicates: If placement changes surrounding 1-night placements that occurred during the period under review were in the best interests of the child and consistent with achieving the child's permanency goal(s).
Settlement Agreement text: 2.5.5	Practice Improvement 5: With the exception of (a) emergency care or placements if appropriately time-limited and utilized in true emergency situations and (b) placements deemed appropriate using Item 4 of the Round 3 CFSR Onsite Review Instrument and Instructions (Jan. 2016) (attached hereto as Attachment 5), DCF shall end the practice of Night-to-Night Placements of Class Members by the end of Period 1 and end the practice of Short-Term Placements of Class Members by the end of Period 3, as those periods are specified in Sections 2.6 and 2.9. The lack of safe and appropriate placement options cannot justify the use of emergency or Respite care. All Placement Moves, regardless of the reason, must be separately tracked and recorded.

Commitment	2.5.5 Short-term placements
Unit of Analysis	Placements.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator1	Number of children who had at least one 2-14-day placement as defined in the settlement agreement at 1.24.
Numerator2	Number of placements classified as 2-14-day placements as defined in the settlement agreement at 1.24.
Missing Values	There should be no missing values. The monitoring team understands data are imperfect. Where there are missing data, please mark as "-99".
Duplicates and Other Data Issues	[See "Movements file" tab]
Calculation Method	<p>Placements that start prior to the beginning of the period under review and end during the period under review should be assessed to see if they are 2-14 day placements. Placements that start during the period under review and either have no end date or have an end date after the period under review are not assessed to see if they are 2-14 day placements, as these placements will be assessed in the ensuing period.</p> <p>The following episodes (along with codes from the Placement file) are not considered placements in the CFSR, and should not be included in this analysis:</p> <ul style="list-style-type: none"> o Respite Care – Respite Care is not in the placement data o Runaway (FO09N): If a child returned to the same placement they were immediately prior to their runaway episode, do not count their return placement as a new placement. If they did return to a different placement, count it as a new placement. o Temporary absences to residential or institutional placements (FO02N) including hospitalizations with the following types: drug/alcohol treatment facility (DAT), drug/alcohol inpatient placement with parent (DAI), medical hospital-initial (MDH), mental health treatment facility-initial (MTF), Parsons State Hospital (PSH), psychiatric RTF (PTF) and incarceration spells including detention (DET), jail (JAL), and the Youth Center at Topeka (YCT). <ol style="list-style-type: none"> 1. Remove episodes that are not considered placements in the CFSR. 2. Combine placements with a non-CFSR episode in between them: For any cases with a gap in placement between them, which are also the same type in subtype and provider ID, combine into one placement. 3. Calculate the length of each placement, and identify short-term placements. <p>If a child is placed at home, the placement should not be considered a short-term placement. If an episode lasts fewer than 15 days and there is only one placement in the episode (i.e., there are no placement moves), the placement should not be considered a short-term placement.</p>
Cohort Match	During cohort.
Comments	Performance on this commitment is measured both by quantitative data from FACTS and a specialized case read utilizing the criteria in Item 4 of the CFSR. See "Sampling Placement Read" tab at the end of this worksheet for sampling methodology.
Report Columns	This metric relies on the cohort movement files from the FACTS database.
Case Read question is CFSR question 4B	<p>"Were all placement changes surrounding 2-14 night placements during the period under review planned by the agency in an effort to achieve the child's case goal or meet the needs of the child?"</p> <p>Case Read indicates: if placement changes surrounding 2-14-night placements that occurred during the period under review were in the best interests of the child and consistent with achieving the child's permanency goal(s).</p>
Settlement Agreement text: 2.5.5	Practice Improvement 5: With the exception of (a) emergency care or placements if appropriately time-limited and utilized in true emergency situations and (b) placements deemed appropriate using Item 4 of the Round 3 CFSR Onsite Review Instrument and Instructions (Jan. 2016) (attached hereto as Attachment 5), DCF shall end the practice of Night-to-Night Placements of Class Members by the end of Period 1 and end the practice of Short-Term Placements of Class Members by the end of Period 3, as those periods are specified in Sections 2.6 and 2.9. The lack of safe and appropriate placement options cannot justify the use of emergency or Respite care. All Placement Moves, regardless of the reason, must be separately tracked and recorded.

2.9.1 Placement moves rate	
Commitment	
Unit of Analysis	Placements and days spent in care
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Number of placement moves, as defined by the CFSR3 Placement Stability metric*, of all children entering care during the period under review.
Denominator	Number of days in care of all children entering care in the period under review.
Missing Values	There should be no missing values.
Duplicates and Other Data Issues	[See "Movements file" tab]
Calculation Method	The calculation method is defined in Attachment 6 of the settlement agreement, the syntax for the CFSR 3 Placement Stability metric, with one exception: the 12-month period to be analyzed will be the calendar year under review, not the federal fiscal year. CFSR syntax does not to be utilized; parties agree to continue to use CFSR 3 measurement guidelines.
Cohort Match	Entries cohort
Comments	*In previous reporting periods, the Neutral used AFCARS file. However, due to challenges with DCF's ability to produce AFCARS files and limitations in the design of AFCARS files, the Neutral and the Parties agreed to use the FACTS-based Movements/Placements file for this metrics and measure performance during the calendar year instead of the federal fiscal year. The code that the Neutral uses for this metric is a version of the CFSR Round 3 syntax that is adapted to the FACTS-based Movements/Placements file instead of AFCARS files. (The Settlement Agreement refers to the CFSR Round 3 metric for placement stability. The calculation method for the CFSR Round 4 metric for placement stability is the same as the calculation method for the CFSR Round 3 metric for placement stability.)
Report Columns	The report columns that appear in the FACTS-based Movements/Placements file.
Settlement Agreement text: 2.9.1	Outcome 1: As independently validated by the Neutral, all Class Members entering DCF custody in a twelve (12) month period shall have a rate of Placement Moves that does not exceed the specified number of moves per 1,000 days in care during their current episode. The rate shall be determined using the definitions and measurements utilized by the CFSR Round 3 Statewide Data Indicator for Placement Stability and its Syntax Revisions (attached

2.9.2 Children have their mental health needs addressed	
Commitment	
Unit of Analysis	Children in care.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Number of children in the sample where the agency provided appropriate services to address children's mental health needs.
Denominator	Number of children in the sample identified as needing mental health services.
Missing Values	There should be no missing values.
Duplicates and Other Data Issues	There should be no duplicate children. Children may have multiple mental health needs that need to be addressed.
Calculation Method	Divide the numerator by the denominator to produce the performance calculation. The definitions and measurements will follow Item 18 in the CFSR Review Instrument.
Cohort Match	During Cohort
Comments	The monitoring team will determine the sampling methodology for case reads, within the context of the Settlement Agreement parameters, after receiving the cohort data. Sampling method description is in the Sampling Specialized Read tab of this workbook.
Report Columns	<p>CSSP file: CSSP Reviewer, Date of CSSP Review, DCF Reviewer Name, Client ID, Case ID, CMP, DCF Catchment Area, Q1 - CSSP's Answer, Q1 - Do you agree with DCF's Answer, Q1 - If no, provide the reason you disagree with DCF's answer, Q1 - What was the final answer for Q1 based on the reconciliation process? (leave blank until after reconciliation process), Q2 - CSSP's Answer, Q2 - Do you agree with DCF's Answer, Q2 - If no, provide the reason you disagree with DCF's answer, Q2 - What was the final answer for Q2 based on the reconciliation process? (leave blank until after reconciliation process), Q3 - CSSP's Answer, Q3 - Do you agree with DCF's Answer, Q3 - If no, provide the reason you disagree with DCF's answer, Q3 - What was the final answer for Q3 based on the reconciliation process? (leave blank until after reconciliation process), Q4 - CSSP's Answer, Q4 - Do you agree with DCF's Answer, Q4 - If no, provide the reason you disagree with DCF's answer, Q4 - What was the final answer for Q4 based on the reconciliation process? (leave blank until after reconciliation process), Q5 - CSSP's Answer, Q5 - Do you agree with DCF's Answer, Q5 - If no, provide the reason you disagree with DCF's answer, Q5 - What was the final answer for Q5 based on the reconciliation process? (leave blank until after reconciliation process), Does this case need to be discussed during reconciliation due to a disagreement in final answer?, Does this case need to be discussed with DCF due to a disagreement in rationale?</p> <p>DCF file: Client ID, DCF Region, DCF area, CMP, Last Name, First Name, Gender, Race, Removal Date, Goal, DCF Specialized Q1 (Prereconciled), DCF Specialized Q1 (Reconciled), DCF Specialized Q2 (Prereconciled), DCF Specialized Q2 (Reconciled), DCF Specialized Q3 (Prereconciled), DCF Specialized Q3 (Reconciled), DCF Specialized Q4 (Prereconciled), DCF Specialized Q4 (Reconciled), DCF Specialized Q5 (Prereconciled), DCF Specialized Q5 (Reconciled), CSSP50</p>
Case Read Questions (Item 18 CFSR)	<p>Questions 2 and 3 of the specialized case read apply to this commitment and are based on CFSR Item 18. The specialized case read questions are:</p> <ol style="list-style-type: none"> 1. Is the child's current placement setting (or most recent placement if the child is no longer in foster care) stable? 2. During the PUR, was there an identified need for mental health services? <i>[provides denominator to this commitment]</i> 3. During the period under review, did the agency provide appropriate services to address the children's mental/behavioral health needs? <i>[provides numerator to this commitment]</i> 4. During the PUR, were the identified mental/behavioral health services provided timely? 5. For any mental/behavioral health service not provided during the PUR, or not provided timely, was placement instability a factor in the delay?
Settlement Agreement text: 2.9.2	Outcome 2: At least the following percentages of a statistically significant, representative, random sample of all Class Members in DCF custody during a 12 month period shall have their mental and behavioral health needs addressed, calculated utilizing the definitions and measurements in Item 18 of the CFSR Onsite Review Instrument and Instructions. These results shall be independently validated by the Neutral who will review up to 50% of the cases in the sample.

Commitment	2.9.3 Stable placements
Unit of Analysis	Children in care.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Number of children in the sample who had a stable placement as defined by Item 4 of the CFSR onsite review instrument.
Denominator	Number of children in the sample.
Missing Values	There should be no missing values.
Duplicates and Other Data Issues	There should be no duplicate children. Children may have more than one placement.
Calculation Method	Divide the numerator by the denominator to produce the performance calculation.
Cohort Match	During cohort.
Comments	The monitoring team will determine the sampling methodology for case reads, within the context of the settlement agreement parameters, after receiving the cohort data. Sampling method description is in the Sampling Specialized Read tab of this workbook.
Report Columns	<p>CSSP file: CSSP Reviewer, Date of CSSP Review, DCF Reviewer Name, Client ID, Case ID, CMP, DCF Catchment Area, Q1 - CSSP's Answer, Q1 - Do you agree with DCF's Answer, Q1 - If no, provide the reason you disagree with DCF's answer, Q1 - What was the final answer for Q1 based on the reconciliation process? (leave blank until after reconciliation process), Q2 - CSSP's Answer, Q2 - Do you agree with DCF's Answer, Q2 - If no, provide the reason you disagree with DCF's answer, Q2 - What was the final answer for Q2 based on the reconciliation process? (leave blank until after reconciliation process), Q3 - CSSP's Answer, Q3 - Do you agree with DCF's Answer, Q3 - If no, provide the reason you disagree with DCF's answer, Q3 - What was the final answer for Q3 based on the reconciliation process? (leave blank until after reconciliation process), Q4 - CSSP's Answer, Q4 - Do you agree with DCF's Answer, Q4 - If no, provide the reason you disagree with DCF's answer, Q4 - What was the final answer for Q4 based on the reconciliation process? (leave blank until after reconciliation process), Q5 - CSSP's Answer, Q5 - Do you agree with DCF's Answer, Q5 - If no, provide the reason you disagree with DCF's answer, Q5 - What was the final answer for Q5 based on the reconciliation process? (leave blank until after reconciliation process), Does this case need to be discussed during reconciliation due to a disagreement in final answer?, Does this case need to be discussed with DCF due to a disagreement in rationale?</p> <p>DCF file: Client ID, DCF Region, DCF area, CMP, Last Name, First Name, Gender, Race, Removal Date, Goal, DCF Specialized Q1 (Preconciled), DCF Specialized Q1 (Reconciled), DCF Specialized Q2 (Preconciled), DCF Specialized Q2 (Reconciled), DCF Specialized Q3 (Preconciled), DCF Specialized Q3 (Reconciled), DCF Specialized Q4 (Preconciled), DCF Specialized Q4 (Reconciled), DCF Specialized Q5 (Preconciled), DCF Specialized Q5 (Reconciled), CSSP50</p>
Case Read Questions: CFSR Item 4	<p>Question 1 of the specialized case read applies to this commitment and is based on CFSR Item 4. The specialized case read questions are:</p> <ol style="list-style-type: none"> 1. Is the child's current placement setting (or most recent placement if the child is no longer in foster care) stable? <i>[provides numerator to this commitment]</i> 2. During the PUR, was there an identified need for mental health services? 3. During the period under review, did the agency provide appropriate services to address the children's mental/behavioral health needs? 4. During the PUR, were the identified mental/behavioral health services provided timely? 5. For any mental/behavioral health service not provided during the PUR, or not provided timely, was placement instability a factor in the delay?
Settlement Agreement text: 2.9.3	<p>Outcome 3: At least the following percentages of a statistically significant, representative, random sample of all Class Members in DCF custody during a twelve (12) month period shall be in a placement setting that at the time of the review is stable, utilizing the definitions and measurements in Item 4 of CFSR Onsite Review Instrument and Instructions (Jan. 2016) (attached hereto as Attachment 5). The sample shall be to a 90% confidence interval with a 5% margin of error. The sample selection process and review protocol shall be approved by the Neutral. The results shall be independently validated by the Neutral with the Neutral reviewing up to 50% of the cases in the sample.</p>

Commitment	2.9.4 More than one placement move
Unit of Analysis	Children served during the period under review.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Number of children with one or fewer placement moves in the 12-month period under review counting only the most recent removal episode, using the definition of placement move defined by the CFSR3 Placement Stability metric
Denominator	Number of children served during the period under review.
Missing Values	There should be no missing values.
Duplicates and Other Data Issues	[See "Movements file" tab]
Calculation Method	Divide the numerator by the denominator and multiply by 100 to produce the performance calculation.
Cohort Match	During cohort
Comments	In previous reporting periods, the Neutral used AFCARS file . However, due to challenges with DCF's ability to produce AFCARS files and limitations in the design of AFCARS files, the Neutral and the Parties agreed to use the FACTS-based Movements/Placements file for this metrics and measure performance during the calendar year instead of the federal fiscal year. The code that the Neutral uses for this metric is a version of the CFSR Round 3 syntax that is adapted to the FACTS-based Movements/Placements file instead of AFCARS files. (The Settlement Agreement refers to the CFSR Round 3 metric for placement stability. The calculation method for the CFSR Round 4 metric for placement stability is the same as the calculation method for the CFSR Round 3 metric for placement stability.)
Report Columns	The report columns that appear in the FACTS-based Movements/Placements file.
<u>Settlement Agreement text:</u> 2.9.4	Outcome 4: At least the following percentages of all Class Members in DCF custody at any point during the twelve (12) month reporting period shall have one (1) or fewer Placement Moves in the twelve (12) months immediately preceding the last date of that reporting period. Moves shall be determined using the definitions and measurements utilized by the CFSR Round 3 Statewide Data Indicator for Placement Stability and its Syntax Revisions. This measure shall include all children in the Class at any point during the twelve (12) month reporting period, whether or not they were still in the Class at the end of the reporting period. The measure shall be the number of Placement Moves in the twelve (12) months immediately preceding the last date of the reporting period, i.e., only moves occurring during the reporting period will be considered for this measure.

Commitment	2.9.5 Initial trauma and mental health screen
Unit of Analysis	Entries into foster care.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Number of entries in the sample for which the child received an initial trauma and mental health screen, as defined in 1.11, conducted by a qualified professional as defined in 2.9.5 of the settlement agreement within 30 days of entering care.
Denominator	Number of entries into care in the sample (includes entries during the period under review where the episode in care lasted at least 30 days).
Missing Values	There should be no missing values.
Duplicates and Other Data	Children may appear more than once if they entered foster care more than once in the year under review.
Calculation Method	Divide the numerator by the denominator to produce the performance calculation.
Cohort Match	Entry cohort.
Comments	<p>The monitoring team will determine the sampling methodology for case reads, within the context of the Settlement Agreement parameters, after validating the cohort data. The sampling method description is in the Sampling Targeted Read tab of this workbook.</p> <p>Case read questions are phrased so that it is clear that each element has to have a "yes" answer to count toward the numerator. In MR1, the Neutral modified the formatting of the KDCF case read questions to make that clearer:</p> <p>Case Read question 3: Language around whether screener is qualified is from the "Specialized and Targeted Case Read Training" document (pg. 46) and is as follows for a Yes response: " Yes- The screen was performed by a trained staff person."</p> <p>Case Read question 4: Qualified Mental Health Professional is defined in the Settlement Agreement in Section 1.2.1 as "a physician or psychologist, a licensed masters level psychologist, a licensed clinical psychotherapist, a licensed marriage and family therapist, a licensed clinical marriage and family therapist, a licensed professional counselor, a licensed clinical professional counselor, a licensed specialist social worker or a licensed master social worker, or a registered nurse who has a specialty in psychiatric nursing."</p>
Report Columns	<p>CSSP file: CSSP Reviewer, Date of CSSP Review, DCF Reviewer Name, Client ID, Case ID, CMP, DCF Catchment Area, Q1 - CSSP's Answer, Q1 - Do you agree with DCF's Answer, Q1 - If no, provide the reason you disagree with DCF's answer, Q1 - What was the final answer for Q1 based on the reconciliation process? (leave blank until after reconciliation process), Q2 - CSSP's Answer, Q2 - Do you agree with DCF's Answer, Q2 - If no, provide the reason you disagree with DCF's answer, Q2 - What was the final answer for Q2 based on the reconciliation process? (leave blank until after reconciliation process), Q3 - CSSP's Answer, Q3 - Do you agree with DCF's Answer, Q3 - If no, provide the reason you disagree with DCF's answer, Q3 - What was the final answer for Q3 based on the reconciliation process? (leave blank until after reconciliation process), Q4 - CSSP's Answer, Q4 - Do you agree with DCF's Answer, Q4 - If no, provide the reason you disagree with DCF's answer, Q4 - What was the final answer for Q4 based on the reconciliation process? (leave blank until after reconciliation process), Does this case need to be discussed during reconciliation due to a disagreement in final answer?, Does this case need to be discussed with DCF due to a disagreement in rationale?</p> <p>DCF file: Targeted CSSP Sample, Client ID, Last Name, First Name, Removal Date, Catchment Area, DCF Region, FCProviderName, Date of Birth, Q1 any (Prereconciled), Q1 any (Reconciled), Q2 within 30 days (Prereconciled), Q2 within 30 days (Reconciled), Q3 trained (Prereconciled), Q3 trained (Reconciled), Q4 qualified (Prereconciled), Q4 qualified (Reconciled)</p>
Case read questions:	<p>Questions 1 through 4 of the targeted case read apply to this commitment. The targeted case read questions are:</p> <ol style="list-style-type: none"> 1. During the PUR, did the agency provide an allowable Initial Mental Health and Trauma Screen at any point after the child entered into care? 2. During the PUR, was the Initial Mental Health and Trauma Screen completed within 30 days of the child's entry into foster care? 3. Was the screen performed by a person who has been trained to reliably administer the specific screen provided? 4. Was the assessment performed by a person who is either a Qualified Mental Health Professional or a professional who holds a bachelor's degree in the field of human services or a related field? <p><i>[Questions 2-4 answered "yes" provide the numerator]</i></p>
Settlement Agreement text: 2.9.5	<p>Outcome 5: At least the following percentages of a statistically significant, representative, random sample of all Class Members entering DCF custody during a twelve (12) month period shall have received a timely Initial Mental Health and Trauma Screen within thirty (30) days upon each entry into the foster care system. The Initial Mental Health and Trauma Screen shall be performed by a person who has been trained to reliably administer the Screen, and who is either a Qualified Mental Health Professional or a professional who holds a bachelor's degree in the field of human services or a related field, including but not limited to the following: Community Counseling, Human Development, Child and Family Development. The results shall be independently validated by the Neutral with the Neutral reviewing up to 50% of the cases in the sample.</p>

Characteristic	Specialized sample
Unit of Analysis	Children served during the period under review.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Not applicable.
Denominator	Not applicable.
Missing Values	Not applicable.
Duplicates and Other Data Issues	There should be no duplicates in any of the samples.
Calculation Method	<ol style="list-style-type: none"> 1. Select the universe: <ol style="list-style-type: none"> a. Using the “during cohort” from the FACTS cohort files, compile a file of children in care on the last day of each of the 12 months in the period under review. b. Deduplicate this file. This is the universe file for the specialized sample. 2. Determine the sample size: based on the number of children in the universe file, use the Raosoft calculator to determine the size of a 90/5 (90% confidence interval, 5% margin of error) sample. 3. Draw the sample: using SPSS or similar program, draw a random sample of the number of children needed for a 90/5 sample. 4. Ensure representativeness: Compare the universe and sample files to make sure they are representative on key variables: age, catchment area, race, ethnicity, permanency goal, gender, and removal year. <ol style="list-style-type: none"> a. Test using a Kolmogorov-Smirnov test for age (since it is continuous) and a chi-square for the other variables (since they are categorical). b. Use a standard of $p < .1$ to determine representativeness. c. If sample is not representative of the universe, pull a new sample. 5. Alternate sample: After pulling the sample, use SPSS or similar program to pull a random alternate sample totaling 25% of the sample size number from the remaining cases in the universe file. <ol style="list-style-type: none"> a. Sort those cases in Excel using a random number generator prior to sending to KDCF. KDCF should pull the alternates in the order that they appear in the Excel sheet. 6. 50% sample for CSSP: From the sample file, use SPSS or similar program to randomly select 50% of cases in the sample for CSSP to use for their case reads. <ol style="list-style-type: none"> a. Ensure representativeness of the 50% CSSP case reads using the same methodology described in 4. above. b. In any instance where the CSSP replaces a case from their 50% sample with one from the alternate sample, it is because they received instructions from DCF to do so. Instructions will direct CSSP to replace a specific child (FACTS ID X) from the regular sample with a specific child (FACTS ID Y) from the alternate sample. In all such instances, CSSP will inform AR of which cases have been replaced.
Cohort Match	Not applicable (sample is pulled from the During cohort).
Comments	
Report Columns	Identical to columns in the During cohort

Characteristic	Targeted sample
Unit of Analysis	Children entering care during the period under review.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Not applicable.
Denominator	Not applicable.
Missing Values	Not applicable.
Duplicates and Other Data Issues	There should be no duplicates in any of the samples.
Calculation Method	<ol style="list-style-type: none"> 1. Select the universe: <ol style="list-style-type: none"> a. Use the "entry cohort" from the FACTS cohort files. This is the "universe file" for the targeted sample. b. Do not de-duplicate, as this is a sample of entries, not of children. 2. Determine the sample size: based on the number of children in the universe file, use the Raosoft calculator to determine the size of a 90/5 (90% confidence interval, 5% margin of error) sample. 3. Draw the sample: using SPSS or similar program, draw a random sample of the number of children needed for a 90/5 sample. 4. Ensure representativeness: Compare the universe and sample files to make sure they are representative on key variables: age, catchment area, race, ethnicity, permanency goal, gender, and removal year. <ol style="list-style-type: none"> a. Test using a Kolmogorov-Smirnov test for age (since it is continuous) and a chi-square for the other variables (since they are categorical). b. Use a standard of $p < .1$ to determine representativeness. c. If sample is not representative of the universe, pull a new sample. 5. Alternate sample: After pulling the sample, use SPSS or similar program to pull a random alternate sample totaling 25% of the sample size number from the remaining cases in the universe file. <ol style="list-style-type: none"> a. Sort those cases in Excel using a random number generator prior to sending to KDCF. KDCF should pull the alternates in the order that they appear in the Excel sheet. 6. 50% sample for CSSP: From the sample file, use SPSS or similar program to randomly select 50% of cases in the sample for CSSP to use for their case reads. <ol style="list-style-type: none"> a. Ensure representativeness of the 50% CSSP case reads using the same methodology described in 4. above. b. In any instance where the CSSP replaces a case from their 50% sample with one from the alternate sample, it is because they received instructions from DCF to do so. Instructions will direct CSSP to replace a specific child (FACTS ID X) from the regular sample with a specific child (FACTS ID Y) from the alternate sample. In all such instances, CSSP will inform AR of which cases have been replaced.
Cohort Match	Not applicable (sample is pulled from the Entries cohort).
Comments	
Report Columns	Identical to columns in the Entries cohort

Characteristic	Placement sample
Unit of Analysis	Children experiencing at least one short term (1-14 day) placement during the period under review.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Not applicable.
Denominator	Not applicable.
Missing Values	Not applicable.
Duplicates and Other Data Issues	There should be no duplicates in any of the samples.
Calculation Method	<p>1. Select the universe:</p> <ol style="list-style-type: none"> a. Use the "placement cohort" from the FACTS cohort files. b. Remove the following episodes, which do not count as placements under federal guidelines: <ol style="list-style-type: none"> i. Runaway (FO09N) <ol style="list-style-type: none"> 1. If a child returned to the same placement they were in immediately prior to their runaway episode, do not count their return placement as a new placement. If they did return to a different placement, count it as a new placement. ii. Residential/Institutional Placement (FO02N) iii. Hospitalizations. These include placement subtypes: <ol style="list-style-type: none"> 1. Drug / Alcohol Treatment Facility (DAT) 2. Medical Hospital (initial) (MDH) 3. Mental Health Treatment Facility (initial) (MTF) 4. Parsons State Hospital (PSH) 5. Psychiatric Residential Treatment Facility (PTF) 6. Drug/Alcohol Inpatient placement with parent (DAI) iv. Incarceration <ol style="list-style-type: none"> 1. Detention (DET) 2. Jail (Adult) (JAL) 3. Youth Center at Topeka (YCT) c. Night to night universe: The night to night universe is comprised of all children with short-term placements during the period under review which are night to night only, after removing placements in step 1b above. d. 2-14 day universe: The 2-14 day universe is comprised of all children with at least one 2-14 day placement during the period under review, after removing placements in step 1b above. <p>2. Night to night and 2-14 day samples:</p> <ol style="list-style-type: none"> a. Determine the sample size: based on the number of children in the appropriate universes (night to night or 2-14 day universe files), use the Raosoft calculator to determine the size of a 90/10 (90% confidence interval, 10% margin of error) night to night and 2-14 day samples, respectively.
Cohort Match	Not applicable (sample is pulled from the During cohort).
Comments	
Report Columns	Identical to columns in the Placement file

Specialized sample - case read results

Commitment		
Unit of Analysis		Children served during the period under review.
Date Range of Data		January 1 to December 31 of the period under review.
Numerator Q1	2.9.3	The number of cases where the child's current placement setting (or most recent placement if the child is no longer in foster care) is stable.
Denominator Q1		Total number of cases in the sample.
Numerator Q2	2.5.3, 2.9.2	The number of cases where there was an identified need for mental health services during the PUR.
Denominator Q2		Total number of cases in the sample.
Numerator Q3	2.5.3, 2.9.2	The numerator for Q3 may vary. Numerator 3a: The number of cases where the agency provided appropriate services to address the children's mental/behavioral health needs during the PUR. Numerator 3b: The number of cases where the agency did not provide appropriate services to address the children's mental/behavioral health needs during the PUR.
Denominator Q3		The number of cases where there was an identified need for mental health services during the PUR.
Numerator Q4	2.5.3	The numerator for Q4 may vary. Numerator 4a: The number of cases where the identified mental/behavioral health services were appropriate and provided timely. Numerator 4b: The number of cases where the identified mental/behavioral health services were appropriate and were not provided timely.
Denominator Q4		The number of cases where there was an identified need for mental health services and appropriate services were provided during the PUR.
Numerator Q5	2.5.3	The numerator for Q5 may vary. Numerator 5a: The number of cases where appropriate mental/behavioral health services were provided during the PUR, and there was a delay in services which was attributable at least in part to placement instability. Numerator 5b: The number of cases where appropriate mental/behavioral health services were not provided during the PUR, at least in part due to placement instability. Numerator 5c: The number of cases where appropriate mental/behavioral health services were not provided during the PUR or were not provided timely, at least in part due to placement instability.
Denominator Q5		The denominator for Q5 may vary. Denominator 5a: The number of cases where there was an identified need for mental health services, appropriate services were provided during the PUR, and there was a delay in services. Denominator 5b: The number of cases where there was an identified need for mental health services and appropriate services were not provided during the PUR. Denominator 5c: The number of cases where there was an identified need for mental health services.
Missing Values		There should only be missing answers from CSSP for cases that were not included in their sample (cases they did not review).
Duplicates and Other Data Issues		There should be no duplicate children.
Calculation Method		Two files will be used - one from KDCF with their original and reconciled answers, and one from CSSP with their original and reconciled answers. 1. Merge the KDCF and CSSP files. 2. Compare KDCF's and CSSP's answers for each question. 3. Calculate the match rate and Cohen's Kappa for each question. 4. Calculate the statewide performance based on reconciled answers for each question.
Cohort Match		N/A (sample is pulled from the During cohort)
Report Columns		CSSP file: CSSP Reviewer, Date of CSSP Review, DCF Reviewer Name, Client ID, Case ID, CMP, DCF Catchment Area, Q1 - CSSP's Answer, Q1 - Do you agree with DCF's Answer, Q1 - If no, provide the reason you disagree with DCF's answer, Q1 - What was the final answer for Q1 based on the reconciliation process? (leave blank until after reconciliation process), Q2 - CSSP's Answer, Q2 - Do you agree with DCF's Answer, Q2 - If no, provide the reason you disagree with DCF's answer, Q2 - What was the final answer for Q2 based on the reconciliation process? (leave blank until after reconciliation process), Q3 - CSSP's Answer, Q3 - Do you agree with DCF's Answer, Q3 - If no, provide the reason you disagree with DCF's answer, Q3 - What was the final answer for Q3 based on the reconciliation process? (leave blank until after reconciliation process), Q4 - CSSP's Answer, Q4 - Do you agree with DCF's Answer, Q4 - If no, provide the reason you disagree with DCF's answer, Q4 - What was the final answer for Q4 based on the reconciliation process? (leave blank until after reconciliation process), Q5 - CSSP's Answer, Q5 - Do you agree with DCF's Answer, Q5 - If no, provide the reason you disagree with DCF's answer, Q5 - What was the final answer for Q5 based on the reconciliation process? (leave blank until after reconciliation process). Does this case need to be discussed during reconciliation due to a disagreement in final answer?, Does this case need to be discussed with DCF due to a disagreement in rationale? DCF file: Client ID, DCF Region, DCF area, CMP, Last Name, First Name, Gender, Race, Removal Date, Goal, DCF Specialized Q1 (Prereconciled), DCF Specialized Q1 (Reconciled), DCF Specialized Q2 (Prereconciled), DCF Specialized Q2 (Reconciled), DCF Specialized Q3 (Prereconciled), DCF Specialized Q3 (Reconciled), DCF Specialized Q4 (Prereconciled), DCF Specialized Q4 (Reconciled), DCF Specialized Q5 (Prereconciled), DCF Specialized Q5 (Reconciled), CSSP50

Targeted sample - case read results	
Unit of Analysis	Children entering care during the period under review.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	<p>Q1: The number of cases where the agency provided an allowable Initial Mental Health and Trauma Screen at any point during the PUR, after the child entered into care.</p> <p>Q2: The number of cases where the Initial Mental Health and Trauma Screen was completed during the PUR and within 30 days of the child's entry into foster care.</p> <p>Q3: The number of cases where the screen was performed by a person who has been trained to reliably administer the specific screen provided.</p> <p>Q4: The number of cases where the assessment was performed by a person who is either a Qualified Mental Health Professional or a professional who holds a bachelor's degree in the field of human services or a related field.</p> <p>Overall performance: The number of cases where the agency provided an allowable Initial Mental Health and Trauma Screen during the PUR and within 30 days of the child's entry, and the screen was performed by a trained and qualified professional (number of cases where the answer to Q1 through Q4 is "yes").</p>
Denominator	<p>Q1: The total number of cases in the sample.</p> <p>Q2, Q3, and Q4: The number of cases where the agency provided an allowable Initial Mental Health and Trauma Screen at any point during the PUR, after the child entered into care.</p> <p>Overall performance: The total number of cases in the sample.</p>
Missing Values	There should only be missing answers from CSSP for cases that were not included in their sample (cases they did not review).
Duplicates and Other Data Issues	There should be no duplicate children.
Calculation Method	<p>Two files will be used - one from KDCF with their original and reconciled answers, and one from CSSP with their original and reconciled answers.</p> <ol style="list-style-type: none"> 1. Merge the KDCF and CSSP files. 2. Compare KDCF's and CSSP's answers for each question. 3. Calculate the match rate and Cohen's Kappa for each question. 4. Calculate the statewide performance based on reconciled answers for each question.
Cohort Match	N/A (sample is pulled from the Entries cohort)
Comments	This case read corresponds to Commitment 2.9.5.
Report Columns	<p>CSSP file: CSSP Reviewer, Date of CSSP Review, DCF Reviewer Name, Client ID, Case ID, CMP, DCF Catchment Area, Q1 - CSSP's Answer, Q1 - Do you agree with DCF's Answer, Q1 - If no, provide the reason you disagree with DCF's answer, Q1 - What was the final answer for Q1 based on the reconciliation process? (leave blank until after reconciliation process), Q2 - CSSP's Answer, Q2 - Do you agree with DCF's Answer, Q2 - If no, provide the reason you disagree with DCF's answer, Q2 - What was the final answer for Q2 based on the reconciliation process? (leave blank until after reconciliation process), Q3 - CSSP's Answer, Q3 - Do you agree with DCF's Answer, Q3 - If no, provide the reason you disagree with DCF's answer, Q3 - What was the final answer for Q3 based on the reconciliation process? (leave blank until after reconciliation process), Q4 - CSSP's Answer, Q4 - Do you agree with DCF's Answer, Q4 - If no, provide the reason you disagree with DCF's answer, Q4 - What was the final answer for Q4 based on the reconciliation process? (leave blank until after reconciliation process), Does this case need to be discussed during reconciliation due to a disagreement in final answer?, Does this case need to be discussed with DCF due to a disagreement in rationale?</p> <p>DCF file: Targeted CSSP Sample, Client ID, Last Name, First Name, Removal Date, Catchment Area, DCF Region, FCProviderName, Date of Birth, Q1 any (Prereconciled), Q1 any (Reconciled), Q2 within 30 days (Prereconciled), Q2 within 30 days (Reconciled), Q3 trained (Prereconciled), Q3 trained (Reconciled), Q4 qualified (Prereconciled), Q4 qualified (Reconciled)</p>

Placements sample - case read results	
Unit of Analysis	Children experiencing at least one night-to-night or 2-14 day placement during the period under review.
Date Range of Data	January 1 to December 31 of the period under review.
Numerator	Night-to-night read: Number of cases where all placement changes lasting one night during the period under review were planned by the agency in an effort to achieve the child's case goal or meet the needs of the child. 2-14 Day read: Number of cases where all placement changes lasting 2 to 14 nights during the period under review were planned by the agency in an effort to achieve the child's case goal or meet the needs of the child.
Denominator	Night-to-night read: Total number of cases in the sample. 2-14 Day read: Total number of cases in the sample.
Missing Values	There should only be missing answers from CSSP for cases that were not included in their sample (cases they did not review).
Duplicates and Other Data Issues	There should be no duplicate children.
Calculation Method	Two files will be used - one from KDCF with their original and reconciled answers, and one from CSSP with their original and reconciled answers. 1. Merge the KDCF and CSSP files. 2. Compare KDCF's and CSSP's answers for each question. 3. Calculate the match rate and Cohen's Kappa for each question. 4. Calculate the statewide performance based on reconciled answers for each question.
Cohort Match	N/A (sample is pulled from the Placement file in the cohort)
Comments	The night-to-night and 2-14 day case reads correspond to Commitment 2.5.5.
Report Columns	<p>Short-term read:</p> <p>CSSP file: CSSP Reviewer, Date of CSSP Review, DCF Reviewer Name, Client ID, Case ID, CMP, DCF Catchment Area, Q1 - CSSP's Answer, Q1 - Do you agree with DCF's Answer, Q1 - If no, provide the reason you disagree with DCF's answer below, Q1 - What was the final answer for Q1 based on the reconciliation process? (leave blank until after reconciliation process), Q1 - Reconciliation Notes (include whose answer changed and why), Does this case need discussed during reconciliation?</p> <p>DCF file: DCF Reviewer Name, Youth Last Name, Youth First Name, Client ID, Catchment Area, According to the sample spreadsheet, what type of case review is this?, Q1 (Preconciled), Q1 (Reconciled)</p> <p>Night-to-night read:</p> <p>CSSP file: CSSP Reviewer, Date of CSSP Review, DCF Reviewer Name, Client ID, Case ID, CMP, DCF Catchment Area, Q1 - CSSP's Answer, Q1 - Do you agree with DCF's Answer, Q1 - If no, provide the reason you disagree with DCF's answer below, Q1 - What was the final answer for Q1 based on the reconciliation process? (leave blank until after reconciliation process), Q1 - Reconciliation Notes (include whose answer changed and why), Does this case need discussed during reconciliation?</p> <p>DCF file: DCF Reviewer Name, Youth Last Name, Youth First Name, Client ID, Catchment Area, According to the sample spreadsheet, what type of case review is this?, Q1 (Preconciled), Q1 (Reconciled)</p>

Commitment		(ARCHIVED) 2.5.2 Licensed capacity
Unit of Analysis	Licensed foster homes	
Date Range of Data	Quarterly point in time during period Jan 1, Dec 31 of the period under review, randomly selected by the Neutral.	
Numerator1	Number of non-relative foster homes with placements that are at or below their licensed capacity. Homes with timely exceptions are included as compliant.	
Numerator2	Number of relative foster homes with placements that are at or below their licensed capacity. Homes with timely exceptions are included as compliant.	
Denominator1	All licensed non-relative foster homes with at least one child in placement at the end of the period.	
Denominator2	All licensed relative foster homes with at least one child in placement at the end of the period.	
Missing Values	There should be no missing values for number of children. Homes with missing values will be counted as noncompliant.	
Duplicates and Other Data	There should be no duplicate foster homes. Parental homes (homes where children are living with parents but still in state custody) and out-of-state homes are excluded from the numerator and the denominator. Homes without a placement are excluded from the numerator and the denominator but should be reported.	
Calculation Method	<p>A summary dataset should include columns for the number of foster children in the home, indicating whether there was an approved exception, the date of the most recent approved exception, the title of the person who approved the exception. There should be also a column that indicates whether the home is a non-relative foster home or relative foster home so the denominator and numerator can be calculated for each type of home listed above.</p> <p>A detail data set should list each child in each home and whether the child is in foster care. See the report column list below.</p> <ol style="list-style-type: none"> For each Claris file, identify the homes with active exceptions. For each Print and Go report, calculate whether each home is at/under capacity or overcapacity. Merge the Claris file and Print and Go file. Calculate the number of compliant homes, homes at or under capacity and homes overcapacity with an active exception, and homes with missing licensed capacity data and with an active exception. Calculate the number of noncompliant homes, homes overcapacity without an active exception. Exception was. 	
Cohort Match	End of Period Cohort.	
Comments	<p>The Neutral originally requested two files, one that contained information on licensed homes and one that contained the names and identifiers of each child in each licensed home. During MRI, discussions between the Neutral and KDCF indicated that KDCF data systems could not produce this information. KDCF's Print and Go file, which contains the list of licensed homes and the number of children in each home, can only be produced for the current day, not for a specific date in the past or with specific parameters. Also, the Print and Go file does not include a FACTS ID for each child in care, which would allow for it to be matched to the FACTS database, and the FACTS placement file does not include a CLARIS ID for every placement. This means that we are unable to verify the number of children in the provider file by determining the children in care placed in each provider home. In addition, licensed homes may provide care to children in other systems, such as the disability and mental health systems. Child identifiers in the licensing data do not include an indicator of the system from which the child entered out of home care. For MR2, the Neutral will measure compliance at four points in time, one in each calendar quarter, as follows:</p> <ol style="list-style-type: none"> A "Print and Go" report from CareMatch, which is a report of every active provider on a given day, including license number (Claris ID) provider name, their licensed capacity, and the number of children in the home on that day. This will allow us to calculate how many of these providers were overcapacity. Since the Print and Go report is only able to be pulled in a PIT capacity, and not cumulatively, the Neutral and KDCF have agreed for KDCF to provide this report quarterly, on a random date for each quarter. A file from Claris containing all of the overcapacity requests made by providers during the period under review (the CY). This information will include license number (Claris ID), exception request and approval/denial, sponsoring CPA, provider, county, license effective date and expiration date. A third file will show the comparison data of the two files indicating over/ under capacity-table format. A file from Claris containing all Overcapacity violations—this is new for MR2. <p>For each Print and Go report:</p> <ol style="list-style-type: none"> Compare the homes in the report to the Claris list of homes which have approved overcapacity exceptions on that date and remove those from the list of overcapacity homes in the Print and go list. The remaining list of overcapacity homes are those that will be included. New for MR2: Compare the homes in the report to the list of overcapacity violations. Add any homes with overcapacity violations that were not in the Print and Go report to the list of homes which are overcapacity without exceptions. 	
Report Columns	<p>File from Claris containing overcapacity requests: Fiscal Year, Quarter, Status, Exception Type, License Number, Claris ID, Facility Name, Sponsoring Agency, Program Name, License County, Effective Date, Expiration Date, Regulation Number.</p> <p>Print and Go report from CareMatch: Claris ID, Provider Name, Provider Type, Is there an Alert?, Alert Group, Alert Type, Alert Description, Licensed Capacity, Children placed in Home, Over/Under Capacity, Address, Zip Code, Home Phone, Cell Phone, Work Phone, Age Preference, Gender Preference</p> <p>File from Claris containing all overcapacity violations: this file should contain the following (requests in bold are those which are not collected in Claris.)</p> <ul style="list-style-type: none"> Sponsoring Agency, such as Child Placing Agency (CPA) CLARIS ID (license ID of the provider) Provider Name (name of licensed home provider) Provider Address, including town and zip code Provider County Provider Phone Number Provider Type (aka program name - licensed family foster home or nonrelative kin) Licensed Capacity (current number of children home is licensed to foster) Children Placed in Home (number of children placed in home) Over/Under Capacity (difference in the number of children home is over or under capacity) Effective Date (date license began) Expiration Date (expiration of license) Fiscal Year of violation Quarter in Fiscal Year of violation Code cited in violation Date of violation The nature of the violation (e.g. were all children in DCF, or did the site visitor discover that there were non-DCF children in the home that DCF was unaware of) How the violation was discovered (regular annual licensing visit, visit based on a complaint, etc.) Other comments (notes/ comments of reviewer/assessor) 	
Settlement Agreement text: 2.5.2	Practice Improvement 2: DCF shall ensure that no placement exceeds its licensed capacity without an approved exception pursuant to DCF's "Policy: Exception Requests for Foster Homes, 6/2018, Rev. 10/21/2019" (attached hereto as Attachment 4).	