

State of Delaware Child Protection Accountability Commission Data Utilization Committee

TUESDAY, JUNE 16, 2015 – 9:00 AM – 11:00 AM

In Attendance:

Judge Hitch	Family Court
Melody Caulfield	Family Court
Rachael Neff	Family Court
Rosalie Morales	Office of the Child Advocate
Cpl. Adrienne Owen	Law Enforcement
Mike Peyser	Division of Family Services
Ashlee Starratt	DSCYF, Office of the Secretary
Amanda Sipple	Office of the Child Advocate

I. APPROVAL OF THE MINUTES – 4/6/15

The minutes were approved pending changes.

II. Update from the CPAC Meeting

Rosalie Morales reviewed the Data Analysis process, which is a formal process that outlines the collection and presentation of data to the Commission (see below). Ms. Morales discussed the workload involved in adding updated data and completing revisions in time for the CPAC Commission Meeting. This process was presented to CPAC at its quarterly meeting on April 15, 2015, but the Commission delayed voting on the process until July 8, 2015.

The Committee reviewed the process and agreed that it was not necessary to include the language about revisions prior to distributing the dashboard to CPAC. Therefore, the fifth bullet was revised to “Dashboard distributed to CPAC.” The process was approved with the noted revision.

Actions	Timeline
• Data requested from agency partners	• 6 weeks prior to quarterly CPAC meeting
• Data collected from agency partners	• 4 weeks prior to quarterly CPAC meeting
• Dashboard updated through quarter before last	• 3 weeks prior to quarterly CPAC meeting
• Data analyzed and trends identified by Committee	• 2 weeks prior to quarterly CPAC meeting
• Dashboard revised and distributed to CPAC	• 1 week prior to quarterly CPAC meeting
• Dashboard presented to CPAC	• At each quarterly CPAC meeting

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Ms. Morales also discussed a proposed plan for presenting data at the Commission meetings since the agenda does not allow for lengthy discussions related to the dashboards. It was recommended that CPAC receive a formal presentation on the data bi-annually. However, at each quarterly CPAC meeting, Ms. Morales will share a summary report out with highlights on specific subject matter that is identified during the Committee meetings. The Committee agreed with this proposal. In addition, the Committee agreed that the CPAC Dashboard would continue to be provided at each Commission meeting as a lagging indicator, whereas the DFS caseloads would be current.

The Committee agreed that the Commission would be better served by restructuring its quarterly meetings to give the Committee sufficient time to review the current quarterly data, particularly the DFS caseloads from the prior three-month period. Ms. Morales will present this information to CPAC and provide the Committee with a response at the next meeting.

III. Next Steps

At the next quarterly CPAC Meeting, Ms. Morales will request CPAC's approval for the proposed data analysis process. Additionally, Ms. Morales will share the proposal related to the presentation of the data and the modification to the quarterly Commission meetings. At the next Committee meeting, the group will build a baseline dashboard and revisit the charge of the Committee.

IV. Next Meeting Dates

Build Baseline Dashboard - Friday, August 7, 2015, 1:00 – 3:30 pm
Identify Trends - Friday, September 25, 2015, 9:30 – 10:30 am

V. Public Comment and Adjournment

There being no public comment the meeting was adjourned at 10:30 a.m.