SIP P5 Placement Stability Workgroup Meeting Minutes

Date: June 6, 2019, 9:30am-11:30am		Sierra Forever Families, 8928 Volunteer Ln., Suite 100	
☒ Kelley Donato (CASA))(Co-Chair)	☒ Stephen Wallach (CPS)(Co-Chair)	☒ Donna Ibbotson (Lilliput)	☐ Dana McKnight (ARC)
☒ Susan Timmer (UCD)	☒ Deanna Boys (UCD)	☒ Jen Crosetti (Sierra Forever)	☐ Lindsey Forte (UCD)
☐ Carol Ramirez (Lilliput)	☒ Barbara Ricciuti-Colombo (CPS)	☐ Keeva Pierce (CPS)	☒ Pam Hedrick (Sierra Forever)
☐ Brian Olden (Behavioral Health)	☒ Cathi Johnson (CPS)	☒ Bryan Jones (CPS)	☒ Inez Whitlow (Chicks in Crisis)
☐ Mayra Pineda (CPS)	☒ Cynthia Vanzant (CPS)	☐ Peter Bell (Wind Youth Svc.)	☒ Trish Kennedy (SCOE)
☐ Yuir Kimura (Stanford Youth Solutions)	☒ Cora Hardy (Better Life FFA)	☐ Edward Fernando (CPS)	
☒ Teresa Rodríguez (CPS)			

Agenda Item/Discussion	Minutes
Welcome & Introductions (Kelley/Stephen) • Note Taker (Volunteer)	• Cynthia volunteered to take notes.
Review and Approve Meeting Minutes (Kelley/Stephen)	• Minutes accepted with Teresa's clarification/correction on defining data and simplifying the information.
Working Minutes (use of visual aid) & location of meetings (Kelley)	• Discussed the use of "working minutes "so that minutes could be approved by the end of the meeting. • Agreed to pilot for the next couple of meetings. Multiple settings were identified: county offices, Lilliput, and Sierra Forever Families. • Donna will verify with Lilliput that the conference room is available.
Meeting Framework Used in other meetings (Bryan/Teresa/Kelley)	• Use of a Work Plan was introduced to the group. A copy of the Work Plan example was added to the meeting packet of documents. • If Work Plan is created, objectives/goals should be measureable and well defined. • Objectives should also include action items as outlined in SIP chart to ensure we can report back to the State on the items we agreed to do in the SIP. • Minutes should align with the action items on the Work Plan. • Dialogue should be connected to Work Plan objectives. • Standardized format should be used for minutes with Work Plan attached. • Suggestion was made to complete the Work Plan at the next meeting. • Discussion may possibly modify language used in Work Plan.

	- Group reviewed the Placement Stability Work Plan and agreed to implement once developed and finalized. - Stephen volunteered the North Permanency Unit to test strategies to determine what "does or does not work." - It will be helpful to have a snapshot of data reviewed and also most recent data.
Resource Guide Status (Cathi)	- Discussed whether the Resource Guide would be an effective tool for caregivers and whether it will help improve placement stability. - Resource Guide must be about what the caregivers need to be supported, and some items on guide draft do not. - The "Source" Information should be added to the guide. - Should the guide be for social workers so they can effectively provide information /resources to caregivers? - Inquired whether guide needs to be as extensive as the Draft was originally created. - Suggested group come up with 20 items that will support caregivers. - We still need to address the engagement/lack of Social Worker responsiveness to caregivers.
PC-CARE Updates (Susan/Deanna)	- Approximately 2/3 caregivers agree to participate. - Considering reducing to 4 sessions as opposed to 6 sessions. - Brief overview of the PC-CARE Executive Summary of Outcomes dated 4/1/19 provided by Deanna and Susan.—Refer to handout. - PC-CARE will pull data regarding caregivers who repeat the services.
Framework Questions for Development of Placement Stability Tool (Jen)	- Jen briefly shared a list of questions that get at engagement/relationship building that impacts placement stability (list will be further discussed at next meeting). - Questions should be linked to the objectives. - What data is available to show that FFA's model of engagement/building relationships is more effective?
CSFR questions that look at engagement of caregivers (Barbara)	Twenty-four cases reviewed quarterly

	- CSFR Items 4 & 12 relates directly to placement stability. - Case reviews revealed that there is a difference in quality of work. - CSFR Team only reports to program if there is a safety issue. - Worker responsiveness is key to building relationships and engagement. - Barbara to pull questions from CSFR for next meeting.
Placement Stability Webinar (Teresa)	- Seven modules specific to placement stability include: Foster Care, Adoptive Care, Kin Care, LGBTQ, Supervising, Leadership - Webinar not completed, but specific Placement Stability Tool not identified thus far. - Request for link to webinars was made.
1173 Project (Myra)	- New system of checks and balances has been implemented to deal with discrepancies in information on 1173s as it relates to payments only. - Group shared concerned we don't know whether there are data errors impacting placement stability such as identifying relatives as FFA placements and not relatives once approval status changes. - Stephen, Cathi and Teresa to discuss needed follow-up regarding P5 data as it relates to 1173 issues.
Next Steps	- Pilot "working minutes" during next meeting - Complete Work Plan at next meeting - Bring a snapshot of previously reviewed P5 data. - Discuss Jen's list of engagement questions at next meeting - PC-CARE will pull data regarding caregivers who repeat the services. - Barbara will pull questions from CSFR for next meeting for group to discuss whether these can be used should we create a specific Placement Stability Assessment Tool for Workers. - Stephen, Cathi and Teresa to discuss needed follow-up regarding P5 data as it relates to 1173 issues. Next Meeting: August 1, 2019 9:30 am to 11:30 am, Lilliput 2750 Sutterville Rd. Large Conference Rm.