

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

2012-2013 Action Plan for

Practice Improvement in Prospects for Permanence, Long-Term View, and Child & Family Plan

Area in Need of Improvement	Action Items and Responsible Parties	Target Date for Completion
<p>Child & Family Teaming: Prospects for Permanence, Long-Term View, and Child & Family Plan</p>	<ol style="list-style-type: none"> 1. In order to facilitate improvement in the areas of Prospects for Permanence, the development of the Long-Term View and Child & Family Planning, the CWAs will become an integral part in the process of leading supervisors to better practice (parallel process), who will in turn lead Case Workers to better practice in the areas needing improvement. The Region Practice Improvement and Training Team will partner and meet with the CWAs quarterly to provide training and coaching and will cover the following topics over the course of four separate meetings: 1) the proper use of Supervisor Finishing Touches as a coaching guide; 2) Supervisors pre-teaming with and preparing Case Workers prior to CFTMs; 3) how to help the Child and Family Team to develop collaboration and a common understanding of the child's path to Permanence; 4) how to help the Child and Family team to develop the Long-Term View and the steps in the Child & Family Plan to achieve it. 2. With the assistance of the Region Practice Improvement and Training Team, CWAs will provide training (after each quarterly CWA training) to their respective Supervisors on the above identified topics and will provide ongoing coaching for their respective Supervisors in using the Supervisor Finishing Touches as a coaching guide with their Case Workers. 3. CWAs will review the case reports of all cases that received a score of 3 or lower on System Performance by November 1, 2012 and will report back in Region Admin Leadership meeting the course of action that was taken. 4. During a Monthly Region Leadership Meeting, the Practice Improvement and Training Coordinator will explain the process for dealing with difficult cases to Supervisors. At the Supervisors request, CWAs will provide on-going support, guidance, and possible resources when Supervisors are at a loss as to what to do in a case by staffing the case with the Supervisor and providing any necessary support, guidance, and possible resources, and when needed will draw upon the Practice Improvement and Training Team and/or the Region Admin Team for additional resources. 	<p>April 30, 2013 (Track by SAFE Mentoring & Quarterly Meeting Minutes)</p> <p>Initial Training- November 1, 2012 Ongoing Training & Coaching- April 30, 2013 (Track by SAFE Mentoring Log)</p> <p>Review- November 1, 2012 (Track in Admin Mtg Minutes)</p> <p>On-going (Track by Leadership Mtg Minutes)</p>
<p>Child & Family Teaming</p>	<ol style="list-style-type: none"> 1. For on-going cases, Child & Family Team Meetings will begin by the end of the CPS level of intervention and will involve the on-going Case Worker. 2. On at least two cases per Case Worker, to be completed by March 1, 2013 (and ongoing thereafter), Supervisors will use Supervisor Finishing Touches to pre-team with and coach their Case Workers so that: <ol style="list-style-type: none"> a. the team contains the important supporters and decision makers including family and informal supports; b. the Child and Family Team meetings are purposeful and that the purposes for convening the team are achieved; c. essential information is shared among team members in a timely 	<p>On-going (Track by SAFE Data)</p> <p>March 1, 2013 (Track by Finishing Touches)</p>

