



*Juan F. v Rowland*  
Exit Plan

Civil Action No. H-89-859 (AHN)

Exit Plan Outcome Measures  
Baseline Summary Report

**DRAFT VERSION 6 4/6/2004**

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## Introduction

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1. The Monitor reserves the rights, authorities and responsibilities granted in the Monitoring Order of December 1, 1992 as modified, and all the rights, authorities and responsibilities granted in the October 7, 2003 Stipulation and Order (No. 447) all of which are incorporated in this Exit Plan by reference.
2. The Monitor reserves the right to modify the measurement procedures to be used to determine and sustain compliance with any outcome measure herein until July 1, 2004 after which time, there shall be no changes except as may be ordered by the Court. **LINK** and other reporting options will be finalized during this period.
3. The **Juan F.** class is:
  - A. All children who are now, or will be, in the care, custody, or supervision of the Commissioner of the Department of Children and Families as a result of being abused, neglected or abandoned or being found at risk of such maltreatment; and<sup>1</sup>
  - B. All children about whom the Department knows, or should know by virtue of a report to the Department, who are now, or will be, abused, neglected or abandoned, or who are now, or will be, at serious risk of such maltreatment.
4. The United States District Court for the District of Connecticut retains continuing jurisdiction over this action until the Court terminates such jurisdiction.
5. The Defendants must be in compliance with all of the outcome measures, and in sustained compliance with all of the outcome measures for at least two quarters (six months) prior to asserting compliance and shall maintain compliance through any decision to terminate jurisdiction. The Court Monitor shall then conduct a review of a statistically significant valid sample of cases files at 96% confidence level, and such other measurements as are necessary, to determine whether Defendants are in compliance. The Court Monitor shall then present findings and recommendations to the District Court. The parties shall have a meaningful opportunity to be heard by the Court Monitor before rendering his findings and recommendations.
6. This Exit Plan delineates specific outcome measures whose achievement are a prerequisite for termination the Court's jurisdiction over this action. Specific definitions, guidelines, interpretations and measurement methodology are listed for each outcome measure. The only enforceable measurements are the actual outcome measure that are bolded and placed in text boxes.
7. The Defendants shall provide funding and other resources necessary to fully implement the Exit Plan.

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<sup>1</sup> For the purposes of Exit Plan Outcome Measure reports, all children with a **Legal Status of Commitment – Delinquent** will be excluded (where applicable). All children with a legal status of **Commitment – Dual** will be included (where applicable).

## Overview

#	Outcome Measure	Measure	Baseline	Source	Notes
1	Commencement of Investigation	>=90%	First Report available 6/04	LINK	Pending LINK Change. Release scheduled for May 2004.
2	Completion of Investigation	>=85%	73.7%	LINK	
3	Treatment Plans	>=90%	N/A	Case Review	
4	Relative Search	85%	First Report available 7/04	LINK	Pending LINK Change. Release scheduled for June 2004.
5	Repeat Maltreatment of In-Home Children	<=7%	7.1%	LINK	
6	Maltreatment of Children in Out-of-Home Care	<=2%	1.2%	LINK	
7	Reunification	>=60%	57.8%	LINK	
8	Adoption	>=32%	12.5%	LINK	
9	Transfer of Guardianship	>=70%	60.5%	LINK	
10	Sibling Placement	>=95%	First Report available 7/04	LINK	Pending LINK Change. Release scheduled for June 2004.
11	Re-Entry into DCF Custody	<=7%	6.9%	LINK	
12	Multiple Placements	>=85%	93.2%	LINK	
13	Foster Parent Training				
14	Placement Within Licensed Capacity	96%	94.9%	LINK	Report currently requires manual adjustment by FASU staff
15	Children's Needs Met	80%	N/A	Case Review	
16	Worker-Child Visitation (Out-of-Home)	85%	First Report available 7/04	LINK	Pending LINK Change. Release scheduled for June 2004.
17	Worker-Child Visitation (In-Home)	85%	First Report available 7/04	LINK	Pending LINK Change. Release scheduled for June 2004.
18	Caseload Standards	<=100%	N/A	LINK	
19	Reduction in the Number of Children Placed in Residential Care	<=11%	13.5%	LINK	
20	Discharge Measures	>=85%	First Report available 7/04	LINK	Pending LINK Change. Release scheduled for June 2004.
21	Discharge of Mentally Ill or Retarded Children				
22	Multi-disciplinary Exams (MDE)	>=85%	5.6%	LINK	

## Summary By Office

Description	Measure	Bridgeport	Danbury	Hartford	Manchester	Meriden	Middletown	New Britain	New Haven	Norwalk	Norwich	Stamford	Torrington	Waterbury	Willimantic	Statewide
1. Commencement of Investigation	>=90%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2. Completion of Investigation	>=85%	70.2%	98.7%	63.3%	63.4%	53.3%	60.0%	67.1%	70.8%	100%	77.8%	98.7%	87.8%	85.9%	82.7%	73.7%
3. Treatment Plans	>=90%	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR
4. Relative Search	85%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5. Repeat Maltreatment of In-Home Children	<=7%	5.6%	7.8%	5.7%	6.5%	8.3%	3.7%	7.3%	9.5%	12.1%	6.7%	4.8%	6.7%	8.5%	4.7%	7.1%
6. Maltreatment of Children in Out-of-Home Care	<=2%	0.9%	1.3%	0.7%	0.6%	2.3%	1.9%	0.7%	1.4%	0.8%	0.3%	1.8%	0.5%	0.6%	1.0%	1.2%
7. Reunification	>=60%	68.3%	58.1%	46.7%	60.4%	59.3%	62.5%	63.2%	50.9%	63.3%	53.9%	31.6%	65.6%	54.6%	66.3%	57.8%
8. Adoption	>=32%	17.5%	25.0%	2.9%	23.8%	43.5%	100%	6.7%	8.7%	27.3%	12.5%	0.0%	6.7%	2.3%	11.1%	12.5%
9. Transfer of Guardianship	>=70%	62.5%	50.0%	57.1%	75.0%	18.2%	66.7%	50.0%	63.3%	100%	75.0%	72.7%	25.0%	57.1%	100%	60.5%
10. Sibling Placement	>=95%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11. Re-entry in to DCF Custody	<=7%	7.1%	2.5%	6.1%	6.7%	4.5%	7.3%	7.7%	8.0%	37.5%	3.6%	4.0%	5.7%	4.2%	10.1%	6.9%
12. Multiple Placements	>=85%	93.2%	100%	90.4%	94.0%	88.7%	95.1%	91.7%	95.9%	96.0%	92.9%	96.0%	87.8%	97.1%	87.6%	93.2%
13. Foster Parent Training	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14. Placement Within Licensed Capacity	>=96%	98.0%	98.6%	96.4%	91.5%	98.6%	94.4%	95.6%	93.0%	-	92.4%	-	-	95.2%	95.3%	94.9%
15. Children's Needs Met	>=80%	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR	CR
16. Worker Visitation (In-Home)	>=85%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17. Worker Visitation (Out-of-Home)	>=85%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
18. Caseload Standards	0	11	6	11	48	14	12	46	96	0	44	0	5	31	24	348
19. Reduction in the Number of Children Placed in Residential Care	<=11%	12.0%	12.2%	11.2%	14.9%	14.7%	25.9%	10.9%	15.4%	10.8%	11.8%	28.0%	16.3%	10.7%	11.5%	13.5%
20. Discharge Measures	>=85%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21. Discharge of Mentally Ill Children	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22. Multi Disciplinary Exam (MDE)	>=85%	3.8%	0.0%	1.2%	3.6%	0.0%	0.0%	0.0%	7.6%	0.0%	24.1%	0.0%	25.0%	3.0%	12.5%	5.6%

N/A – Not Available

CR – Case Review

## Outcome Measure 1: Commencement of Investigation

### Measure

DCF shall assure that at least **90%** of all reports of children alleged to be abused, or neglected, shall be prioritized, assigned and the investigation shall commence within the timeframes specified below.

If the report of child abuse or neglect is determined by the DCF Hotline to be:

- A. A situation in which failure to respond immediately could result in the death of, or serious injury to a child, then the response time for commencing an investigation is the same calendar day Hotline accepts the report.
- B. A non-life threatening situation that is severe enough to warrant a 24 hour response to secure the safety of the child and to access the appropriate and available witnesses, then the response time for commencing an investigation is 24 hours.
- C. A non-life threatening situation that, because of the age or condition of the child, the response time for commencing an investigation is 72 hours.

### Definitions

- The **commencement of an investigation** occurs when the DCF investigator attempts to make face-to-face contact with the parent or person responsible for the child's care, and/or with the child(ren).
- A report **of alleged abuse, neglect, or a child in danger of abuse or neglect** comes into existence when the DCF hotline accepts a complaint for investigation and designates a response time for the commencement of the investigation.
- A report is **prioritized** by the DCF Hotline when it designates a response time of the same calendar day, 24, or 72 hours for the commencement of the investigation.
- A report is **assigned** when the DCF area office designates an investigator to commence the investigation within the time frames specified in this outcome measure.
- The Hotline shall determine the primary language of the family, if possible, so the case is assigned to an investigator who speaks that language, or DCF shall secure an interpreter to accompany the investigator.

### Measurement Procedure:

- A. The Monitor shall determine if this outcome has been achieved through LINK quarterly reports. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this outcome measure.

### Data Mapping

Pending LINK Change. Release scheduled for May 2004.

### Baseline Summary Data

One (1) calendar month beyond release of LINK change is required to produce the first report.

## Outcome Measure 2: Completion of the Investigation

### Measure

At least **85%** of all reports of alleged child maltreatment accepted by the DCF Hotline shall have their investigations completed within 45 calendar days of acceptance by the Hotline.

### Definitions

The completion of the investigation occurs when the investigator has interviewed each family member, including the parents, other adults and all children in the home as well as necessary collateral contacts and the investigator's DCF supervisor verifies the investigator's determination of substantiation or non-substantiation and the determination entered in LINK.

Investigations shall be conducted by workers who speak the primary language of the family or the investigators shall be accompanied by an interpreter.

### Measurement Procedure

- A. The Monitor shall determine if this outcome has been achieved through LINK quarterly reports. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this outcome measure.

### Data Mapping

Query the LINK database to determine all Investigations completed during the period. For each Investigation completed during the period, subtract the CPS Report accept date from the Investigation Completion Date to determine the number of days the Investigation was open.

### Baseline Summary Data

Office	October 2003			November 2003			December 2003			Average
	Total CPS Reports	Closed Within 45 Days	%	Total CPS Reports	Closed Within 45 Days	%	Total CPS Reports	Closed Within 45 Days	%	
Bridgeport	288	192	66.7%	221	161	72.9%	243	173	71.2%	70.2%
Danbury	117	117	100.0%	104	100	96.2%	104	104	100.0%	98.7%
Hartford	253	194	76.7%	242	150	62.0%	312	160	51.3%	63.3%
Hotline	50	39	78.0%	38	30	78.9%	53	38	71.7%	76.2%
Manchester	260	185	71.2%	165	99	60.0%	171	101	59.1%	63.4%
Meriden	90	57	63.3%	58	27	46.6%	164	82	50.0%	53.3%
Middletown	97	67	69.1%	81	49	60.5%	103	52	50.5%	60.0%
New Britain	278	200	71.9%	211	136	64.5%	264	171	64.8%	67.1%
New Haven	417	325	77.9%	354	253	71.5%	471	297	63.1%	70.8%
Norwalk	67	67	100.0%	45	45	100.0%	66	66	100.0%	100.0%
Norwich	237	197	83.1%	189	148	78.3%	261	188	72.0%	77.8%
Stamford	69	69	100.0%	51	51	100.0%	76	73	96.1%	98.7%
Torrington	82	73	89.0%	77	67	87.0%	87	76	87.4%	87.8%
Waterbury	238	215	90.3%	203	174	85.7%	224	183	81.7%	85.9%
Willimantic	161	147	91.3%	135	107	79.3%	178	138	77.5%	82.7%
<b>Totals</b>	<b>2,704</b>	<b>2,144</b>	<b>79.3%</b>	<b>2,174</b>	<b>1,597</b>	<b>73%</b>	<b>2,777</b>	<b>1,902</b>	<b>68.5%</b>	<b>73.7%</b>

## Outcome Measure 3: Treatment Plans

### Measure

In at least **90%** of the cases, except probate, interstate, voluntary and subsidy only cases, clinically appropriate individualized family and child specific treatment plans shall be developed in conjunction with parents, children, providers and others involved with the case and approved by a DCF supervisor within 60 days of case opening in a treatment unit, or a child's placement out-of-home, whichever comes sooner, and for each six (6) month period thereafter.

**Approved by the DCF Supervisor**, means the DCF supervisor verifies and confirms that the functions of a written treatment plan are developed and used to:

- A. Identify in a time limited and goal oriented format the problem areas, needs and proposed services to be provided to all children, parents, relatives and caretakers who are active participants in the case.
- B. Document and describe reasonable efforts to prevent out-of-home placement of children.
- C. Define mutual responsibilities and expectations of children, parents, caretakers and service providers toward reaching identified case goals.
- D. Document and describe reasonable efforts to reunify children with their families in a timely manner.
- E. Determine sibling and parental visitation schedule if siblings are not placed together.

The individualized family and child specific treatment plans are the written working agreement between the child, family, caretakers if any, service provider (s) and DCF. The agreement describes and documents the child and/or family's service needs as well as what DCF, the family, and/or the child is required to do to achieve the goals of the plan. This includes all in-home and out-of-home cases except probate, interstate, voluntary and subsidy only cases.

Treatment plans shall be written in the primary language of the family and/or child. Treatment planning conferences shall be conducted in the primary language of the family and/or child.

### Measurement Procedure

- A. DCF will randomly select 25 cases quarterly for a qualitative review, including unannounced attendance at the treatment planning conferences, to determine if this outcome measure is being achieved and to report on the barriers to meeting this measure.
- B. The Monitor's Office will randomly select 15 cases quarterly for a qualitative review, including unannounced attendance at the treatment planning conferences, to determine if this outcome measure is being achieved.
- C. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this outcome measure.

### Data Mapping

N/A

### Baseline Summary Data

N/A



## **Outcome Measure 4: Search for Relatives**

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### **Measure**

If a child(ren) must be removed from his/her home, DCF shall conduct and document a search for maternal and paternal relatives, extended formal or informal networks, friends of the child or family, former foster parents, or other persons known to the child. The search period shall extend through the first six (6) month administrative case review following removal from home. The search shall be conducted and documented in at least **85%** of the cases.

### **Definitions**

- Temporary placement with relatives to whom the child is emotionally attached and who can ensure the child's safety may be the most desirable arrangement.
- Placement with a relative or non-relative caretaker with whom the child is familiar requires the completion of an assessment for a relative certification or special study license.

### **Measurement Procedure**

- A. The Monitor shall determine if this outcome has been achieved through DCF quarterly outcome reports. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### **Data Mapping**

Pending LINK Change. Release scheduled for June 2004.

### **Baseline Summary Data**

Six (6) calendar months beyond release of LINK change is required to produce the first report.

## Outcome Measure 5: Repeat Maltreatment of In-Home Children

### Measure

No more than **7%** of the children who are victims of substantiated maltreatment during any six-month period shall be the substantiated victims of additional maltreatment during any subsequent six-month period. This outcome shall begin to be measured within the six-month period beginning March 1, 2004.

### Measurement Procedure

- A. The Monitor shall determine if this outcome has been achieved through a LINK six-month outcome report. DCF will report every six (6) months on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for one (1) six (6) month period and maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

- Query the LINK database to retrieve all investigations completed during the period 1/1/YYYY – 6/30/YYYY to then determine all associated, substantiated allegations (including type), substantiated victims and designated worker and office.
- Query the LINK database to retrieve all investigations completed during the period 1/1/YYYY – 6/30/YYYY to then determine all associated, substantiated allegations (including type), substantiated victims and designated worker and office.
- Compare the two datasets to determine the substantiated victims contained in both extracts.
- Divide the number of repeat victims by the number of total victims to determine percentage of repeat maltreatment.

### Baseline Summary Data

Calendar Year 2003				
Office	Substantiated Victims		Repeat Victims	%
	1/1/03 – 6/30/03	1/1/03 – 6/30/03		
Bridgeport Office	696	39		5.6%
Danbury Office	320	25		7.8%
Hartford Office	633	36		5.7%
Hotline	75	6		8.0%
Manchester Office	651	42		6.5%
Meriden Office	301	25		8.3%
Middletown Office	136	5		3.7%
New Britain Office	685	50		7.3%
New Haven Office	1,126	107		9.5%
Norwalk Office	58	7		12.1%
Norwich Office	534	36		6.7%
Stamford Office	125	6		4.8%
Torrington Office	120	8		6.7%
Waterbury Office	436	37		8.5%
Willimantic Office	464	22		4.7%
<b>Totals</b>	<b>6,360</b>	<b>451</b>		<b>7.1%</b>

## Outcome Measure 6: Maltreatment of Children in Out-of-Home Care

### Measure

No more than **2%** of the children in out-of-home care on or after January 1, 2004 shall be the victims of substantiated maltreatment by substitute caregivers while in out-of-home care.

### Definitions

- Maltreatment by parents or guardians while the child is in out-of-home care are not counted for the purpose of this measurement.
- Regulatory violations are not considered substantiations, and shall be handled as specified in DCF policy.

### Measurement Procedure

- The Monitor shall determine if this outcome has been achieved through LINK quarterly outcome reports. DCF will report quarterly on the barriers to meeting this measure.
- The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

- Query the LINK database to retrieve all investigations completed during the period to then determine all associated, substantiated allegations (including type), substantiated victims and the date of the associated CPS Report(s).
- Query the LINK database to retrieve all Juan F. children in an open placement during the period.
- Compare the two datasets to identify children contained in both extracts to then compare the CPS Report date to the child's placement begin and end date.
- Divide the number of children involved in instances where the CPS Report date fell within the placement dates by the total number of Juan F. children in care during the period.

### Baseline Summary Data

Office	Children In-Care	Substantiated Victims	%
Bridgeport Office	758	7	0.9%
Central Office	71	22	31.0%
CJTS	106	2	1.9%
Danbury Office	223	3	1.3%
Hartford Office	1,176	8	0.7%
Manchester Office	722	4	0.6%
Meriden Office	263	6	2.3%
Middletown Office	210	4	1.9%
New Britain Office	737	5	0.7%
New Haven Office	1,322	18	1.4%
Norwalk Office	125	1	0.8%
Norwich Office	662	2	0.3%
Stamford Office	112	2	1.8%
Torrington Office	207	1	0.5%
Waterbury Office	770	5	0.6%
Willimantic Office	575	6	1.0%
<b>Total</b>	<b>8,039</b>	<b>96</b>	<b>1.2%</b>

## Outcome Measure 7: Reunification

### Measure

At least **60%** of all children who are reunified with their parents or guardians shall be reunified within 12 months of their most recent removal from the child's home.

### Measurement Procedure

- A. DCF shall report quarterly on the number of children who are reunified, and what percentage of those were reunified within 12 months of the child's removal from his/her home. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

- Query the LINK database to retrieve all **discharges** from care during the period where the discharge reason is Reunification (using AFCARS discharge methodology).
- Subtract the child's most recent removal from home date from the discharge date.
- Divide the number of children whose length of time to reunification was 12 months or less by the total number of children reunified with their parents or primary caretakers during the period.

### Baseline Summary Data

AFCARS Reporting Period 4/1/03 – 9/30/03			
Office	Reunifications	Reunified in 12 mos. or Less	%
Bridgeport Office	161	110	<b>68.3%</b>
Central Office	34	25	73.5%
Danbury Office	43	25	58.1%
Hartford Office	167	78	46.7%
Manchester Office	111	67	<b>60.4%</b>
Meriden Office	27	16	59.3%
Middletown Office	40	25	<b>62.5%</b>
New Britain Office	125	79	<b>63.2%</b>
New Haven Office	216	110	50.9%
Norwalk Office	30	19	<b>63.3%</b>
Norwich Office	89	48	53.9%
Stamford Office	19	6	31.6%
Torrington Office	32	21	<b>65.6%</b>
Waterbury Office	130	71	54.6%
Willimantic Office	83	55	<b>66.3%</b>
<b>Totals</b>	<b>1,307</b>	<b>755</b>	<b>57.8%</b>

## Outcome Measure 8: Adoption

### Measure

At least **32%** of the children who are adopted shall have their adoptions finalized within 24 months of the child's most recent removal from his/her home.

### Measurement Procedure

- A. DCF shall report quarterly on the number of children who are adopted, and what percentage of those are adopted within 24 months of the child's removal from their home. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with the measure.

### Data Mapping

- Query LINK to retrieve all children who were adopted during the reporting period by determining the **Effective Date of the Adoption Court Disposition**.
- Subtract each child's most recent removal from home date from the Effective Date of the adoption to determine the months to adoption.
- Divide the number of children adopted within 24 months of entry in to care by the total number of children adopted during the reporting period.

### Baseline Summary Data

Calendar Year 2003			
Office	Total Adoptions	Adoptions In 24 Mos.	%
Bridgeport Office	57	10	17.5%
Danbury Office	16	4	25.0%
Hartford Office	68	2	2.9%
Manchester Office	21	5	23.8%
Meriden Office	23	10	43.5%
Middletown Office	2	2	100.0%
New Britain Office	30	2	6.7%
New Haven Office	69	6	8.7%
Norwalk Office	11	3	27.3%
Norwich Office	40	5	12.5%
Stamford Office	2	0	0.0%
Torrington Office	30	2	6.7%
Waterbury Office	44	1	2.3%
Willimantic Office	27	3	11.1%
<b>Totals</b>	<b>440</b>	<b>55</b>	<b>12.5%</b>

## Outcome Measure 9: Transfer of Guardianship

### Measure

At least **70%** of all children, whose custody is legally transferred, shall have their guardianship transferred within 24 months of the child's most recent removal from their home.

### Measurement Procedure

- A. DCF shall report quarterly on the number of children whose guardianship is legally transferred, and what percentage of those were legally transferred within 24 months of the child's removal from their home. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

- Query the LINK database to retrieve all instances of a recorded Court Disposition where the effective date of the transfer of legal guardianship falls within the reporting period.
- Subtract each child's most recent removal from home date from the effective date of the transfer of guardianship to determine the number of months between removal and custody transfer.
- Divide the number of children whose custody transfer occurred within 24 months of their entry in to care by the total number of children whose custody was transferred during the period.

### Baseline Summary Data

Period 7/1/2003 – 12/31/2003

Office	Total Transfers <sup>2</sup>	Transfers Within 24 Months	%
Bridgeport Office	24	15	62.5%
Danbury Office	6	3	50.0%
Hartford Office	42	24	57.1%
Manchester Office	24	18	75.0%
Meriden Office	11	2	18.2%
Middletown Office	3	2	66.7%
New Britain Office	16	8	50.0%
New Haven Office	30	19	63.3%
Norwalk Office	3	3	100.0%
Norwich Office	8	6	75.0%
Stamford Office	11	8	72.7%
Torrington Office	4	1	25.0%
Waterbury Office	14	8	57.1%
Willimantic Office	4	4	100.0%
<b>Totals</b>	<b>200</b>	<b>121</b>	<b>60.5%</b>

<sup>2</sup> During the reporting period there were 267 transfers of guardianship. Of those 267, 200 records included a Removal From Home Date. Records without a removal date, length of time to transfer cannot be calculated.

## **Outcome Measure 10: Sibling Placement**

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### **Measure**

At least 95% of the siblings entering out-of-home placement shall be placed together unless there are documented therapeutic reasons for separate placements.

### **Definitions**

Therapeutic reasons include such things but are not limited to situations where siblings are placed with multiple relatives, one (1) sibling requires hospitalization and others do not, where siblings were abused by another sibling, etc. The therapeutic reason the siblings must be placed apart shall be documented in LINK by the DCF supervisor.

### **Measurement Procedure**

- A. DCF shall report quarterly on this outcome measure. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure

### **Data Mapping**

Pending LINK Change. Release scheduled for June 2004.

### **Baseline Summary Data**

One (1) calendar quarter beyond release of LINK change is required to produce the first report.

## Outcome Measure 11: Re-Entry into DCF Custody

### Measure

Of all children who enter DCF custody, **7%** or fewer shall have re-entered care within 12 months of the prior out-of-home placement.

### Measurement Procedure

- A. The Monitor shall determine if this outcome has been achieved through LINK quarterly reports. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

- Query the LINK database to retrieve all children entering care during the period.
- Retrieve the most recent discharge from care date for each child (if any).
- Subtract the most recent discharge date from the entry date to determine time between discharge and re-entry.
- Divide the number of children re-entering care within twelve months by the number of children entering care during the period.

### Baseline Summary Data

AFCARS Reporting Period 4/1/03 – 9/30/03

Office	Entered Care	Re-entered Care	Reentered Care Within 12 Months	%
Bridgeport Office	154	24	11	7.1%
Danbury Office	40	6	1	<b>2.5%</b>
Hartford Office	181	30	11	<b>6.1%</b>
Manchester Office	150	18	10	<b>6.7%</b>
Meriden Office	44	2	2	<b>4.5%</b>
Middletown Office	41	5	3	7.3%
New Britain Office	156	24	12	7.7%
New Haven Office	237	36	19	8.0%
Norwalk Office	16	7	6	37.5%
Norwich Office	111	12	4	<b>3.6%</b>
Stamford Office	25	6	1	<b>4.0%</b>
Torrington Office	35	4	2	<b>5.7%</b>
Waterbury Office	118	20	5	<b>4.2%</b>
Willimantic Office	109	21	11	10.1%
<b>Totals</b>	<b>1,417</b>	<b>215</b>	<b>98</b>	<b>6.9%</b>



## Outcome Measure 12: Multiple Placements

### Measure

Beginning on January 1, 2004, at least **85%** of the children in DCF custody shall experience no more than three (3) placements during a 12 month period.

### Measurement Procedure

- A. The Monitor shall determine if this outcome has been achieved through LINK quarterly reports. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Definitions

This includes Safe Home placements but excludes respite, hospitalizations of less than seven (7) days, home visits, runaways or children sent to the Connecticut Juvenile Training School.

### Measurement Procedure

- A. The Monitor shall determine if this outcome has been achieved through LINK quarterly reports. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

Use AFCARS logic to determine placement settings for children entering care after 1/1/2004.

### Baseline Summary Data

Children Entering Care 12/31/02 – 12/31/03

Office	Children In Care 12 Mos. Or Less	Children With 3 or Less Settings	%
Bridgeport Office	148	138	93.2%
Danbury Office	48	48	100.0%
Hartford Office	240	217	90.4%
Manchester Office	215	202	94.0%
Meriden Office	53	47	88.7%
Middletown Office	61	58	95.1%
New Britain Office	180	165	91.7%
New Haven Office	293	281	95.9%
Norwalk Office	25	24	96.0%
Norwich Office	211	196	92.9%
Stamford Office	25	24	96.0%
Torrington Office	41	36	87.8%
Waterbury Office	175	170	97.1%
Willimantic Office	170	149	87.6%
Unassigned	40	40	100.0%
<b>Totals</b>	<b>1,925</b>	<b>1,795</b>	<b>93.2%</b>

## **Outcome Measure 13: Foster Parent Training**

### **Measure**

Licensed DCF foster or pre-adoptive parents shall be offered 45 hours of post-licensure training within 18 months of initial licensure and at least 9 hours each subsequent year. This measure does not apply to relative, special study or independently licensed foster parents for whom 8 hours of pre-service training is required.

### **Definitions**

The Department will ensure that all modules requiring social worker attendance are attended by social workers. The Department will also hold training sessions near foster parents, offer daycare, night and weekend training sessions and other inducements to make it likely that foster parents can attend the training. Attendance at training will be a factor considered in licensure or re-licensure of foster parents.

Training shall be offered in the primary language of the foster parents.

### **Measurement Procedure**

- A. The Monitor shall determine if this outcome has been achieved through LINK quarterly reports. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### **Data Mapping**

N/A

### **Baseline Summary Data**

N/A

## Outcome Measure 14: Placement Within Licensed Capacity

### Measure

At least **96%** of all children placed in foster homes shall be in foster homes operating within their licensed capacity, except when necessary to accommodate sibling groups.

### Definitions

The placement of the sibling group must be the cause of the overcapacity to allow the exception and this must be documented in LINK.

### Measurement Procedure

- A. The Monitor shall determine if this outcome has been achieved through LINK quarterly reports. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

- Query the LINK database to retrieve Provider data for all Juan F. children in placement.
- Subtract the Provider's licensed bed capacity from the number of actual placements open with the Provider.
- Exempt any overcapacity placements involving sibling groups placed together where the placement caused the license capacity to be exceeded.
- Divide the number of children placed in an overcapacity home by the number of children in placement.

### Baseline Summary Data

Data as of 12/31/2003

Office	Children Placed In Overcapacity Homes	Juan F. Children In Care	%
Bridgeport Office	11	540	98.0%
Danbury Office	2	148	98.6%
Hartford Office	32	894	96.4%
Manchester Office	45	531	91.5%
Meriden Office	3	211	98.6%
Middletown Office	8	143	94.4%
New Britain Office	25	568	95.6%
New Haven Office	74	1,051	93.0%
Norwich Office	41	536	92.4%
Waterbury Office	30	626	95.2%
Willimantic Office	21	451	95.3%
<b>Totals</b>	<b>292</b>	<b>5,699</b>	<b>94.9%</b>

## **Outcome Measure 15: Children's Needs Met**

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### **Measure**

At least 80% of all families and children shall have all their medical, dental, mental health and other service needs provided as specified in their most recently approved clinically appropriate treatment plan.

### **Definitions**

If there are no timeframes specified in the most recent treatment plan, the timeframe used for measurement will be the six (6) months following the effective date of the treatment plan.

### **Measurement Procedure**

- A. DCF will randomly select 25 cases quarterly for a qualitative review, including unannounced attendance at the treatment planning conferences, to determine if this outcome measure is being achieved and to report on the barriers to meeting this measure.
- B. The Monitor's Office will randomly select 15 cases quarterly for a qualitative review, including unannounced attendance at the treatment planning conferences, to determine if this outcome measure is being achieved.
- C. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### **Data Mapping**

N/A

### **Baseline Summary Data**

N/A

## **Outcome Measure 16: Worker-Child Visitation (Out-of-Home)**

### **Measure**

DCF shall visit at least 85% of all out-of-home children at least once a month, except for probate, interstate or voluntary cases. All children must be seen by their DCF social worker at least quarterly.

### **Definitions**

- Children in out-of-home placement, pre-adoptive placements, and therapeutic foster home placements can be visited by other social workers (ICPC or private agency) if the visit is at least once a month and a report documenting the substantive content of the visit is sent to DCF and entered into LINK.
- These requirements are minimal, especially for younger children who are most vulnerable to maltreatment. Such children shall be visited more frequently and this shall be documented in LINK.

### **Measurement Procedure**

- A. DCF shall report quarterly on this outcome measure. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### **Data Mapping**

Pending LINK Change. Release scheduled for June 2004.

### **Baseline Summary Data**

One (1) calendar month beyond release of LINK change is required to produce the first report.

## **Outcome Measure 17: Worker-Child Visitation (In-Home)**

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### **Measure**

DCF shall visit at least 85% of all in-home family cases at least twice a month, except for probate, interstate or voluntary cases.

### **Measurement Procedure**

- A. DCF shall report quarterly on this outcome measure. The percentage will be determined by averaging the three (3) months in each quarter. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### **Data Mapping**

Pending LINK Change. Release scheduled for June 2004.

### **Baseline Summary Data**

One (1) calendar month beyond release of LINK change is required to produce the first report.

## Outcome Measure 18: Caseload Standards

### Measure

By July 1, 2004 the caseload of no DCF social worker shall exceed the following caseload standards, with exceptions for emergency reasons on caseloads, lasting no more than 30 days:

- Investigators shall have no more than 17 investigative cases at any time.
- In-Home treatment workers shall have no more than 15 cases at any time.
- Out-of-Home treatment workers shall have no more than 20 individual children assigned to them at any time. This includes voluntary placements.
- Adoption and Adolescent specialty workers shall have no more than 20 cases at any time.
- Probate workers shall have no more than 35 cases at any time. When the probate or interstate worker is also assigned to provide services to the family, those families shall be counted as in home treatment cases with a ratio of 1:20 cases.
- Social workers with in-home voluntary and interstate compact cases shall have no more than 49 cases at any time.

A worker with a mixed caseload shall not exceed the maximum weighted caseload derived from the caseload standards in A through F above.

*These standards supersede those of Order No. 441 dated July 29, 2003.*

### Measurement Procedure

- The Monitor shall determine if this outcome has been achieved through LINK daily reports. DCF will report quarterly on the barriers to meeting this measure.
- The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

DCF Caseload Reports data will be utilized for this outcome measure.

### Baseline Summary Data

Office	<= 100%			>100%			Total Workers
	Inv	Tx	Total	Inv	Tx	Total	
Bridgeport	23	76	99	3	8	11	110
Danbury	12	19	31	-	6	6	37
Hartford	28	121	149	5	6	11	160
Manchester	11	37	48	11	37	48	96
Meriden	10	23	33	2	12	14	47
Middletown	4	21	25	5	7	12	37
New Britain	26	43	69	3	43	46	115
New Haven	46	45	91	1	95	96	187
Norwalk	6	14	20	-	-	-	20
Norwich	21	31	52	1	43	44	96
Stamford	5	17	22	-	-	-	22
Torrington	9	17	26	-	5	5	31
Waterbury	24	43	67	-	31	31	98
Willimantic	15	32	47	-	24	24	71
	<b>240</b>	<b>539</b>	<b>779</b>	<b>31</b>	<b>317</b>	<b>348</b>	<b>1,127</b>

## Outcome Measure 19: Reduction in the Number of Children Placed in Residential Care

### Measure

The number of children placed in privately operated residential treatment care shall not exceed 11% of the total number of children in DCF out-of-home care.

The circumstances of all children in-state and out-of-state residential facilities shall be assessed after the Court's approval of this Exit Plan on a child specific basis to determine if their needs can be met in a less restrictive setting. The placement of any additional children out-of-state after the approval of this plan shall require the approval of the Transition Task Force.

### Definitions

Residential treatment facilities are 24-hour mental health facilities, which operate for the purpose of effecting positive change and normal growth and development for emotionally disturbed, behavioral disordered and socially maladjusted youth. Children are referred through a holistic treatment plan involving DCF staff and mental health professionals. Target Population: seriously emotionally disturbed children up to age 18. State operated facilities, stand alone group homes, Safe Homes, and juvenile justice 24 hour facilities are not included in this measure.

### Measurement Procedure

- A. DCF will report on the number of children in in-state and out-of-state residential facilities quarterly. DCF will report quarterly on the barriers to meeting this measure.
- B. DCF will report on its aggregate assessments of the needs of all children placed residentially sorted by in-state and out-of-state.
- C. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified compliance with this measure.

### Data Mapping

Query the LINK database to retrieve all children placed under any of the designated **Residential Service Types** (see [glossary](#)).

### Baseline Summary Data

Office	Residential Placements 12/31/2003	Juan F. Children In Care	%
Unassigned	33	114	28.9%
Bridgeport	65	540	12.0%
Danbury	18	148	12.2%
Hartford	100	894	11.2%
Manchester	79	531	14.9%
Meriden	31	211	14.7%
Middletown	37	143	25.9%
New Britain	62	568	10.9%
New Haven	162	1,051	15.4%
Norwalk	9	83	10.8%
Norwich	63	536	11.8%
Stamford	21	75	28.0%
Torrington	25	153	16.3%
Waterbury	67	626	10.7%
Willimantic	52	451	11.5%
<b>Totals</b>	<b>824</b>	<b>6,124</b>	<b>13.5%</b>



## **Outcome Measure 20: Discharge Measures**

### **Measure**

At least **85%** of all children age 18 or older shall have achieved one or more of the following prior to discharge from DCF custody:

- A. Graduation from High School
- B. Acquisition of a GED
- C. Enrollment in college or other post secondary training program full-time.
- D. Enrollment in college or other post secondary training program part-time with part-time employment.
- E. Full-time Employment
- F. Enlistment full-time member of the military

### **Measurement Procedure**

- A. The Monitor shall determine if this outcome has been achieved through quarterly outcome reports. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified with this measure.

### **Data Mapping**

Pending LINK Change. Release scheduled for June 2004.

### **Baseline Summary Data**

One (1) calendar month beyond release of LINK change is required to produce the first report.

## **Outcome Measure 21: Discharge of Mentally Ill or Retarded Children**

### **Measure**

DCF shall submit a written discharge plan to either/or DMHAS or DMR for all children who are mentally ill or mentally retarded and require adult services.

### **Measurement Procedure**

- A. The Monitor shall determine if this outcome has been achieved through quarterly outcome reports. DCF will report quarterly on the barriers to meeting this measure.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified with this measure.

### **Data Mapping**

N/A

### **Baseline Summary Data**

N/A

## Outcome Measure 22: Multi-disciplinary Exams (MDE)

### Measure

At least **85%** of the children entering the custody of DCF for the first time shall have an MDE conducted within 30 days of placement.

All cases should have a multi-disciplinary exam completed even if one cannot be done within 30 days.

### Definitions

A written report documenting the results of the MDE is due to DCF before treatment planning conference.

### Measurement Procedure

- A. DCF will randomly select 25 cases quarterly for a qualitative review, including unannounced attendance at the treatment planning conferences, to determine if this outcome measure is being achieved.
- B. The Monitor shall find that DCF has complied with this outcome measure when DCF has documented this outcome measure in LINK for two (2) consecutive quarters, maintains compliance through exit from this action, and the Monitor has verified with this measure.

### Data Mapping

- Query the LINK database to retrieve all children entering care (removal date) for the first time.
- Retrieve the MDE Date for each child.
- Filter out children with a valid **Exception Code**
- Subtract the removal date from the MDE Date to determine number of days to exam.
- Divide the number of children with an MDE completed within 30 days by the number of children entering care.

### Baseline Summary Data

Period 10/1/2003 – 12/31/2003

Office	First Time Placements	MDE Within 30 Days	%
Unassigned	37	0	0.0%
Bridgeport Office	53	2	3.8%
Danbury Office	23	0	0.0%
Hartford Office	83	1	1.2%
Hotline	1	0	0.0%
Manchester Office	84	3	3.6%
Meriden Office	11	0	0.0%
Middletown Office	20	0	0.0%
New Britain Office	52	0	0.0%
New Haven Office	79	6	7.6%
Norwalk Office	11	0	0.0%
Norwich Office	58	14	24.1%
Stamford Office	7	0	0.0%
Torrington Office	8	2	25.0%
Waterbury Office	33	1	3.0%
Willimantic Office	32	4	12.5%
<b>Total</b>	<b>592</b>	<b>33</b>	<b>5.6%</b>

## Glossary

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<b>AFCARS</b>	<b>AFCARS</b> (Adoption and Foster Care Automated Reporting System) is a federal program that requires states to report specific data on every child in the care/custody of the states' child welfare agency during a defined period. <b>AFCARS</b> data and/or data extraction methodology can be reused for the purposes of the Juan F. vs. Rowland Exit Plan in measures that require foster care data spanning a reporting period rather than a specific point in time. Connecticut DCF's AFCARS extract is adjusted for the purposes of this Exit Plan to exclude Juvenile Justice children who are not dually committed.
<b>Court Disposition</b>	Court hearing held subsequent to an adjudication in which the judge after considering the facts of the Social Study and the total circumstances of the child, orders whatever action is in the best interests of the child.
<b>Discharge</b>	<p><b>Initial Criteria</b> - Discharge from care is determined by first querying the LINK database to retrieve any placements where the placement ending was accompanied by a <b>Yes</b> answer to the question "Is the end of this placement a discharge from all placements?" For placement endings that were designated as a discharge, the following criteria is used to determine a child's actual discharge from care date:</p> <ol style="list-style-type: none"> <li data-bbox="657 926 1390 1140">1. If the initial discharge criteria is met and there are no subsequent placements, then check for a Court Disposition that contains a change in <b>Legal Status</b> to <b>Not Committed</b> where the effective date of the court disposition is greater than or equal to the placement end date, use the Effective Date of that Court Disposition as the discharge date.</li> <li data-bbox="657 1142 1390 1260">2. If the initial discharge criteria is met and there are no subsequent placements and the child's legal status is anything but <b>Not Committed</b> or <b>Unknown</b> (conversion) then add six months to the end date of the placement.</li> <li data-bbox="657 1262 1390 1350">3. If the initial discharge criteria is met and there are no subsequent placements and there is no legal history then use placement end date as the discharge date.</li> </ol>
<b>Effective Date</b>	Data field existing in LINK data window used to record Court Disposition of Legal Activity on a case. This date is used to reflect the actual date that the court ordered activity is effective as of.
<b>Exception Code</b>	Code(s) used to indicate that there are valid reasons for the <b>Multidisciplinary Evaluation</b> not being completed in accordance with policy.
<b>Investigation</b>	A fact-finding process that gathers information already begun during the report-taking phase of allegations child abuse, neglect or in danger of abuse. The fact finder (i.e. investigator) must acquire and analyze information to determine whether a child has been abused or neglected and is in need of protective services or other services offered by the Department or the community. <b>DCF Policy 34-2-2 "Investigation Process"</b>
<b>Juvenile Justice</b>	A system that provides individualized supervision, care, accountability and treatment in a manner consistent with public safety to those juveniles who violate the law.

<b>LINK</b>	<b>LINK</b> is the agency's Federally subsidized case management system, or SACWIS (State Automated Child Welfare Information System)
<b>Removal From Home</b>	Removals from home are characterized by a placement entry in LINK that is accompanied by a <b>Yes</b> answer to the question, "Is this a removal from home?"
<b>Report</b>	Report: is defined as a verbal, written, or in-person communication to the Department that alleges abuse, neglect or in danger of abuse of a person under eighteen (18) years of age, or of a person over eighteen years of age who is a Department client. A "report of alleged abuse, neglect, or a child in danger of abuse or neglect" comes into existence designates a response time for commencement of the investigation. The report is in LINK and can be found under the Intake Icon, CPS Report, RTM (i.e. Response Time Matrix) Tab, Response Time designation. <b>DCF Policy 33-2 "CareLine: Introduction"</b>
<b>Residential Service Types</b>	<b>306</b> Residential School - CPS <b>307</b> Residential Tx - CPS <b>325</b> Residential School - Mental Health <b>328</b> Residential Tx - Mental Health <b>334</b> Residential Tx - Substance Abuse <b>514</b> Residential Tx - Mental Health/Sex Offender <b>515</b> Residential Tx - Mental Health Intensive
<b>Service Types</b>	Service Types are various codes used in LINK when an out of home placement is recorded to designate the specific type of placement. (i.e. "Age 0-5 Foster Care, Shelter – Temporary, Residential Treatment – CPS). Every LINK placement is recorded with a Service Type.
<b>Sibling Placement</b>	A brother and/or sister group should be placed together unless there are documented therapeutic reasons for separate placements. Therapeutic reasons include, but are not limited to situations where siblings are placed with multiple relatives, one sibling requires hospitalization and others do not, where siblings were abused by another sibling, etc. Safety factors and the children's best interests should be considered when making this determination. The therapeutic reason why the siblings must be placed apart shall be documented in the LINK narrative by the DCF Supervisor. Documentation of placements can be found in LINK under the Placement Icon and/or in the LINK narrative.
<b>Transfer of Guardianship</b>	A relative or non-related person who has a judicially created relationship between a child or youth that is intended to be permanent and self-sustaining. This person has the obligation of care and control of the minor child and the authority to make major decisions affecting the child's or youth's welfare.
<b>Treatment Plan</b>	Is a written, clinically appropriate, working agreement between the child, family, caretakers if any, service provider(s) and DCF. The agreement describes and documents the child and/or family's service needs as well as what DCF, the family and/or the child is required to do to achieve the goals of the plan. Clinically appropriate treatment plans are those in which there is a complete and thorough assessment and the goals, and objectives outlined (which are observable and measurable) are appropriately matched to the identified needs, presenting issues and/or problem areas of the child and/or family. A complete and thorough assessment should include the following elements: (1) a

description of household members and status in the family; (2) current issues and reason why the case was open, including presenting issues and problem areas; (3) prior case history with the Department; (4) family issues as perceived by the parent caretaker; (5) family strengths and needs, (6) legal status, including all legal activity and actions, and the status thereof, (7) a description of services offered and provided to prevent removal of the child from the home and/or to reunify the family; (8) overall case goal and how the goal will be measured and achieved; (9) responsibilities and timelines for completing expectations related to the case goal (activities within the planning period); and (10) educational and health considerations presently being addressed; and (11) a synopsis of the current visitation plan (if applicable).

Treatment plans are developed and used to: (1) identify in a time limited and goal oriented format, the problem areas, needs and proposed services to be provided to all children, parents, relatives and caretakers who are active participants in the case; (2) document and describe reasonable efforts to prevent out-of-home placement of children; (3) define mutual responsibilities and expectations of children, parents, caretakers, and service providers towards reaching identified case goals (4) document and describe reasonable efforts to reunify children with their families in a timely manner, and (5) determine sibling and parental visitation schedule if siblings are not placed together.

In addition to the core family treatment plan, there are various additional treatment plans utilized by the Department depending on the type of case being serviced. Each additional plan required should be documented in LINK under the Treatment Planning Icon. These include:

**Adolescent Discharge Plan:** a written working document between the youth, service providers and the Department Social Worker developed at least 180 days prior to the youth's anticipated discharge from the Department's care. The Discharge Plan should include, but is not limited to the following: the estimated date the youth will leave Department care; the youth's anticipated living arrangements, an estimate budget; sources and amount of income/assets; assistance to be provided by the Department; a schedule for meeting the worker if the youth chooses to meet with the worker; any other plans necessary to facilitate the youth's discharge from care; and to facilitate their ability to maintain permanency post-discharge.

**Child in Placement Treatment Plan:** a written working document between the child, family, caretaker, service provider and the Department Social Worker. This agreement describes and documents the child's services needs as well as what each party agrees is required to address the service needs and achieve the child's Permanency Plan. A child in Placement Treatment Plan is created for every child in care and reviewed at specific times per policy. A complete and thorough child assessment should include the following elements: (1) a description of the child; (2) the child's strengths and needs; (3) family issues as they pertain to the child; (4) a description of the circumstances leading to the placement episode; (5) prior placement history; (6) reasonable efforts made to reunify the

child with their family in a timely manner, including a description of the services that have been offered and provided; (7) case goal and how it will be measured and achieved; (8) progress and barriers towards meeting the child's permanency goal; (9) concurrent planning steps (when reunification is the goal); (10) mutual responsibilities and expectations of children, parents, caretakers, and service providers for reaching identified case goals; (11) legal activity and status; (12) educational status/issues; (13) MDE results and plan to address results/health considerations; and (14) a synopsis of the current visitation plan.

**Health Treatment Plan Addendum:** A plan developed for every child in out-of home care, or for a child who is a member of a family receiving treatment services that has a documented unmet medical need. The plan shall describe a procedure for gathering any diagnostic/assessment needed and shall specify any and all health services to be provided to the child and/or the child's biological parents.

**Independent Living Case Plan:** a written working document between the youth, service providers and the Department Social Worker to enable permanency through independent living. This plan is documented on DCF form 2091 which includes information in the following areas: Education, Vocation, Employment/Life Skills, Housing, Financial, Health, Mental Health, Substance Abuse, Parenting, Legal Issues and Obtaining Essential Documents. Every DCF youth in out-of-home care, age sixteen or older, shall have an Independent Living Case Plan, unless there is a documented reason as to why the youth cannot live independently.