

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

To: Directors, Public Children Services Agencies
Crystal Allen (Max Bucey), Executive Director, PCSAO
Judith Chavis, Assistant Director, OJFSDA
Connie Humble, Summit County CSB
Bruce Anderson, Licking County DJFS
Jim Beard, Van Wert County DJFS
Terry Miller, Coshocton County DJFS
Michael Trivisonno, Scioto County CSB
Timothy Stolitca, Hamilton County, DJFS
Katherine Canada, Franklin County, CSB
Fred Williams, Assistant Director, Ohio Department of Job and Family Services
Donna Good, Ohio Department of Job and Family Services (ODJFS)
Rick Smith, Office for Children and Families, ODJFS
Joan Van Hull, Office for Children and Families, ODJFS
Jane Frye, Office of Family Stability, ODJFS
Darlene Henson, Office for Children and Families, ODJFS
Kristin Gilbert, Office for Children and Families, ODJFS
Carrie Anthony, Office for Children and Families, ODJFS
Julie Wirt, Office for Children and Families, ODJFS
Dennis Blazey, Office for Children and Families, ODJFS
James Lacks, Office for Children and Families, ODJFS
Dan Shook, Office for Children and Families, ODJFS

From: Jessie M. Tower, Office for Children and Families, ODJFS

Subject: Executive Leadership Committee Meeting Minutes from August 18, 2005

Date: August 24, 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:

Max Bucey	Judy Chavis	Timothy Stolitca
James Beard	Terry Miller	Connie Humble
Bruce Anderson	Fred Williams	Katherine Canada
Rick Smith	Jane Frye	Jessie Tower
Joan Van Hull	Carrie Anthony	Kristin Gilbert
Darlene Henson	Dennis Blazey	James Lacks
Julie Wirt	Dan Shook	

II. Review of Previous Month's Minutes

The minutes from the July 28, 2005 meeting were reviewed without question by committee members.

III. Old Business

A. Kinship Permanency Rules

OCF presented to the ELC a progress report on the Kinship Permanency Incentive program. Staff from offices including OCF, Family Stability, Legal Services, and Fiscal Services met several times to discuss program specifications in regard to program policy, fiscal infrastructure, data reporting, and evaluation. OCF will be meeting with ODJFS MIS staff and ORAA staff for data and program reporting needs as required by the legislation. The meeting with MIS will be occurring Monday August 22nd.

OCF indicated that the program rule has been completed and Clearance responses were sent out. Two primary issues raised in Clearance involved issues surrounding the definition of special needs and the eligibility requirements related to the date that the relative was awarded legal custody or guardianship of the child (January 1, 2006 or thereafter). The special needs issue was addressed by including the criteria for special needs within the rule. The law required the special needs definition must be in accordance with rules adopted under 5153.163 of the Revised Code, so this may need further review. Those special needs criteria do not fit the program such as the requirement of an agency to have permanent custody for a year. In regard to the effective date of legal custody and guardianship, it was discussed that the ODJFS did not have legislative authority to make the program retroactive and the program is being designed as an incentive program which encourages relatives to assume legal custody or guardianship in the future.

The public hearing date is projected for October 7th.

A copy of the Kinship rule, application, and notices of approval, denial and incomplete forms are attached.

B. CAPMIS Rules

OCF placed CPS rules into ODJFS Clearance from July 12, 2005 through July 26, 2005. The majority of rules addressed implementation of the Comprehensive Assessment and Planning Model – Interim Solution (CAPMIS) and the Statewide Automated Child Welfare Information (SACWIS). CAPMIS is the structured process to support and document critical decisions involving children and their families and is the assessment system which is built into SACWIS.

OCF continues to work diligently at responding to all Clearance comments and make the necessary revisions to the CAPMIS rules packet in preparation for final rule filing. OCF ambitiously plans to finalize the rules during the week of August 21st in time for an October 2005 Public Hearing date and a November 2005 JCARR date.

OCF expects to train: (1) Ohio's PCSA supervisors and caseworkers on the philosophy and concepts of CAPMIS; specifically safety and risk assessment, effective service planning, assessment of safety throughout the life of the case, and effective safety planning, and; (2) on the use of the CAPMIS tools and inform participants about the new screening guidelines.

Orientation to CAPMIS for Managers and Supervisors will be held November 2005 through February 2006, if rules have been approved by JCARR. Statewide implementation training will be February 2006 through October 2006.

The ELC expressed concern regarding the training format. In response, OCF indicated that they would be training in teams and on a regional basis. OCF will not use the video conference format.

The ELC made two recommendations. One, that OCF include as part of the training format a matrix that highlights the new rule versus the old rule and, second, that the rules be provided well in advance of the announced training dates, so that agency staff can review the rules package prior to the training.

OCF announced that the September 15th ELC meeting agenda would include review and discussion of the final CAPMIS rules. It was recommended by OCF that the ELC members invite to the September meeting a SME (Subject Matter Expert) for the discussion.

IV. Other Business/Discussion

A. FACSIS Duplicate Payments Audit

OCF presented an update regarding FACSIS Duplicate Payment Questioned Costs and the Single State Audits for SFY 2003 and 2004. The SFY'03 process is completed and results from the counties will be submitted to HHS for review by September 2, 2005. The actual number of counties and overpayments are substantially less than what was initially found. After an OCF's review, the actual number of counties decreased from 66 to 47 and the actual overpayments decreased from \$2,219,753 to \$739,616. The SFY'04 process is being finalized. The questionable cost information which is applicable to 52 counties will be submitted by OCF to the counties by September 2, 2005. OCF will ask the counties to review and provide any comments by October 28, 2005.

OCF indicated that for SFY 2005, FACSIS has been modified to lessen the impact of duplicate payments and in SFY 2006, duplicate payments should not be an issue since SACWIS will have edits in place to alert OCF.

The FACSIS Duplicate Payment Questioned Costs for SFY 2000 -2004 is attached.

B. Single Cost Report & Rate Setting Process

OCF provided an update on reporting case management costs for residential programs and Title IV-E rates. During a desk review, OCF determined that 27 providers did not report case management costs for their residential programs which resulted in a zero administration reimbursement ceiling. Ten out of the 27 providers were public children services agencies. OCF indicated that they will contact these providers to determine the accuracy of the zero reported claims. If revisions are needed, the provider will be instructed to report those revisions and OCF will re-review the report and adjust the provider's reimbursement ceiling rate. OCF reported that, to date, reimbursement ceilings have been established for 153 providers. The plan is to have ceiling reimbursement rates established for all providers by April 1, 2006.

OCF provided an update on the changes to the SFY 2005 JFS 02911, Single Cost Report Form. The form can be viewed at: <http://jfs.ohio.gov/ocf/publications.stm> under the title of "Forms". OCF have conducted two trainings on this form and plans to have two additional trainings during September and December 2005. OAC rule 5101:2-47-26.2 went through Clearance without comment and plans are for it to be on the October 2005 JCARR agenda with an effective date of November 1, 2005.

C. *Disproportionality of Child Welfare*

ELC reported that minority disproportionality in the child welfare system is a nationwide problem that affects Ohio as well. It was reported that in Cuyahoga County, African American children have a 50/50 chance of being reported to the child welfare system. To address this issue, on July 21st and 22nd, child welfare leaders and staff from the Cuyahoga County Department of Children and Family Services hosted author and Northwestern University professor Dorothy Roberts to discuss the effects of minority disproportionality in the child welfare system, and how to impact the problem in Cuyahoga County and across the state. ELC recommended the renewal of culture diversity training, revisiting OCWTP Core training for culture competency and suggested integrating culture competency in the upcoming CAPMIS training. Case Western Reserve University approached ODJFS about doing a research in this area.

D. *SACWIS*

OCF reported that SACWIS completion of requirements and design phase is progressing. The Organizational Assessments are continually being developed. The User Acceptance testing is scheduled for December 2005. ELC members reported that overall the Organizational Assessment process was good but concerned about the lower caseload size requirement and the need for more staff to meet that requirement. Funding is also an issue regarding the need for additional staff. Another concern expressed, was the number of multiple trainings planned (i.e., CAPMIS, SACWIS, and OCWTP Core). It was recommended that OCF explore the possibility of offering CEUs for upcoming CAPMIS and SACWIS trainings. OCF agreed to explore the option.

E. *MEPA*

OCF reported that the MEPA Monitor has entered into an agreement with ODJFS and will be on board with OCF soon. The MEPA Review Tool Sub-committee is finalizing its work revising the MEPA On-site Visit Framework, the MEPA Report Framework and the MEPA Entrance Conference Question Tool documents. These documents will be used by Foster Care Licensing Specialists and Technical Assistance Specialists for monitoring MEPA compliance. These documents will also be incorporated into the larger CPOE Framework.

F. *Subcommittee on Responding to Child Abuse, Neglect and Dependency*

OCF provided an update on activities of the Subcommittee on Responding to Child Abuse, Neglect and Dependency. The ABA (American Bar Association on Children and the Law) has collected comments from all child welfare constituents represented on the subcommittee regarding the draft Parental Rights Brochures. The comments will be incorporated and a final document will be presented to the SCO (Supreme Court of Ohio) who has agreed to handle printing and distribution. The next steps will be internal, regarding proper use of the documents. OCF requests input from ELC members and others about the most effective use of these documents.

OCF also mentioned that the statutory (ORC) changes report on screening, investigation and disposition of child abuse, neglect and dependency cases is in draft form and was assembled by the National Center for Adoption Law and Policy (NCALP). The report does not fully integrate the ABA changes, but that will be corrected. The ABA was responsible for a national review of other states' statutes and programs and for making recommendations about model programs and language. The NCALP was responsible for a review of Ohio's statutes and for gathering input and perceptions in sixteen areas. OCF highlighted a few recommendations for change. One was the establishment of a

"Child in Need of Services" category which shifts the focus from the parents' actions to the condition of the child. The designation will be inclusive of the various categories of abuse and neglect. Consultants are also recommending a multi-track system which will allow varying levels of response to different categories of reports.

OCF urged the ELC members to read the report and carefully consider their responses to the changes that are being recommended. OCF stated that overall the report is a "sound one" and that it is a long term project for Ohio. Plans are to gain full support from all constituents prior to submitting the report for legislation. The report can be found online at: <http://www.law.capital.edu/adoption/subcomreport.htm>

PCSAO plans to have an Executive Meeting on September 7, 2005 from 1:00pm until 4:00pm at the Verne Riffe Center to discuss the report. Kent Markus will facilitate the discussion. Those who are interested in attending, please contact PCSAO for registration.

V. Next Meeting Date, Time, Location & Agenda

Meeting adjourned: 1:30 p.m.

Next Meeting: **September 15, 2005**
 10:00 a.m. to 3:00 p.m.
 255 East Main Street,
 3rd Floor Video Conference Room
 Columbus, Ohio.

Agenda: **CAPMIS Rule Review**