

**CHILD PROTECTION ACCOUNTABILITY COMMISSION
CASELOADS/WORKLOADS COMMITTEE**

Tuesday, February 12, 2019

1:00 PM – 4:00 PM

Division of Family Services, Room 201
1825 Faulkland Road, Wilmington, DE 19805

MINUTES

ATTENDEES:

Deborah Colligan	Division of Family Services
Moira Dillon	Division of Family Services
Christine Lemanski	Division of Family Services
Rosalie Morales	Office of the Child Advocate
Rachael Neff, Co-Chair (by phone)	Family Court
Brittany Willard	Child Protection Accountability Commission
Maureen Monagle	Domestic Violence Coordinating Council
Monica Morris (by phone)	Division of Family Services
Sue Murray, Co-Chair	Division of Family Services
Jennifer Perry	Office of the Child Advocate
JoAnn Santangelo	Family Court
Trinette Redinger Ramsey (by phone)	Division of Family Services

I. Welcome & Introductions

Sue Murray chaired the meeting welcoming everyone and facilitating introductions.

II. Minutes – 1/10/19

Maureen Monagle moved to accept the minutes from January 10, 2019, and Brittany Willard seconded the motion. One person abstained. All others voted in favor, and the motion carried.

III. Review & Approval of Final Report

The draft report was sent out to the Committee via email for review on February 11, 2019. The following revisions were recommended:

DFS will request a point-in-time snapshot for the number of open treatment cases (with intact vs. placement breakdown) in May, June and July. There were 2,332 treatment cases open in FY18; 14% had one episode of out-of-home placement and 86% were intact families. This does not match with Figure E in the report, which shows the breakdown as 48% intact cases and 52% placement cases. Since the survey was a point-in-time snapshot, we expect it to be similar for the fiscal year. Fifty-nine workers participated (78% participation rate), and there were 957 cases. DFS staff pulled the cases manually to determine if they were placement or intake. It is possible that permanency cases were included in the data request for the FY18 open treatment cases. Permanency cases may be driving the placement numbers up since these cases are child only cases. Brittany Willard reported that, when permanency cases are excluded in Figure E, there are 33% placement cases.

Brittany Willard will revise Figures E and F to show separate charts for permanency and treatment. (Other charts may need to be revised as well.) The Committee discussed how three permanency workers did not participate. They had caseloads of 48, 37 and 2. One permanency worker in Kent County resigned, and that worker had 26 cases. Therefore, 113 permanency cases (child only cases) were not included. Despite this, the permanency cases may still have an impact on the number of placement cases. The group agree that intact families are at highest risk, and this needs to be clearly highlighted in the report. As a result of the discussion about permanency and treatment, definitions will be included in the section on Delaware's Child Welfare System.

The Committee also discussed adding a calculation for the time it takes to do a treatment case. Each caseworker works 37.5 hours a week and 150 hours a month. If 75% of those 150 hours is dedicated to casework, then caseworkers have 112.5 hours remaining in the month to work with families. Divided by the current caseload (18 cases), the caseworkers have 6.25 hours a case. However, when those hours are divided by the proposed caseload (12 cases), the caseworkers have 9.38 hours per case. The Committee agreed that it is also necessary to calculate the estimated amount of time it takes to do specific case activities. The Committee will consider utilizing the Exhibits 3-1 and 3-2 from the Colorado Child Welfare County Workload Study. However, to accomplish this, the activities used in the time study conducted in Delaware will need to be organized in the 8 service categories identified by Colorado. Three charts should also be considered for permanency, placement, and intake cases.

The Committee reorganized the sections as follows: Preface, Executive Summary, Delaware's Child Welfare System, Governing Laws & Policies, Best Practices, Child Protection Accountability Commission (CPAC) Caseloads/Workloads Committee, Time Study, Focus Group Feedback, Data, Summary (Data Assumptions) and Recommendations. In addition, the definitions section and all information related to the Child Welfare League of America should be added to Best Practices section. Information about Safety Organized Practice, group supervision, and other national best practices used by the Division of Family Services (DFS) should be included there.

The Committee also discussed the timeline and presenting the final report to CPAC. Since DFS has already requested its budget priorities for FY20, the Committee agreed that it would be more appropriate to submit its final report to CPAC on May 22, 2019. However, the Committee prepared a presentation for the February 20, 2019 meeting. The presentation highlights the Committee's work and its timeline for CPAC.

IV. Next Steps

- a. Presentation to CPAC – Rachael Neff & Sue Murray
- b. Final Report Edits – Rachael Neff & Sue Murray
- c. Data analysis – DFS (point-in-time) and Brittany (updated charts)
- d. Match Activities to Colorado Report – DFS Staff

V. Next Meeting Date

- a. March 29, 2019 from 10:00 am to 12:00 pm