

County Improvement Plan (CIP)

County Name: Warren

Date of Plan: March 2018

Initial

Update

Section I. Team Members

Sponsor Team Members

Ronna Tipton, FWHS Interim Director

Betsy Miller, FWHS Interim Deputy Director

Jan Burek, Intake Director

Meredith Ketcham, CYS Director

Kim Carlson, Quality Assurance

County Improvement Plan Team Members

Meredith Ketcham, CYS Director

Jan Burek, Intake Director

Gini Greenwald, CASSP

Kim Carlson, Quality Assurance

Bev Ruhlman, Perinatal/Parenting/IL Supervisor

Haley Mahood, Ongoing Caseworker

Kylei Davison, Ongoing Caseworker

Kayloni Smith, Intake Caseworker

Darlene Byrd, SSA

Kari Lyon, Clerical

Emily Poole, Fiscal

Section II. Background and Development of the Desired Future State including Priority Outcomes

Warren County Children and Youth Services participated in the Quality Service Review (QSR) in November 2017. Seven cases were randomly selected and reviewed over 3 days. A total of 32 interviews were conducted, averaging six interviews per case. Early Learning and Development and Living Arrangement were all found to be appropriately addressed in the cases reviewed. However, there were areas for improvement.

County Improvement Plan (CIP)

A Next Steps meeting was held on January 12, 2018 with Key Stakeholders and Steve Eidson (CWRC). The QSR Final Report was presented and brainstorming sessions were used to develop a list of strategies to improve three key areas: Planning for Transitions & Life Adjustments, Parent & Caregiver Functioning and Pathways to Independence. On February 26, 2018, the CIP team met to further develop the County Improvement Plan and devise specific action steps for the strategies that were proposed at the Next Steps meeting. The Final Outcomes were also presented at the Children's Roundtable in February 2018.

The CIP Team feels that by addressing the areas of Parent & Caregiver Functioning and Pathways to Independence, the Agency will see the following outcomes:

- **Outcome # 1: All parents and caregivers will be provided with resources to utilize within their own community that provide an opportunity to improve overall functioning.**
- **Outcome # 2: All youth will be provided with an opportunity to participate in transitional education or activities to improve overall independence and successful transition into adulthood.**

County Improvement Plan (CIP)

Section III. Plan Strategies and Action Steps to be Implemented and Monitored

Outcome # 1: All parents and caregivers will be provided with resources to utilize within their own community that provide an opportunity to improve overall functioning.									
STRATEGIES	ACTION STEPS	INDICATORS/ BENCHMARKS	EVIDENCE OF COMPLETION	PERSON(S) RESPONSIBLE	TIMEFRAME	RESOURCES NEEDED	STATUS	MONITORING	
Improve parent / caregiver functioning	Develop and maintain a community resource booklet that will be provided to all parents / caregivers at case opening.	A community resource booklet will be developed and maintained.	Community Resource Booklet	Quality Assurance	Dec 2018 / yearly	Community Resource list		Completed booklet yearly	
		Caseworkers will provide the Community Resource Booklet to all parents / caregivers at case opening.	Case note	Caseworker/ Quality Assurance	May 2019	Community Resource Booklet		CAPS contact	
	A Parenting Class Summary will be created and distributed throughout the community.	A Parenting class summary will be created to include a description of all parenting classes offered at FWHS.	Parenting Class Summary	Parent Educator / Supervisor		Dec 2018	summary		Supervisor approval
			Posted on FWHS website	Quality Assurance / IT		Dec 2018	summary		FWHS website review
			Distribution throughout community	Quality Assurance		May 2019	summary, community resources		Mailings/ Emails
	New topics for parenting classes will be	3 new topics for parenting classes will be	New parenting classes	Quality Assurance / Parent		Dec 2019	parent education curriculum		Identified topics

County Improvement Plan (CIP)

	explored.	identified.		Educator / Supervisor				
	The FGDM program will be revamped to adhere more closely to the model and offered to every family opened for services.	A program improvement plan will be developed and implemented for the FGDM program.	FGDM PIP	CYS Director	Dec 2018	FGDM PIP		FGDM PIP
		All CYS staff will participate in the 2 day FGDM training.	Training certificate	CYS staff	May 2019	Training at Warren CYS		CAPS training log
		A minimum of 2 informal supports will be identified for every open case.	Identified supports / support involvement	FGDM Coordinator/ Caseworker/ Supervisor	Dec 2019	None		CAPS contacts – family engagement tab
	FWHS will staff a table at community events to provide information regarding Parent Education, the Perinatal Program, and services offered by Warren County CYS.	Table at community events.	Table at community events.	FWHS	2 events per calendar year	Community Resource Booklet, Parent Education Summary, Perinatal pamphlet		Participation in community events

County Improvement Plan (CIP)

Outcome # 2: All youth will be provided with an opportunity to participate in transitional education or activities to improve overall independence and successful transition into adulthood.								
STRATEGIES	ACTION STEPS	INDICATORS/ BENCHMARKS	EVIDENCE OF COMPLETION	PERSON(S) RESPONSIBLE	TIMEFRAME	RESOURCES NEEDED	STATUS	MONITORING
Identify and locate community life skills opportunities for youth.	Compile a list of community life skills opportunities.	List of activities	List of activities	QA	Aug 2018	Community life skills opportunities		Completed list
	Provide all youth with a list of community life skills activities.	List of activities	Case note	Caseworker	Dec 2018	List of activities		CAPS contacts
	Refer any youth with an identified disability to OVR.	OVR Referral	Case note	Caseworker	Dec 2019	OVR Referral		CAPS contacts
Transition planning for youth involved in Independent Living will begin at age 16, 90 days prior to the youth's 17 th birthday.	Transition Plan referral will be updated.	Updated referral	Referral on x drive	IL Coordinator / Supervisor / QA	May 2018	Updated referral		Updated referral on x drive
	All youth open for IL services will be referred for a transition meeting 90 days prior to his/her 17 th birthday.	Transition plan referral	Referral in file	Caseworker	Dec 2019	Updated referral		CAPS contact

Month and Year for the next state-supported Quality Service Review: November 2020

State-supported QSRs must occur at least every 3 years, but frequency cannot occur more than once every year.