

**Utah Division of Child and Family Services
Eastern Region**

**July 1, 2015 - June 30, 2016 Action Plan for
Practice Improvement in Child & Family Plan; and
for Practice Improvement in CPR**

Area in Need of Improvement	Action Items and Responsible Parties	Target Date for Completion
Coaching	<ol style="list-style-type: none"> 1. In order to facilitate improvement in the area of Child & Family Plan, CWAs will lead supervisors to better practice (parallel process) through bi-monthly Interactive Supervision/Coaching, who will in turn lead Case Workers to better practice through bi-monthly Interactive Supervision/Coaching. 2. CWAs will review the case reports of all cases that received a score of 3 or lower on System Performance by November 1, 2015 and will report back in Region Administration meeting the course of action that was taken to address issues that would lead to an acceptable range. 	<p>June 30, 2016 (Track by SAFE Mentoring Logs)</p> <p>Review- November 1, 2015 (Track in Admin Mtg Minutes)</p>
Child & Family Plan	<p>On one case per Case Worker per month, using the Supervisor Finishing Touches, Supervisors will coach Case Workers on developing the written Child & Family Plan and will ensure that:</p> <ol style="list-style-type: none"> a. the written plan flows from the UFACET and Child & Family Team and has been individualized to the child/children, parent/s and substitute caregivers; b. that mothers, fathers, stepparents, all applicable caretakers, and all applicable children are involved in the development of the plan; c. the written plan addresses each person and need (Protective Factors) relevant to achieving enduring safety and permanency. d. the written plan is contemporary to the needs and situation at this point in time; e. the array of service/intervention (including the intensity level) and supports match the need (will bolster Protective Factors) and is likely to achieve enduring safety and permanency for the child(ren); f. the written plan reflects the big picture assessment (UFACET) and long-term view for the child and family; and g. the written plan includes all supports and services/interventions necessary to achieve enduring safety and permanency, is sensible, and fits the family's situation. 	<p>June 30, 2016 (Track by Finishing Touches)</p>
CPR	<ol style="list-style-type: none"> 1. The Region Training Team, together with CWAs and Supervisors will complete a comprehensive training with all six Region offices on CPR Requirements and Documentation, which will include case workers completing a CPR audit on other worker's cases. 2. Region Data Team will send out monthly and quarterly CPR reports regarding requirements that were below standard on last year's CPR review. 3. CWAs will monitor and coach Supervisors, and Supervisors will monitor and coach Case Workers in completing CPR requirements. 	<p>Dec. 31, 2015 (Track by Training Rolls)</p> <p>June 30, 2016 (Reports in Drive)</p> <p>June 30, 2016 (Track by SAFE Mentoring Logs)</p>