



Intake, Screening and Response Path Guidelines Workgroup Charge

Lead: Carole Wilcox

DHS Support: Kelly Knutson

Structure and Composition of the Intake, Screening and Response Path Guidelines Workgroup Charge:

The Intake, Screening and Pathway Response Guidelines Workgroup is composed of appropriate members who provide representation from various stakeholder groups. Member representation is included from the following areas:

County Child Welfare Representatives (5) from MACSSA

Suzanne Arntson, Scott County - Representative
Jeff Guith, Morrison County - Representative
Jeffrey Lind, Beltrami County - Representative
Brenda Mahoney, Stearns County - Representative
Patti Vitek, Ramsey County - Representative
Kellie Cornish, Anoka County - Alternate
Lowell Freeman, Le Sueur County - Alternate
Charlotte Hand, Kandiyohi County - Alternate
Terry Stark - Hennepin County - Alternate

Tribal Child Welfare Representative (2)

Request for Tribal Representation went to the Indian Child Welfare Council-TBD

DHS Child Safety and Permanency Division (4)

Carole Wilcox, Manager, Safety and Prevention Unit (Workgroup Lead)
Rebecca Wilcox, Safety and Prevention Unit
Marissa Kirby-Stofferahn, Safety and Prevention Unit
Tracy Crudo, Child Welfare Training Unit

Minnesota State Court Administrator's Office

Ann Ahlstrom, Staff Attorney and Manager, Court Services Division

Law Enforcement (1)

James Franklin, Minnesota Sheriffs' Association - Representative
Detective Jeffrey Schoeberl, Anoka County Sheriff's Office - Alternate

Minnesota County Attorney Association (1)

Matthew Engelking, Stearns County Attorney's Office - Representative
Erin Johnson, Washington County Attorney's Office - Alternate

Pediatrician (1)

Dr. Arne Graff, Medical Director, Mayo Child and Family Advocacy Center - Representative

Public Defender (1)

Bill Ward, State Public Defender - Representative
Kevin Kajer, Board of Public Defense - Alternate

Child Development Specialist (1)

Dr. Betty Carlson, University of Minnesota - Representative

University of MN – Center for Advanced Studies in Child Welfare (1)

Dr. Traci LaLiberte - Representative
Liz Snyder - Alternate

Parent Leaders (2)

Damone Presley - Representative
Shannon Geshick - Representative

Northpoint Health and Wellness (1)

Kimberly Spates - Representative
Maisha Giles - Alternate

School Representative/Mandated Reporter (1)

Kathy Lombard, Mental Health Coordinator for St. Paul Schools - Representative
Anne Mc Inerney, Project Reach Supervisor for St. Paul Schools - Alternate

Domestic Violence Specialist/Advocate (1)

Sarah Lockhart, Supervisor of Youth Services, Domestic Abuse Project - Representative
Angela Lewis-Dmello, Director of Client Services, Domestic Abuse Project - Alternate

Alcohol and Other Drug Abuse (AODA) Specialist (1)

Erika Jensen, Project Child, Hennepin County - Representative
Kelly Krodel, Project Child, Hennepin County - Alternate

Charge to the Workgroup:

Governor Mark Dayton's Task Force on the Protection of Children finalized recommendations in March 2015 to advise the Governor and Legislature on system and practice improvements in the child protection system at all levels of government within the State of Minnesota. The Intake, Screening, and Response Path Workgroup will assist in the development and revision of Department Guidelines for maltreatment reporting, definitions, screening practice protocols, screening determinations, response path selection and assessment and investigation protocols. To fulfill this charge, the Workgroup will join the Department in accessing child protection experts and/or background information to develop implementation action steps. Objectives to be achieved include:

- Assist in developing increased opportunities for early intervention services to families with screened-out reports of alleged child abuse and neglect
- Work with the Department to review, revise, and establish clear Child Protection Intake, Screening, and Track Assignment guidelines in accordance with Task Force recommendations as follows:

October 1, 2015 Complete Guidelines
November 1, 2015 Complete Training
January 1, 2016 Implementation.

The revised Guidelines must include:

1. Improved intake practices involving receiving a report, probative interviews with reporters, minimum information standard, and conducting necessary collateral contacts for screening to occur within 24 hours of receipt of the report.
 2. Required documentation of “screened-in” and “screened-out” child maltreatment reports
 3. Improved team screening practices with supervisory consult and the review and consideration of previous screened out reports and child protective services history in the screening or new presenting allegations of abuse and neglect
 4. Clarified protocols for cross-reporting and mandated reporter notification and involvement
 5. Clear safety focused response path assignment criteria for Differential Response and Traditional Response
- Work with the Department to develop practice for meeting the cultural needs of children and families within the intake, screening and response pathway decision making process.
 - Participate in the review and revision/replacement of Structured Decision Making instruments to assess safety and risk during the first 45 days of a child protection services response.
 - Assist the Department in implementing definitions for substantial child endangerment and identifying recommendations requiring additional legislative action
 - Work with the Department to develop a long term plan for developing protocols and practice for responding to allegations of child abuse and neglect involving domestic violence, and prenatal exposure.



Professional Development Work Group Charge

Lead: Tracy Crudo

DHS Support: Kelly Knutson

Structure and Composition of the Professional Development Work Group:

The Professional Development Work Group is composed of diverse members representing various stakeholder groups. Member representation is from the following areas:

County Child Welfare Representatives (3)

Request was sent to MACSSA-TBD

Tribal Child Welfare Representative (2)

Request for Tribal Representation went to the Indian Child Welfare Council-TBD

DHS Child Safety and Permanency Division (3)

Tracy Crudo, Supervisor, Child Welfare Training Unit (Workgroup Lead)

Janet Bowman, Child Welfare Training Unit

Tim Markgraf, Supervisor, Child Welfare Quality Assurance and Training Units

Law Enforcement (1)

Request for Law Enforcement Representation was sent to James Franklin-TBD

Minnesota County Attorney Association (1)

Erin Johnson, Washington County Attorney's Office - Representative

CornerHouse (1)

Patricia Harmon, Executive Director - Representative

Mary Ann Saurino, Training Director - Alternate

Child development Specialist (1)

Michele Fallon, Infant & Early Childhood Mental Health - Representative

University of MN – Center for Advanced Studies in Child Welfare (1)

Dr. Traci LaLiberte - Representative

Private University (1)

Request was sent to five private universities - TBD

Cultural consultants from the African-American community (2)

Request was sent to Ann Hill-Office of Ombudsperson for Families - TBD

John Edmonds, Olmsted County – Representative

OutFront (1)

Request was sent to Monica Meyer, Executive Director - TBD

Mental health/trauma specialist (1)

Request was sent to Assistant Commissioner Jennifer DeCubellis - TBD

Charge to the Work Group:

Governor Mark Dayton's Task Force on the Protection of Children finalized recommendations in March 2015 to advise the governor and Legislature on system and practice improvements in the child protection system at all levels of Minnesota government. The Professional Development Work Group will assist in the formation and revision of the Department's training and professional development models and strategies for new, ongoing and supervisory staff.

To fulfill this charge, the work group will join the Department in accessing child protection experts and/or best practice research to develop implementation action steps. Objectives to be achieved include:

- Review, revise, and adopt a set of competencies for child protection workers and supervisors.
- Develop a plan for implementing a Child Protection Training Academy, an evolution of the current Foundation training for new workers that can be customized, based on a worker's academic preparation and workforce experience. The Academy should include, at a minimum the following topics:
 - Intake
 - Screening
 - Differential Response
 - Traditional Response
 - Trauma informed practice
 - Culture and biases
 - Injury identification
 - Social Service Information System (SSIS) case documentation
 - Minnesota Rules and Statutes
- Articulate criteria for certification of new child protection workers, potentially including, but not limited to:
 - Completed trainings
 - Structured on-the-job training activities
 - Successful demonstration of applicable competencies
 - Agency verification of successful completion of all certification requirements.
- Create a plan for structured ongoing staff development through the Minnesota Department of Human Services, Minnesota Child Welfare Training System, for workers after successful completion of the new worker certification process.
- Develop a framework for county agencies to use in developing a comprehensive secondary traumatic stress (STS) plan for agency staff.
- Create and implement a training plan for development and support of multidisciplinary approaches when responding to reports of child maltreatment.
- Develop a plan for implementing supervisor training requirements as determined in statute, including training for new supervisors as well as ongoing development for existing supervisors.



Child Fatality and Near Fatality Review Workgroup Charge

Lead: Tim Markgraf

DHS Support: Kelly Knutson and Jennifer Wokson

Child Protection Fatality and Near Fatality Review Work Group Charge:

The Child Protection Fatality and Near Fatality Review Work Group is comprised of members representing pertinent stakeholder groups including:

County Child Welfare Representatives (4)

Request was sent to MACSSA - TBD

Tribal Child Welfare Representative (2)

Request for Tribal Representation went to the Indian Child Welfare Council - TBD

DHS Child Safety and Permanency Division (4)

Tim Markgraf, Supervisor, Quality Assurance and Training Unit Supervisor (Workgroup Lead)

Ruth Clinard, Child Welfare Quality Assurance Unit

Lori Munsterman, Manager, Quality Assurance, Training, and Research Units

State Child Mortality Review Panel (2)

Dr. Nancy S. Harper, Director, Center for Safe and Healthy Children, U of M Masonic Children's Hospital – Representative

Special Agent Chris Olson, BCA - Representative

Local child mortality review Team (1)

Request was sent to Joanne Boogaard- Child Mortality Review Supervisor for Hennepin County - TBD

Law Enforcement (1)

Request for Law Enforcement Representation was sent to James Franklin - TBD

Minnesota County Attorney Association (1)

Request for Attorney Representation was sent to the Minnesota County Attorney's Association - TBD

Mental health professional – specialization in secondary trauma (1)

Saprina Matheny, Ambit Network, University of Minnesota - Representative

Dr. Chris Bray, Ambit Network, University of Minnesota - Alternate

DHS Licensing Division (1)

Request was set to Mary Kelsey in the Licensing Division - TBD

Specialist in critical debriefing responses and processes (1)

Request was sent to the Metro Critical Incident Stress Management Team - TBD

Charge to the Work Group:

Governor Mark Dayton's Task Force on the Protection of Children finalized recommendations in March 2015 to advise the governor and Legislature on system and practice improvements in the child protection system at all levels of Minnesota government. The Child Protection Fatality and Near Fatality Review Work Group will assist in implementation of department guidelines for reviewing child fatalities and near fatalities due to child maltreatment, and those that occur in licensed facilities that are not due to natural causes.

The review process shall assess the entire child protective services process, from the point of a mandated report detailing the alleged maltreatment through the ongoing case management process.

The review process should also address a critical debriefing response/process, as well as identification and mitigation strategies for secondary-trauma that may be involved with workers, supervisors, agency staff, and community members.

The work group will design implementation in such a manner that a review assesses local child protection agency practice with children and families to:

- Create performance improvement strategies for county practice
- Inform Department policy and program development and best practice
- Procure required CAPTA public disclosure information data elements to include:
 - The cause and circumstances regarding the child fatality or near fatality
 - The age and gender of the child
 - Information on any previous reports of child abuse or neglect that are pertinent to the abuse or neglect that led to the child fatality or near fatality;
 - Information on any previous investigations that are pertinent to the abuse or neglect that led to the child fatality or near fatality
 - The result of any such investigations
 - Actions or services provided by the local child welfare agency on behalf of the child that are pertinent to the child abuse or neglect that led to the child fatality or near fatality.

Definitions

Child fatality: The death of a child from child abuse or neglect.

Near fatality: A case in which a physician determines that a child is in serious or critical condition as the result of sickness or injury caused by child abuse or neglect

Investigations: Inclusive of family investigations, family assessments, and facility investigations.



Recommendations Implementation Planning Workgroup Charge

Lead: Jamie Sorenson

DHS Support: Kelly Knutson

Structure and Composition of the Recommendations Steering Workgroup:

The Recommendations Implementation Planning Workgroup is composed of appropriate members who provide representation from various stakeholder groups and implementation committees. Member representation is included from the following areas:

(The workgroup will convene in late September; membership invitation letters will be sent during the week of 8/24/15.)

County Child Welfare Representatives (MACSSA) (4)

Tribal Child Welfare Representative (1)

Law Enforcement (1)

Parent Leaders (2)

Children's Mental Health – DHS (1)

Minnesota County Attorneys Association (1)

Tribal Attorney (1)

CornerHouse (1)

NorthPoint Health & Wellness Center (1)

DHS Child Safety and Permanency Division (2)

Charge to the Workgroup:

Governor Mark Dayton's Task Force on the Protection of Children finalized recommendations in March 2015 to advise the Governor and Legislature on system and practice improvements in the child protection system at all levels of government within the State of Minnesota. The Recommendations Implementation Planning Workgroup will assist the Minnesota Department of Human Services Child Safety and Permanency Division in determining the impact of implementing the recommendations and develop a plan to ensure each recommendation is thoroughly reviewed and addressed through the following activities:

- Assist the Department in developing an 18-month work plan with prioritizations to address each established Task Force recommendation.
- Assist the Department in determining costs for implementation of practice and policy recommendations
- Assist the Department in prioritizing items for the development of Task Force recommendations legislative proposals for the 2016 and 2017 legislative sessions
- Work with the Department in the completion and submission of required progress and summary reports to the Child Protection Services Legislative Oversight Committee