

**Child Protection Accountability Commission**

**Education Committee**

*MOU Workgroup*

February 25, 2015

2:15 p.m.-3:30 p.m.

*Collette Center*

*Minutes*

In Attendance:

JoAnn Bruch	Division of Family Services
Jennifer Davis	Department of Education
Michele Marinucci	Woodbridge School District
Eliza Hirst	Office of the Child Advocate
Jacqueline Paradee Mette, Esq.	Education Demonstration Project

I. Welcome and Introductions

Attendees were welcomed to the group.

II. Approval of Minutes – 8-25-2014

The minutes were approved with no revisions.

III. MOU Revisions

The group discussed the need to revisit the MOU due to conflicting language within it and lack of clarifying details that are needed. The first topic brought up was the definition of school of origin. There was a suggestion that this needs to be spelled out further to possibly include treatment facilities. It was also suggested that a District Special Education person be added to the list of people who should attend a Best Interest Meeting, if the child has an IEP. The group decided that there were too many concerns to address in this meeting. A full-day work session has been planned for follow-up.

A concern regarding notification of a worker change to the schools was also brought up. It is important for Case Workers to inform the schools when a student has been reassigned. DFS will explore the opportunity to create a checklist for workers to use about what needs to be done when a case worker gets a new case. The checklist would include “Notify the School” as one of the items. DFS will also explore modifying the new case worker training to include address this concern.

#### IV. Best Interest Meetings

DOE has been able to add a “DOE Homeless BIM” screen to eSchool. The group was able to preview this screen. Homeless Liaisons will be able to enter the date of the meeting; name of homeless liaison; meeting attendees; current school; reason for meeting (drop down box of choices); date of placement change (foster care); meeting decision (drop down box of choices); school to attend and notes, directly in the students record. This information will remain from year to year and not refresh, so it will create a history of Best Interest Meetings for the student. Responsibility for transportation will not be included as a field. Committee did not provide additional recommendations for this screen.

DOE has also created a Foster Care Report within the EdInsight DashBoard for use by the Homeless Liaisons. A preview was not available because the technology team was working on recommended changes.

DOE will create a guidance document for use of both of these tools. Training will be provided to the Homeless Liaisons.

#### V. Next Steps

- DFS will explore the opportunity to create a checklist for workers to use about what needs to be done when a case worker gets a new case.
- DFS will explore modifying the new case worker training to include address the importance of notifying the school of a case worker change.
- DOE will create a guidance document for use of the new eSchool screen and EdInsight DashBoard report. Training will be provided to the Homeless Liaisons.
- Full day MOU work session scheduled for: **Tuesday, March 31, 2015 from 9 a.m. to 3 p.m.**