

Case Sampling and Exclusions Process: Frequently Asked Questions

During the course of phased in implementation, there have been questions that have been asked regarding case sampling and exclusions. This document will be updated periodically as questions/answers are provided to Site Leads to ensure consistency regarding the sampling process, exclusion criteria, etc.

Question	Context	Answer	Notes
<p>For out of home cases - case with youth who is adjudicated both dependent and delinquent. Youth was placed by JPO in a transitional living program. JPO has oversight and responsibility for the placement. CCYA maintains all CYS required services and contact with the youth and family via our ILP caseworker. Would this case be excluded from sample?</p>	<p>Child/youth remains in the care and custody of a parent/guardian and not CYS or JPO, as the statement reads, "The current placement goal for the child is to remain with the parent/guardian; however the child is currently placed through JPO." Furthermore, page 2 of the Court Order says, "The child shall remain under the protective supervision of the Agency." This statement doesn't reference anything about care and custody of the agency...only that the agency is providing protective supervision in conjunction with JPO who is the placing agency.</p>	<p>Case should indeed be excluded from their out-of-home case sample, as the child/youth is not in the agency care and custody.</p>	<p>Please consult with your HZA lead regarding any 'shared cases.'</p>
<p>Is there a statute of limitations on scheduling additional back-ups, if and when I am finally able to get in touch with them and they agree to participate?</p>		<p>The quick answer is there is no statute of limitations regarding scheduling to fill a vacant spot or the back-up spot on the case lists.</p>	<p>All site lead teams MUST have a consultation with CQI Project Manager and HZA lead regarding case sample and exclusions throughout the sampling period, but a conference call must be held with all parties one week prior to the onsite QSR.</p>

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<p>What happens if the same child/youth/family comes up for review in more than one round? Should that case be reviewed again?</p>		<p>Yes, the case should be reviewed. The case being reviewed during a previous round will not serve as a reason for exclusion.</p>	
<p>If counties are pulling their sample from their case management system, are counties required to include the AFCARS record number in the case sample list submitted to HZA for randomization.</p>		<p>No, if the county is unable to provide this information, the process can still proceed.</p>	
<p>Can we “resurrect” excluded cases?</p>	<p>There seems to have been confusion across counties, as some seem to believe they should take an already excluded case and add it to the working case list if the exclusion reason is no longer valid. <u>Example:</u> If there was an additional exclusion criteria to limit the number of cases per caseworker/supervisor and suddenly there were no more cases available for that staff person the county went back and picked cases already excluded because the staff person no longer had too many cases on the working case lists.</p>	<p>All attempts to resurrect excluded cases were denied.</p>	
<p>Can we assign a backup case to a specific week?</p>	<p>The possible issue is a backup case with a higher random # might</p>	<p>This request will be approved since there is always a possibility</p>	

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	<p>be used before a backup case with a lower random number.</p>	<p>a backup case might not be used in a given week. It is unfair to the counties who are preparing these backup cases (scheduling interviews, etc.) to not have the dates for that case to be reviewed set in stone.</p>	
<p>Can we exclude an in-home cases because the target child is not receiving any services?</p>		<p>All minors "in the home" are to be included in the potential sample, so these exclusions are never approved.</p>	<p>If the target child is actually an adult child living in the home (often included in CAPS reports) then that target child is excluded, based on another exclusion criteria.</p>