Exhibit III-1.

Protect Ohio
Administrative Data Questionnaire

The Ohio Department of Human Services has contracted with Human Services Research Institute (HSRI) to evaluate the state's Title IV-E Waiver Demonstration Project, "Protect Ohio." The central purpose of the Protect Ohio evaluation is to test whether changes in the basis of payment and in service system responsibilities improve the way counties manage the public child welfare system, and as a result, improve the outcomes for children and families at risk. 14 counties are participating in the experiment and 14 counties have been chosen as match counties for comparison. Your county is one of the comparison counties. The evaluation consists of four related studies, each of which explores a different perspective on the changes that are occurring:

> 1. *The Process Implementation Study* documents the evolution of the waiver-generated changes is state and local plans, and explores how the varying modes and implementation trajectories impact the achievement of desired outcome for children and families.
> 2. *The Participants Outcomes Study* examines the effect of state and local managed care strategies on the outcomes for children and families served by each county's public child welfare system.
> 3. *The Community Impact Study* looks at county-level indicators, relationships among service agencies, status of other childrens initiatives, and community perceptions of the demonstration projects, to develop a greater understanding of the broad effects that changes in the child welfare system have on the county as a whole.
> 4. *The Cost-Benefit Study* identifies cost savings and changes in expenditure patterns arising from use of managed care technologies, in terms of direct service, administrative, and training costs.

Westat is conducting the *Participants Outcome Evaluation* of the project. In order to provide outcome data for the evaluation, we will be primarily relying on the electronic administrative data systems available to us through ODHS and county systems. We must understand what electronic data are readily available and accurate. Our plan is to use FACSIS data provided from the State administrative data maintained by individual counties. The purpose of this telephone guide is to get information and recommendations on the following topics:

> ♦ How does your County use and administer the FACSIS?
> ♦ What other electronic data systems does your County system maintain and how can it be used?
> ♦ How does data flow through your system in relation to how the children and families (and cases) enter and use your county services?
> ♦ What data does the county rely on for an accurate and complete picture of services to clients in order to make program policy and fiscal decisions?

Exhibit III-1. (continued)

Your recommendations will help us best choose accurate and accessible data sources.

1) How does your PCSA use FACSIS? Is it solely for compliance with State requirements or do you use it for monitoring, payment, caseload assignment and management? List all that apply. Where do you keep the information?

2) Can you provide data on families and children receiving services in your county in an automated format? If yes, then continue. If no, then what is the name of your manual system? (Skip to question 28).

    A. Does the data go beyond what is on FACSIS? In other words, do you have another system that supplements FACSIS or have you added any local county events to FACSIS? Could you describe each of the systems *(if applies)*. Do you share your local data with the state? *(if applies)*. Does that include any fiscal systems that you use to track individual children? If yes, then continue. If no, then skip to question 28.

    B. Are the data contained on one system or multiple systems? If on multiple systems, then

    C. Are these systems linked? If so, then

        i. By what variables or data items such as unique client ID's, case number ID's, SSN's, name only?
        ii. Do all systems have date of birth and SSN?
        iii. Do all systems have the same unique ID for each person?

    D. At what service point does your county system(s) and/or FACSIS begin tracking a case and the services provided? When does a case open on the system?
        i. At Intake?
        ii. At Investigation?
        iii. At opening for ongoing services or entry into foster care?
        iv. Other? Explain.

    E. Are intake and investigations of child abuse and neglect maintained on separate systems in your county? Are they separate from the ongoing services system?

    F. Does your county have a system for tracking family risk assessment? Is it automated or manual? What is the name of the system? *(if applies)*

3) Please explain your case/client ID assignment. What type of number do you use for case and client ID? (if applies) Who is the client—the parent? child? Examples:

    A. If a case closes and then reopens, does the family get a new case ID?

Exhibit III-1. (continued)

B. If a child goes in to the state's custody, does that child get a new case number or new client number?

C. In what circumstances would a client whom was previously known to the system, get a new ID, case ID or client ID, e.g., child is adopted? If the ID number changes, does the history of the old ID remain in the system?

D. Under what circumstances would a client have multiple case ID's and/or client ID's and are these ID's linked in anyway?

4). How does your system identify and handle duplicate records? Are duplicate records purged from the system? How often?

For the next five questions, please tell us what information is contained in your computer-automated system(s).

5). What data are recorded about child abuse and neglect reports (intake) and investigations?

6). What data are recorded about services provided to the family and child(ren)?

7). What data are recorded about out of home and foster care placements of children?

A. Is a history of all placements of the child kept including placements back in their own home and relative placements?

B. How do you track child placements? Example: What data variable signifies a new placement versus a licensing status change for the home or a new living arrangement type?

C. What dates are recorded for each unique placement…from one home to another?

D. Are adoptive home placements recorded in the same electronic files as an out of home (foster care) placements? If no, then how do you protect the child's confidentiality in situations, such as adoption?

E. Are court related activities, such as the legal status, court hearings, and court dispositions of the child, recorded and kept historically?

8). What data are recorded and kept on fiscal, accounting and payment systems? Are these systems considered separate systems or one system?

9). What data are recorded and kept on contract provided services to the children and families?

Exhibit III-1. (continued)

10). Do you have purge criteria for your systems? For each system, can you provide the purge criteria?
(Examples: Child abuse and neglect system -- Unsubstantiated abuse and neglect records are kept for one year after investigation completed and then purged from the system record.
Or, unsubstantiated/unfounded abuse and neglect identifying data elements are purged after one year from the investigation completion date but the non-identifying elements are kept for statistical reporting.)

11). How does your data get into data records, files, or systems?

12). Who records the data?

13). Where is your data stored, in a central location or local office?

14). How often is the data updated (monthly, weekly, daily, etc)?

15). What kind of time lags or ranges of time lags exist before the data is considered complete? Which elements have the largest lag?

16). Can you tell us which data items on your systems store an event history record on the file with an associated date of event? In other words, does the system keep the old record of the data item each time it is updated?

17). If a history of the data item is kept, for how long and how many records are kept?
Example: 5 different client addresses are kept for 5 years for the same client.

The following questions are about foster care and contracted services billing and payments. Who is the best person in your county office to answer these questions and can we talk with them?

Foster Care and Contracted Services Billing:

18). How do you pay your foster care bills? Is there an automated or manual system? Is there a name for this system?

19). How do you pay for contracted services? Is there an automated or manual system? Is there a name for this system?

20). How is payment verification for an individual child's placement done in your county?

21). Do you track contracted services by client specific, case specific, contract specific, other (i.e. Administrative contracts, lump sum contracts,…) or a combination of all methods?

Exhibit III-1. (continued)

22). Do you have a reconciliation process for billing and payment for these services?

For all Systems:

23). Can I get a copy of the documentation of all computer automated or manual systems such as data dictionary with data variable lists and data variable definitions, edit definitions, processing sequences, description of updating data, timeliness of update and information, etc.?

Document	When can you provide this?
Data dictionary	
Edit definitions	
Process Sequences	
Description of updating data	
Timeliness of update of information	

24). Can I get a copy of all forms and form instructions and/or entry screens and entry screen instructions?

Name or type of form	When provided

Exhibit III-1. (continued)

25). Which data are easily retrievable through an automated format and which data are not?

26). On what medium(s) can you provide the data to us: *(circle as many as can be done)*
    1. Tape?
    2. Disk?
    3. CD?

27). In what format can you provide the data: *(circle all that apply)*
    1. In a SAS format?
    2. In an ASCII format?
    3. Other form?

28). How does your county data on clients and services get loaded on to FACSIS, the statewide system?

29). In defining data or information in your county, are there differences in definitions between county specific data and those definitions used in FACSIS (statewide)? Describe the differences. Can you offer some examples? Provide preferences for defining data and why? *(Please answer for both an additional county system and any county data added to FACSIS.)*

30). Is there any other information that I need to know that will help me understand what data are readily available and that will help in the evaluation of the Protect Ohio Project?

31). If you were doing this evaluation, which data system, automated or manual, would you use for the most complete and accurate data, FACSIS or your county systems? **OR** If FACSIS is used as the sole source for evaluation and outcome data analysis, which event data in FACSIS would you trust?

Thank you for your assistance in this project. We may be recontacting you to clarify some points from this interview. The results of all the interviews will be summarized so we can look for consistency across counties. From these interviews, we plan to identify gaps in the FACSIS system and find alternative county systems to fill these gaps. We will share a summary of the results of our examination with you at the end of this fall.

In addition to our evaluation, Chapin Hall is conducting a cost-benefit study, which builds on the *Participants Outcome* study by adding fiscal information. We will be passing your responses to some questions related to fiscal data onto Chapin Hall. Someone from Chapin Hall will be contacting you or someone in your county in the near future to discuss fiscal data in more detail.

Thank you again for your participation.