

QSR Roll-Up Sheet Guidance

¹ Onsite review start date is the first day of the onsite review week. If a county is conducting an onsite review that occurs over the course of 2 weeks, then the QSR reviewers are to input the date that is the first day of their assigned onsite review week.

² Please identify one person that meets the applicable rating criteria for the assigned sub-indicator roles for: Child/Youth, Mother, Father, Substitute Caregiver, and/or Other if there are applicable case participants that meet these assignments.

In the web-based format of the Roll-Up Sheet, these sub-indicator role assignments will be pre-populated in the sub-indicators.

Be sure to review rating category definitions within each indicator to ensure that the sub-indicators are applicable and assigned appropriately.

Reviewers and Site Leads will need to conduct quality assurance to ensure that those individuals rated meet the defined rating criteria.

- Child/Youth: This is the focus child of the case review.
- Mother: If a child/youth's biological mother is deceased, she will not be rated, but the child/youth may have a stepmother that we will want to rate. Using this example, the assigned sub-indicator case participant role for the child/youth's "Mother" would be identified as "Stepmother." If a case is reviewed where the father has a paramour, that individual could be rated in the "Other" sub-indicator category.
- Father: If a child/youth's biological father is deceased, he will not be rated, but the child/youth may have a stepfather that we will want to rate. Using this example, the assigned sub-indicator case participant role for the child/youth's "Father" would be identified as "Stepfather." If a case is reviewed where the mother has a paramour, that individual could be rated in the "Other" sub-indicator category.
- Substitute Caregiver: If there is more than one "Substitute Caregiver" (i.e. more than one resource parent), the "Substitute Caregiver" should be rated as one entity. In this example, both resource parents' initials would be listed. If the child/youth is in a congregate care setting, then the congregate care setting, as a whole, is rated for this sub-indicator.
- Other: A stepparent, domestic partner, grandparent or other extended family member who is involved in the family's life. Please identify only ONE person. This rating category should not include reference to multiple people.

³ If case participants have the same initials, please differentiate each case participant's initials so that each participant has a unique identifier. Example: AC, A.C., ABC, A.B.C.

⁴ Case participant role allows for additional clarification about the case participant's role in the case. Example: If a child/youth's biological mother is deceased, she will not be rated, but the child/youth may have a stepmother that we will want to rate. In this example, the assigned sub-indicator case participant role for the child/youth's "Mother" would be identified as "Stepmother."

⁵ Mark "Yes" if the person was interviewed (either in person, via phone or via Skype). If the child/youth was seen, but not interviewed due to developmental stage, please mark "No."

⁶ If case participants have the same initials, please differentiate each case participant's initials so that each participant has a unique identifier. Example: AC, A.C., ABC, A.B.C.

⁷ The nine digit Master Control Index (MCI) number assigned to the focus child/youth, if known.

⁸ Reviewers should ask the family and youth what race they identify themselves with and whatever response the family/youth provides is the response that should be entered on the Roll-Up Sheet as race is self-identified and should be based upon the race the respondent identifies themselves as being.

If the family/youth identify themselves as “Bi-Racial” – reviewers should indicate which races are included and mark them both.

How do Hispanics answer the race question? Based on the US Census, people of Hispanic origin may be of any race. Hispanics may choose one or more race categories, including American Indian or Alaska Native, White, Black or African American, Asian, and Native Hawaiian or Other Pacific Islander. If some people do not identify with any of the specified race groups, they may mark the “Other” category and write in their race or races.

⁹ Describe the characteristics of the focus child/youth’s early learning and/or educational setting by selecting all words that apply.

¹⁰ The focus child/youth’s current grade level should be entered. If the case review is occurring during the summer months, QSR reviewers should enter the grade level that the focus child/youth is going into during the next school year.

¹¹ This question is not asking reviewers to consider if they feel there is a “need” for the child/youth to have an IEP since QSR reviewers are not qualified to make such a determination. Reviewer should address any educational concerns within the appropriate QSR indicator(s). If an IEP is under development, then the answer to this question is “Yes”.

¹² Enter the case file number that has been assigned by the County.

¹³ The case is an “**out-of-home case**” if the focus child/youth, at day one of the onsite review, is in out of home care and the County has care and placement responsibility for the child/youth. This includes a child/youth that is placed by the County with relatives or in other kin-type placements, but the County maintains care and placement responsibility. It does not include a child/youth who is living with relatives (or caregivers other than parents) but who is not under the care and placement responsibility of the County. If the status/situation of the case has changed in the week leading up to, or during the onsite review, reviewers should seek immediate clarification from their Site Lead Team regarding how they should rate this case (as an Out-of-Home Case or as an In-Home case).

Out-of-Home care means 24-hour substitute care for children/youth placed away from their parents or guardians and for whom the County has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child/youth is in out-of-home care in accordance with this definition regardless of whether the out-of-home care facility is licensed and payments are made by the State or local county for the care of the child/youth, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

The case is an “**in-home case**” if the focus child/youth is not in out-of-home care (county has custody) as of day one of the onsite QSR. If the status/situation of the case has changed in the week leading up to, or during the onsite review, reviewers should seek immediate clarification from their Site Lead team regarding how they should rate this case (as an In-Home case or an Out-of-Home Case)

* **Closed Cases** - If the case is closed at the time of the onsite review, indicate the type of case at the time of case closure.

¹⁴ Shared case responsibility refers to the sharing of the responsibility for care of and services to children/youth and the families of these children/youth who are under the direct supervision of either County Child and Youth Agencies (CCYA) or Juvenile Probation Offices (JPO), or both concurrently. Shared *legal* responsibility may be Court-ordered via a dual adjudication order (court determination that a child/youth is both dependent and delinquent, with care and responsibility assigned to CCYA), *or* via an order that incorporates language creating Shared Case Responsibility between CCYA and JPO for a child/youth's care, possible placement, case management and services to the family. However, there may be less formalized scenarios in which each agency wishes to consider how services from the other agency could benefit the child/youth and family as a whole, even on a time-limited basis. For such cross jurisdictional or "crossover" cases, those that can benefit from a service aspect of both CCYA and JPO, "shared case responsibility" is now also established as a *practice* option that may exist outside a court order that established legal responsibility.

¹⁵ Provide the date that the case was most recently accepted for services. If the family received in-home services before the placement of the child/youth in out-of-home care and the case was not closed prior to placement, reviewers should enter the date that the case was accepted for in-home services. The date of the child/youth's removal from home will be captured in the next item.

¹⁶ "Entry into out-of-home care" refers to a child/youth's removal from his or her normal place of residence and placement in an out-of-home care setting. Children/youth are considered to have entered out-of-home care if the child/youth has been in substitute care for 24 hours or more. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child/youth is in out-of-home care in accordance with this definition regardless of whether the out-of-home care facility is licensed and payments are made by the State or County for the care of the child/youth, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

If a child/youth was on a trial home visit and returned to an out-of-home care placement, the return is not considered an "entry into out-of-home care" unless the trial home visit was longer than 6 months and there was no court order extending the trial home visit beyond 6 months.

¹⁷ "Discharge from out-of-home care" is defined as the point when the child/youth is no longer in out-of-home care under the care and placement responsibility or supervision of the County.

If a child/youth returns home on a trial home visit and the County retains responsibility or supervision of the child/youth, the child/youth should be considered discharged from out-of-home care only if the trial home visit was longer than 6 months, and there was no court order extending the trial home visit beyond 6 months.

If the child/youth is in out-of-home care but has not yet been discharged, this question is not applicable and should be left blank.

¹⁸ The following provides some additional guidance for two of the possible placement settings:

- Juvenile Correctional Facility: These placements refer to seven facilities administered and managed by the Bureau of Juvenile Justice Services (BJJS) within the Office of Children, Youth and Families (OCYF) of the Department of Public Welfare and includes state-owned youth development centers, youth forestry camps, and secure treatment units.
- Detention: These placements refer to any of Pennsylvania's 17 juvenile detention facilities that are primarily operated by counties, and county-owned.

¹⁹ The primary permanency goal should be established in the case file, such as in the case plan or in a court order. If the court order and case plans have different goals, the goal on the court order should be the goal that is recorded. If no primary permanency goal is specified in the case file, reviewers should ask the caseworker to identify the primary permanency goal toward which the County is working for the child/youth. The goal should be entered for the question. Reviewers should ask the caseworker to explain why the child/youth's permanency goal is not specified in the case file and include that information in the documentation.

For closed cases, reviewers should enter the most recent permanency and concurrent goals prior to case closure.

Goal definitions:

- Return home - If a child/youth cannot remain home; this is the most desirable permanent goal. In order to achieve this goal, services must be such that the child/youth can return home safely. Completion of the goal to return home is time-limited by law.
- Adoption - The second most desirable permanency goal. It reflects the mandated premise that children/youth need a permanent home. There must be a compelling, thoroughly documented reason that the goal of adoption does not serve the child/youth's "physical, mental or emotional health, safety or morals" in order for the Court to rule out this goal.
- Permanent Legal Custodianship/Subsidized Legal Custodianship - The third most desirable permanency goal. This goal entails awarding legal custody of a child/youth to an individual whom the Court finds in the child/youth's best interest.
- Placement with a fit and willing relative - The fourth most desirable permanency goal. It can only be considered when a child/youth cannot return home safely in a timely manner and each of the first three permanency goals have been ruled out by the Court. This goal emphasizes the importance of prior positive and ongoing relationships children have with extended family members and reflects the necessity of preserving families whenever possible. A relative can be considered a placement resource for a child/youth if they meet all the background and safety requirements for providing out-of-home care.
- Other planned placement intended to be permanent/Another Planned Permanent Living Arrangement - The least desirable permanency goal. The Court must rule out each of the other goals before this goal can be considered.

²⁰ Answer this question based on your professional judgment regarding the appropriateness of the primary permanency goal. Consider the factors that the agency considered in deciding on the permanency goal and whether all of the relevant factors were evaluated. If one of the goals is "Another Planned Permanent Living Arrangement" and the reviewers determine that the goal was established without a thorough consideration of other permanency goals, then the answer to this question should be No.

²¹ If the child/youth has been in foster care less than 60 days and the goal is not specified in the case file, this question should be answered N/A. If the primary permanency goal is not specified anywhere in the case file, such as in the case plan or in a court order, then the answer to question should be No.

²² Concurrent permanency goals should be established in the case file, such as in the case plan or in a court order. If no concurrent goal is specified in the case file, reviewers should ask the caseworker to identify the concurrent permanency goal toward which the county is working for the child/youth. This goal should be entered for the question. Reviewers should ask the caseworker to explain why the child/youth's permanency goal is not specified in the case file and include that information in the documentation.

* Concurrent goals are not required for in-home cases; however, if a concurrent goal has been established for an in-home case then reviewers should record the concurrent goal.

For closed cases, reviewers should enter the most recent permanency and concurrent goals prior to case closure.

Goal definitions:

- Return home - If a child/youth cannot remain home; this is the most desirable permanent goal. In order to achieve this goal, services must be such that the child/youth can return home safely. Completion of the goal to return home is time-limited by law.
- Adoption - The second most desirable permanency goal. It reflects the mandated premise that children/youth need a permanent home. There must be a compelling, thoroughly documented reason that the goal of adoption does not serve the child/youth's "physical, mental or emotional health, safety or morals" in order for the Court to rule out this goal.
- Permanent Legal Custodianship/Subsidized Legal Custodianship - The third most desirable permanency goal. This goal entails awarding legal custody of a child/youth to an individual whom the Court finds in the child/youth's best interest.
- Placement with a fit and willing relative - The fourth most desirable permanency goal. It can only be considered when a child/youth cannot return home safely in a timely manner and each of the first three permanency goals have been ruled out by the Court. This goal emphasizes the importance of prior positive and ongoing relationships children have with extended family members and reflects the necessity of preserving families whenever possible. A relative can be considered a placement resource for a child/youth if they meet all the background and safety requirements for providing out-of-home care.
- Other planned placement intended to be permanent/Another Planned Permanent Living Arrangement - The least desirable permanency goal. The Court must rule out each of the other goals before this goal can be considered.

²³ Answer this question based on your professional judgment regarding the appropriateness of the concurrent permanency goal. Consider the factors that the agency considered in deciding on the permanency goal and whether all of the relevant factors were evaluated. If one of the goals is "Another Planned Permanent Living Arrangement" and the reviewers determine that the goal was established without a thorough consideration of other permanency goals, then the answer to this question should be No.

²⁴ If the child/youth has been in foster care less than 60 days and the goal is not specified in the case file, this question should be answered N/A. If the concurrent permanency goal is not specified anywhere in the case file, such as in the case plan or in a court order, then the answer to question should be No.

²⁵ ASFA requires a County to seek termination of parental rights (TPR) under the following circumstances, unless there are compelling reasons not to seek TPR (see footnotes #28 and #32): The child/youth has been in care for at least 15 of the most recent 22 months, or a Court of competent jurisdiction has determined that: (1) the child/youth is an abandoned child/youth, or (2) the child/youth's parents have been convicted of one of the felonies designated in Section 475(5)(E) of the Social Security Act, including: (a) committed murder of another child of the parent; (b) committed voluntary manslaughter of another child of the parent; (c) aided or abetted, attempted, conspired, or solicited to commit such a murder or such a voluntary manslaughter; or (d) committed a felony assault that resulted in serious bodily injury to the child or another child of the parent.

²⁶ Enter the date that the TPR was filed for the child/youth's Mother. If TPR has not been filed, leave the appropriate section blank.

²⁷For a TPR to be considered timely it must be filed when the child/youth has been in care for at least 15 of the most recent 22 months *unless* there are compelling reasons (compelling reasons must be approved by the Court; see footnote 28) not to file.

²⁸ Exceptions to the TPR requirement include the following: (1) at the option of the County, the child/youth is being cared for by a relative; (2) the County has documented in the case plan a compelling reason for determining that TPR would not be in the best interests of the child/youth; or (3) the County has not provided to the family the services that the County deemed necessary for the safe return of the child/youth to the child/youth's home if reasonable efforts of the type described in Section 471(a)(15)(B)(ii) of the Social Security Act are required to be made with respect to the child/youth.

²⁹ Enter the date that the TPR was finalized for the child/youth's Mother. If TPR has not been finalized, leave the appropriate section blank.

³⁰ Enter the date that the TPR was filed for the child/youth's Father. If TPR has not been filed, leave the appropriate section blank.

³¹ For a TPR to be considered timely it must be filed when the child/youth has been in care for at least 15 of the most recent 22 months *unless* there are compelling reasons (compelling reasons must be approved by the Court; see footnote 32) not to file.

³² Exceptions to the TPR requirement include the following: (1) at the option of the County, the child/youth is being cared for by a relative; (2) the County has documented in the case plan a compelling reason for determining that TPR would not be in the best interests of the child/youth; or (3) the County has not provided to the family the services that the County deemed necessary for the safe return of the child/youth to the child/youth's home if reasonable efforts of the type described in Section 471(a)(15)(B)(ii) of the Social Security Act are required to be made with respect to the child/youth.

³³ Enter the date that the TPR was finalized for the child/youth's Father. If TPR has not been finalized, leave the appropriate section blank.

³⁴ This question is for out-of-home care cases ONLY. If you are reviewing an in-home case this question should be left blank.

- Siblings: children who have one or more parents in common either biologically, through adoption, or through the marriage of their parents, and with whom the child/youth lived before his or her out-of-home care placement, or with whom the child/youth would be expected to live if the child/youth were not in out-of-home care.

³⁵ Provide narrative about the child/youth's current living situation to include information about the child/youth's caretakers, household members and those that the child/youth comes into contact with.

³⁶ Examples of additional information would include the following:

- Reasons for N/A
- Questions about whether individuals are to be rated
- Justification for rating of "Other"
- Why a person wasn't interviewed
- Why the child/youth wasn't seen
- Reasoning surrounding an inability to rate specific indicators