

OREGON CIP and Agency Joint Project Work Plan

Date Work Plan Drafted: May 15-16, 2017

Timeframe Covered by Plan: Now to FY 2019

PROBLEM STATEMENT: Lack of timely permanency has been identified as an area needing improvement in the Department of Human Services’ (DHS) Child and Family Services Review (CFSR) self-assessment, as well as the Round 3 CFSR file reviews. It has also been identified as an area needing improvement by the JCIP Advisory Committee. Finally, data analysis conducted by the National Center for State Courts (NCSC) shows that Oregon has a higher percentage of children in care longer than two years than the national average. Further data analysis has shown that timeliness of adoption is particularly problematic in Oregon, and a problem within the adoption process is the fact that over 50% of children who become legally free do not have their adoption finalized within twelve months.

PROJECT: Increase the percentage of children who are adopted within a year of becoming legally free for adoption.

MEASURABLE FINAL OUTCOME OR GOAL: Increase the percentage of children who are adopted within a year of becoming legally free to 59.5% SO THAT the overall timeliness of Oregon’s adoption proceedings improves SO THAT children on adoption plans achieve permanency more quickly.

THEORY OF CHANGE:

TRACKING AND TRAINING	TICKLER
<i>DHS will mandate the submission of Adoption Tracking Page from its OR-Kids case management system to courts and CRBs, and DHS and the CIP will train judges, Citizen Review Board (CRB) volunteers, attorneys, and stakeholders on the adoption process and Adoption Tracking Sheets</i>	<i>DHS Central Office will send tickler emails with reminders of next steps in the adoption process to case workers who have cases where the permanency plan is adoption</i>
<i>SO THAT courts, CRBs, attorneys, and other stakeholders have greater understanding of where cases are in the adoption process</i>	<i>SO THAT caseworkers are aware of each of the steps and documents that need to be completed to move towards adoption finalization</i>
<i>SO THAT courts, CRBs, and attorneys, and other stakeholders provide more effective oversight to ensure that adoptions are finalized in a timely manner</i>	<i>SO THAT caseworkers can complete the process and submit paperwork more timely and remove any barriers or barriers delaying the processes</i>
<i>SO THAT court, DHS, attorneys, and stakeholders can effectively move cases toward finalization</i>	<i>SO THAT adoptions are finalized in a more timely manner</i>
<i>SO THAT the percentage of children who are adopted within one year of becoming legally free increases to 59.5%</i>	
<i>SO THAT the overall timeliness of adoption proceedings improves</i>	
<i>SO THAT children on adoption plans achieve permanency more quickly.</i>	

6 MONTH GOALS:

- By August 2017, work with multi-disciplinary Model Court Teams to develop local plans for improving the percentage of children who are adopted within twelve months of becoming legally free
- By September 2017, begin submitting the Adoption Tracking Page to the court and CRB for cases with a permanency plan of adoption
- By September 2017, determine whether ongoing CFSR reviews can incorporate supplemental questions to track whether Adoption Tracking Pages are being submitted
- By December 2017, provide training on the Adoption Tracking Page to child welfare staff, judges, and stakeholders

12 MONTH GOAL:

- By March 2018, survey Oregon’s juvenile judges on their use of and understanding of the Adoption Tracking Page, and their needs for further training on adoption issues
- By May 2018, survey Oregon’s Model Court Teams to determine whether there are common issues in the adoption finalization process on which JCIP and/or DHS Central Office can effect change at the statewide level

Action Steps	Due Date	Responsible Party	CBCC/CBCS Assistance	Collaborative Partners	Anticipated Outputs and Results of Activity	NOTES
Implement tickler system for case workers who are working with children who have a permanency plan of adoption	Began piloting in Districts 2, 9, 12, 13, 14 September, 2016 Begin in Districts 1, 4, 5, 6 July 1, 2017 Phase in rest of state by December, 2017	DHS		DHS, Courts	Tickler system is implemented and CWs are more aware of processes completed/remaining	We need to find a way to track whether the tickler system is working
Develop training content on Adoption Tracking Page for case workers, and model court teams	By July 2017	DHS – Kathy, Courts – Shary		DHS, Courts	Training content is developed for case workers and translated for judges, CRBs (and attorneys) for inclusion in training processes below	
Incorporate data on the percentage of kids with adoption finalized within a year of being legally free into the quarterly data reports sent to judges and court staff	By July 2017	Courts - Conor		Courts	Data on the percentage of children with adoptions finalized within a year of being legally free are disseminated to judges; judges become aware of performance on the measure in their jurisdiction	
Develop process for submitting the OR-Kids Adoption Tracking	By August 2017	DHS	Connect you with Hawaii (if helpful)	DHS, Courts	Submission process developed; courts and	

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Page to courts and CRBs					CRB begin receiving Adoption Tracking Page	
At Model Court Summit, 1) provide training on the adoption process and Adoption Tracking Page to judges and local Model Court Teams, and 2) facilitate Model Court Teams from jurisdictions where performance is below the 59.5% target in formulating local plans to increase the percentage of children who have finalized adoptions within a year of becoming legally free	By August 2017	JCIP		Judges, CRB Field Managers, Local Model Court Teams	Training for judges, CRBs, and stakeholders on the adoption process and Adoption Track Page; local plans in low-performing jurisdictions to guide efforts to increase the percentage of children who are adopted within a year of becoming legally free, resulting in improved performance in counties that are currently performing below the target	
Begin submitting Adoption Tracking Page to courts (prior to court hearings) and CRBs (prior to CRB reviews) for cases with a permanency plan of adoption	By September 1, 2017	DHS		DHS, Courts	Adoption Tracking Page is submitted with court and CRB report for all adoption cases, generating inquiry by Courts and CRBs	
Deliver training <ul style="list-style-type: none"> - To CWs: Quarterlies - To Judges, CRB members and stakeholders: Post recorded presentation from Model Court Summit 	Quarterlies: by November 2017 Webinar: December 2017	DHS – Child Permanency Program Courts – Megan	Provide consult on distance learning (Andy Yost, CBCC)	DHS, Courts	Training is delivered, resulting in improved understanding of the adoption process statewide	Be sure to address the cost of not finalizing quickly and show data available regarding the targeted populations.

Action Steps	Due Date	Responsible Party	CBCC/CBCS Assistance	Collaborative Partners	Anticipated Outputs and Results of Activity	NOTES
Consider whether revisions are needed to the Adoptions Toolkit or whether additional materials (such as a one-pager on the adoption process) would be helpful to judges	By December 2017	Courts – Megan and Conor		DHS, Courts	Possible revised or additional materials to assist judges in understanding and overseeing the adoption process	
Support multi-disciplinary Model Court Teams in implementing and evaluating the success of local plans to increase the percentage of children who are adopted within a year of becoming legally free	Ongoing through September 2018	JCIP		Local Model Court Teams	Technical assistance as needed.	
After gathering information from judges and Model Court Teams about barriers to finalizing adoptions in their jurisdiction collaborate with DHS on potential solutions to any systemic issues that are reported as barriers across jurisdictions	Ongoing starting by 9/2018					

Action Steps	Due Date	Responsible Party	CBCC/CBCS Assistance	Collaborative Partners	Anticipated Outputs and Results of Activity	NOTES
Communicate up/down throughout both DHS/Courts about the emphasis on and progress toward improving the percentage of children with adoptions finalized within a year of being legally free	Ongoing	DHS/Courts		DHS, Courts	<p>Communication that the percent of children with adoptions finalized within a year of being legally free is a point of emphasis</p> <p>Ongoing communication regarding progress and improvements</p>	- Include a copy of the report into the Quarterly Judges' Report the percentage of kids that are legally free for adoptions with improvements finalized within 12 months.

Action Steps	Due Date	Responsible Party	CBCC/CBCS Assistance	Collaborative Partners	Anticipated Outputs and Results of Activity	NOTES
<p>Evaluation and CQI: Fidelity and Process Improvement</p> <p><u>Interim/process measures:</u></p> <p>Monitor whether ticklers are being sent out for all adoption cases</p> <p>Conduct Pre-/post- testing on DHS training</p> <p>Survey judges to assess their use and understanding of the adoption tracking page</p> <p>CFSR tool: Was the tracking sheet submitted in last court hearing / CRB review?</p> <p><u>Outcome Measure:</u></p> <p>Of children who became legally free for adoption, what percentage had a finalized adoption within 12 months of being legally free?</p>	<p>Starting FY2018 and ongoing</p> <p>By March 2018</p> <p>By April 2018, survey the judges</p> <p>By September, determined if this element can't be added to the CFSR process</p> <p>Monitor on an ongoing basis</p>	<p>DHS</p> <p>DHS</p> <p>Courts – Conor</p> <p>DHS, Courts</p>	<p>CQI/Evaluation Consult</p>	<p>DHS, Courts</p>	<p>CQI processes: determine fidelity to the processes, impact and determine next steps to go further</p>	