

**Children Services Committee**  
**11/9/16**  
**Raleigh, NC**

Tri Chairs: Tracie Murphy, Heather Skeens, April Snead

In attendance: See sign in form attached.

By telephone (counties): Person, Rowan, Macon, Montgomery, Halifax, Johnston, Lincoln, Alamance, Burke, Edgecombe, Chowan, Rockingham, Moore, Henderson, Stokes, Tyrell, Gaston, Beaufort, Davie, Randolph, Forsyth, Currituck, Guilford, Durham, Nash, Washington, Dare

Approval of Minutes: Approval of October 2016 minutes- Tracie. Karen Ellis from Cleveland County moved and Melanie seconded. Minutes approved.

**Prevent Child Abuse NC- Sharon Hirsch and Maleah Rose Waters.** Prevent Child Abuse is the only statewide organization that focuses on preventing child abuse. This is done by providing education, advocating for state changes. Policy agenda focuses on parent training, particularly Evidenced Based programs. Prevent Child Abuse provides coaching to Evidenced Based Parenting programs across the state including Circles of Care, IY, and Strengthening Families. The Prevention Network is also an important part of what they do. All Departments of Social Services are members. A contact sheet was distributed to ensure that agencies have correct contacts and information is getting to the right people in your county. Prevention Network members get discounts on things like the Pinwheels they sponsor. There is an Annual Summit in Durham this year held on March 7-9<sup>th</sup>. Electronic copies of everything in the packet will be sent out to the committee. Please encourage attendance at the Summit. A screening of the movie Resilience will take place at the Summit and Robert Redford's son will be a presenter. Policy goals- would love to talk with our committees. When CFSR results came out last year, Prevent Child Abuse began work on developing Child Welfare Prevention plans. They have initiated a process this year for 5 counties, starting in Cumberland County. The focus is on developing prevention plans that include protective factors. A goal is that during Child Abuse Prevention Month prevention plans and outcomes can be presented to local BOC's. The expectation would not be that individual DSS agencies would be doing this on their own. Instead it would be a partnership between PCA and the local DSS. Other pilot counties are Halifax and Buncombe. New Hanover may be a pilot in the future and there is room for one more county. Tracie Murphy extended her appreciation for the work that Prevent Child Abuse does as it is an important partnership. Sharon Hirsch will email the materials to Sharnese for distribution.

**Erin Baluyot- Foster Care to 21-** This new program will be implemented on 1/1/17 and the basics will be covered today. This legislation arose from the Fostering Connections to Success and Increasing Adoptions Act. Program eligibility requirements include the following: 1) Enrolled in education program, 2) Involved in vocational program, 3) participating in program/activity to promote or remove barriers to employment , 4) Employed at least 80 hours per month, and/or 5) Be incapable of completing educational or employment requirements due to a medical condition or disability. The young adult must have aged out of Foster Care and be 18-

21 years of age Young adults must sign a VPA with the county DSS and agree to comply with program requirements and be in an approved placement (regardless of the type). Available funding sources are IV-E or State Foster Care funds. Counties will be held harmless for contributing 50% for the non-federal share of SFHF. This will include those aging out and those coming back. Each episode is a new re-entry. The DSS 5120-E will be the new form. It is anticipated that the majority will be IV-E eligible and will include only the youth and not the removal family.

Maintenance payments: Every young adult will be eligible for the standard board rate of \$634/M. Payments can go to both licensed and unlicensed homes, and directly to the young adult if appropriate. One of the goals is to allow more independence. If payments are sent to a young adult, a budgeting and financial management goal must be on the plan. This can be reassessed if the young adult is not paying his/her bills. Those receiving SSI or other funds are still eligible. SW will work closely on budgeting. Funding can be used for R&B or any other living expense such as food, utilities, cable, etc. Young Adults may be moving from one eligibility requirement to another. There will be a grace period to make reasonable efforts to achieve criteria again.

Transitional Living Plans and Court: Social workers should work with the youth to create a viable back-up plan within the Transitional Living Plan (TLP) from the beginning. The grace period will be 60 days to apply for another job, apply for classes, etc. As long as reasonable efforts are being made the young adult can continue in the program. In regard to court involvement, initially the young adult will sign the VPA and within 90 days the court will hear the case. This is the only required court hearing throughout the case unless there is a need for another hearing. A hearing can be requested by youth, DSS, or the court. Also in the statute there will not be a GAL or attorney appointed, however, there is discussion about ways to support youth in court and recommendations will be given to counties. County oversight requirements include the development of the TLP. This is in federal law and is originally developed with youth in Foster Care and will continue on into this program. There are four parts to the Transitional Living Plan. Plans should be driven by the youth and they should be encouraged to take the lead along with the help of the team, including who will be invited to the meeting. In addition transition support team meetings will be held. These are similar to CFT meetings. The team is made up of supportive adults agreed upon by the youth. These meetings will be required at certain intervals and the youth can choose the location.

Contacts with Youth: Monthly contacts will be required and youth can help choose where these will be. Two of the three visits in a quarter must be face-to-face. Other one can be by phone, email, Skype, etc. Quarterly in-home assessments will also be required to monitor the safety of the placement. Monthly contact record documentation tool is similar to the regular Foster Care one. Written documentation of continued eligibility should be in the record every 6 months. During the contacts, social workers are still providing independent living skills and encouraging youth to become more independent. Within the TLP, a 90 day transition plan will be jointly developed in preparation for exiting the program. Yearly credit checks will continue, but youth must give permission for the SW to assist since they are now adults. Placement options have been categorized into 3 groups: licensed, college dorm or facility, and semi-supervised independent living arrangement. Youth can have roommates, rent from a host home, or live with a relative or friend. The county DSS must approve and provide ongoing oversight. This provides an opportunity for them to go out on their own but with the additional support DSS

would provide (Similar to any young adult going out on their own for first time). Placement should be chosen based on each young person's assessment (maturity level, etc.). This is NOT an emergency placement that is only used as a last resort when we cannot find anything else. Also not for those at high risk for physical or mental health needs. Youth can be placed out of county or out of state. If a young adult is living outside of their home county, they can contact either their home or resident county. This should be worked out with young adult. An intercounty agreement should be completed and attached to VPA. ICPC must still be followed even though the youth is an adult now. Receiving states may or may not agree to provide supervision. Those who offer a similar program are more likely to agree. Regardless of the other state's willingness to provide assistance, it is still the responsibility of the home county to provide these services.

Termination: Reasons for termination are as follows: turning 21, no longer meeting eligibility criteria (taking into account grace period), youth requests to terminate, court has determined that the youth is not making progress or meeting goals, or if the youth has been absent for more than 14 days without prior approval and cannot be located. The only other entity that can terminate services other than youth is the court. Re-entries are limitless. The same eligibility criteria apply for each episode.

New forms are as follows: VPA, Placement Agreement that counties can utilize when payment is going straight to young adult to outline responsibilities, TLP, monthly contact record, 5120-E, 30 day termination notice (must be sent to the young adult if the court terminates services. Attached to the termination notices will be motion for review which outlines the appeal process.

Implementation: Preparations will be made over the next few months for implementation. The forms have been shared with several county LINKS staff and that was very helpful. In order to finalize and get published by 1/1/17, 10 live trainings are scheduled across the state. Erin will be presenting on the Staying Connected Call this month. Next month wrap up training and webinar will be offered with Jordan Institute. Will develop a small focus group to discuss what's working, what changes are needed, etc. Final regional training is on 12/7. Please email Erin with attendees. The Guardianship Assistance program will also be covered in these meetings. There is a survey link on the agenda requesting feedback on the policy including any clarifications, questions, concerns, etc.

Questions:

Can they live by themselves? Yes, if assessed to be appropriate and financially feasible.

What if they are in a Level II when age out? If more than \$634, will be covered.

What process will courts need to see? Still finding out from court partners and will have more info at trainings. Legal costs associated with court will need to be discussed.

ICPC- if a young adult wants to go just across state line to live with family, do we have to go through entire ICPC process? This does not necessarily have to be done before the youth goes, as he/she is an adult. The social worker should submit the packet, reach out to ICPC contact, etc. There e been a lot of concern raised regarding ICPC process. If you have a situation of concern, reach out to Erin or Division to discuss (e.g. youth moves to CA and they refuse to accept.)

For counties who have lots of licensed Foster Care homes, what is the residence county responsible for from home county? Reach out to home county and come to an agreement with them around who will be doing what. Larger counties that have more colleges may also see more of these, so will need to monitor and see how things go and if policy changes are needed to be fair to both counties. Maintenance and admin costs are the only changes to our county revenue right now, no new staff. Tracie encourages all counties to participate in the upcoming trainings.

**Rick Thompson – NC FAST P4 Child Welfare** – Tracie Murphy thanked all the counties who have staff participating in the NC FAST committees and responses to surveys sent out. Sharnese Ransome will email out the PPT presentation after the meeting. Rick Thompson and his team presented to the group. The P4 first release is going live in pilot counties in 7/17 and the next release is 12/17. The roll out proposal is that there will be 5 pilot counties and then roll out to 7 counties in Group One (Chatham, Cleveland, Rowan, Orange, Buncombe, Catawba, Carteret.) From time to pilot to large scale implementation is 6 months to allow time to work out issues. Twenty Two counties are in each group going live January 2018 and wrapping up in April 2018 with Group 5. These groups will roll out from east to west across the state. The NCFast team is in the design phase right now and is utilizing user checkpoints to share to share info with counties before pilot. This is the current proposed roll out that will be voted on soon. There will be a release 1 and 2 based on functional areas. Most are included in one but adoptions is in release 2 along with some security, ICPC, and QA. Design and development is broken in to 4 tracks. Lots of collaboration across tracks as there is overlap. Committees include Simplification, Data Governance, Security, P4 Conversion, and Mobility.

Training approach for counties: Given that social workers will be interrupted due to nature of work, the focus will be on web based training that can be completed as time permits throughout the day. This will provide more flexibility. The P4 team is strongly encouraging counties to get read only access to NCFast today to help start searching, seeing how things work, etc. The P4 team will also be working with Jordan Institute's Learning Management System. There will be a cadre of central trainers that will be available to do live webinars as needed. Testing this approach in the pilot phase.

Conversion: Seven systems will be converting into NC FAST. There will not be converting out of county systems, only state systems right now. Counties will need to close SIS cases that are still showing as open, clean-up duplicate SIS ID's, etc. The Division of Social Services is trying to do as much as they can centrally.

County Conversion: Both automated and manual conversion will be utilized. Existing open cases will continue on and be converted but no historical closed cases will be converted. The estimated conversion time on an existing open Assessment is about one hour. The team as developed an Excel spreadsheet to help estimate time needed to allocate. Shell of a case will be there, but lots of details that will have to be manually entered at the county level. Working with Kevin Kelley and others to see what strategies can be employed.

There is a firewall built between ES and FS. Child Welfare staff will have read only access to eligibility, but eligibility staff will not be able to see Child Welfare records. There is also sealed record security functionality.

County on-site support update: P4 will have its own version of FAST Help and a helpdesk that will be separate and solely focused on P4. There will be standard worker training and a small team that will work with “super users,” however details are still being worked out regarding the best way to train that group.

Mobility Update: There will be a mobile app and capability that is optional so counties can decide whether to invest in this or not. IBM is developing an investigator app that was demonstrated for team last week. Redmane and Diona are two other existing vendors being considered. A selection will be made based on which will work best and be most affordable. Demos will be done with the counties to get feedback on usability, functions, etc. and that will also be considered in the decision. The state will put out procurement for tablets to help counties purchase hardware at a reduced cost. There is in procurement out for technical assistance and support for the tablets (helpdesk, replacement tablets, etc.) Counties may use their IT staff if willing and able to provide support. If not, this will also be available to counties as an option. The project team is also working with privacy and security office. A DCDL will be coming out soon regarding privacy and security of data.

Document Management: Surveyed all 100 counties and 38 counties use NW, 6 counties use LasersFiche. Copy Pro, One Source, and custom solutions are also in use. There are 44 counties that do not use any document management system. Of the 56 that do, 75% use it only for their DSS while 25% of counties used in other county departments or functions. There has been a lot of discussion around File Net capability which is a full blown document mgt system and the state has license for it. It can do everything that NW and those programs can do. Visited Richmond County to see how they are using their system, how images are stored on server, scanner hardware, etc. The project team has developed some core business scenarios for how it would work if File Net were used including for other functions like mail rooms, front desk reception, etc. FileNet is an umbrella that has all sorts of products within it. IBM is working on pricing for the components we would need. Putting those estimates together and will share with DHHS leadership.

County readiness: checkpoints and workshops- JAD counties are already involved and pilot counties will also be exposed to checkpoints and workshops, although the details are still being worked out. For the other 88 counties will do webinars, etc. to show them everything that has been built to date. These will be coming up in Dec, March, and Sept. Also the project team has planned regional workshops to help counties understand upcoming changes and do planning in advance. These will probably take place approximately 8 months before the county “go live” date.

Questions: How should staff be set up in NC FAST? Staff can be put into a unit for read only access now using your existing org structure and deleted later so that they can be entered into the Child Welfare specific structure.

Fiscal impact: Now that these capabilities are in NC FAST, will counties no longer be able to draw down the funds for other systems with like functions? Tracie Murphy encouraged Directors to stay involved and be aware that there will be a fiscal impact.

Why were JAD counties not the pilot counties? The project team developed some criteria and discussed with TriChairs and then they reached out to counties who met that. Tracie Murphy

shared that there was some begging and arm twisting involved due to the amount of work required. Rick Thompson will be at both the eastern and western regional Director meetings and can share more information there if you have questions for him.

PIP Status Update: Kevin Kelley gave a brief overview due to lack of time. The Coordinator for CFSR will be Arletta Lambert. Also, there is a new contract for assistant AG for Child Welfare and Regina C. has filled the vacancy. The PIP has not yet been formally adopted and signed by Children's Bureau staff. The belief is that it can be approved, but still waiting on official signature. Once it's received, the PIP will be sent to Secretary Brajer for signature and will be finalized. There are five goals articulated in PIP that are broken down into strategies and activities. County representatives are serving on workgroups that in general are associated with a strategy. The first goal is to improve safety, permanency, and well-being through clear performance expectations. During the CFSR, it was found that there is a need to clarify existing policies. Policies and manuals need to be restructured and rewritten to be clear, searchable, etc. The first activity is to delve into how to best do that. Another group will be examining how to better train and support staff on procedures. This group has not yet met. The third group is to develop a supervisor academy. This workgroup has begun and will be starting with contracts with two universities with hope to expand to others. The fourth group will be working on strengthening the Technical Assistance model. The fifth group is working on developing a statewide family leadership model and there has been lots of positive energy around this work. This will likely be based on the model of SaySo. The work done by these groups will need to start in a manageable way and will mostly likely not be implemented statewide at first.

QA system: For the Children's Bureau, the OSRI (On Site Review Instrument) is what quality assurance is. Keven Kelley expressed appreciation for the 10 counties using it. The Children's Bureau is very stringent around its use. The fourth workgroup listed above will be handling this as well.

Strengthen relationship with Court Partners: Work has begun and it is likely that the REAP system, J-Wise system, and info from the OSRI will all be utilized. Local profiles will show how counties use data, what does it mean, how it can be used to improve outcomes, etc.

Guardianship assistance has been enabled. This can be budgeted with foster care and it is anticipated that this will be implemented 1/1/17.

Cross System Collaboration: Grant funding from Duke Endowment will provide for a series of meetings for each LME/MCO catchment area to talk about how to better serve children and families. This work has started in some areas and will roll out to others. Counties will receive info via email from NC Institute of Medicine.

Foster Parent diligent recruitment plan is headed up by Jamie Bazemore. Partnering with chairs of this committee will be done to help others understand terms CFSP and APSR to ensure that language is clear and correctly communicated at all levels.

P4 for Child Welfare is the only strategy under goal 5. The other strategy that used to be under this item was removed because of a recent Technical Bulletin 9 issued by the Children's Bureau. Data Indicators will no longer be used to reach substantial conformity.

Meeting adjourned 12:58 PM.

Minutes respectfully submitted by:

Heather Skeens, Director, Guilford County

Tracie Murphy, Director, Davie County

April Sneed, Director, Scotland County

Jennie Kristiansen, Director, Chatham County & Kim Harrell, Director, Yadkin County  
(apprentices)

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Children's Services Sign in Sheet: November 10, 2016

Raleigh, NC (Holiday Inn Express)

Name (Print)	County
Cynthia D. O'Brian	NCDHHS - DSS
MICHAEL WARD	NCDHHS - DSS
Donna Fayler	Rowan
Jeff Olson	NCDHHS - DSS
Michael Kenney	NC DHHS - DSS
Beth Glover	NC DHHS - DSS
Linda Keely	Wake
Lisa Cauley	Wake
Will Wakeford	Caldwell
Della Sweet	Hoke
Robert Torrey	Johnston
Kathy Stone	Wilson DSS
Denise Boyette	Johnston DSS
Rae Alepa	Union
Kathy Brown	Edgecombe
B. Whitehurst	Edgecombe
Mona K Davis	VA Center for State
Debbie Green	Pamlico DSS
Leah Black	VA Center for States
STEPHEN POTTER	WAYNE DSS
Denita DeVega	Cumberland DSS

Children's Services Sign in Sheet: November 10<sup>9</sup>, 2016

Raleigh, NC (Holiday Inn Express)

Name (Print)	County
Shelia Stokes	Guilford
Shaun Barlow	Guilford
Arlette Lambert	NC DSS
Linda Clements	NC DSS
Heather Behanan	NC DSS
Cim Brailer	Chatham
Katelyn Ehle	NC DSS
Scott Sabatino	Halifax DSS
Chris DeBivins	Gaston
Wes Stewart	Pender
Jimmy Schrenker	Stanly
Brenda Jackson	Cumberland
Clint Lewis	Carteret
Susan McCracken	Lincoln
Angela Ellis	Greene

Children's Services Sign in Sheet: November <sup>9</sup>~~10~~, 2016

Raleigh, NC (Holiday Inn Express)

Name (Print)	County
TICHER GARDNER	Sevier
Betty Kelly	NC DSS
Rick THOMPSON	NC EAST
Nitya Gnanapathy	NC EAST
Dennis Ellis	NC EAST
Kristin O'Connor	NC DSS
Teresa Strom	NC DSS
Trish Baker	Alexander Co.
Melanie Corprew	Dare
Sonya A. Toman	Beaufort
Kevin Kelley	NC DHHS - DSS
Lynn Fields	Sampson
Erin Baluyot	NC DHHS - DSS
Toni Welch	Randolph
Jayetta Butler	Randolph
Karen Ellis	Cleveland
Tammy Shook	Burcombe
Deborah Day	NC DSS
Angenette Stephenson	NC DOJ for NC DSS
Regina Curvello RCURVELLO@ncdoj.gov	NC DOJ for NC DSS
Suzanne Auet	Burcombe