

Responsible Party	No. Region Practice Improvement Plan 2013	Due Date
Support Staff	Support staff will be trained on taking notes at a Child and Family Team Meetings <ul style="list-style-type: none"> <li>They will be given a copy of the agenda and ensure that everything on the agenda is documented in the notes of the team meeting.</li> </ul>	August 30, 2013
Caseworker	Caseworkers will focus on composition of Child and Family Teams. They will report composition of team and LTV, MONTHLY to their supervisor during Monthly Staffings. <ul style="list-style-type: none"> <li>Plan the meeting.</li> <li>Invite ALL of the important team meeting members.</li> <li>Hold the meeting: Address LTV , concurrent plan, Permanency, Current Services and upcoming Transitions.</li> <li>Set the next CFTM date.</li> <li>Distribute notes from CFTM to ALL members of the team.</li> <li>Report to Supervisor</li> </ul> Caseworkers will use an agenda that is approved by the region	Monthly
Supervisor	Monthly Staffing with Caseworkers <ul style="list-style-type: none"> <li>Prompt worker to plan for upcoming CFTM.</li> <li>Address LTV.</li> <li>Send Dates of Staffing to immediate CWA for tracking purposes.</li> </ul> Help Develop Training <ul style="list-style-type: none"> <li>Training will address teaming.</li> <li>Training will address Long Term View.</li> </ul>	Report due to CWA by the 15 <sup>th</sup> of each month for the previous month.  July 31, 2013
Administration	Collect Monthly data from Supervisors regarding Monthly Staffings. They will forward information on to the Practice Improvement Coordinator.  CWA will spot check at least 5 cases a month and specifically look at Child and Family Team Meeting composition and Long Term View. This information will be forwarded on to the Practice Improvement Coordinator.  Administration will develop a guide that can be used to prompt discussion in the monthly one on ones.  Administration will meet with each team to roll out the practice improvement plan. This meeting will include a brief training that will address Teaming and Long Term View. The QCR protocol will be distributed to every front line worker as part of the training.	Monthly by the 15 <sup>th</sup> for the previous month.  Monthly  August 30, 2013  August 30, 2013
Regional Practice Improvement Coordinator	The Regional PIC will send regional data regarding the PIP to the state Practice Improvement Team on a quarterly Basis.	Quarterly