EXHIBIT F
ATTACHMENTS

This Exhibit F includes the following attachments:

Attachment 1, Acceptance of Work and Sign-off Form

Attachment 2, Table of Participatory Collaborative Team Meeting Types

Attachment 3, Table of Definitions

Attachment 4, Family Finding Case Management System User's Guide

[Remainder of page intentionally left blank]

END OF EXHIBIT

EXHIBIT F, ATTACHMENT 1
ACCEPTANCE OF THE WORK AND SIGN-OFF FORM

Description of Work provided by Contractor:

____

____

Date submitted: __________

Work is:

1) Submitted on time: [ ] yes [ ] no. If no, please note length of delay and reasons.

____

____

____

2) Complete: [ ] yes [ ] no. If no, please identify incomplete aspects of the Work.

____

____

____

3) Technically accurate: [ ] yes [ ] no. If no, please note corrections required.

____

____

____

Please note level of satisfaction:

[ ] Poor [ ] Fair [ ] Good [ ] Very Good [ ] Excellent

Comments, if any:

____

____

[ ] Work is accepted. [ ] Work is unacceptable as noted above.

Name: ______________________________

Title: ______________________________

Date: ______________________________

END OF ATTACHMENT 1

EXHIBIT F, ATTACHMENT 2
TABLE OF PARTICIPATORY COLLABORATIVE TEAM MEETING TYPES

Participatory Collaborative Team Meetings: Choosing a Model and Timing of First Meeting
Meetings should be family-driven and child-centered; with older youth, the meetings should be youth-driven. An outline of the primary types of collaborative meeting models is provided in the table below:

Collaborative Model	Facilitator	Participants	Process	Location	Expected Outcomes
Family Group Conferencing	Independent coordinator – Not usually the case carrying social worker	Families (immediate and extended)	25 hours of preparation over 3 -4 weeks; private family time during meetings	Private family home	Identification of family strengths
Family Unity Meetings	Independent coordinator	Family, support persons, professionals	Private family time with less preparation than Family Group Conferencing	Public setting	Identification of family strengths
Family Group Decision Making	Child welfare worker	Family, support persons, professionals	Private family time	Public setting	Identification of family strengths and concerns
Family to Family-Family Team Meetings	Skilled and trained facilitator	Family, support persons, professionals	Held within days of removal	Public setting	Creation of safety and permanency plan for child
Families for Life Meetings	Child welfare worker or trained facilitator	Youth, family, extended family, connections and service providers	Youth takes the lead as much as possible and determines membership	Public setting	Multiple permanency options and plans for support
Family to Family-Team Decision Making	Skilled and trained facilitator who is not case carrying social worker	Family, support persons, community members, resource families, professionals	Held within days of removal	Public setting	Identification of alternatives to removal and determination of best placement options

Source: Permanency Committee Recommendations Report to the California Child Welfare Council, September 10, 2009

END OF ATTACHMENT 2

EXHIBIT F, ATTACHMENT 3
TABLE OF DEFINITIONS

Child and Adolescent Needs and Strengths (CANS) Assessments –
The CANS is a multi-purpose tool developed for children's services to support decision making, including level of care and service planning, to facilitate quality improvement initiatives, and to allow for the monitoring of outcomes of services.

Visit this link for more information and to view different versions of the CANS forms and user manuals:
http://www.praedfoundation.org/About%20the%20CANS.html

Family Advocacy and Support Tool (FAST) –
The FAST is the family version of the CANS. The purpose of the FAST is to support effective interventions when the focus of those efforts is on entire families rather than single individuals. The most common use of the FAST is in efforts to address the needs of families who are at risk of child welfare involvement.

Visit this link for more information and to view the FAST form and user manual:
http://www.praedfoundation.org/About%20the%20FAST.html

END OF ATTACHMENT 3

EXHIBIT F, ATTACHMENT 4
FAMILY FINDING CASE MANAGEMENT SYSTEM USER'S GUIDE

The Family Finding Case Management System
User's Guide

September 2010

Family Finding

Child TRENDS

Table of Contents

Family Finding

GENERAL INSTRUCTIONS

THE FAMILY FINDING CASE MANAGEMENT SYSTEM

The case management system provides a tool for storing, compiling, and analyzing data on the Family Finding program to inform child welfare policies and practices surrounding relative searches. Family Finding workers in each program site will access the case management system via the web and enter data on an ongoing basis. Data are collected on the children and families served, and the specific case practices which comprise the Family Finding program model. The entered data create a repository that will support the evaluation of the Family Finding program and provide a useful monitoring tool for participating program sites. You may log into the system at the following web address: **http://familyfinding.childtrends.org**

We recognize that it will be important to keep staff burden to a minimum throughout the process of entering data into the case management system. With that in mind, the system contains a number of data fields for which the Family Finding worker will only need to enter information on a one-time basis (e.g., at case initiation). However, in order to best document Family Finding program activities and outcomes, some data will need to be entered on an ongoing, preferably weekly basis. This is important so that we can accurately track the changes in the children's permanency and connections as they are receiving Family Finding services. Understanding that, we have kept the data fields to a minimum and have included useful tools, such as text fields for case notes and printer-friendly reports which document the progress of the Family Finding activities by site and by child. We hope that the case management system is not seen as a burden but as a supplemental tool in your Family Finding work to help achieve lasting emotional and permanent connections for the children on your caseload.

THE USER'S GUIDE

This user's guide provides user-friendly, non-technical descriptions of the workings and uses of the case management system. Please refer to the Table of Contents on page 2 to direct you to the appropriate section of the guide.

The General Instructions section provides general information about the workings of the case management system. **Please review the instructions for data security carefully before accessing the system.** The remaining chapters include guidelines for entering data for the specific questions in each section of the system. **If you have any questions, please feel free to contact Child Trends at: ffsupport@childtrends.com. You may also contact Karin Malm**

directly at 202-572-6118 or kmalm@childtrends.org or Tiffany Allen at 202-572-6116 or tallen@childtrends.org. If you are working at a Wisconsin site and have questions about the evaluation, contact Raquel Ellis at 202-572-6025 or rellis@childtrends.org.

DATA SECURITY

The case management system will contain sensitive and identifying information on the children served by Family Finding workers. Thus, steps must be taken to ensure the security of confidential electronic data on the system. The data system will be highly secure and all data will be encrypted. The case management system will be monitored by the Institutional Review Board (IRB) at Child Trends, which oversees all studies involving human subjects.

While all Family Finding programs and workers are subject to the data protection policies of their organizations, we will ask that the following steps be taken whenever possible to protect the data:

- Prior to accessing the system, users will be required to sign a project confidentiality form.

- It will be required that if any party transfers sensitive data other than through the case management system, it be done via compact discs (CDs) and sent via Federal Express.

- All parties will be asked to store paper files with confidential information (including printed tables) in a locked file.

- It will be required of all parties that if confidential information is printed to a local printer, they do so only when they can be with the printer during printing so a passerby might not see or take the printouts.

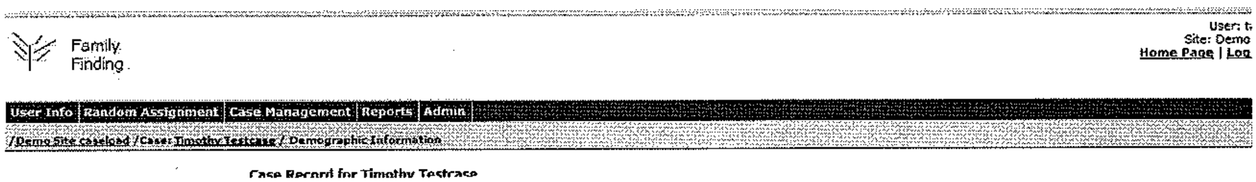
- When sending email, please do not send full names of children.

Thank you for your compliance with these safeguarding procedures.

NAVIGATING THE CASE MANAGEMENT SYSTEM

- **Access the case management system by logging in at: <u>http://familyfinding.childtrends.org</u>**

- **At the top of each page, there is a "bread crumbs" trail which follows the user's path through each section of the system.** Select any of these links to proceed to any previous section of the particular tab you are in.



- **When you first register as a system user, you will receive a username and initial password that are generated by Child Trends.** Once you enter contact and demographic information which is located in the "User Info" tab, contact Child Trends, and we will give you another password so that you will be given full access to the system. Although the username will remain the same throughout your time as a system user, **<u>you must reset your password every 90 days.</u>**

  You will be prompted at the system log-in screen every 90 days to designate a new password. With this process, you can create the password of your choosing each time. Also if you would like to reset your password before this 90 day period has expired, you can go to the "password reset" section of the "User Info" tab. There you can press a link which will ask the system to prompt you to change your password for the next log-in. Child Trends will <u>not</u> have a record of the new passwords you select.

  NOTE: System "Lock-Outs"
  After five incorrect log-in attempts, the system will lock out that account temporarily, and an alert noting this will appear on the screen. **<u>The lock out period is only 30 minutes, however, and you can attempt to log in again after that time.</u>** If you continue to have trouble accessing the system even after the 30 minutes have passed, please contact Child Trends.

- **Navigate the system by clicking on the blue tabs and subheadings at the top of each screen to access the following sections:**

  USER INFO
  - <u>Edit Contact Information</u>: Enter contact information and basic demographic information before gaining access to enter data on children on their caseloads.

- Change Site: Switch from site to site if you have access to multiple sites in the system.
- Password Reset: Ask the system to prompt you to enter a new log-in password.
- Time Tracking: Enter time data on Family Finding activities.

RANDOM ASSIGNMENT

- View Random Assignment Pool: Conduct random assignment of new eligible referrals for the Family Finding caseload in order to add a case to the system.
- View Random Assignment Results: View results of past random assignments. This page will show the date and time of each random assignment, and will list groups of children that were chosen for the Family Finding caseload, and those chosen for the control group.

CASE MANAGEMENT

- Add Child(ren): Add children (individuals and sibling groups) to your caseload. (This section is only applicable for sites that do not use random assignment).
- Active Caseload: Manage data on children on your caseload.
    - *Demographic Information*: Enter and edit basic demographic information about the children who have been randomly assigned to your caseload.
    - *Referral and Review:* Enter and edit information about the child's initial referral to Family Finding services, including the child's placement and permanency goal at the time of referral.
    - *Family Connections:* Enter and edit information about relatives and other connections that have been discovered and interactions with those connections for the children on your caseload.
    - *Planning/Meetings:* Enter and edit information about meetings planned with a child's relatives and other connections regarding the child's emotional and physical permanency.
    - *Family Finding Case Closure:* Remove children from your caseload that are no longer receiving Family Finding services.
- Terminated Caseload: View a list of children who have been removed from your caseload.
- Inactive Caseload: View a list of children who have been classified as "inactive" and not currently receiving Family Finding services.

REPORTS

- View, download, and print reports on your Family Finding caseload and child connections.

LEVELS OF ACCESS

There are five levels of access in the case management system: Unapproved Caseworker, Family Finding Worker, Read-Only, Case Management, and Admin.

Unapproved Caseworker

Users that have not filled in their initial contact information in the "User Info" tab have "unapproved caseworker" access. Once contact information has been filled in, contact Child Trends, and you will be given "Family Finding Worker" access to the system.

Family Finding Worker

Individuals with "Family Finding Worker" access can enter data and view reports on the services they provide, the children they serve, and the connections they discover. They also have the ability to run reports for the sites they are assigned to.

Read-Only

"Read-only" users have the ability to view data for one or multiple sites, as well as have the ability to run reports for the sites they are assigned to. These users will not be able to make changes to any of the data that have been entered; they will only be able to view what has been entered.

Case Management

"Case Management" users have the ability to view and enter data for one or multiple sites, as well as have the ability to run reports for the sites they are assigned to. However, they do not have the ability to conduct random assignment. This role is for usually for users who play a supportive role to the Family Finding worker.

Admin

Staff at Child Trends will be able to review data and reports at the site level. They will also be able to enter data and make changes requested by Family Finding workers.

ENTERING AND VIEWING DATA

- **It is important that you answer all questions as accurately as possible.** "Don't Know", "Cannot Disclose," and "Other" **options** are sometimes provided. Please check **"Don't Know"** when you are not able to discern the answer to a question based on the child's information. Check the **"Cannot Disclose"** box when you are not able to provide information due to confidentiality reasons. When you select **"Other,"** you are *required* to describe your answer in the text box provided. This system gives us detailed information about the children being served by Family Finding workers. The information you provide is **very** helpful in understanding the characteristics of the children who receive Family Finding services and gives us the ability to track the progress of each worker in finding connections, thus helping to show the effectiveness of the program.

- **The system is designed to:**

  1) **Capture relative and other family connections and their prior involvement with the children on your caseload;**
  2) **Capture any subsequent connections that are discovered through Family Finding; and**
  3) **Track any interactions the Family Finding worker has with all discovered connections.**

  In order to capture the progress of Family Finding activities, the system is designed to capture the difference between connections data known at baseline (at the time of referral to Family Finding) and information on new child connections and interactions developed as a result of Family Finding services. Because of this distinction, Family Finding workers are asked to enter information about the children on their caseloads after they speak with at a minimum, the child's case caseworker. Each site that is implementing the Family Finding model may define differently at which point information should be gathered as baseline data and at which point information should be gathered as data discovered as a result of Family Finding services. However, each site definition must be clearly defined, in order for the system to accurately show the progress of the Family Finding workers in finding connections for the children on their caseloads.

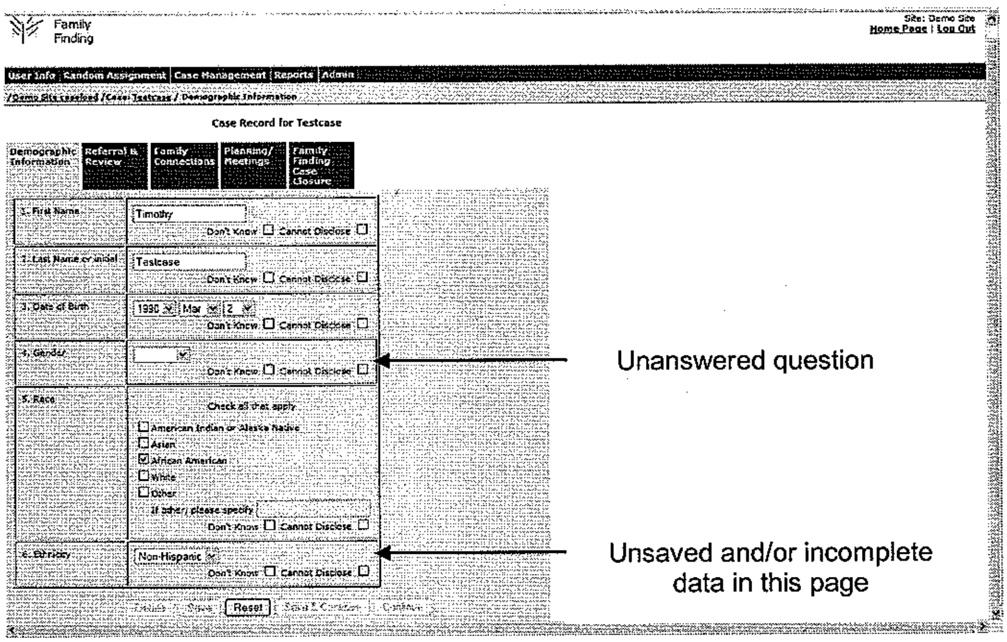
  We recommend that the information gathered from this initial meeting with the child's caseworker along with the child's demographic information should be entered within <u>one</u> week of receiving the child's referral and speaking with the child's caseworker. Once this information (baseline data) has been submitted, you will no longer be able to change this data. If at any time you need to change data that have been saved as baseline data, contact Child Trends and we will change the data for you.

After baseline data have been entered, data on child connections that have been discovered should be entered as they are found, and subsequent interactions and meetings with the child's connections should be recorded as they occur. At each point that a child's connection is found, the system asks for the date of discovery so that you can track the progress in Family Finding activities by date.

- **At any time during the month, you can view, print and download reports which detail the information you have entered on the children on your caseload, their connections, and your interactions with those connections.** In the Reports Tab, select the "Family Finding Outcomes" sub-tab which will provide options to view Case Reports, Family Charts, and Family Finding Outcomes for your site. Please refer to the DATA SECURITY section for procedures for handling this confidential material.

- **It is important that you LOG OUT of the system once you are finished entering or viewing data.** You can do this by pressing the "Log out" button on the top right hand of the screens. If you do not specifically log out, the system will still be accessible on your computer. Because of the sensitivity of the data you are entering it is important that you ensure you log-out after every session.

- **You are strongly encouraged to SAVE DATA frequently.** You may click on the "SAVE" button at the bottom of most screens at any time during data entry. <u>Saving data is important because you can lose unsaved information if you navigate to a different section of the system without saving information.</u> You will notice a red outline around certain frames in the system while you are entering data. A red outline indicates that a certain area or question in the system is required to be filled out in order to continue. <u>A red outline around the entire section</u> indicates that all necessary data have been entered, but the data have not been saved. <u>A red outline around a particular question</u> indicates that a required question has not been entered and/or saved. You will need to press the "tab" button or press the cursor away from the data entry fields in order for the "save" buttons to be activated.



The following explains the different SAVE options in each screen of the system:

- **<u>SAVE:</u>** This saves the data you have entered once you have answered all of the required questions in a particular section. This button will not be activated until all necessary data have been entered. This button saves the information, but does not move you toward the next screen.

- **<u>RESET:</u>** This button erases all the data you have entered in a particular session that has NOT been previously saved. Press this button when you want to re-do any data entry that has yet to be saved.

- **<u>SAVE AND CONTINUE/SAVE AND EXIT:</u>** This button saves the data you have entered once you have answered all of the required questions in a particular section, and continues you to the screen in the system. If it is the last screen in the section, you will see the "save and exit" button and you will be exited out of that particular section. This button will not be activated until all required data have been entered.

- **<u>CONTINUE:</u>** This button will advance you through the screens in each section. This button will only be activated when all required data in each screen have been saved. If instead of pressing "continue", you click the heading names of the main tabs in the system to move from screen to screen, keep in mind that your data will not be saved if you have not first clicked the "save" button.

- **EXIT:** This button will allow you to leave the current screen you are entering data in. This button will only be activated when all required data in each screen have been saved.

- **DELETE:** This button deletes the entire record of the family connection or interaction/meetings screen you are currently working in.

WHAT TO DO WHEN........

- **A new child is referred to your caseload:**

  IF YOUR SITE IS USING RANDOM ASSIGNMENT:

  - In order to add a new child to your caseload, you must have at least two cases (a sibling group is added as one case) to add to the Random Assignment Pool. (Go to the "View Random Assignment Pool" sub-tab under the "Random Assignment" tab). The case that is selected for your caseload will be automatically added to your active caseload in the system. It is VERY IMPORTANT that you enter the correct public child welfare agency numbers for the children when performing a random assignment. This identifier will help Child Trends access important administrative data which will help us measure certain outcomes for the evaluation. Please note that you will not be able to change this number once the child or sibling group is added to the system.

  - Enter demographic information for new children on your caseload. (Go to the "Demographic Information" and "Referral and Review" sections in the child's record).

  - Enter baseline data on the child's connections after speaking with the child's caseworker and other individuals that your site has deemed appropriate to speak with to qualify as the collection of baseline data. We recommend that information on connections identified at baseline be entered within <u>**one**</u> week of obtaining it from the child's caseworker or other relevant individuals. (Go to the "Family Connections" section in the child's case record and press "Add connection" or "Add sibling connection (non-adult)" to enter any known information about the child's connections at the time of referral to Family Finding services.) You will be asked when this connection was first known. Be sure to select, "Known to agency at baseline".

  IF YOUR SITE IS NOT USING RANDOM ASSIGNMENT:

  - In order to add a new child or sibling group to your caseload, go to the "Add Child(ren)" section in the "Case Management" tab. Be sure to fill in the day that Family Finding services began for the child or sibling group you are entering. It is VERY IMPORTANT that you enter the correct public child welfare agency numbers for the children when adding them to the system. This identifier will help Child Trends access important administrative data which will help us measure certain outcomes for the evaluation. Please note that you will not be able to change this number once the child is added to the system.

  - Enter demographic information for new children on your caseload. (Go to the "Demographic Information" and "Referral and Review" sections in the child's record).

  - Enter baseline data on the child's connections after speaking with the child's caseworker and other individuals that your site has deemed appropriate to speak with to qualify as the collection of baseline data. We recommend that information on connections identified at baseline be entered within **one** week of obtaining it from the child's caseworker or other relevant individuals. (Go to the "Family Connections" section in the child's case record and press "Add connection" or "Add sibling connection (non-adult)" to enter any known information about the child's connections at the time of referral to Family Finding services.) You will be asked when this connection was first known. Be sure to select, "Known tó agency at baseline".

- **A new connection is found as the result of Family Finding services, after baseline data have already been entered:**
  - Enter the information about the new connection in the child's record. (Go to the "Family Connections" section in the child's case record and press "Add connection" or "Add sibling connection (non-adult)" to enter any known information about new child connections.

- **If after submitting baseline data, you realize that you made an error:**
  - Contact Child Trends and we can correct the data for you. For confidentiality reasons, please do *not* leave full names of children on voicemail or in email messages.

- **A child on your caseload cannot be served for a temporary amount of time:**
  - This child should be placed on the "Inactive Caseload". Please see page 65 for instructions on how to do this. When you are placing a child on the Inactive caseload, please make sure that you have entered all of the child's demographic and referral information, and indicate the date that the child was designated as "inactive".

- **A child will no longer be receiving Family Finding services:**
  - If for whatever reason, Family Finding services have concluded for a child, you should go to the "Family Finding Case Closure" screen in the child's record and fill out the information to close out the case in the system. Please be sure that you have entered all of the child's demographic and referral information before doing this. You

will be asked to list why the child's case is closing, so please be sure to answer this question and provide any helpful notes. See page 60 for more information on terminating a case in the system.

TECHNICAL ASSISTANCE

- **Please refer to the Family Finding Case Management System User's Guide** for user-friendly, non-technical descriptions of the workings and uses of the system.

- Questions can also be directed to the evaluation team at Child Trends at: ffsupport@childtrends.com. You can also contact Karin Malm directly at 202-572-6118 or kmalm@childtrends.org or Tiffany Allen at 202-572-6116 or tallen@childtrends.org. If you are a Wisconsin site and need information about the evaluation, please contact Raquel Ellis at 202-572-6025 or rellis@childtrends.org.

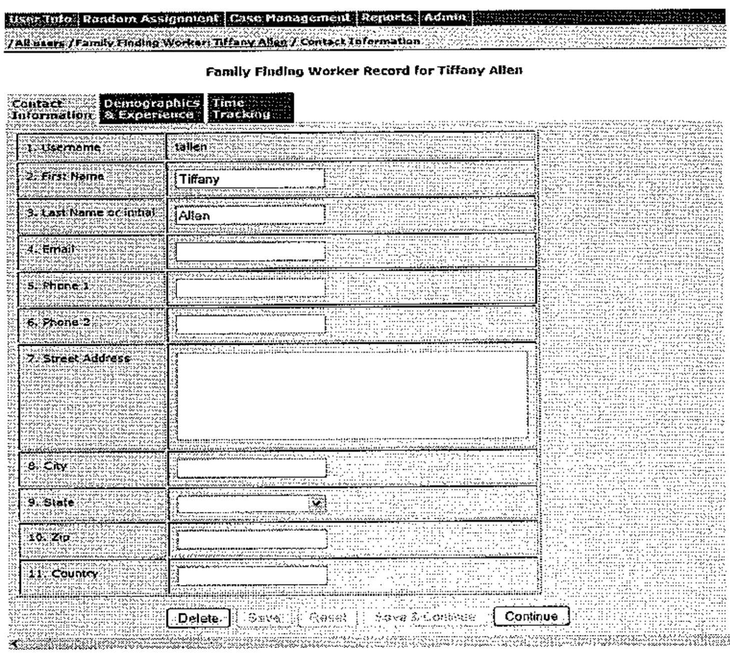
In the following pages of this guide, each section in the case management system will be outlined to help ease the data reporting process. A sample "screen shot" depicting how the actual screen will appear is included in the first page of each section overview.

USER INFO TAB

You must answer every question in this tab to move from "Unapproved Caseworker" access to "Family Finding Worker" access in the case management system. The User Info tab contains 4 sections.

"Edit Contact Information" Section

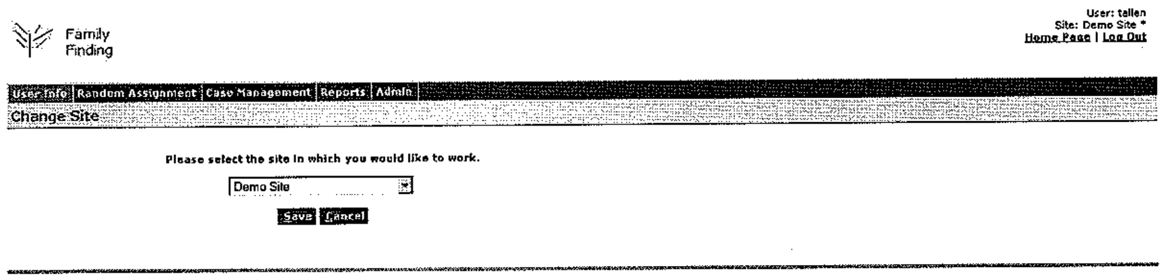
The "Edit Contact Information" section allows users to enter data on their contact and demographic information. It also links to the "Time Tracking" section of the system.



"Change Site" Section

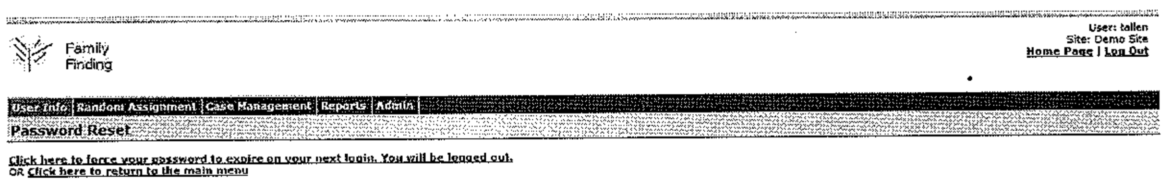
The "Change Site" section allows users to navigate among different sites that they are assigned to. Users who have access to multiple sites must use this page to switch from site to site. As you enter data, you can only enter the information into one site at a time. To enter or view data on another child who is associated with another site, you must navigate to the "Change Site" screen, select the site, and then you will be able to add this information. If you are a user who is assigned to multiple sites, you can only enter data into one site at a time, but you can view reports on multiple sites at once.

To move from site to site, select the site from the drop-down box and click the "Save" button. You will now be able to enter date for this site.



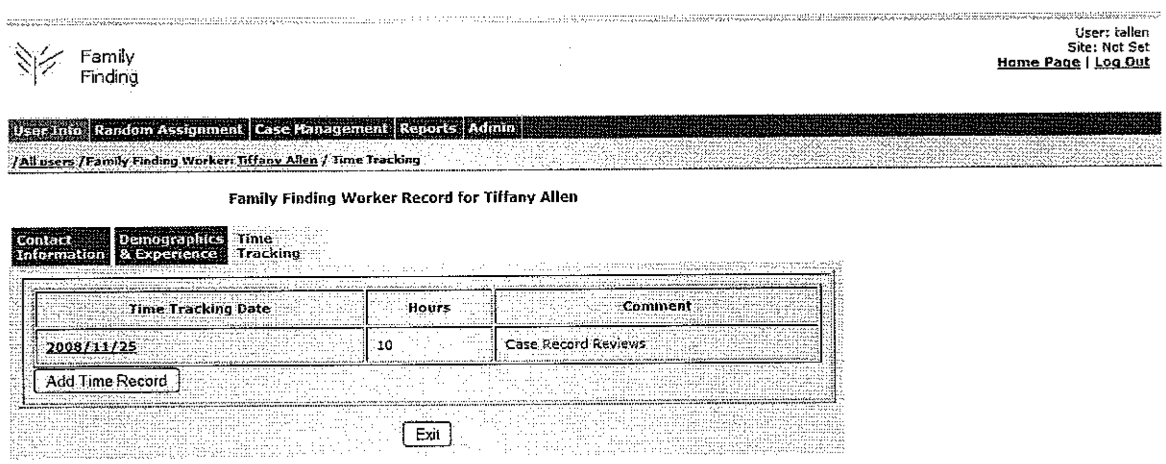
"Password Reset" Section

This section allows users to ask the system to prompt them to change their password for the next log-in.



"Time Tracking" Section

This section gives users the ability to input their hours performing particular Family Finding activities.



*If your site does not participate in random assignment, please disregard this section, and move to the "Case Management" tab, which gives instructions on how to add children without random assignment.

RANDOM ASSIGNMENT TAB

The Random Assignment tab contains two sections:

"View Random Assignment Pool" Section

The "View Random Assignment Pool" section allows you to add cases to the random assignment system in order to add new children to your caseload.

"View Random Assignment Results" Section

The "View Random Assignment Results" section allows you to view the results of all random assignments that have been done.

Notes about Random Assignment:

- **A child is eligible for random assignment only if this is their first time being randomly assigned to Family Finding.** Each child has one opportunity to be randomly assigned. If a child has already gone through the random assignment process, they cannot be entered again.

- Some children may have multiple identification numbers assigned by the child welfare agency---one representing the family or "case" ID, and another representing the individual child. In these situations, the number you should use for the random assignment is the **child's individual ID number.**

- Each program site participating in the Family Finding evaluation has defined eligibility for Family Finding differently. Please contact your Family Finding program manager or evaluation liaison to Child Trends for more information.

Do you have the following information about the child you wish to add to your caseload?
(Please note that the first two items are required at random assignment and the remaining items must be entered about the child as soon as this information is discovered):

- ☐ Child's name
- ☐ Child's public child welfare agency number
- ☐ Date referred to Family Finding services
- ☐ Date of birth ("Cannot Disclose" option available)
- ☐ Gender
- ☐ Race and ethnicity
- ☐ Permanency goal at time of referral to Family Finding services
- ☐ Current Placement (at time of referral to Family Finding services)
- ☐ Length of time in current placement

"View Random Assignment Pool" Section

In the "View Random Assignment Pool" section, you can add children to the random assignment pool for your site, in order to begin random selection for children to be added to your caseload. You have two options for randomly assigning cases to the treatment and control groups:

- **In the first option, you will be referred an even number of children who could benefit from Family Finding services.** When there is an opening on your caseload, you will gather information for two cases eligible for Family Finding services. The children's first and last names and case IDs are required to begin this process. Once this process is complete, one child will be assigned to your caseload in the system, and the other child's name will be stored and kept as part of the control group in the system. This option works well for sites that have a low number of referrals to the Family Finding program and must wait until they have two new referrals before they can enter the cases into the system and receive information on which case is to be served and which case is to be assigned to the control group.

- **In the second option, you will enter information on all eligible cases into the case management system at one time.** You will enter the entire pool of children to be randomly assigned (at least 10) and the system will randomly select cases from that pool for you. The database will prompt you to verify that the list of eligible cases is up-to-date, and provide you with the opportunity to change the status of existing cases or enter new cases if necessary. Once the case list is verified, the system will then randomly select all eligible cases to be considered for the Family Finding program, and then randomly select which of these cases will be assigned to receive Family Finding and which will be in the control group. This option works well for sites that have a high number of cases to be referred to the Family Finding program when the program is first implemented.

Notes about Randomly Assigning Siblings:

- **When sibling groups are considered for the caseload (and they all are eligible to receive Family Finding services), the caseworker must consider the group as one case, and they must be entered together as a group.** However, even though siblings have to be added together, they are counted individually once on the caseload. Also, it is possible for the caseworker to enter a sibling group as one case and a single child as the second case in consideration for the random assignment process. If a sibling is not receiving Family Finding services, they should not be added through random assignment. Add this sibling in the "Family Connections" section of the child's record in the system, by pressing the "Add Sibling Connection (Non-Adult)" button (see page 45 for more information).

In the long run, the lottery system will ensure that cases assigned to be served are representative of all eligible cases. For example, if 30 percent of general cases in your area are sibling groups, than over time, about 30 percent of the cases assigned to your Family Finding caseload will be sibling groups.

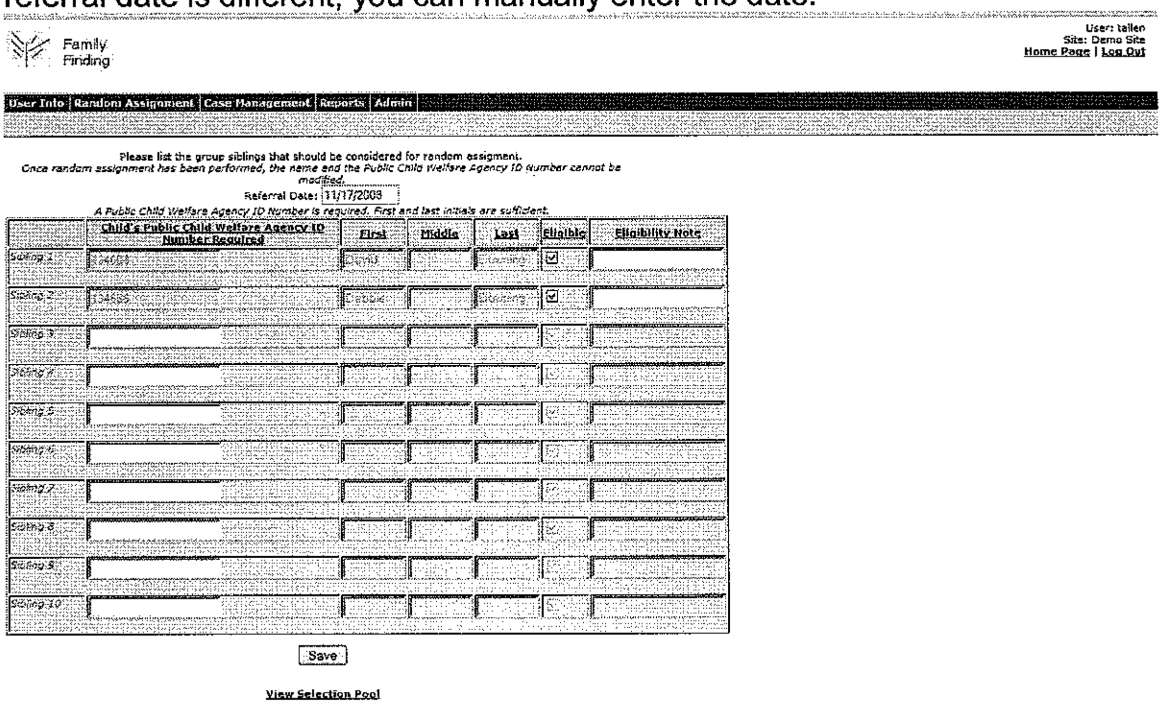
The "View Random Assignment Pool" screen lists the names of children who have been added to the selection pool. Sibling groups are listed together on the same line. To select a child or sibling group in order to perform an action, simply press the name with your cursor, and the name will be highlighted. Press "Uncheck All" on this page in the event that you have accidentally selected multiple items and wish to clear those selections and start over. To edit names, ID numbers, or to change the eligibility status of a child or sibling group, press the "Edit Child(ren)" button. Press the "Remove Child(ren) From Pool" to remove a child or group's names from the selection pool.

Step-by-Step Instructions for Random Assignment

The first option for random assignment is to randomly assign only two cases at a time.

First, add the two cases to the selection pool:

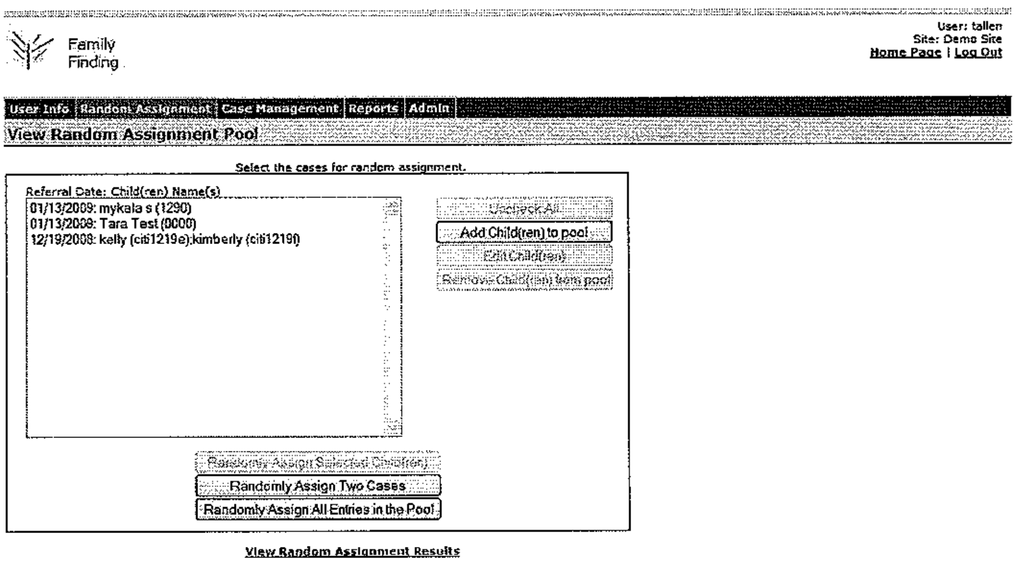
To add two children, press the "Add child(ren) to pool" button on the "View Random Assignment Pool" screen. Each case can only be entered one at a time. Enter the first name, middle initial (if known), last name, case ID, and any notes about the child's eligibility. The "eligible" box will already be checked when adding cases. (Since the caseworker is only randomly assigning 2 cases, it is assumed that both of these cases are eligible.) The additional boxes listed on the "Add Child(ren) to Pool" screen are for adding siblings. The referral date at the top of the screen will automatically populate with the current day's date. If the referral date is different, you can manually enter the date.



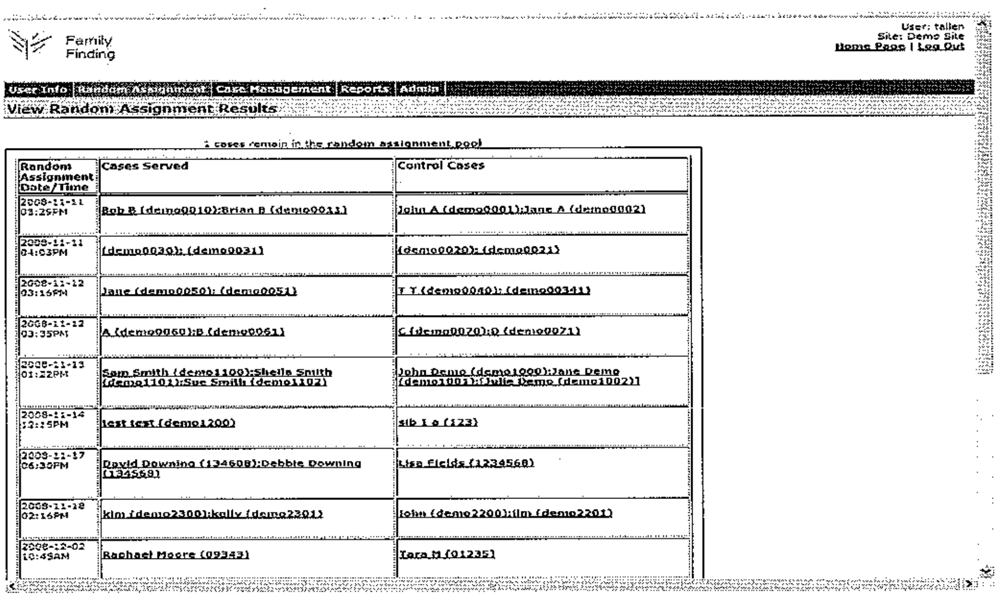
Once you are finished adding the information, press the "Save" button at the bottom of the screen. You will be automatically redirected to the "View Random Assignment Pool" screen and the child's name and siblings, if applicable, will be listed.

Second, conduct the random assignment:

Select the first case to be chosen. To select the second case, press the "CTRL" or "SHIFT" button on your keyboard as you point to the second selection with the cursor. Press the "Randomly Assign Selected Children" button. Another option is to press the "Randomly Assign All Entries in the Pool" button (make sure all of the cases are unchecked so that you are able to press this button). Before you proceed you will be asked if the cases in the pool have an updated eligibility status. You can confirm this by pressing "Ok", or you can press "Cancel" to be taken back to the "View Random Assignment Pool" screen.



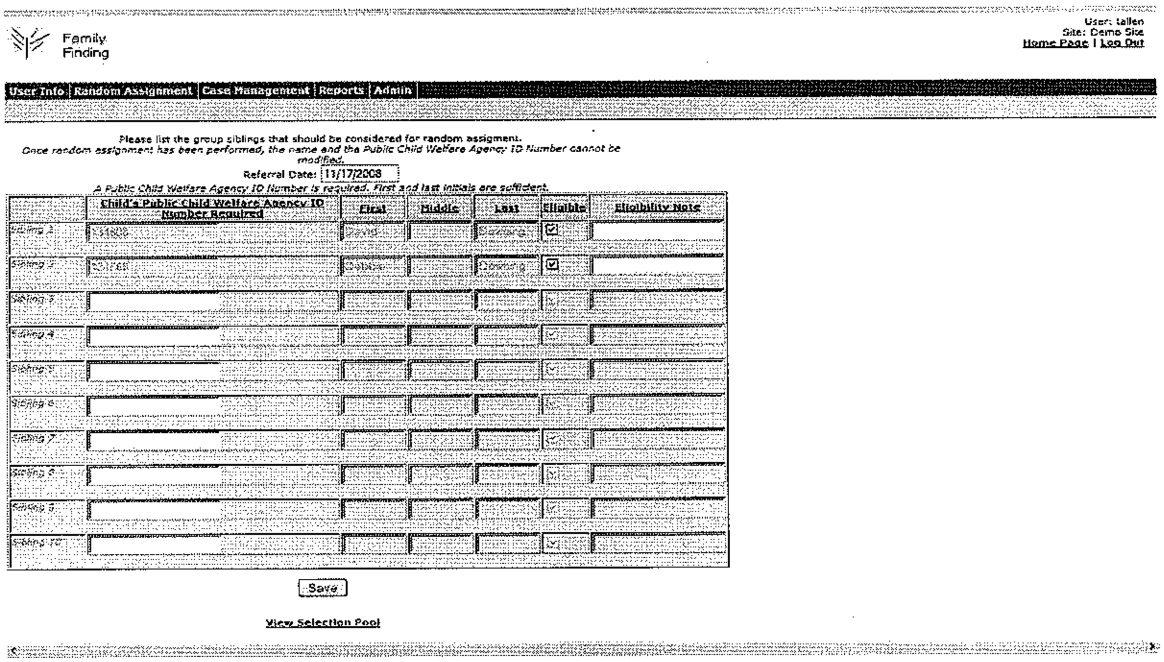
You will then proceed to the "View Random Assignment Results" screen. The random assignment that was just completed will be highlighted in yellow at the bottom of the screen. The children that have been assigned to your caseload will be listed under the "Cases Served" heading. Those cases not selected will be listed under the "Control Cases" heading. If there have been any children entered into the pool that are ineligible, they will be listed under the "Ineligible Cases in the Pool" heading. If a child was previously marked as ineligible, press the link with the child's name to be taken back to the case's initial random assignment screen to change the eligibility status of the child(ren) in the case.



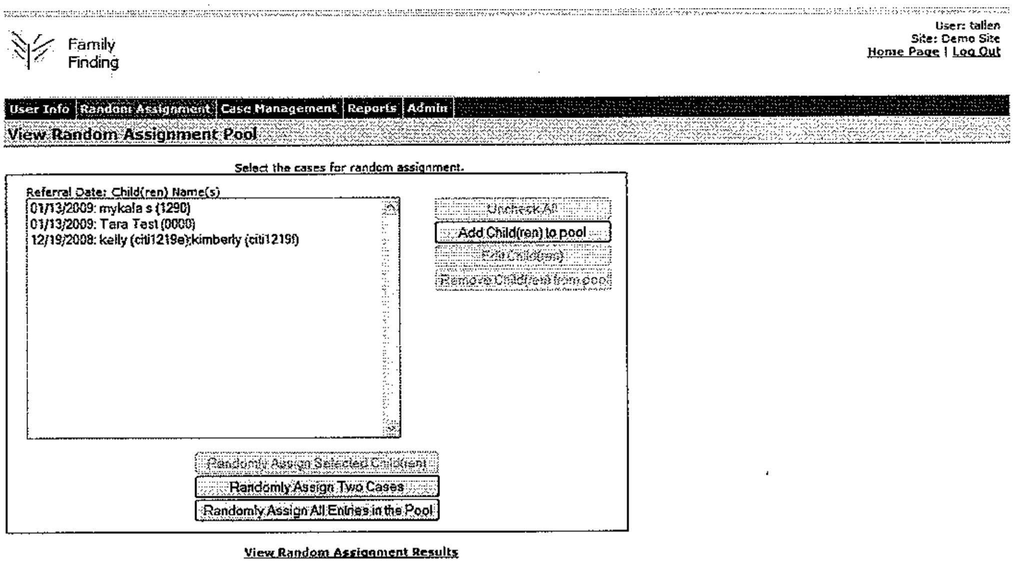
The second option is to randomly assign children from a pool of more than 2 children. *We recommend that you have at least 10 eligible children entered before conducting random assignment using this method.*

First, add the cases to the selection pool:

For this option, it is assumed that you will be entering a large number of cases at once. To add the children, press the "Add Child(ren) to Pool" button to add the cases. Each case can only be entered one at a time. Enter the first name, middle initial (if known), last name, case ID, and any notes about the child's eligibility. The "eligible" box will already be checked when adding cases. The additional boxes listed on the "Add Child(ren) to Pool" screen are for adding siblings. The referral date at the top of the screen will automatically populate with the current day's date. If the referral date is different, you can manually enter the date.



Once you are finished adding the information, press the "Save" button at the bottom of the screen. You will be automatically redirected to the "View Random Assignment Pool" screen and the child's name and siblings, if applicable, will be listed.



Second, conduct the random assignment:

When you wish to randomly assign cases, you can either choose to randomize the entire pool, request that the system randomly pick two cases to be randomly assigned, or select which cases to be randomly assigned.

1. ***To randomize the entire pool of cases:***

   Press the "Randomly Select All Entries in the Pool" button (make sure all of the cases are unchecked so that you are able to press this button). Before you proceed you will be asked if the cases in the pool have an updated eligibility status. You can confirm this by pressing "Ok", or you can press "Cancel" to be taken back to the "View Random Assignment Pool" screen.

   You will then proceed to the "View Random Assignment Results" screen. The children that have been assigned to your caseload will be listed under the "Cases Served" heading. Those cases not selected will be listed under the "Control Cases" heading. If there have been any children entered into the pool that are ineligible, they will be listed under the "Ineligible Cases in the Pool" heading. Press "View Selection Pool", which is hyper-linked, to return to the "View Random Assignment Pool" screen. Note that when the total number of children in the pool is an odd number, the system will randomize an equal number and leave out one remaining case.

2. ***To request that the system randomly pick two cases to be randomly assigned:***

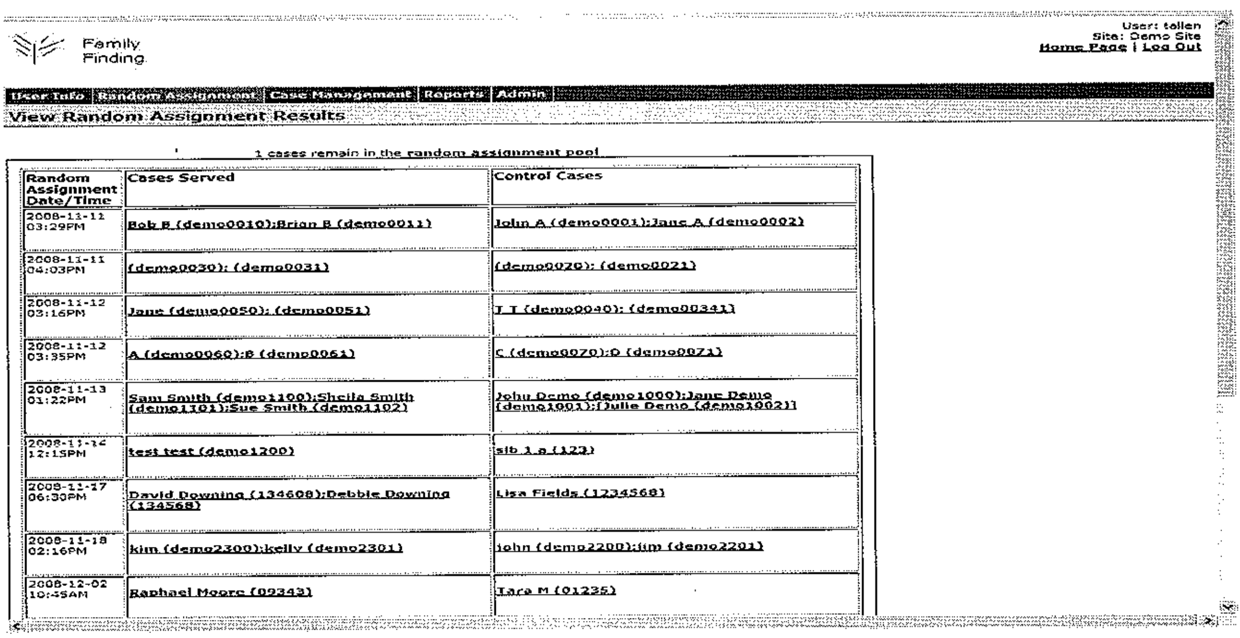
   Select the "Randomize Assign Two Cases" button. Before you proceed you will be asked if the cases in the pool have an updated eligibility status. You can confirm this by pressing "Ok", or you can press "Cancel" to be taken back to the "View Random Assignment Pool" screen.

You will then proceed to the "View Random Assignment Results" screen. The children that have been assigned to your caseload will be listed under the "Cases Served" heading. Those cases not selected will be listed under the "Control Cases" heading. If there have been any children entered into the pool that are ineligible, they will be listed under the "Ineligible Cases in the Pool" heading. Press "View Selection Pool", which is hyper-linked, to return to the "View Random Assignment Pool" screen.

3. To individually select cases to be randomly assigned:

There may be instances where you would like to select from a larger pool which cases will be randomly assigned, based on location or another factor. In order to do this, select the first case to be chosen. To select the second case, press the "CTRL" or "SHIFT" button on your keyboard as you point to the second selection with the cursor. Repeat the same steps for any remaining selections that are to be randomized. When you are done, press the "Randomly Assign Selected Children" button. Before you proceed you will be asked if the cases in the pool have an updated eligibility status. You can confirm this by pressing "Ok", or you can press "Cancel" to be taken back to the "View Random Assignment Pool" screen.

You will then proceed to the "View Random Assignment Results" screen. The children that have been assigned to your caseload will be listed under the "Cases Served" heading. Those cases not selected will be listed under the "Control Cases" heading. If there have been any children entered into the pool that are ineligible, they will be listed under the "Ineligible Cases in the Pool" heading. Press "View Selection pool", which is hyper-linked, to return to the "View Random Assignment Pool" screen.



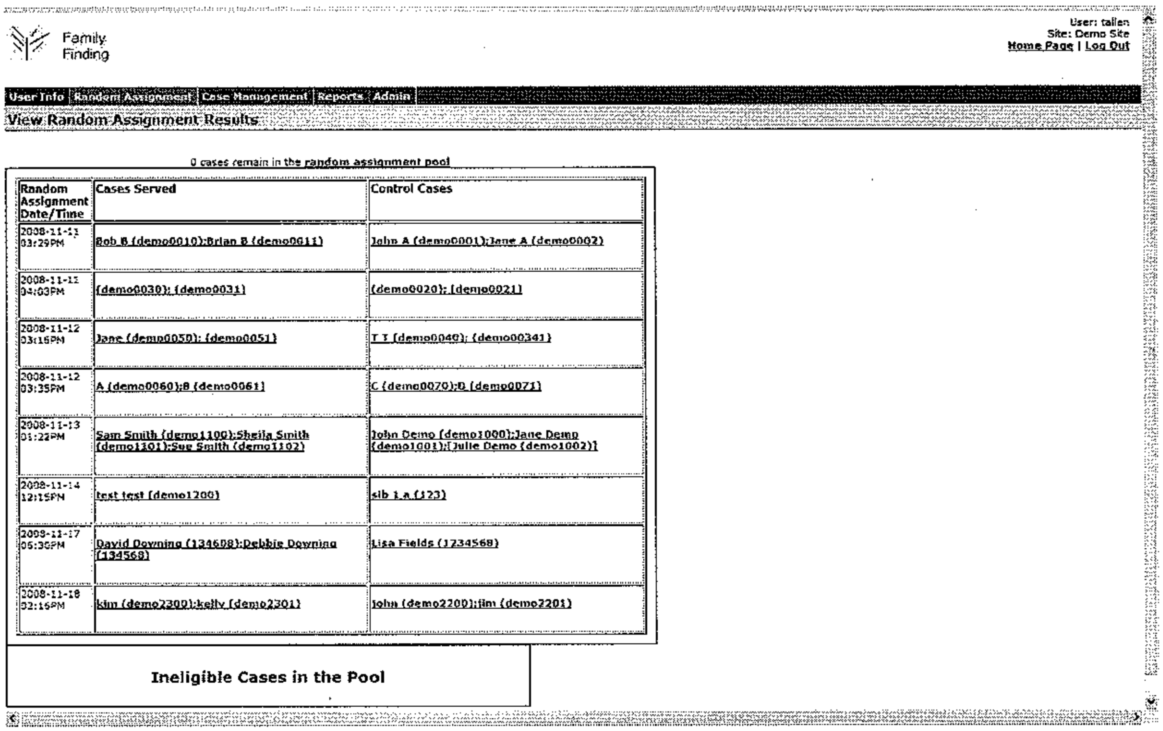
Random Assignment Date/Time	Cases Served	Control Cases
2008-11-11 03:29PM	Bob B (demo0010);Brian B (demo0011)	John A (demo0001);Jane A (demo0002)
2008-11-11 04:03PM	(demo0030); (demo0031)	(demo0020); (demo0021)
2008-11-12 03:16PM	Jane (demo0050); (demo0051)	T T (demo0040); (demo00341)
2008-11-12 03:35PM	A (demo0060);B (demo0061)	C (demo0070);D (demo0071)
2008-11-13 01:22PM	Sam Smith (demo1100);Sheila Smith (demo1101);Sue Smith (demo1102)	John Demo (demo1000);Jane Demo (demo1001);[Julie Demo (demo1002)]
2008-11-14 12:15PM	test test (demo1200)	sib 1 a (123)
2008-11-17 06:30PM	David Downing (134608);Debbie Downing (134568)	Lisa Fields (1234568)
2008-11-18 02:16PM	kim (demo2300);kelly (demo2301)	john (demo2200);jim (demo2201)
2008-12-02 10:45AM	Raphael Moore (09343)	Tara M (01235)

"View Random Assignment Results" Section

The "View Random Assignment Results" section allows you to view a summary of the random assignments that have been conducted in your site.

On the summary screen you can view the time and date of the random assignment, the cases that were chosen for your caseload, and the cases that were chosen for the control group (cases that will not receive Family Finding services).

Press the link with the children's names to be directed to a screen which will detail the data entered when the case was entered into the random assignment pool.


Family Finding

User: tallen
Site: Demo Site
Home Page | Log Out

User Info | Random Assignment | Case Management | Reports | Admin

View Random Assignment Results

0 cases remain in the random assignment pool

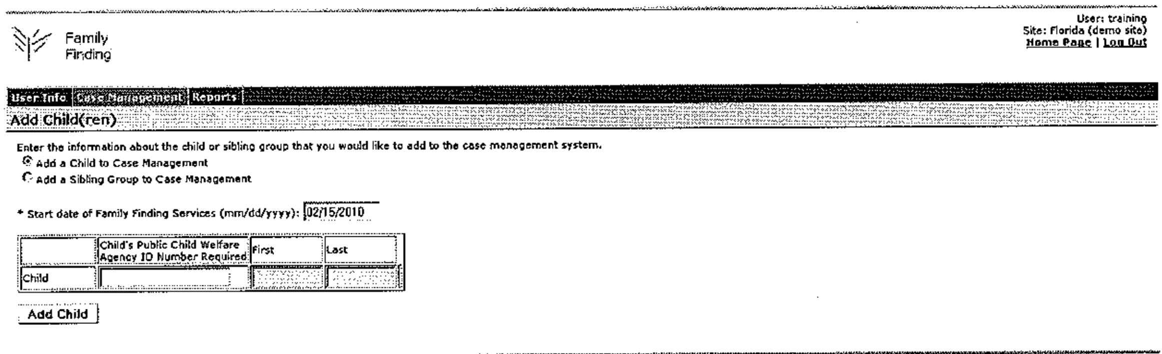
Random Assignment Date/Time	Cases Served	Control Cases
2008-11-11 03:29PM	Bob B (demo0010);Brian B (demo0011)	John A (demo0001);Jane A (demo0002)
2008-11-11 04:03PM	(demo0030); (demo0031)	(demo0020); (demo0021)
2008-11-12 03:16PM	Jane (demo0050); (demo0051)	T T (demo0040); (demo00341)
2008-11-12 03:35PM	A (demo0060);B (demo0061)	C (demo0070);D (demo0071)
2008-11-13 01:22PM	Sam Smith (demo1100);Sheila Smith (demo1101);Sue Smith (demo1102)	John Demo (demo1000);Jane Demo (demo1001);[Julie Demo (demo1002)]
2008-11-14 12:15PM	test test (demo1200)	sib 1 a (123)
2008-11-17 05:30PM	David Downing (134608);Debbie Downing (134568)	Lisa Fields (1234568)
2008-11-18 02:16PM	kim (demo2300);kelly (demo2301)	john (demo2200);jim (demo2201)

Ineligible Cases in the Pool

CASE MANAGEMENT TAB

"Add Child(ren)" section (for non-random assignment sites only)

The "Add Child(ren)" section is where you can add cases that will receive Family Finding services to the case management system. You have the choice to either add individual children or sibling groups to the system. If your site is using random assignment, you will not be able to see this section. For those sites that are not using random assignment but would like to add children, go to the "Random Assignment" section for guidance on how to do this.



Adding one child

In order to add one child, first select "Add a Child to Case Management." Enter the date that Family Finding services began for the child, the child's public child welfare agency ID number, first name, and last name. It is VERY IMPORTANT that you enter the correct id number because once this information is saved, you will not be able to change it. This number will help us specifically track the necessary information from the administrative data in order to assess the outcomes for the children who received Family Finding services.

Select the "Add Child" button, and you will automatically be taken to the child's record, which is stored in the "Active Caseload" section of the system. The child's public agency ID number, and first and last names will be automatically filled in for you. The child has now been added the system, and you should proceed to add the remaining demographic and referral information for the child.

Adding a sibling group

In order to add a sibling group, enter each sibling's child public child welfare agency ID number, first name, last name on each row. You should also enter the date that Family Finding services began for the sibling group. It is VERY IMPORTANT that you enter the correct id numbers because once this information is saved, you will not be able to change it. This number will help us specifically track the necessary information from the administrative data in order to assess the outcomes for the children who received Family Finding services.

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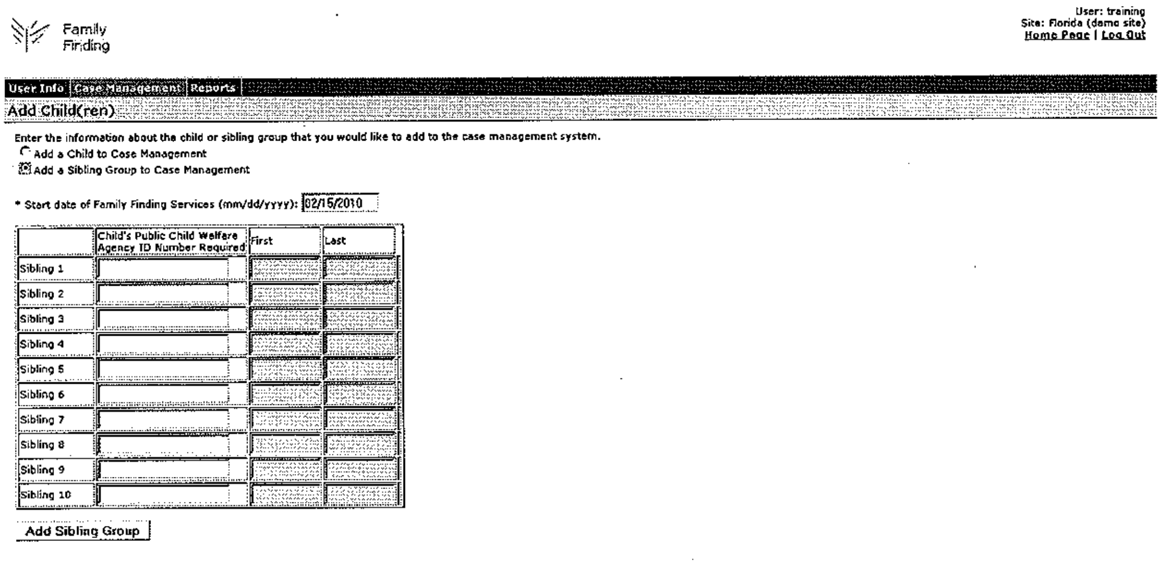
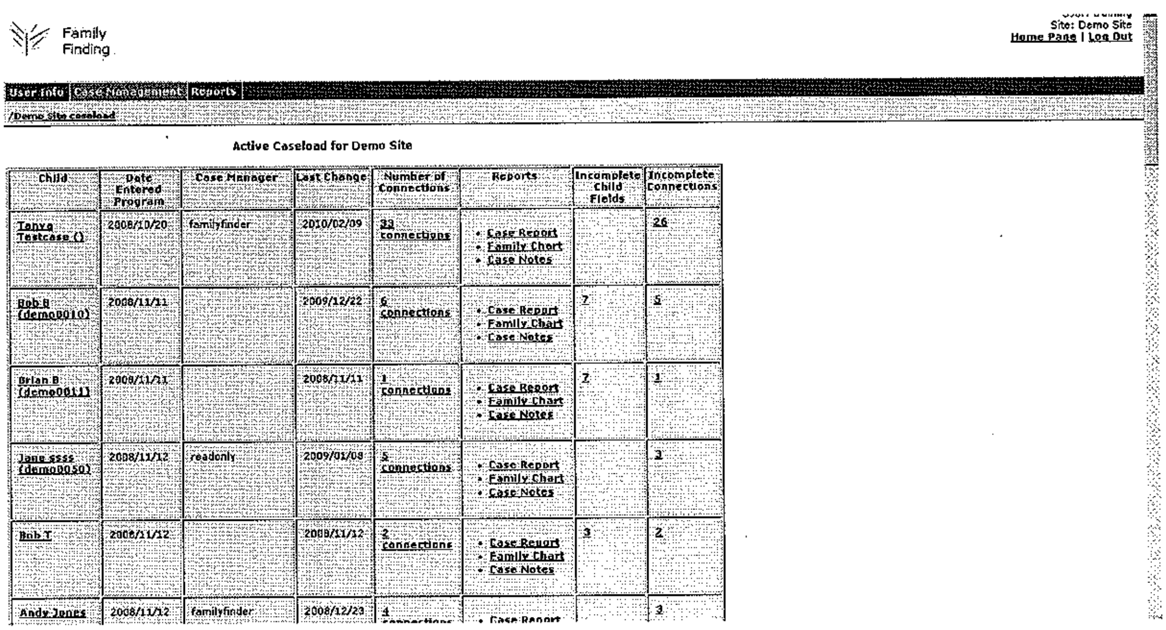
Select the "Add Sibling Group" button, and you will automatically be taken to the first sibling's record, which is stored in the "Active Caseload" section of the system. The child's public agency ID number, and first and last names will be automatically filled in for you. The child has now been added to the system, and you should proceed to add in the remaining demographic information for the child. Do not forget to go into each sibling's record and fill in the necessary demographic and referral information.



"Active Caseload" Section

The "Active Caseload" section is where all children who are receiving Family Finding services are housed in the case management system. The main screen provides a summary of information about your caseload including the day the children entered the Family Finding program, the case manager for the child (the Family Finding worker), the date of the last change to the child's record, the number of connections that have been found for the child, links to reports regarding the child's progress with Family Finding services, and the number of incomplete fields in the child's and connections' records.

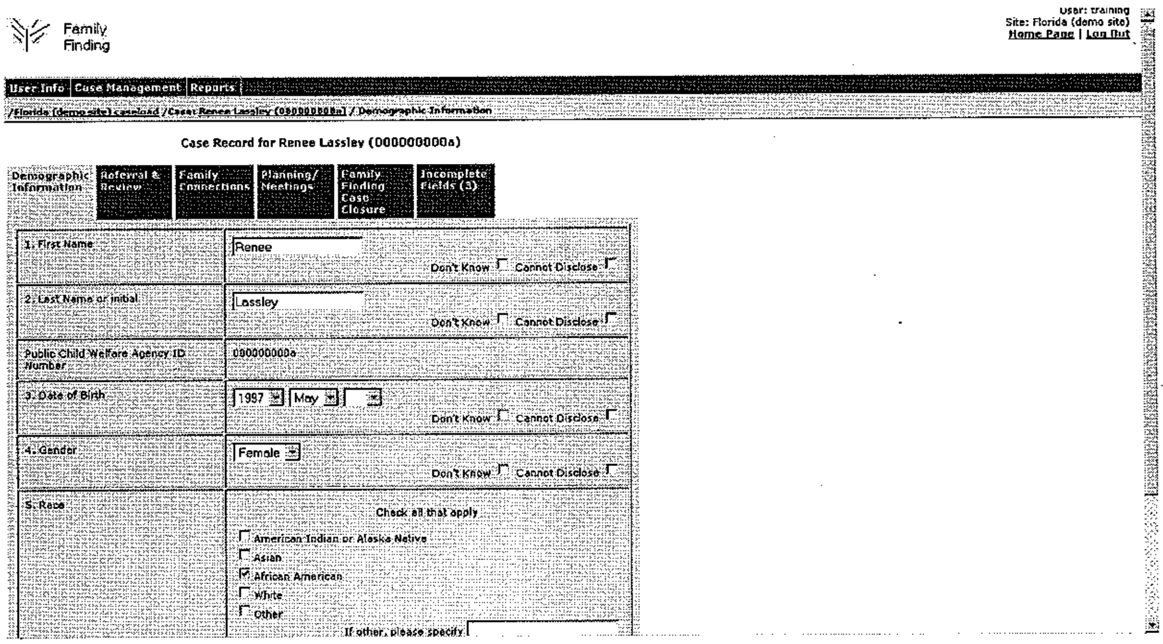
Select the child's name to enter his or her record and to enter demographic and placement data, connections, and family meetings for each child. Select the link under the "Number of Connections" column to be taken directly to the child's connections. Select the link in the "Incomplete Child Fields" column to be directed to a page which lists any of the required questions in the child's record that have not been answered. Select the link in the "Incomplete Connections" column to be directed to the "Family Connections" page. From that page you will be able to select a link under the "Incomplete Fields" column which lists any of the required questions in the connections' record that have not been answered.



Child	Date Entered Program	Case Manager	Last Change	Number of Connections	Reports	Incomplete Child Fields	Incomplete Connections
Tanya Testcase ()	2008/10/20	familyfinder	2010/02/09	33 connections	• Case Report • Family Chart • Case Notes		26
Bob B (demo0010)	2008/11/11		2009/12/22	6 connections	• Case Report • Family Chart • Case Notes	7	5
Brian B (demo0011)	2008/11/11		2008/11/11	1 connections	• Case Report • Family Chart • Case Notes	7	1
Jane ssss (demo0050)	2008/11/12	readonly	2009/01/08	5 connections	• Case Report • Family Chart • Case Notes		3
Bob T	2008/11/12		2008/11/12	2 connections	• Case Report • Family Chart • Case Notes	3	2
Andy Jones	2008/11/12	familyfinder	2008/12/23	4 connections	• Case Report		3

"Demographic Information" Section

In the "Demographic Information" section, you can enter and edit basic demographic information about the children who have been added to your caseload.



**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1. First Name*
Enter the child's first name. If you are unable to provide names for the children on your caseload, you can enter a series of numbers or letters in order to identify the children on your caseload. There are also "don't know" or "cannot disclose" options for this question.

2. Last Name*
Enter the child's last name or initial (if you are unable to provide the child's full last name due to confidentiality concerns). There are "don't know" or "cannot disclose" options for this question.

Public Child Welfare Agency ID Number
This number is automatically populated from the information entered when the child was first entered into the system (either through random assignment or the "Add Child(ren)" screen.

3. Date of Birth*

Choose the year, month, and day from each drop-down box. The system will not allow you to enter impossible dates (e.g. November 31st) or a date that is later than the current date.

4. Gender*

Select "male" or "female". There are "don't know" or "cannot disclose" options for this question.

5. Race*

Select all answer options that are relevant. There are "don't know" or "cannot disclose" options for this question.

6. Ethnicity*

Choose whether this child has Hispanic heritage or not. There are "don't know" or "cannot disclose" options for this question.

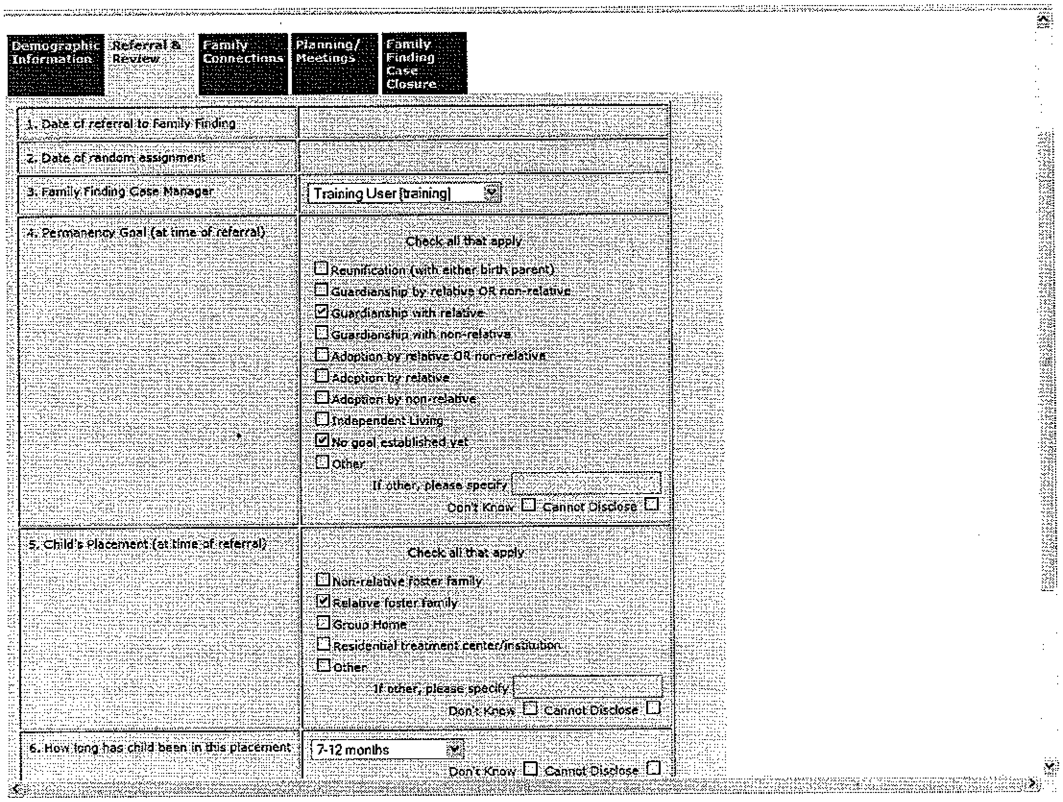
Move to Inactive List

Check this box if the child on your caseload is temporarily not available to receive Family Finding services (e.g. the caseworker requested a hold on services due to child's emotional distress, etc.).

If all required questions have not been answered, a red bar will appear around the particular question, and you cannot proceed until an answer option is chosen. A red bar will appear around the entire section if there are data that need to be saved in the screen. You will need to press the "tab" button or press the cursor away from the data entry fields in order for the "save" buttons to be activated.

"Referral and Review" Section

In the "Referral and Review" section, you can enter and edit information about the child's initial referral to Family Finding services, including the child's placement and permanency goal at the time of referral.



**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1. Date of referral to Family Finding
The date of referral that you entered when adding the children using the random assignment screens will automatically populate in this field for you. If your site does not use random assignment, the date of the start of Family Finding services that you entered when first adding the child will automatically populate here.

2. Date of random assignment
The date that you conducted the random assignment for this child to be selected will automatically populate in this field for you. If your site does not use random assignment, it will read, "not applicable".

3. Family Finding Case Manager*
Select the user from the drop-down box that will serve as the child's main Family Finding worker. Some sites have volunteers that will enter data. If this is true for

your site, only enter the primary Family Finding worker who is actually carrying out the Family Finding services.

4. Permanency goal (at time of referral)*

Select all relevant permanency goals that exist for the child when he or she was referred to Family Finding services. There are "don't know" and "cannot disclose" options for this question.

5. Child's Placement (at time of referral)*

Select the relevant placement type for the child at the time of referral to Family Finding services.

6. How long has child been in this placement*

Select a timeframe option from the drop-down box. There are "don't know" and "cannot disclose" options for this question.

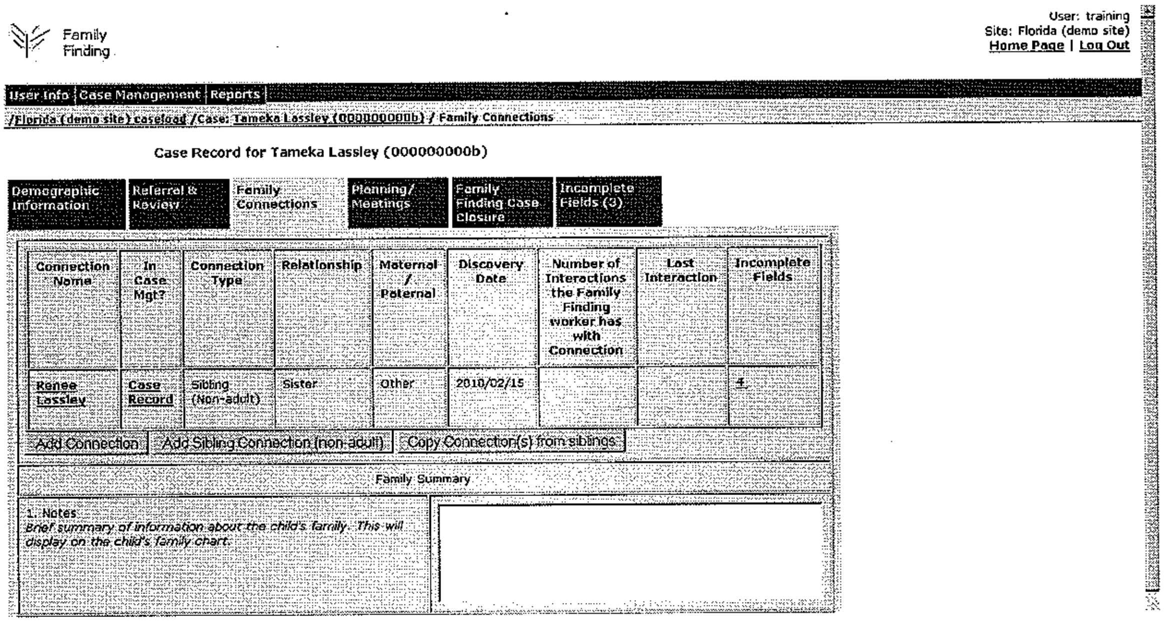
7. Case Notes

Enter any relevant notes about the child and/or child's family or other connections that are discovered at any time during the case. Once saved, the notes that have been entered will remain in this text box. You can change the text or add to them by returning to the "Referral and Review" section.

If all required questions have not been answered, a red bar will appear around the particular question, and you cannot proceed until an answer option is chosen. A red bar will appear around the entire section if there are data that need to be saved in the screen. You will need to press the "tab" button or press the cursor away from the data entry fields in order for the "save" buttons to be activated.

"Family Connections" Section

In the "Family Connections" section you can enter and edit information about relatives and other connections that have been discovered, and your interactions with those connections for the children on your caseload.



The summary screen for the "Family Connections" section provides a listing of all connections that have been found and entered into the case management system for each child. The connections that have had interactions with the Family Finding worker are listed first, and the remaining connections are listed in alphabetical order by first name. This screen details the following:

- Each connections' name
- Whether the connection is receiving Family Finding services ("In Case Mgt?" column). (Press the link that reads, "Case Record" to be directed to this connection's case record).
- The type of connection
- The connection's relationship to the child
- Whether the connection is connected maternally, paternally, or by other means
- The date the Family Finding worker discovered the connection
- The number of interactions that the Family Finding worker has had with the connection
- The date of the Family Finding worker's last interaction with the connection
- A link to the "Incomplete Fields" page which will show you if any of the required questions in the connection's record is incomplete

Press the **"Add Connection"** button to add a connection that has been found (at baseline or after family finding services have begun) for the child.

Press the **"Add Sibling Connection (non-adult)"** button to add a non-adult sibling connection for the child. This button should only be selected if a sibling was not added through the "Random Assignment" tab or "Add Child(ren)" screens (siblings who were added together automatically show up as connections for each other in the system).

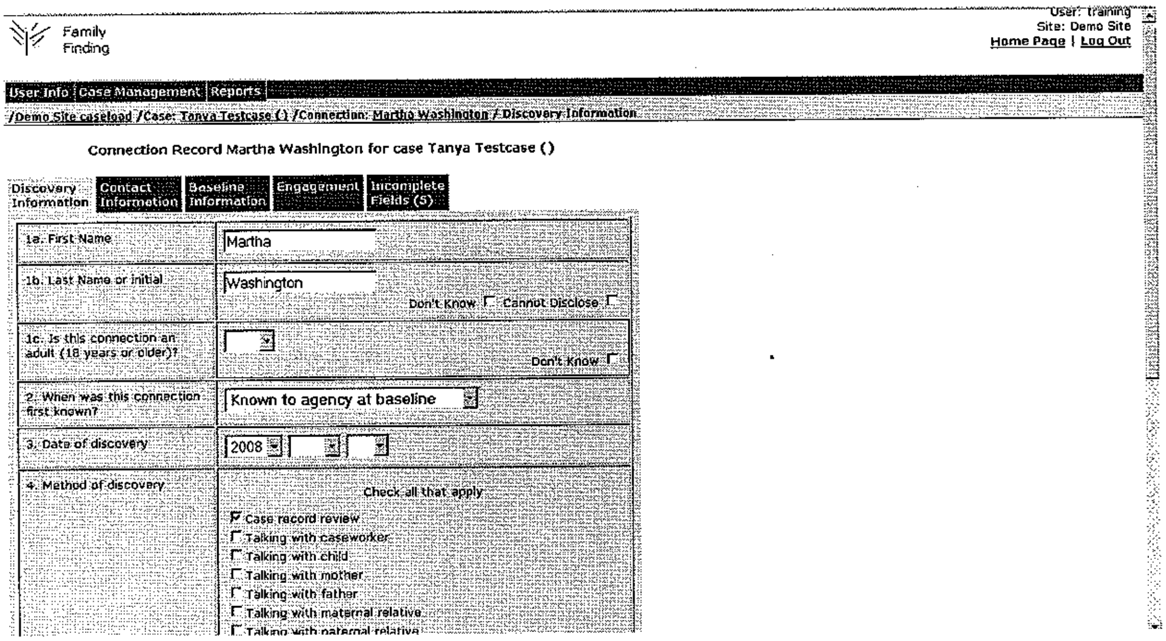
Press the **"Copy Connections From Siblings"** button to copy a connection from one sibling's record to another without having to manually add the connection's demographic information again. Once you press this button, <u>all</u> connections recorded for each sibling in the system will be duplicated and added to each child's record. After you copy the connections, if there is a connection that one sibling has a relationship with but the other sibling does not, you will have to individually delete each connection's record that is not applicable for each sibling. When this button is used, the connections' demographic information is copied, but their baseline and engagement information is NOT copied to the sibling's record.

For example:
Timothy Testcase and Tanya Testcase are whole siblings. You enter three connections for Timothy first: a maternal grandfather, maternal aunt, and a football coach that Tanya has no relationship with. To automatically add these connections to Tanya's record without any additional data entry, go to Tanya's record and press the "Copy Connections from Siblings" button. These three connections are now also a part of Tanya's record. However, in this situation, the football coach is not a relevant connection for Tanya, so to delete this connection from her case record, go to the bottom of the "Discovery Information" screen in the coach's connection screen and press, "Delete".

The **"Family Notes"** section on the "Family Connections" summary page is provided for the Family Finding worker to provide general notes about the child's family or other individuals that are important in the child's life. Once saved, these notes also appear on the child's family chart.

"Add Connection" Section

All connections that are discovered for the child that are not siblings should be entered in this section of the system.



"Discovery Information" Screen

**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1a. First Name*
Enter the connection's first name. If you are unaware of the connection's real name, enter some kind of identifier so that this connection can be tracked in the system.

1b. Last Name or Initial*
Enter the connection's last name or initial (if you cannot provide the full last name for confidentiality reasons). There are "don't know" and "cannot disclose" options for this question.

1c. Is this connection an adult (18 years or older)?*
Enter "yes", "no", or "don't know" to enter this connection as an adult or youth.

2. When was this connection first known?*
Select the answer option, "known to the agency at baseline" if this connection was discovered BEFORE the full case record review, but AFTER speaking with the child's caseworker. Each program site may define "baseline" somewhat differently; however all users in a given program site must adhere to their site's baseline definition. Select "new discovery during family finding" if this connection

was discovered as part of the Family Finding worker's duties and not previously known to the child welfare agency.

3. Date of discovery*

Enter the month, date, and year that the connection's name was discovered. "Discovered" is defined as the identification of any potential connection through the discovery component of the Family Finding program. Enter the date that the Family Finding worker discovered the connection, not the date that the connection first became known to the child or other relevant persons, such as the child's caseworker. If you only enter the year for this question, the system will log this date as the first day of the first month of the year; if you only enter the month and year for this question, the system will log this date as the first day of the month and year that you input for this question.

4. Method of discovery*

Select all answer options that apply for this question.

5. Relationship type*

Enter the type of relationship that the child has with this particular connection.

6. Contact Notes

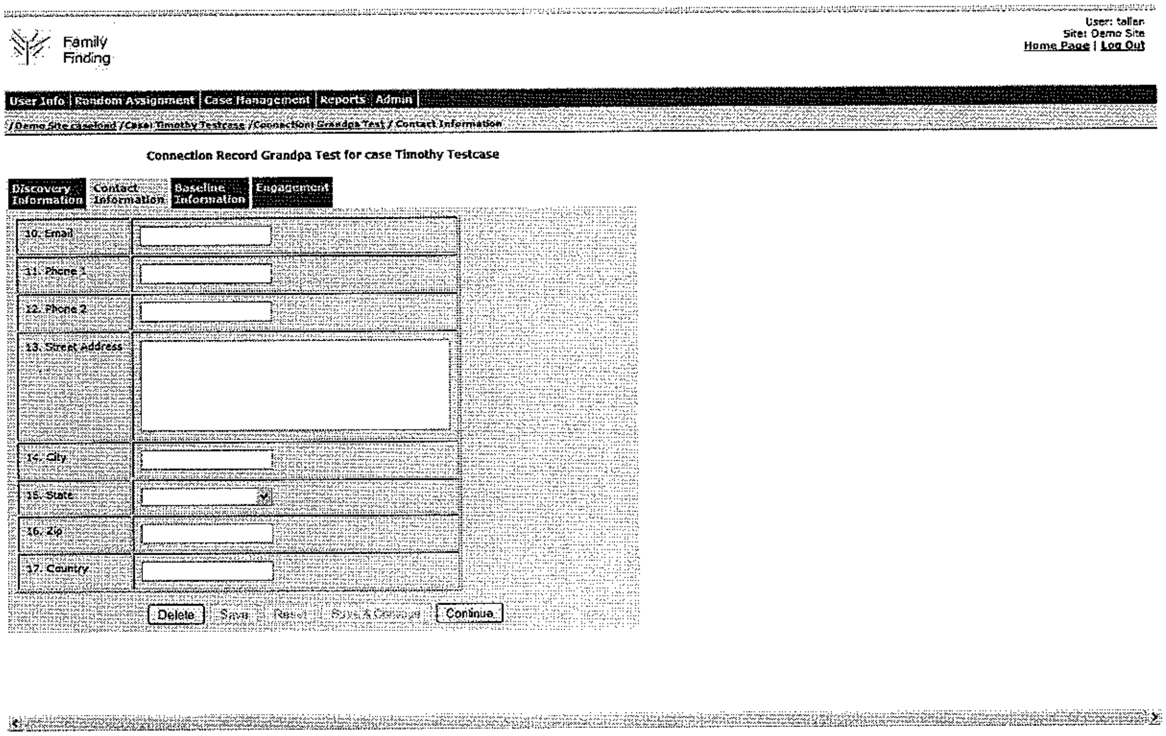
Enter any notes about the connection in the text box that is provided. Once saved, the notes that have been entered will remain in this text box. You can change the text or add to them by returning to the "Discovery Information" section.

If you would like to delete this connection's record, scroll to the bottom of this screen and press the "DELETE" button. This connection will no longer be in the child's record.

If all required questions have not been answered, a red bar will appear around the particular question, and you cannot proceed until an answer option is chosen. A red bar will appear around the entire section if there are data that need to be saved in the screen. You will need to press the "tab" button or press the cursor away from the data entry fields in order for the "save" buttons to be activated.

"Contact Information" Screen

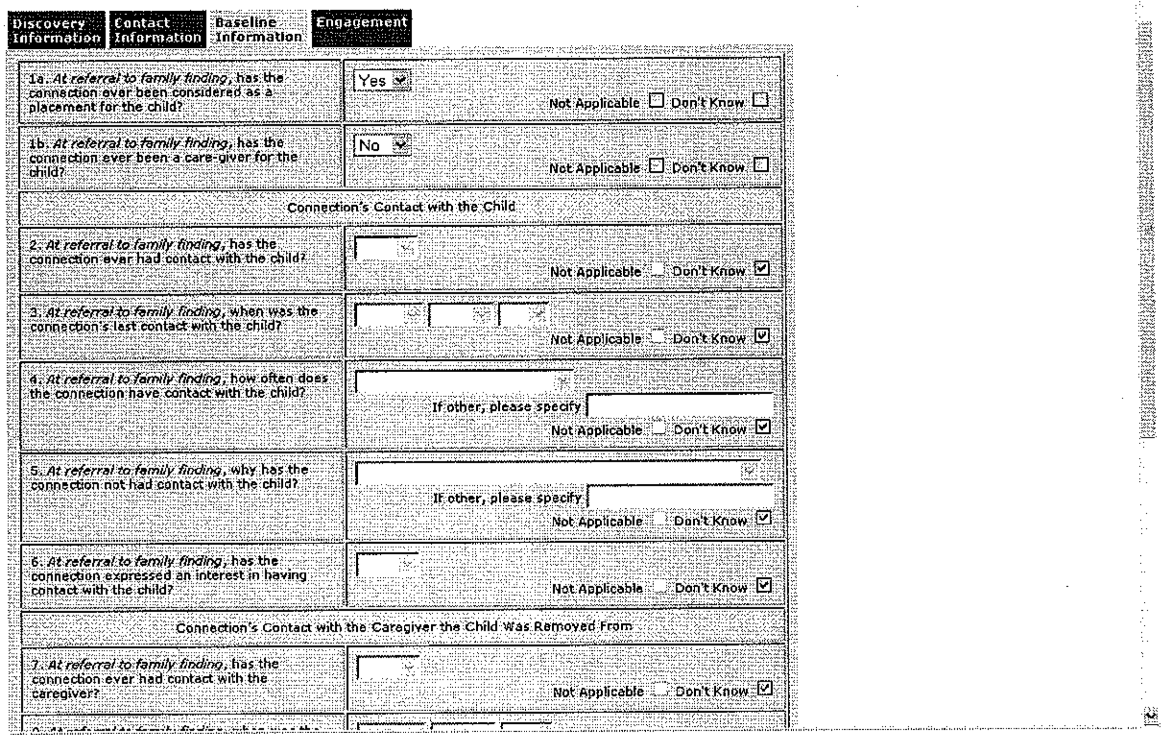
In the "Contact Information" screen, you have the option to enter the contact information of any connections that have been found.



Enter the connection's email address, phone number(s), street address, city, state, zip code, and country, if known. Please note that data entry in this screen is NOT required.

"Baseline Information" Screen

This screen will only appear if the connection is selected as being known to the child welfare agency at baseline. You should answer these questions in the system preferably within <u>**one**</u> week of discovering these baseline connections. The questions should be answered about the connection **at the time of the child's referral to Family Finding services.**



Discovery Information | Contact Information | Baseline Information | Engagement

1a. *At referral to family finding*, has the connection ever been considered as a placement for the child? Yes — Not Applicable ☐ Don't Know ☐

1b. *At referral to family finding*, has the connection ever been a care-giver for the child? No — Not Applicable ☐ Don't Know ☐

Connection's Contact with the Child

2. *At referral to family finding*, has the connection ever had contact with the child? — Not Applicable ☐ Don't Know ☑

3. *At referral to family finding*, when was the connection's last contact with the child? — Not Applicable ☐ Don't Know ☑

4. *At referral to family finding*, how often does the connection have contact with the child? If other, please specify — Not Applicable ☐ Don't Know ☑

5. *At referral to family finding*, why has the connection not had contact with the child? If other, please specify — Not Applicable ☐ Don't Know ☑

6. *At referral to family finding*, has the connection expressed an interest in having contact with the child? — Not Applicable ☐ Don't Know ☑

Connection's Contact with the Caregiver the Child Was Removed From

7. *At referral to family finding*, has the connection ever had contact with the caregiver? — Not Applicable ☐ Don't Know ☑

**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1a. *At referral to family finding*, has the connection ever been considered as a placement for the child?*
Select "yes", "no", "don't know, or "not applicable", if the connection has ever been considered as a placement for the child. Select "yes" even if the connection was considered but was not accepted as a suitable placement for the child.

1b. *At referral to family finding*, has the connection ever been a caregiver for the child?*
Select "yes", "no", "don't know, or "not applicable", for this question. Select "yes" if the connection has ever cared for the child for an extended period of time (this should reflect a caregiver arrangement, not babysitting or weekend visits). This placement could have been an informal arrangement between the child's

custodial parent and the connection, or a placement arranged by a child welfare agency.

Depending on your site's focus, you will only be required to answer the following questions based on support for the child and/or the caregiver the child was removed from. If the section is grayed out, you are not required to answer the section that is not activated.

"Connection's Contact With the Child" Questions

If relevant for your site, you will also be asked these questions pertaining to the connection's contact with the child.

2. *At referral to family finding*, has the connection ever had contact with the child?*
Select "yes", "no", "not applicable", or "don't know" for this question. Contact qualifies as two-way communication between the child and the connection. This should not include unanswered emails or phone calls. If you answer "no" to this question, you will not be required to answer questions 3-4. If you answer "don't know" to this question, you will not be required to answer questions 3-5. If you answer "yes" to this question, you will not be required to answer questions 5-6.

3. *At referral to family finding*, when was the connection's last contact with the child?*
Select the month, day, and and/or year of the connection's last contact with the child. There are "not applicable" and "don't know" options available.

4. *At referral to family finding*, how often does the connection have contact with the child?*
Select an answer option for this question. There are "not applicable" and "don't know" options available.

5. *At referral to family finding*, why has the connection not had contact with the child?*
Select all answer options that apply for this question.

6. *At referral to family finding*, has the connection expressed an interest in having contact with the child?*
Select "yes", "no", "not applicable", or "don't' know" for this question.

"Connection's Contact with the Caregiver(s) the Child was Removed From" Questions

In most instances this caregiver is the person(s) the child was removed from and with whom the public agency is working towards reunification. If this caregiver is no longer involved with the case, you can select "not applicable" for all of the questions in those pages. In special cases where the person the child was removed from is different than the person the agency is working to reunify with, *the caregiver would be the person with whom the children are currently being reunified with and who potentially will be involved with the case in the future. The "caregiver(s) the child was removed from" can be two people. If there is more than one caregiver that the agency is reunifying with, questions about contact should refer to the person who had the most recent contact with that particular connection.*

7. *At referral to family finding*, has the connection ever had contact with the caregiver?*
Select "yes", "no", "don't know", or "not applicable" for this question. Contact qualifies as two-way communication between the child and the connection. This should not include unanswered emails or phone calls. If you answer "no" to this question, you will not be required to answer questions 9-10. If you answer "don't know" to this question, you will not be required to answer questions 9-11. If you answer "yes" to this question, you will not be required to answer questions 10-11.

8. *At referral to family finding*, when was the connection's last contact with the caregiver?*
Select the month, day, and and/or year of the connection's last contact with the child. There are "not applicable" and "don't know" options available.

9. *At referral to family finding*, how often does the connection have contact with the caregiver?*
Select an answer option for this question. There are "not applicable" and "don't know" options available.

10. *At referral to family finding*, why has the connection not had contact with the child?*
Select all answer options that apply for this question.

11. *At referral to family finding*, has the connection expressed an interest in having contact with the caregiver?*
Select "yes", "no", "not applicable", or "don't' know" for this question.

12. Contact Summary Note*
Enter additional information about this connection that has been discovered. Once saved, the notes that have been entered will remain in this text box.

13. Submit baseline data*
Select "yes" if you have finished entering information about this baseline connection. Once submitted, you will have to contact Child Trends if you want this information modified. Select "no" if you have not finished entering information about this baseline connection but still would like to save the data. Please note that you will not be able to enter any interactions with this connection until you have submitted the baseline information.

***Note about entering birth parents:**
If the connection is a birth parent, question 1 will be different on the "baseline information" screen.

Questions for birth parents:
1a. *At referral to family finding*, did the parent retain parental rights to the child?
Answer "no" to this question if the court system had terminated the parental rights of this parent at the time of the child's referral to family finding. "N/A" is also an option to select if the parent is deceased or if for any other reason this question does not apply.

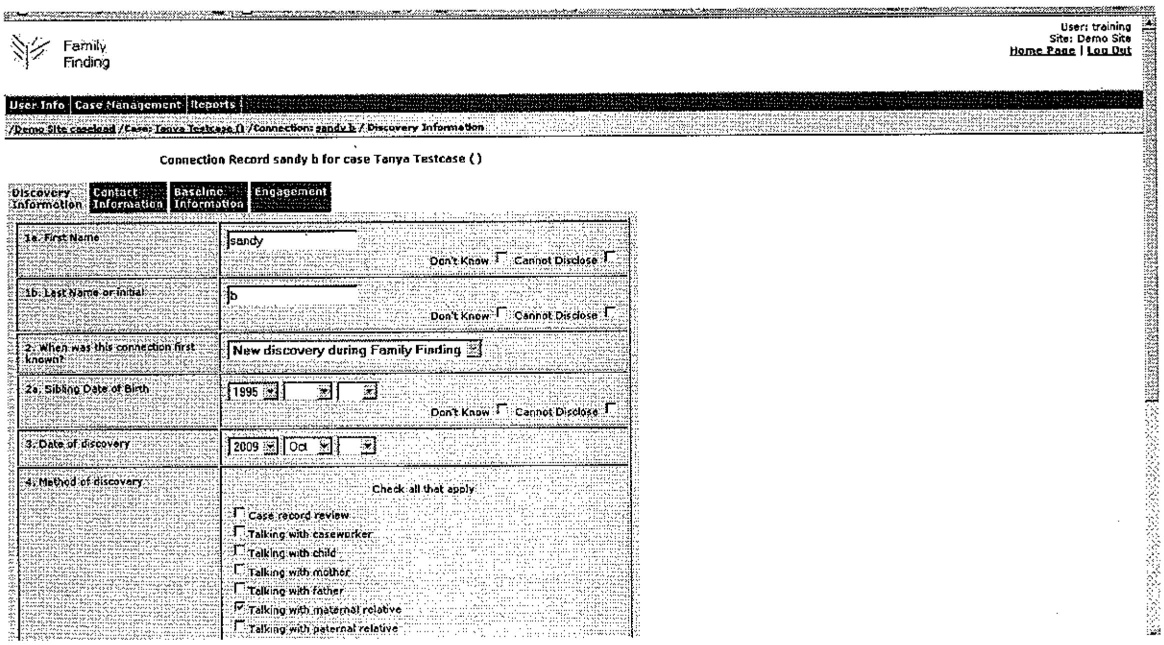
1b. *At referral to family finding*, has the parent ever lived with the child?
Answer "yes" to this question if the parent had ever resided in the same location as the child at the time of the child's referral to family finding.

1c. *At referral to family finding*, has the child ever been removed from the parent's home?
Answer "yes" to this question if the public child welfare agency had ever removed the child from the parent's home and placed them in foster care at the time of the child's referral to family finding.

If all required questions have not been answered, a red bar will appear around the particular question, and you cannot proceed until an answer option is chosen. A red bar will appear around the entire section if there are data that need to be saved in the screen. You will need to press the "tab" button or press the cursor away from the data entry fields in order for the "save" buttons to be activated.

"Add Sibling Connection (Non-Adult)" Section

In this section, you will be able to enter information about siblings (under the age of 18) of the children on your caseloads that were not added during the case's random assignment or through the "Add Child(ren)" screen. Typically children added with this method are not receiving Family Finding services and are added to the system solely as a connection to a case already on your caseload. Contact information for a non-adult sibling connection is not required for the system.



"Discovery Information" Screen (For Non-Adult Sibling Connections)

**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1a. First Name*
Enter the sibling connection's first name. If you are unaware of the connection's real name, enter some kind of identifier so that this connection can be tracked in the system. There are "don't know" and "cannot disclose" options for this question.

1b. Last Name or Initial*
Enter the sibling connection's last name or initial (if you cannot provide the full last name for confidentiality reasons). There are "don't know" and "cannot disclose" options for this question.

2. When was this connection first known?*
Select the answer option, "known to the agency at baseline" if this sibling connection was discovered BEFORE the full case record review, but AFTER

speaking with the child's caseworker. Each program site may define "baseline" somewhat differently; however all users in a given program site must adhere to their site's baseline definition. Select "new discovery during family finding" if this sibling connection was discovered as part of the Family Finding worker's duties and not previously known to the child welfare agency.

2a. Sibling Date of Birth*
Choose the year, month, and day from each drop-down box. The system will not allow you to enter impossible dates (e.g. November 31st) or a date that is later than the current date. There are "don't know" and "cannot disclose" options for this question.

3. Date of discovery*
Enter the month, date, and year that the connection's name was discovered. "Discovered" is defined as the identification of any potential connection through the discovery component of the Family Finding program. Enter the date that the Family Finding worker discovered the connection, not the date that the connection first became known to the child or other relevant persons, such as the child's caseworker. If you only enter the year for this question, the system will log this date as the first day of the first month of the year; if you only enter the month and year for this question, the system will log this date as the first day of the month and year that you input for this question.

4. Method of discovery*
Select all answer options that apply for this question.

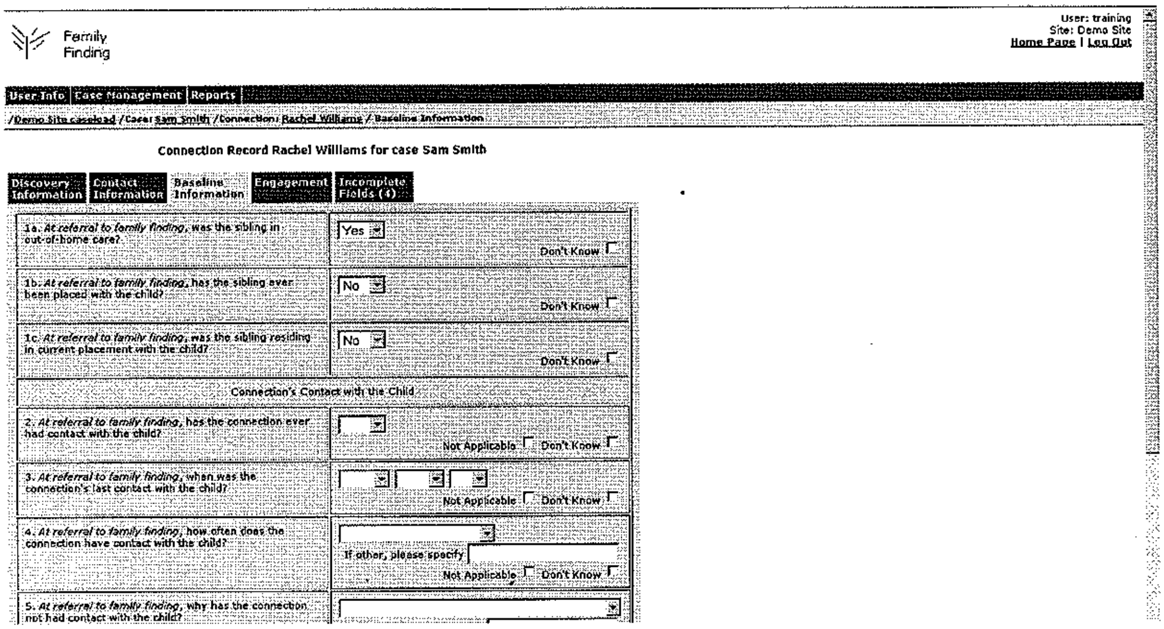
5. Relationship type*
Enter the type of relationship that the child has with this sibling.

6. Contact Notes
Enter any notes about the connection in the text box that is provided. Once saved, the notes that have been entered will remain in this text box. You can change the text or add to them by returning to the "Discovery Information" section.

If all required questions have not been answered, a red bar will appear around the particular question, and you cannot proceed until an answer option is chosen. A red bar will appear around the entire section if there are data that need to be saved in the screen. You will need to press the "tab" button or press the cursor away from the data entry fields in order for the "save" buttons to be activated.

"Baseline Information" Screen (for Non-Adult Sibling Connections)

This screen will only appear if the non-adult sibling connection is selected as being known to the child welfare agency at baseline. You should answer these questions in the system preferably within one week of discovering these baseline connections. The questions should be answered about the connection **at the time of the child's referral to Family Finding services.**



**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1a. *At referral to family finding,* was the sibling in out-of-home care?*
Select "yes" or "no" to this question. A "don't know" option is available for this question.

1b. *At referral to family finding,* has the sibling ever been placed with the child?*
Select "yes" or "no" to this question. A "don't know" option is available for this question. Select "yes" if the sibling has ever lived with the child (this does not have to be a formal foster or kinship care placement).

1c. *At referral to family finding,* was the sibling residing in the current placement with the child?
Select "yes" or "no" to this question. A "don't know" option is available for this question.

<u>"Connection's Contact with the Child" Questions</u>
If relevant for your site, you will also be asked these questions pertaining to the non-adult sibling connection's contact with the child.

2. *At referral to family finding*, has the connection ever had contact with the child?*
Select "yes", "no", "not applicable", or "don't know" for this question. Contact qualifies as two-way communication between the child and the connection. This should not include unanswered emails or phone calls. If you answer "no" to this question, you will not be required to answer questions 3-4. If you answer "don't know" to this question, you will not be required to answer questions 3-5. If you answer "yes" to this question, you will not be required to answer questions 5-6.

3. *At referral to family finding*, when was the connection's last contact with the child?*
Select the month, day, and and/or year of the connection's last contact with the child. There are "not applicable" and "don't know" options available.

4. *At referral to family finding*, how often does the connection have contact with the child?*
Select an answer option for this question. There are "not applicable" and "don't know" options available.

5. *At referral to family finding*, why has the connection not had contact with the child?*
Select all answer options that apply for this question.

6. *At referral to family finding*, has the connection expressed an interest in having contact with the child?*
Select "yes", "no", "not applicable", or "don't' know" for this question.

7. Contact Summary Note*
Enter a keyword that summarizes information about the connection that has been discovered. Once saved, the notes that have been entered will remain in this text box.

8. Submit baseline data*
Select "yes" if you have finished entering information about this baseline connection. Once submitted, you will have to contact Child Trends if you want this information modified. Select "no" if you have not finished entering information about this baseline connection but still would like to save the data. Please note that you will not be able to enter any interactions with this connection until you have submitted the baseline information.

"Engagement" Section

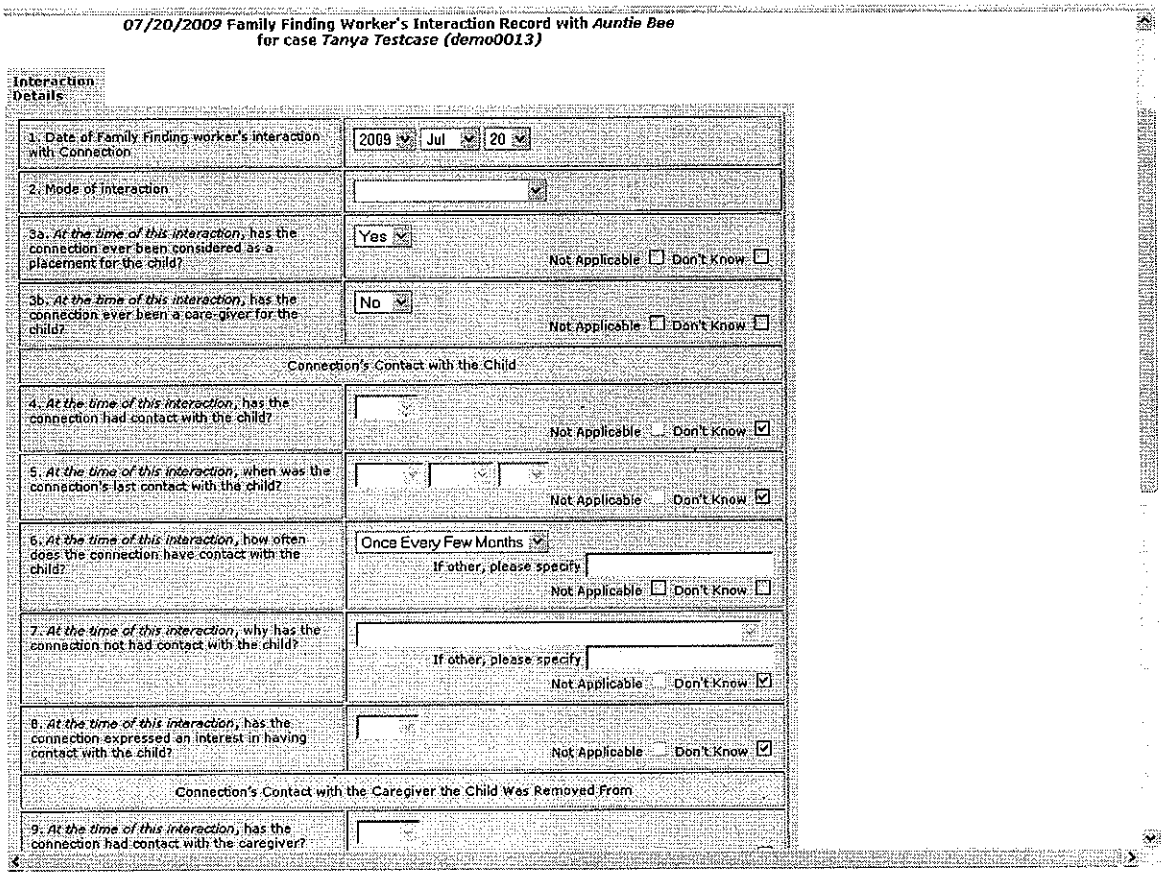
Interactions that the Family Finding worker has with the child's connections (including non-adult sibling connections) are entered in this section.

The summary screen shows the date of each interaction with this connection, the mode of interaction with the connection, whether the connection has had contact with the child and/or the caregiver the child was removed from when placed into foster care, and any notes that have been entered.

Press the "Add Interaction" button to add a record of interaction you conducted with this connection.

"Add Interaction" Section

This section is similar to the "baseline information" section, but it is related to all new interactions with newly discovered and well as baseline connections. Once a baseline connection has been entered, all interactions with this connection can be entered in this section. These questions should be answered about the connection **at the time of the interaction.**



07/20/2009 Family Finding Worker's Interaction Record with *Auntie Bee* for case *Tanya Testcase (demo0013)*

Interaction Details

1. Date of Family Finding worker's interaction with Connection	2009 Jul 20
2. Mode of interaction	
3a. *At the time of this interaction*, has the connection ever been considered as a placement for the child?	Yes Not Applicable Don't Know
3b. *At the time of this interaction*, has the connection ever been a care-giver for the child?	No Not Applicable Don't Know
Connection's Contact with the Child	
4. *At the time of this interaction*, has the connection had contact with the child?	Not Applicable Don't Know
5. *At the time of this interaction*, when was the connection's last contact with the child?	Not Applicable Don't Know
6. *At the time of this interaction*, how often does the connection have contact with the child?	Once Every Few Months If other, please specify Not Applicable Don't Know
7. *At the time of this interaction*, why has the connection not had contact with the child?	If other, please specify Not Applicable Don't Know
8. *At the time of this interaction*, has the connection expressed an interest in having contact with the child?	Not Applicable Don't Know
Connection's Contact with the Caregiver the Child Was Removed From	
9. *At the time of this interaction*, has the connection had contact with the caregiver?	

**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1. Date of Interaction*

Select the date in which you conducted meaningful contact with a child's connection. By meaningful contact we mean talking by telephone, two-way email contact, two-way regular mail contact or meeting the connection in person. The system will not allow you to enter impossible dates (e.g. November 31st) or a date that is later than the current date. You should not add interactions with family members that you've had at family meetings that are reported in the Planning/Meetings screen.

2. Mode of Interaction*

Select an answer option from the drop-down box.

3a. *At the time of this interaction*, has the connection ever been considered as a placement for the child?*
Select "yes", "no", "not applicable", or "don't know" if the connection has ever been considered as a placement for the child. Select "yes" even if the connection was considered but was not accepted as a suitable placement for the child. Also, if this is a connection discovered during Family Finding, once you answer "yes" to this question, every subsequent interaction entered will automatically populate the answer "yes" to this question. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you.

3b. *At the time of this interaction*, has the connection ever been a caregiver for the child?*
Select "yes", "no", "not applicable", or "don't know" for this question. Select "yes" if the connection has ever cared for the child for an extended period of time (this should reflect a caregiver arrangement, not babysitting or weekend visits). This placement could have been an informal arrangement between the child's custodial parent and the connection, or a placement arranged by a child welfare agency. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you.

"Connection's Contact with the Child" Questions
If relevant for your site, you will also be asked these questions pertaining to the connection's contact with the child.

4. *At the time of this interaction*, has the connection ever had contact with the child?*
Select "yes", "no", "not applicable", or "don't know" for this question. Contact qualifies as two-way communication between the child and the connection. This should not include unanswered emails or phone calls. If you answer "no" to this question, you will not be required to answer questions 5-6. If you answer "don't know" to this question, you will not be required to answer questions 5-7. If you answer "yes" to this question, you will not be required to answer questions 7-8. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you.

5. *At the time of this interaction*, when was the connection's last contact with the child?*
Select the month, day, and and/or year of the connection's last contact with the child. There are "not applicable" and "don't know" options available. If you previously answered this question (either on the "Baseline information" screen for

baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you. Do not forget to update this information if there has been a change.

6. *At the time of this interaction*, how often does the connection have contact with the child?*
Select an answer option for this question. There are "not applicable" and "don't know" options available. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you. Do not forget to update this information if there has been a change.

7. *At the time of this interaction*, why has the connection not had contact with the child?*
Select all answer options that are applicable for this question. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you. Do not forget to update this information if there has been a change.

8. *At the time of this interaction*, has the connection expressed an interest in having contact with the child?*
Select "yes", "no", "not applicable", or "don't' know" for this question. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you. Do not forget to update this information if there has been a change.

<u>"Connection's Contact with the Caregiver(s) the Child was Removed From" Questions</u>
In most instances this caregiver is the person(s) the child was removed from and with whom the public agency is working towards reunification. If this caregiver is no longer involved with the case, you can select "not applicable" for all of the questions in those pages. In special cases where the person the child was removed from is different than the person the agency is working to reunify with, the caregiver would be the person with whom the children are currently being reunified with and who potentially will be involved with the case in the future. The "caregiver(s) the child was removed from" can be two people. If there is more than one caregiver that the agency is reunifying with, questions about contact should refer to the person who had the most recent contact with that particular connection.

9. *At the time of this interaction*, has the connection ever had contact with the caregiver?*

Select "yes", "no", "not applicable", or "don't know" for this question. Contact qualifies as two-way communication between the child and the connection. This should not include unanswered emails or phone calls. If you answer "no" to this question, you will not be required to answer questions 10-11. If you answer "don't know" to this question, you will not be required to answer questions 10-12. If you answer "yes" to this question, you will not be required to answer questions 12-13. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you.

10. *At the time of this interaction*, when was the connection's last contact with the caregiver?*

Select the month, day, and and/or year of the connection's last contact with the child. There are "not applicable" and "don't know" options available. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you. Do not forget to update this information if there has been a change.

11. *At the time of this interaction*, how often does the connection have contact with the caregiver?*

Select an answer option for this question. There are "not applicable" and "don't know" options available. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you. Do not forget to update this information if there has been a change.

12. *At the time of this interaction*, why has the connection not had contact with the caregiver?*

Select all answer options that are applicable for this question. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you. Do not forget to update this information if there has been a change.

13. *At the time of this interaction*, has the connection expressed an interest in having contact with the caregiver?*

Select "yes", "no", "not applicable", or "don't' know" for this question. If you previously answered this question (either on the "Baseline information" screen for baseline connections or on the "Add Interaction" screen for newly discovered connections), the previous answer will automatically populate for you. Do not forget to update this information if there has been a change.

14. Contact Summary Note*

Enter a keyword that summarizes information about the connection that has been discovered or enter a short description of the notes that are listed in the "interaction notes" for the following question.

15. Interaction Notes
Enter additional information about this connection that has been discovered. Once saved, the notes that have been entered will remain in this text box. You can change the text or add to them by returning to the "Interaction" section.

If you would like to delete this interaction, scroll to the bottom of this screen and press the "DELETE" button. This interaction will no longer be in the child's record.

***Note about entering interactions for birth parents:**
If the connection is a birth parent, question 3 will be different on the "add interaction" screen.

Questions for birth parents:

3a. *At the time of this interaction*, did the parent retain parental rights to the child?
Answer "no" to this question if the court system has terminated the parental rights of this parent at the time of this interaction. Whatever answer you provided in the "baseline information" screen will automatically be populated for you. Please be sure to change this information if the circumstances have changed. There is a "Don't Know" and an "N/A" answer option for this question.

3b. *At the time of this interaction*, has the parent ever lived with the child?
Answer "yes" to this question if the parent had ever resided in the same location as the child at the time of this interaction. Whatever answer you provided in the "baseline information" screen will automatically be populated for you. Please be sure to change this information if the circumstances have changed. There is a "Don't Know" answer option for this question.

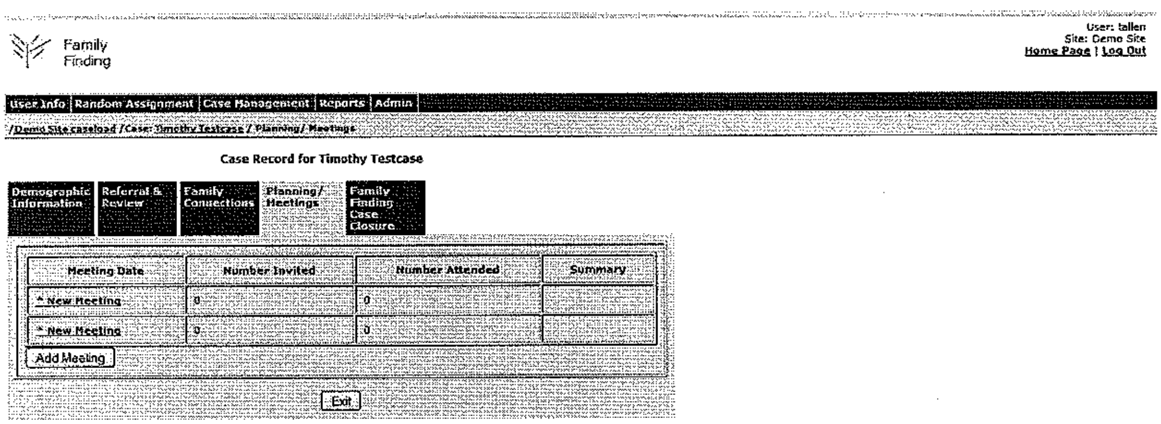
3c. *At the time of this interaction*, has the child ever been removed from the parent's home?
Answer "yes" to this question if the public child welfare agency has ever removed the child from the parent's home and placed them in foster care at the time of this interaction. Whatever answer you provided in the "baseline information" screen will automatically be populated for you. Please be sure to change this information if the circumstances have changed. There is a "Don't Know" answer option for this question.

If all required questions have not been answered, a red bar will appear around the particular question, and you cannot proceed until an answer option is chosen. A red bar will appear around the entire section if there

are data that need to be saved in the screen. You will need to press the "tab" button or press the cursor away from the data entry fields in order for the "save" buttons to be activated.

"Planning/Meetings" Section

In the "Planning/Meetings" section, you can enter and edit information about meetings planned with a child's relatives and other connections regarding the child's emotional and physical permanency.



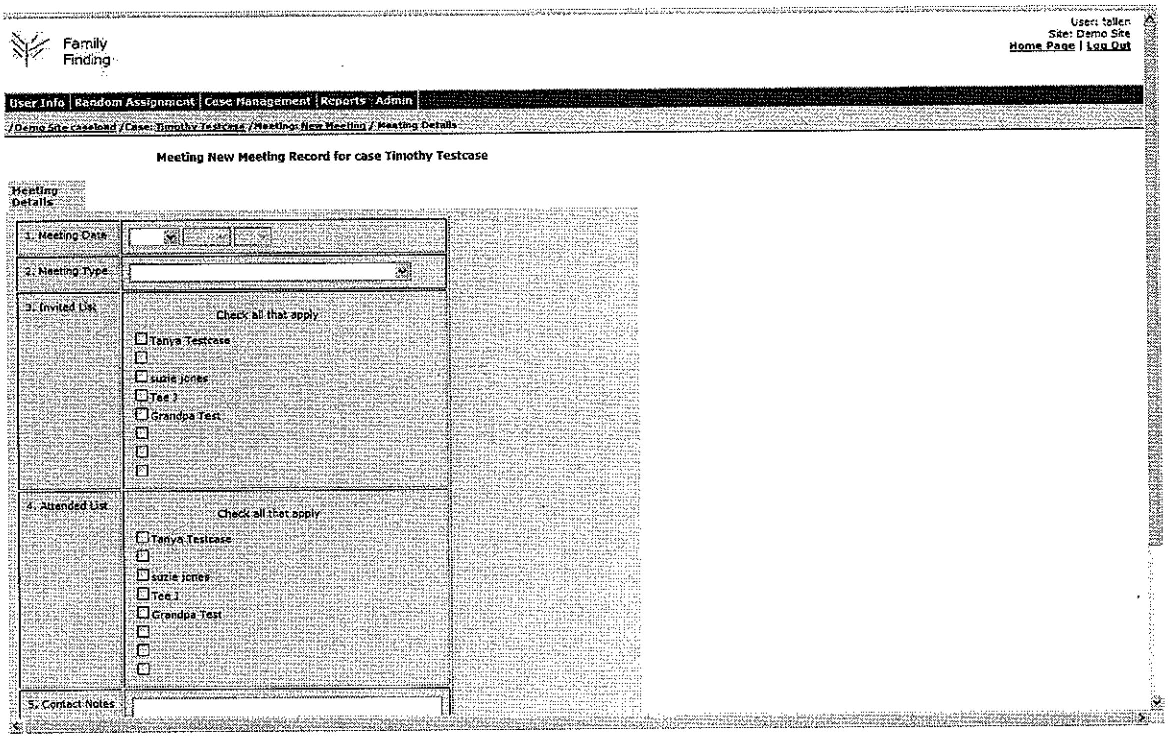
The "Planning/Meetings" section allows you to add meetings that you or a public agency staff person have coordinated in order to facilitate a relationship with or plan for future contact with a child and any discovered connections. Meetings involve more than one family connection in which the participants are discussing future plans for the child.

The main summary screen shows the dates of scheduled and/or planned meetings, the number of connections invited, the number of connections that attended, and a summary of any notes about the meeting.

Press the "Add Meeting" button to add a meeting to a child's record. Select the date under the "Meeting Date" column in order to edit or view details about a meeting that has been previously entered.

"Add Meeting" Section

All planned meetings with the connections of the children on your caseload should be documented in this section.



**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1. Meeting Date*
Select the date in which a meeting was planned to discuss the child's connections. The system will not allow you to enter impossible dates (e.g. November 31st) or a date that is later than the current date.

2. Meeting Type*
Indicate whether this meeting was facilitated by the primary caseworker (official family meeting), facilitated and/or participated by just the Family Finding worker (family meeting), or if this is a meeting or call with just the child's public agency caseworker. Any meetings identified as a call or meeting with the child's public agency caseworker are not considered in the "Case List" report that calculates the average number of people who attend meetings.

2a. Please specify the type of meeting that was held.
This question is only applicable to users working at the Florida sites. Please disregard this question as you enter your data.

3. Invited List*

All connections that have been entered into the system thus far will automatically show up in this list in alphabetical order by first name. Check all persons that have been invited to this meeting.

4. Attended List*

All connections that have been entered into the system thus far will automatically show up in this list in alphabetical order by first name. Check all persons that attended this meeting.

5. Other Attended List*

For this question, you can check all persons that attended that were not entered as connections in the system, but are still relevant to the child's case. Examples of these persons are the child, the child's caseworker, the child's therapist, the child's CASA, etc.

6. What plans were developed to strengthen the lifetime supportive network of the child *at this meeting*?

Select all of the plans that any family connection has expressed a commitment in fulfilling at this meeting only. Check all that apply. The answers you provide to this question will automatically populate on the "Family Finding Case Closure" screen.

- Regular communication (phone calls, email, letters, texts, etc.) with the child **Regular communication should be at least monthly.*
- Regular day visits with the child **Regular visitation should be at least monthly*
- Regular overnight visits with the child **Regular overnight visits should be at least monthly*
- Occasional financial or material support for the child
- Occasional communication (phone calls, email, letters, texts, etc.) with the child
- Occasional visits with the child
- No plans developed

6a. How many connections have agreed to participate in at least one of these plans *at this meeting*?

Select from the answer options provided for you. If no plans were developed as a result of this meeting, select "Not applicable".

7. Contact Notes*

Enter any relevant information about the planned meeting. Once saved, the notes that have been entered will remain in this text box. You can change the text or add to them by returning to the "Meeting Details" section.

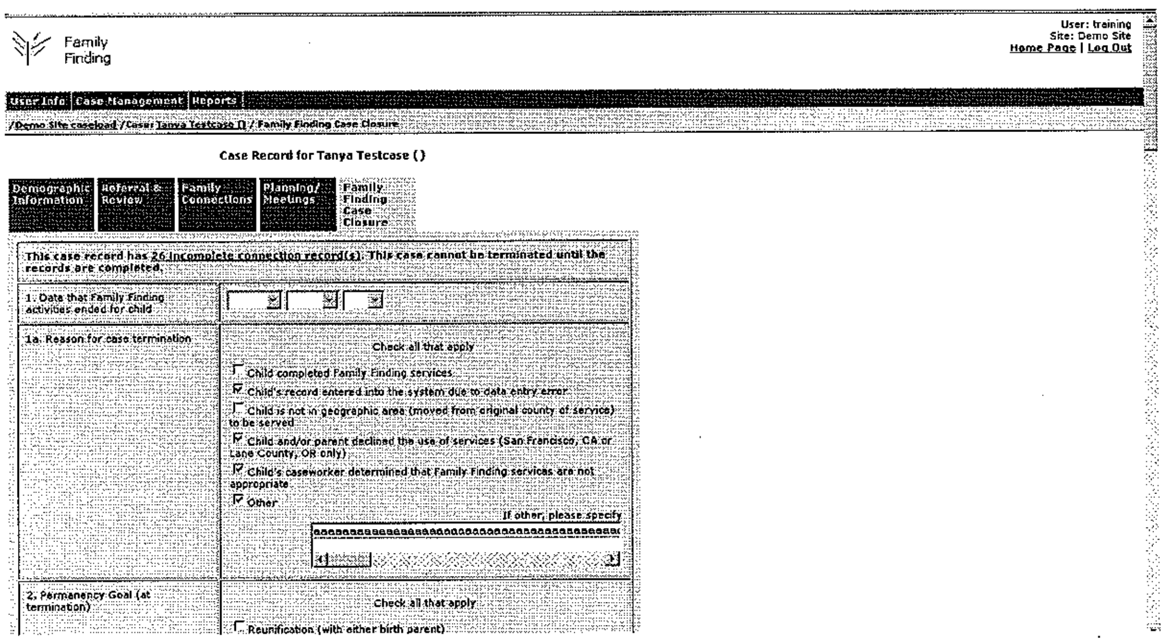
If you would like to delete this meeting, scroll to the bottom of this screen and press the "DELETE" button. This meeting will no longer be in the child's record.

If all required questions have not been answered, a red bar will appear around the particular question, and you cannot proceed until an answer option is chosen. A red bar will appear around the entire section if there are data that need to be saved in the screen. You will need to press the "tab" button or press the cursor away from the data entry fields in order for the "save" buttons to be activated.

"Family Finding Case Closure" Section

Once Family Finding services have ended for a child, you should go to this screen to remove this child from your active caseload. Every child's case should be terminated even if they did not receive the full extent of the Family Finding services. The child's record and the child's connections will not be completely removed from the system, just moved to the "Terminated Caseload" section of the system. Once a child's case is terminated in the system, you can still view previous data that were entered in the child's record, as well as case reports and family charts, but you cannot make any changes to the data.

You will not be able to complete this screen until all of the required questions in the child's record have been answered and saved. If there are any incomplete fields in the child's record, there will be a link provided to a page that will list all of the fields that must be entered in order for you to proceed.



**** A star indicates that the question is required to be answered in the system in order to continue moving through the screens.***

1. Date that Family Finding activities ended for child*
Enter the date that you finished conducting Family Finding services for the child. You will not be able to save any data in this screen until you first enter this date.

1a. Reason for Case Termination*
Check all the applicable reasons that the case is being closed in the system. If you select "Other", please provide some explanation in the text box. The following reasons are provided for terminating a case in the system:

As a general rule if the Family Finding worker has completed discovery and attempted to engage any of the family connections discovered, this qualifies as a case served by Family Finding. The case closure reason for a case where engagement activities have been initiated should be "Child completed Family Finding services". Please note that this measure of completion has been defined for the evaluation. Individual programs may have other ideas on what qualifies as "completion". Below you will find an explanation of each case closure reason to provide more clarification of what option to choose when closing out a case.

- ***Child completed Family Finding services***
  Select this option if you have completed discovery and attempted to engage any of the child's family connections and it has been determined that Family Finding services should no longer be continued.

- ***Child's record entered into the system due to error***
  If you have mistakenly added a case to the system in which no Family Finding work has been initiated, select this option. If a child turns out to be ineligible for the program before any work is completed, this would be the option to select.

- ***Child is not in geographic area (moved from original county of service) to be served***
  If the child has moved from the geographic area and the original county of services no longer has jurisdiction over the child's case, select this option. If any engagement activities have been initiated, choose "Child completed Family Finding services".

- ***Child and/or parent declined the use of services***
  If the child and/or parent (for sites providing Family Finding services to children new to out-of-home care), declines involvement with Family Finding before engagement activities have been initiated, select this option. If engagement activities have been initiated, choose "Child completed Family Finding services".

- ***Child's caseworker and/or Family Finding staff determined that Family Finding services are not appropriate***
  Select this answer option if you have staffed the case with your supervisor or the child's case worker and it has been determined that before any engagement activities have been completed, that Family Finding services are not appropriate for this child. If any work has been started on this case but no engagement activities were initiated, choose this option.

- ***Other***

If none of the previous answer options apply to a case, select "other". However, before doing this contact Child Trends at ffsupport@childtrends.com, to make sure this option is appropriate.

2. Permanency Goal (at termination)*
Select the child's permanency goal on the day that Family Finding services have ended.

3. Child's Placement (at termination)*
Select the child's placement on the day that Family Finding services have ended.

4. Please identify the connections being considered for placement*
All of the child's connections that have been entered into the case management system will automatically populate here. Select all connections that are being considered for placement for the child as a result of Family Finding services as well as connections that were known at baseline.

4a. What plans were developed to strengthen the lifetime supportive network of the child?
Select all of the plans that any family connection has expressed a commitment in fulfilling. If this question was previously answered in the "Planning/Meeting" screen, the answers provided from before will automatically populate here. If this information has changed since the last meeting was held, you can change it here. There will be no need to go back to the meeting record and change what you recorded earlier. We would like to keep a record of any changes that may have occurred between the time of the family meeting and the case's closure.

- Regular communication (phone calls, email, letters, texts, etc.) with the child **Regular communication should be at least monthly.*
- Regular day visits with the child **Regular visitation should be at least monthly*
- Regular overnight visits with the child **Regular overnight visits should be at least monthly*
- Occasional financial or material support for the child
- Occasional communication (phone calls, email, letters, texts, etc.) with the child
- Occasional visits with the child
- No plans developed

4b. How many connections have agreed to participate in at least one of these plans?
Select from the answer options provided for you. If no plans were developed as a result of this meeting, select "Not applicable".

5. Notes at Termination*

Enter any notes about the child's case that are relevant to the case closure. Once saved, the notes that have been entered will remain in this text box. You can change the text or add to them by returning to the "Family Finding Case Closure" section.

6. Family Finding Activities Performed

You have the option to indicate the activities that were attempted or completed for each child for whom Family Finding services is being terminated. For each activity under five components of the model (Discovery, Engagement, Planning, Decision-making, and Evaluate and Support), check either "activity attempted but not completed" or "activity completed in full". If a particular activity does not apply to this case, you can leave the check boxes blank. The following is a list of all activities listed for this question in the case closure screen:

Discovery
- Demonstrated efforts to locate 40 or more family members and others
- Helped to find the located family members

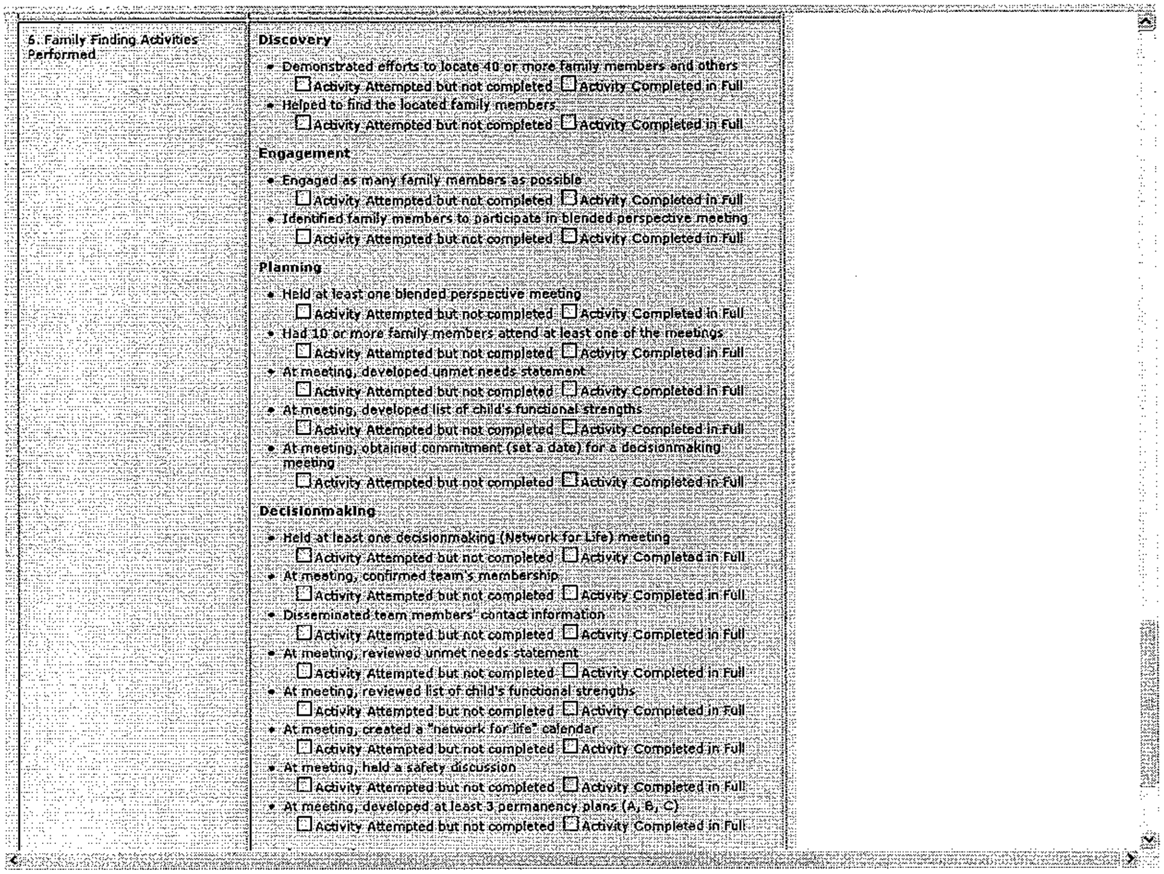
Engagement
- Engaged as many family members as possible
- Identified family members to participate in blended perspective meeting

Planning
- Held at least one blended perspective meeting
- Had 10 or more family members attend at least one of the meetings
- At meeting, developed unmet needs statement
- At meeting, developed list of child's functional strengths
- At meeting, obtained commitment (set a date) for a decision-making meeting

Decision-making
- Held at least one decision-making (Network for Life) meeting
- At meeting, confirmed team's membership
- Disseminated team members' contact information
- At meeting, reviewed unmet needs statement
- At meeting, reviewed list of child's functional strengths
- At meeting, created a "network for life" calendar
- At meeting, held a safety discussion
- At meeting, developed at least 3 permanency plans (A, B, C)

Evaluate and Support
- After decision-making meeting(s), continued to engage family team members through phone or email contact

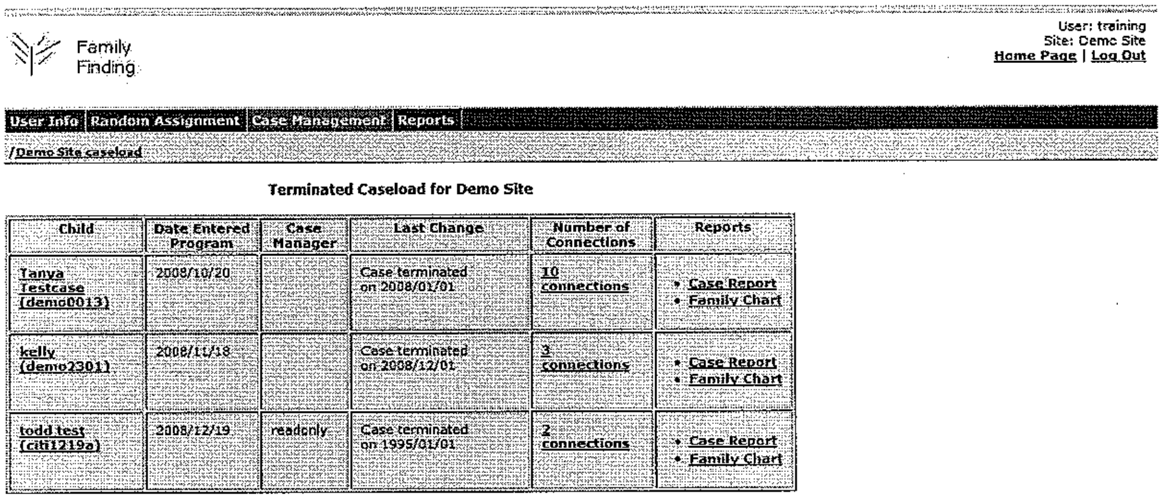
- After decision-making meeting(s), continued to engage family team members through in-person visits



6. Family Finding Activities Performed	**Discovery** • Demonstrated efforts to locate 40 or more family members and others ☐ Activity Attempted but not completed ☐ Activity Completed in Full • Helped to find the located family members ☐ Activity Attempted but not completed ☐ Activity Completed in Full **Engagement** • Engaged as many family members as possible ☐ Activity Attempted but not completed ☐ Activity Completed in Full • Identified family members to participate in blended perspective meeting ☐ Activity Attempted but not completed ☐ Activity Completed in Full **Planning** • Held at least one blended perspective meeting ☐ Activity Attempted but not completed ☐ Activity Completed in Full • Had 10 or more family members attend at least one of the meetings ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, developed unmet needs statement ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, developed list of child's functional strengths ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, obtained commitment (set a date) for a decisionmaking meeting ☐ Activity Attempted but not completed ☐ Activity Completed in Full **Decisionmaking** • Held at least one decisionmaking (Network for Life) meeting ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, confirmed team's membership ☐ Activity Attempted but not completed ☐ Activity Completed in Full • Disseminated team members' contact information ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, reviewed unmet needs statement ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, reviewed list of child's functional strengths ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, created a "network for life" calendar ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, held a safety discussion ☐ Activity Attempted but not completed ☐ Activity Completed in Full • At meeting, developed at least 3 permanency plans (A, B, C) ☐ Activity Attempted but not completed ☐ Activity Completed in Full

"Terminated Caseload" Section

In this section, you can view a listing of children who were previously on your caseload but are no longer receiving Family Finding services. You will not be able to make any changes to the child's case record once they have been terminated.


Family Finding

User: training
Site: Demo Site
Home Page | Log Out

User Info | Random Assignment | Case Management | Reports

/Demo Site caseload

Terminated Caseload for Demo Site

Child	Date Entered Program	Case Manager	Last Change	Number of Connections	Reports
Tanya Testcase (demo0013)	2008/10/20		Case terminated on 2008/01/01	10 connections	• Case Report • Family Chart
kelly (demo2301)	2008/11/18		Case terminated on 2008/12/01	3 connections	• Case Report • Family Chart
todd test (citi1219a)	2008/12/19	readonly	Case terminated on 1995/01/01	2 connections	• Case Report • Family Chart

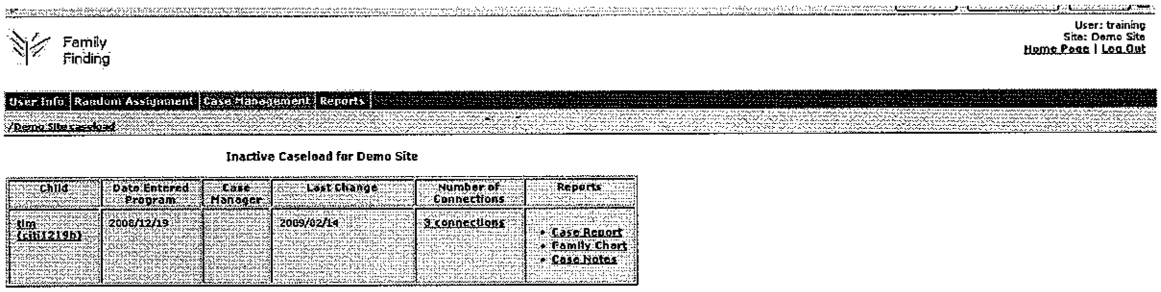
Press the child's name to be directed back to their record in the system. Press the link in the "Number of Connections" column to view data about the child's connections, and press the "Case Report" and "Family Chart" to view reports on the child.

"Inactive Caseload" Section

In this section, you can view a listing of children who were previously on your caseload but have been marked as "Inactive". There can be many reasons why a case can be made inactive. For example, the child's caseworker may request that Family Finding services be put on hold for a temporary amount of time in order to address some of the child's immediate needs first, or the Family Finding worker and/or supervisor may feel Family Finding services should be temporarily suspended because the child may be unavailable (incarceration, hospitalization, etc.) or the case has been stagnant.

As a reminder, to move cases to the Inactive Caseload, go to the "Demographic Information" screen in the child's record. At the bottom of the screen, you will see "Move Case to Inactive List". Check the box and save the screen in order to move the case to the Inactive Caseload. Before doing this, please add an adequate explanation in the "Case Notes" text box of the "Referral and Review" screen as to why the case is being placed on inactive status.

If you would like a case added back to the Active Caseload, contact Child Trends and we can do this for you.

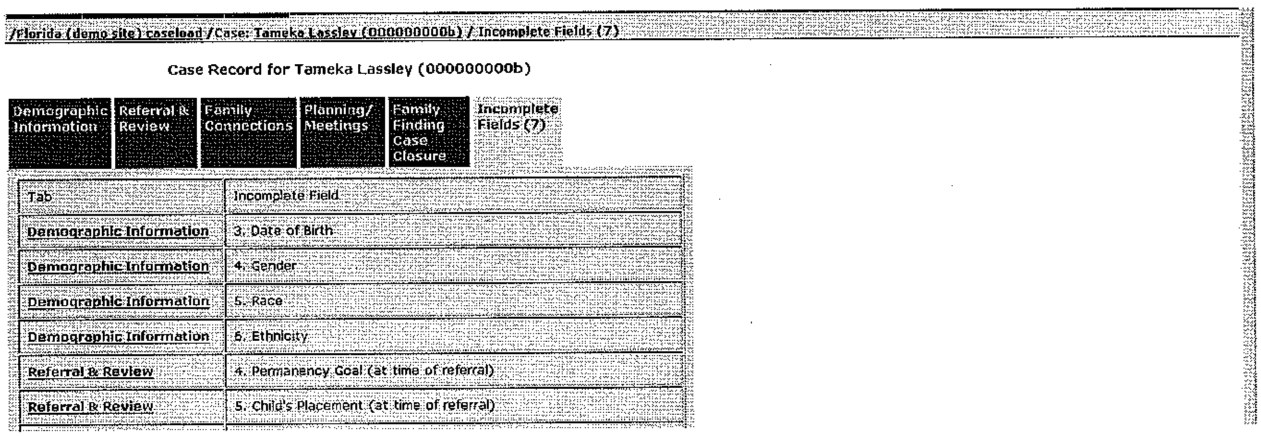


Press the child's name to be directed back to his or her record in the system. Press the link in the "Number of Connections" column to view data about the child's connections, and press the "Case Report" and "Family Chart" to view reports on the child. You will not be able to make any changes to this child's data while he or she is on the Inactive Caseload.

"Incomplete Fields" Section

There are a number of questions in the system in which you must supply an answer in order to progress through the screens.. Many of the questions are required in order to ensure that we have the most complete information as possible to support the evaluation of Family Finding. In order to prevent the loss of any information, the system has a tool which informs each user of the number of fields that are incomplete in each child and each connection record.

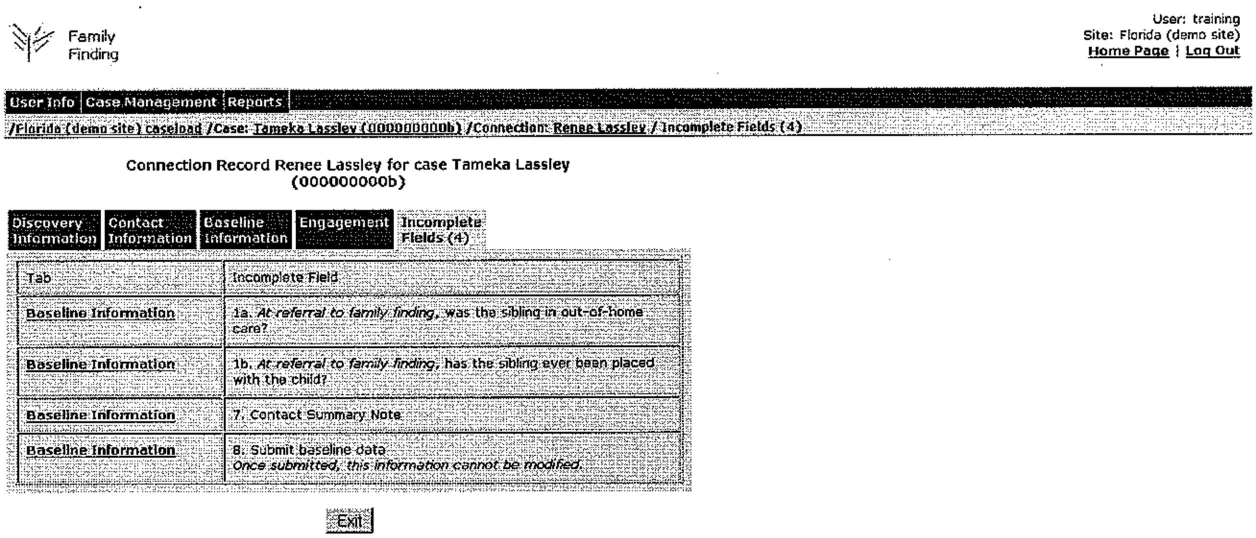
Below is a sample screen shot of how to access a report of incomplete fields in a child's record:



Tab	Incomplete Field
Demographic Information	3. Date of Birth
Demographic Information	4. Gender
Demographic Information	5. Race
Demographic Information	6. Ethnicity
Referral & Review	4. Permanency Goal (at time of referral)
Referral & Review	5. Child's Placement (at time of referral)

You can access this screen by pressing the number in the "Incomplete Child Fields" on the "Active Caseload" screen or it will be an additional tab in the child's record. If there are no incomplete questions in the child's record, the field will be blank. If the word "NEW" is in this column, this means that the record is new and has never been accessed. Once you enter that particular child's record, a number will appear if there are any incomplete records. This screen will show you each required question that has yet to be answered in the child's record. You may also press the linked page to the left of the question to access the page. Please note that you will not be able to move a case to the terminated caseload until you have entered all of the required information in the child's record.

The following is a sample screen shot of how to access a report of incomplete fields in a connection's record:



You can access this screen by pressing the number in the "Incomplete Fields" column on the "Family Connections" screen or it will be an additional tab in the connection's record. If there are no incomplete questions in a connection's record, the field will be blank. When you press the number in this column, you will be taken to a screen which will show you each required question that has yet to be answered in the connection's record. You may also press the linked page to the left of the question to access the page. Please note that you will not be able to move a case to the terminated caseload until you have entered all of the required information in each connection's record.

REPORTS TAB

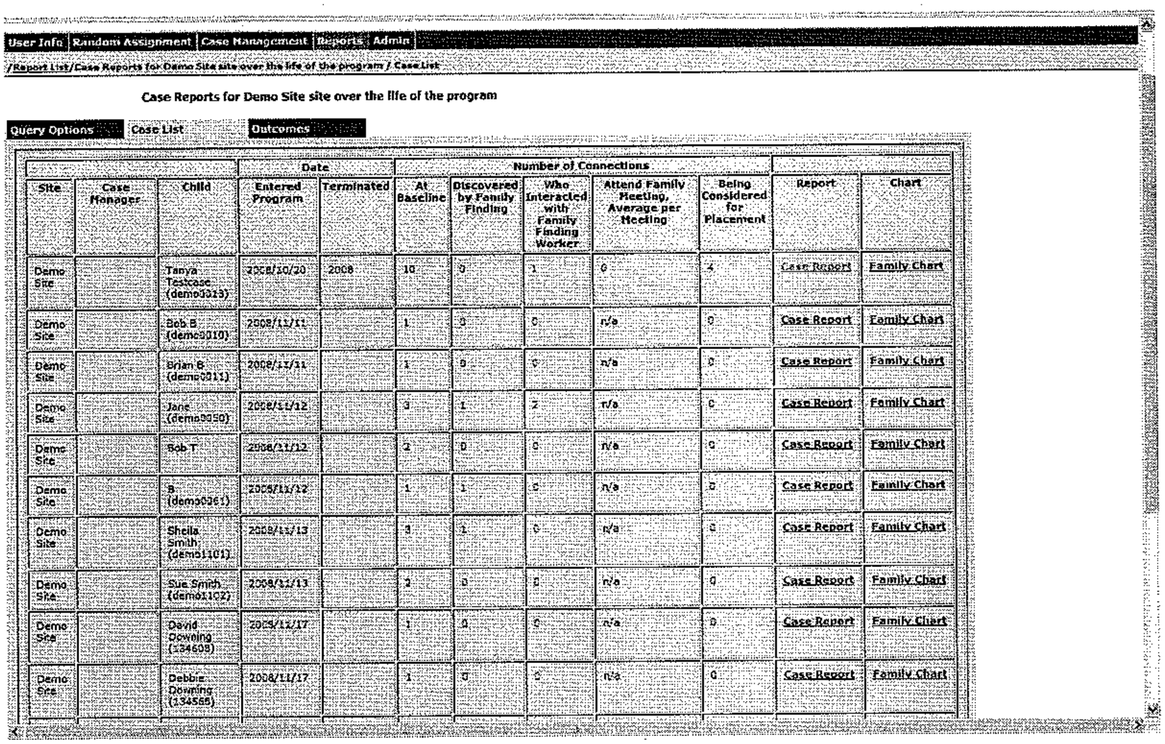
At any time during the month, you can view, print, and download reports which detail the information you have entered on the children on your caseload, their connections, and your interactions with those connections. The reports are set up to be printer-friendly so that they can easily be placed in a child's case record or passed to a caseworker in a concise format. The reports in the case management system can be accessed through the "Reports" tab, or by clicking the reports links on the "Active Caseload" summary screen.

In this tab, you can designate which sites, workers, and time periods you would like to review case outcomes for. Keep in mind that due to confidentiality reasons, you will only be able to access data for only the site you are entering data for. However, if for example, you are a supervisor for numerous sites, you may run queries for multiple sites.

The main summary screen for the Reports tab is the "Case List" summary page. You may access this screen by running a query from the "query options" page or by pressing the "case list" heading to view a full listing of the entire list of children on your caseload. The "case list" summary screen lists the child's name; the Family Finding site the child is associated with; the date the child began and/or stopped receiving Family Finding services; and the number of connections that were discovered at baseline, discovered during Family Finding, interacted with the Family Finding worker, the average number of people that attended family meetings, and the number being considered for placement. Any meetings identified as "Call or meeting with child's public agency caseworker" are not included in the average number of people that attended family meetings. This screen also has a link to the Case Report, Family Chart, and Case Notes reports.

To view a "Case List" of children with certain characteristics, you can use the "query options" feature. This feature allows you to choose to view a case list of children by site, worker, and/or start and end dates of Family Finding services.

Below is a screen shot of the "Case List" in the "Reports" section:



User Info | Random Assignment | Case Management | Reports | Admin

/Report List/Case Reports for Demo Site site over the life of the program / Case List

Case Reports for Demo Site site over the life of the program

Query Options | Case List | Outcomes

			Date		Number of Connections						
Site	Case Manager	Child	Entered Program	Terminated	At Baseline	Discovered by Family Finding	Who Interacted with Family Finding Worker	Attend Family Meeting, Average per Meeting	Being Considered for Placement	Report	Chart
Demo Site		Tanya Testcase (demo0313)	2008/10/20	2008	10	0	1	0	4	Case Report	Family Chart
Demo Site		Bob B (demo0010)	2008/11/11		1	0	0	n/a	0	Case Report	Family Chart
Demo Site		Brian B (demo0011)	2008/11/11		1	0	0	n/a	0	Case Report	Family Chart
Demo Site		Jane (demo0050)	2008/11/12		3	1	2	n/a	0	Case Report	Family Chart
Demo Site		Bob T	2008/11/12		2	0	0	n/a	0	Case Report	Family Chart
Demo Site		B (demo0061)	2008/11/12		1	1	0	n/a	0	Case Report	Family Chart
Demo Site		Sheila Smith (demo1101)	2008/11/13		3	1	0	n/a	0	Case Report	Family Chart
Demo Site		Sue Smith (demo1102)	2008/11/13		2	0	0	n/a	0	Case Report	Family Chart
Demo Site		David Downing (134608)	2008/11/17		1	0	0	n/a	0	Case Report	Family Chart
Demo Site		Debbie Downing (134566)	2008/11/17		1	0	0	n/a	0	Case Report	Family Chart

"Outcomes" Section

The "outcomes" section provides a quick summary of outcomes across each site. You can use the "query options" to look at the Outcomes report by site or by another factor identified in your query search. The following outcomes are tracked in this section:

- Number of active cases over the life of the program
- Number of cases initiated over the life of the program
- Number of cases terminated over the life of the program
- Average Number of baseline connections per case (All active cases included)
- Average Number of connections discovered since family finding began per case (All terminated cases included)
- Average number of connections attending family meetings per meeting per case (excluding those meetings identified as "call or meeting with child's public agency caseworker")
- Average number of connections as potential placement resource per case (All terminated cases included)
- Average number of connections who interacted with family finding worker per case
- Average number of days a Family Finding Case is Open (excluding the time period of inactivity for cases ever placed on the Inactive Caseload)

Below is a screen shot of the "Case List" in the "Reports" section:

The available reports in the "Reports" tab are:

Case Report: The Case Report provides information for each child on your caseload. This report indicates the child's referral date to Family Finding services, and the child's placement and permanency goal at referral and at Family Finding case closure. The report also details all connections that have been discovered for the child, the connections' names, whether they were discovered at baseline or during Family Finding services, the connections' relationship to the child, any the type of interaction with the Family Finding worker and the connection. Those connections that have had interactions between the Family Finding worker are highlighted in blue. Connections that are placement candidates are shown in bold print. All contact information that has been entered for all connections will be produced on this report.

Family Chart: The Family Chart is very similar to the Case Report, as it reports data on the children on your caseload and their connections in a chart format. The chart organizes the child's connections by maternal relatives, paternal relatives, adult siblings, and non-relative connections. This report indicates the child's referral date to Family Finding services, and the child's placement and permanency goal at referral and at Family Finding case closure. The report also details all connections that have been discovered for the child, the connections' names, whether they were discovered at baseline or during Family Finding services, the connections' relationship to the child, any the type of interaction between the Family Finding worker and the connection. In addition, it identifies if certain connections are potential placement candidates for the child. Those connections that have had interactions with the Family Finding worker are highlighted in blue. Connections that are placement candidates are shown in bold print.

Case Notes: The Case Notes report is a compilation of all of the case notes fields that are housed in the system. The case notes that were generally listed about the case in the child's record are listed first. The remaining notes are organized by each connection's names. Any notes that were listed when the case is terminated are at the bottom of this report.