

*Ohio Department of Job and Family Services
Office for Children and Families
EXECUTIVE LEADERSHIP COMMITTEE
Meeting Minutes*

To: Directors, Public Children Services Agencies
Members, OCF Executive Leadership Committee
Crystal Allen, Executive Director, PCSAO
Judith Chavis, Assistant Director, OJFSDA
Fred Williams, Assistant Director, Ohio Department of Job and Family Services
Rick Smith, Office for Children and Families, ODJFS
Jessie Tower, Office for Children and Families, ODJFS

From: Cara Pasqualone Lee, Office for Children and Families, ODJFS

Subject: Executive Leadership Committee Meeting Notes from January 19, 2006

Date: February 9, 2005

I. Welcome and General Comments

Rick Smith, OCF Deputy Director welcomed the committee members and called the meeting to order at 10:00 a.m. The following individuals were in attendance:

Rhonda Abban	Mary Eck	Rick Smith
Crystal Allen	Cara Pasqualone Lee	Dean Sparks
Bruce Anderson	Terry Miller	Jessie Tower
Carrie Anthony	Julie Mogavero	Joan Van Hull
Jim Beard	Rhonda Reagh	Fred Williams
Judy Chavis	John Saros	Lisa Wiltshire

II. Adoption Partnership Forum

Rhonda Abban distributed handouts summarizing the discussions held at the first Adoption Partnership Forum, including the proposed legislative changes. Discussion followed regarding whether practice remedies should be listed in statute rather than in administrative rules. The following are the proposed ORC changes. In italics next to each are the comments/decisions from the ELC.

- 1) **Add a provision to ORC Chapter 3107 to mandate a large-family assessment.** *Suggest putting in OAC (rules) instead of statute.*
- 2) **Amend ORC Chapter 3107 for rule making authority to establish uniform standards.** *Agreed to the concept of creating rules for this.*
- 3) **Add a provision to ORC 3107 to strengthen ODFS rules regarding agency visits.** *No major comments..*
- 4) **Amend ORC 5153.163 to authorize PCSA to use independent third party professionals.** *No major comments.*
- 5) **Amend ORC 2151.421(A) regarding mandatory reports.** *No major comments.*
- 6) **Add provision to ORC 3107 regarding adoption placing agencies notifying PCSAs when placing children.** *No major comments.*

- 7) **Amend ORC 3107.32 and add ORC 5103.032 regarding a required form for adoptive and foster care applicants.** *No major comments.*
- 8) **Amend ORC 5153.122 regarding mandatory training for PCSA caseworkers and supervisors.** *Group did not agree with this proposed change. Suggested that the definitions involved need to be clarified and standardized statewide.*

Not discussed were proposed OAC revisions.

Further discussion will continue at the next ELC. It was also requested that OCF share any fiscal impact analysis prior to filing rules.

III. KPI

The program rollout continues. The web-based reporting tool is in development with User Acceptance Testing occurring now. The tool is expected to launch at the end of January. All counties will need to identify users for user IDs.

A video conference will be held on February 6, 2006 and will focus upon data entry, the web-tool, and feedback.

IV. TANF Demonstration Projects

Cindy Burnell, Assistant Deputy from Family Stability provided an update on the TANF demonstration projects. The proposals for the county demos were due on December 21, 2005. A total of fifty-nine proposals were received and screening has begun. Over fifty counties were represented in the proposals. The statewide demo applications were due on January 19, 2006.

V. SACWIS Update

Nancy DeRoberts reported that User Acceptance Testing (UAT) is underway now. The purpose of UAT is to make sure that the program is ready to go live for the pilot phase. The SACWIS pilot will launch on May 1, 2006 and full statewide implementation will begin on August 1, 2006.

Kathy Bartlett, SACWIS project staff, provided an overview of case services in SACWIS. One of the UAT sessions will also focus upon case services and will assist the project team in finalizing the case services design.

VI. CAPMIS/SACWIS Training

CAMPIS and SACWIS training schedules were distributed. The CAPMIS training schedule was created to mirror the SACWIS rollout, but shifted ahead by a few months. There will be multiple training opportunities for each county, and each county also has the option of sending staff to trainings in other parts of the state as well. SACWIS training is designed to be completed in the 30 days before the county goes live on the SACWIS implementation.

The CAPMIS trainings will include curriculum developed by CWI, who is also developing a training manual.

VII. Next Meeting Date, Time, Location & Agenda

**Next Meeting: February 23, 2006
10:00 a.m. to 3:00 p.m.
255 East Main Street, 3rd Floor Video Conference Rm.
Columbus, Ohio.**

Meeting adjourned: 2:00 p.m.