

Appendix A

Citizen Review Board Report Format

1. Describe your county Citizen Review Board Program

Description must at a minimum include the Citizen Review Boards history, purpose, review process and procedures, board composition, roles and responsibilities of board members and staff members, and training.

2. Outline the Activities Implemented to meet the Contract Deliverables

Description must at a minimum include the mechanism for public outreach and comment; three (3) specific accomplishments regarding the local public child welfare agency's policy and procedures, service provision to families, collaboration of local service providers and timely permanency for children; specific goals or outcomes to accomplish during the next six (6) month period of review; specific recommendation for improvement to the local, state and federal levels of protective child welfare systems.

3. Summarize the Case Review Information, to include:

- a. The number of juveniles with an order of protective supervision to the PCSA;
- b. Child demographics of each case to include:
 1. age;
 2. race; and,
 3. sex
- c. The number of juveniles in the custody of the PCSA by custody type, to include:
 1. Temporary custody;
 2. Permanent custody; or
 3. Planned permanent living arrangement;
- d. The type of placement for the juvenile at the point of the case review, to include:
 1. Relative/Kin;
 2. PCSA foster/adoptive home;
 3. Private agency foster/adoptive home;
 4. Residential program/hospital setting;
 5. Absent Without Leave (AWOL); or,
 6. Other
- e. The length of time the juveniles identified above have been in custody and list them according to the following categories:

1. Zero (0) to three (3) months in custody;
 2. Between three (3) to six (6) months in custody;
 3. Between six (6) and twelve (12) months in custody; or,
 4. Over twelve (12) months in custody.
- f. Number of placements child experienced by custody type and list them according to the following categories:
1. One placement (being the initial placement);
 2. Two placements;
 3. Three placements; or,
 4. Four or more placements
- g. If the above juvenile was reunified, identify the setting child returned to at reunification, to include:
1. Removal Parent;
 2. Parent, other than removal parent;
 3. Relative/kin; or,
 4. Other
- h. The services most frequently identified as planned and not provided;
- i. Identify barriers to services; and,
- j. Identify any case plan objectives modified as a result of a CRB review.
- k. The number and percentage of :
1. Parent(s) participating in development of the case plan; and,
 2. Cases that received monthly face to face visits by the case worker during the period being review.
- l. Identify parent(s) involvement:
1. Which parent(s) are participating in the development of the case plan to include, mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent;
 2. Which parent(s) received monthly face to face visits by the case worker during the period being review to include mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent;
 3. Which parent(s) attended the semi-annual review to include mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent; and,
- m. The number of semi-annual reviews with parent participation.

4. Barriers Encountered
5. Strategies to Implemented to Overcome Identified Barriers