

DCFS Child Welfare Advisory Committee  
CWAC Sub-Committee Minutes

<b>Committee: CWAC High End Comprehensive Services Subcommittee Agenda</b>	
<b>Chairperson: Michael C. Jones and Ann Pearcy</b>	<b>Meeting date/ location: February 11, 2016</b>  <b>Children's Home + Aid 100 N. Western, Ste. 200 Chicago, IL 60612</b>
	<b>Start Time: 1:00pm</b>
<b>Members Present:</b> Michael C. Jones, Ann Pearcy, Becky Newcomer, Michelle Jackson, Lauren M. Williams, Judy Griffeth, Dennis Wiley, Keith Polan, Mitchell Sandy, Allen Yang, Bruce Thomas, Schäles Nagle, Kate Buchanan, Marc Fagan, Pat Biggs, Mary Ann Berg, Margarita Cordon, Sarah E. Pope, Heather Baranowski, Beth Horwitz, and Denise Briglio.	
<b>Members on the Telephone:</b> Theresa Matthews, Cindy Baumann, Carlos Argueta, Dora E. Maya, Maggie Gould, Emily Rawsy, Stacie Billingsley, Karen Rousey, Joy Winqvist, Art Cajigal, Stacie Billingsley, Carlos Argueta and Kay Zibby.	
<b>Summary of Discussion Items:</b>  I. <u><b>Agenda and Minutes</b></u> Agenda and Minutes from December 10, 2015 meeting were passed out. Welcome and introductions made.  II. <u><b>UIR Submission Analysis—Allen Yang, Northwestern University</b></u> Allen Yang presented UIR Submission Lag Analysis hand-out and discussed UIR queries. Analyzed the lag time between UIR incident dates and UIR submission dates. Discussion on timeframes to completing UIR's: needed clarity between 2 days and 2 business days. PROCEDURES 331: UNUSUAL INCIDENTS indicates the reporter of the incident must complete a CFS 119, Unusual Incident Report Form within two working days. Policy Guide 2014.17 indicates once immediate notification is made, the reporter of the incident must complete a CFS 119, Unusual Incident Report Form no later than 48 hours of the incident notification. Judy Griffeth reported for RTOS it indicates that the UIR is to be completed 2 business days.  III. <u><b>Launch for Youth in TLP</b></u> Lauren Williams and Bruce Thomas discussed the TLP Launch process. They presented that there should be a discussion 9 months before launch. Youth should be at least 6 months prior to the youth's 21 <sup>st</sup> birthday for launch to permanent setting. It was noted some barriers and obstacles occurred for example, when youth wanted to return home to their parents, but there may be a court order preventing it, i.e., parental rights were terminated or lacking a social security number. Beth Horwitz shared that in Illinois we treat youth as "unauthorized" placement when youth stay with parents where it was against a court order, other states do not. She indicated that other states claim IV-E funding for youth in this situation but Illinois does not. She will forward information regarding this to Michael C. Jones.	

**IV. Residential Monitoring Changes**

Michelle Jackson talked about Residential Monitoring changes for interim and long-term changes. DCFS has agreed to keep UIC in place and will assess Residential programs across the state and assign a “level” for them. Looking at end of February or 1 or 2 more weeks later for the Residential providers to know what level they are on and then have communication. UIC will also provide technical assistance. It was suggested that providers be allowed to have a voice in that if they want to dispute the “level” they were assigned; the providers wanted to make sure that their voice was heard. When asked if there is a “Formal Grievance?” Michelle said “no,” but assured them that their voice would be heard and that the Program Director and Quality Improvement person would be contacted. If a program was given a “level 3” then Administration of the Residential provider would be contacted. When asked if there was an appeal process? Michelle shared that there was no formal appeal process, but that the agency would get a letter and could set up an appointment for an Administrative meeting. Ann suggested that the letters go to the Agency Executive Director, CEO and QI.

Michelle also talked about the long-term plan and they are not doing an RFP. Northwestern University and University of Illinois Chicago will be involved with the monitoring system and Chapin Hall will be doing the evaluation. The long-term plan will be implemented starting in July 2016.

**V. Meeting Schedule for the year---Second Thursday of even month**

- April 14, 2016 UCAN
- June 9, 2016 CHASI
- August 11, 2016 UCAN
- October 13, 2016 CHASI
- December 8, 2016 UCAN

\*Due to lengthy discussion on only 3 agenda items, some agenda issues were not able to be discussed. It was proposed that we have a meeting next month to address the remaining Agenda items: 1) Discussion on 2015 Stakeholder Engagement –Phase II

- 2) Residential Staffing Ratio
- 3) Data Test---Updates—Judy Griffeth/Michael C. Jones
- 4) ILO/TLP Workgroup Update—Liz Wagner/Bruce Thomas
- 5) High Performance Monitoring—Updates—Dennis Wiley/Theresa Matthews
- 6) Workgroup Updates—SBP (Dennis Wiley), Conduct Disorder (Mitchell Sandy)
- 7) Medicaid Workgroup Update
- 8) Agenda from the floor

Required Action	Person Responsible	Due Date
Send out next CWAC meeting for March 10 <sup>th</sup> , 2016	Michael C. Jones	2/16/16
ICOY, Beth Horwitz will send information to Michael C. Jones re: services they can help with youth in TLP.	ICOY Beth Horwitz	Before March 10 <sup>th</sup>
Adjourn Time: 3:10 pm		
<b>Next Meeting Date/location: Thursday, March 10, 2016 @ 1:00p</b>		
Children’s Home + Aid, 100 N. Western, Ste. 200, Chicago, IL 60612		
<b>Date Minutes Submitted:</b>	February 13, 2016	