Welcome and Introductions
Jeanne Edwards (Co-Facilitator), Natalie Perrin (Co-Facilitator), Mark Davis, Marilou Doughty, Brenda Lawrence, Kim Lyon, Terri Marquis, Mindy Miller, Nadine Miller, Chris Reese, Kathleen Swain, Claudia Witmer, Kevin Zacks, Jane Zupancic and Catherine Collins-McDaniels (Minutes)

Continuous Quality Improvement (CQI) Project Management Updates
  ❖ Round IV
    ➢ Closing out Round IV
    ➢ Kevin Zacks shared the draft for the Statewide Round IV report and Executive Summary draft.
      ✓ Feedback on the Quality Service Review (QSR) Report format
        ❖ Would father engagement be mentioned in this executive summary?
          o Individually
            ▪ Show trends over the years as an addition to the report.
        ❖ Suggestion: Regional Technical Assistance (TA)
          Collaborative needs to have further conversation about the efforts that need to have more support based on the Statewide Quality Services Review Report.
          ❖ Clear data, even for layman to use.
          ❖ Graphics should be enlarged for increased readability.
          ❖ Finalizing drafts within the next month
            o Give feedback to Jeanne and Natalie.

  ✓ Connect to Others
    ❖ Pennsylvania Children and Youth Association (PCYA) Advocate
    ❖ Pennsylvania’s Council of Children, Youth and Families Services (PCCYFS) Update
    ❖ Statewide Adoption Network (SWAN) Quarterly
      o Can you drill it down to whoever is in the audience and how it may impact them?
      o Specific examples on specific topics may impact them more
        ▪ Example: Engaging fathers

  ❖ Round V
    ➢ 7 counties participating
      ✓ Things are going smoothly.
      ✓ Allegheny County will be switching from annual to every other year state supported QSR.
    ➢ Casey funds can be used for travel by county staff participating as reviewers in the QSR.
Child and Family Services Plan (CFSP)/Child and Family Services Review (CFSR) Updates

- CFSP Online Link: http://www.dhs.state.pa.us/publications/pennsylvanias5yearchildandfamilyserviceplan20152019/index.htm

- Received the official program instructions from Administration for Children and Families (ACF) for the 2016 Annual Progress Service Report (APSR); report is due June 30, 2015.
  - Data analysis request submitted to Hornby Zeller Associates (HZA).
    - Includes data analysis of the following data sources:
      - Adoption and Foster Care Analysis Reporting System (AFCARS)
      - QSR
    - ACF is focusing on Indian Child Welfare Act (ICWA) with all the states.

- CFSR
  - Meeting on April 17th to discuss the CFSR case review criteria document.
  - Brief call next week with ACF to review the document for clarity.
    - Feedback from this meeting will be given to Sustaining Change (SC) members for discussion at the May meeting.

Monitoring CQI/QSR Implementation

- QSR Reviewers
  - Feedback forms
    - No changes in 4 years
    - Suggestion: Could possibly see if we have trends that align with the strength gap analysis that we have completed previously.
  - How can we establish measures to evaluate reviewers? How do we capture their skill level?Reviewed the two handouts for ACF on reviewer evaluation and also the Wisconsin reviewer handouts.
    - Wisconsin certifies mentor reviewers.
    - Attempt to pair a new reviewer with a more seasoned reviewer.
    - A challenge exists of no clear differentiation on local or state status for reviewer.
    - Goal is to have a large pool of competent reviewers to choose from on a regular basis.
    - Have a self-assessment on skills that can be reviewed throughout the process.
      - Give to potential reviewer when they sign up.
      - At training
      - At on-site review
      - At the end of the on-site review
      - Put assessment in their permanent file
Establish ways for reviewers to enhance competency areas that they struggle with

- Clearly explain why we are ensuring the reviewer skills. Show where we are at with implementation as a State.
  - How will you have the mentee improve their skill before reviewing again?
    - No discussion as to what this entails.
  - Assessment could show Reviewer issues
    - Areas of the process that need to be tweaked

- Small group to step out the processes needed
  - Share with the upcoming review teams in May to begin the process.

- Wisconsin
  - Has the mentor assess their partner by filling out the form

**Action Items and Next Steps**

- Review action items; update chart
  - See adjusted chart
- Agenda topics for next meeting, scheduled for May 6, 2015
  - Review data analysis and goals for CFSP
  - Review the Quality Assurance section of CFSP
  - Review feedback from CFSR Case Review Criteria Document meeting
  - Review QSR Participant Feedback forms
  - Any other activities outlined in strategic plan that we want to address?

**Key Messages for CQI Sponsor Team**

- Managing the Casey funds
  - Flexible funding with another entity
- Dashboard
- QSR Reviewers
- Guidance on the priorities
- Strategic Plan