

Utah Division of Child and Family Services

Western Region 2017-2018

Action Plan for decline in Long Term View, and the Child and Family Plan. Teaming will also be included as a part of this action plan. The score improved, however it did not meet the minimum acceptable standard. This Action Plan will also address Case Process Review Scores.

Area of Focus	Action Plan	Responsible Party	Target Date for Completion
Case Process Review (CPR)	<ul style="list-style-type: none"> • Western Region Supervisors, CWAs will complete a 100% read on cases. • The process of reviewing the CPR requirements will be: <ul style="list-style-type: none"> • Logs on all cases will be completed no later than the 5th day of the new month. • The Worker will give a report to their supervisor that indicates dates of completion for CPR required tasks. The Supervisor will complete a 100 % CPR check on cases for each worker. A report will be shared with the worker indicating issues related to documentation and log entry each month. • The worker will provide a response to any concerns related to documentation. • On the 10th of the following month CWA's will deliver the reports, with issues addressed to the Regional Director. • A monthly staffing will take place directly after an Admin Meeting to discuss progress and findings. • Monthly data reports will be generated and reviewed in Supervisors Meeting. These reports include: Child and Family Team Meetings completed at least quarterly on each case, Child and Family Plans Coming Due; Plans that are Past Due; Monthly Home Visits and Client Visits; Parent Involved on Plan; Private Conversations with Foster Children and Child Clients on In Home Cases, and other reports as needed. • Supervisors will identify issues that are preventing success and will develop a specific plan to address and correct issues discovered. Western Region supervisors have the skills and assessing 	<p>Western Region Administration</p> <p>&</p> <p>Western Region Supervisors</p>	<p>Progress Review set for November 2017</p> <p>Review again in January 2018</p>

	<p>abilities to successfully help caseworkers improve these scores.</p> <ul style="list-style-type: none"> The Region will know progress is being made when these monthly reports indicate that visits and plans are being completed on or before due dates. 		
<p>Child and Family Plan</p> <p>Long-Term View</p> <p>Teaming</p>	<ul style="list-style-type: none"> Supervisors are required to review and sign the plan that the worker completes on their cases. Plans must be relevant with accurate updated information. The process of approving the plan will be as follows: <ul style="list-style-type: none"> The supervisor will notify the worker of future plans coming due and will get the date of the next CFTM. The supervisor will assess team functioning, team effectiveness, team composition, are the team meetings formal, do they use an agenda and is the intensity and frequency of the meetings sufficient to address the needs of the case. Western Region requires an agenda with specific non-negotiable items be used at each team meeting. Examples of the non-negotiable items are: Long-Term View, What is going Well, Steps to reach the next goal, Assignments, who else should be part of the team etc. The Supervisors will have a finishing touches discussion with the worker regarding teaming and the services on the plan to assure that the plan is current. This discussion needs to address if the interventions discussed in the plan are effective for the family. The con-current goal needs to be evaluated to determine if it is a realistic back up plan. The UFACET will be part of the discussion with the worker to ensure the UFACET issues are incorporated into the plan. Finally the supervisor will sign and approve the plan. 	<p>Western Region Administration</p> <p>&</p> <p>Western Region Supervisors</p>	<p>Monthly</p>
<p>Hot Spots</p>	<ul style="list-style-type: none"> Adoption cases need special attention when it comes to teaming and plans. Workers will receive additional mentoring on acceptable standards for family team meetings, membership, participation and face to face contact. Supervisors will pay close attention when completing finishing touches to look for relevant updates on the plan, information is 	<p>Western Region Administration</p> <p>&</p> <p>Western Region Supervisors</p>	<p>Monthly</p>

	<p>entered correctly and steps to primary and concurrent permanency goals are clearly stated. The working plan must follow the written plan.</p> <ul style="list-style-type: none"> Workers need mentoring and guidance to achieve solid teaming on their cases. Good teaming is not achieved by solely meeting often, but also through information sharing and collaboration with team members. The skill of engaging is crucial in good teaming. Supervisors are the ones that can teach these skills. <ul style="list-style-type: none"> Workers who have struggled with teaming will receive more intensive mentoring. Supervisors will identify those workers and will attend as many CFTM'S as possible with them. CWA's will support workers by attending meetings when requested by Supervisors. 		
Data Review	<ul style="list-style-type: none"> Data Review for Accountability <ul style="list-style-type: none"> The Admin Team will review data every month. This data will include plans coming due the following month and plans currently overdue. If a plan goes overdue this will be discussed in Management Meeting and the Supervisor will work with the worker to correct the problem. If the problem is not corrected by the next data review the CWA will work with the Supervisor and will address the issues causing the plan to remain overdue. In work group meetings CWA's will review data that shows cases that have not had a CFTM in the past 90 days. <ul style="list-style-type: none"> The supervisor will address the issue with the worker and assure that a solid team is being formed around that case. The following quarter the data will be reviewed and compared to the previous quarter. Any cases still missing a team meeting will require a specific plan from the supervisor to address the lack of team meetings on the case. CWA's and Supervisors will review progress in teaming as part of the quarterly review of this data. 	<p>Western Region Administration</p> <p>&</p> <p>Western Region Supervisors</p>	Monthly

Performance Plans	<ul style="list-style-type: none">• The requirements in this plan will be included in the performance plans of the responsible parties to ensure it is clear what is expected. This will lead to more effective casework resulting in safety and permanency for children and families served.	Western Region Administration & Western Region Supervisors	Monthly
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