

Co-Chairs:

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## **Child and Family Services Stakeholder Panel Charter**

The Department of Human Services Division of Child and Family Services and the Iowa Judicial Branch have created the Child and Family Services Stakeholder Panel in order to more actively elicit input from a diverse group of Iowa citizens who have a stake in the child welfare system. The Division and the Court retain decision-making authority in those areas in which they have responsibility under federal and state statutes and regulation.

### **Purpose of Stakeholder Panel:**

The purpose of the Child and Family Services Stakeholder Panel is:

To provide consultation and actively involve stakeholders in the Division and the Court's child welfare initiatives and programs:

- Child and Family Service Plan (CFSP), so that this plan reflects initiatives and activities going on through communities, private providers and other stakeholders that help the state meet federal expectations.
- Child and Family Service Review (CFSR) Statewide Assessment
- CFSR onsite review
- CFSR Program Improvement Plan (PIP)
- Achievement of federal outcome measures
- Review of local practice and our role in assisting children and families to achieve permanency
- Identification of emerging issues and/or needs and discussion of possible impact on child safety and permanency.

### **Membership:**

- The Stakeholder Panel will represent and celebrate diversity in Iowa. Members will include, but not be limited to, representatives from the following: consumers, court and legal representatives, service providers including domestic violence providers, state agencies that provide services or supports to children and families involved with the child welfare system, community partners, and public interest groups. Membership will also represent diverse communities across Iowa, including rural and urban areas, and diverse racial and ethnic perspectives.
- Members who participate through their employment will not be reimbursed for expenses for attendance at meetings.

- Members who participate without benefit of employment sponsorship (i.e., children, birth parents, and resource families) are eligible for stipends and expense assistance depending on their circumstances and available funds.
- If a member is unable to attend a meeting, a substitute is allowed to attend in his/her place, and it is expected that the member will prepare the substitute with necessary materials and background information prior to the meeting.
- The term limit of membership is two years, with the exception of those memberships which are connected to a specific position within an organization (those organizations are indicated with \* on the Recommended Panel Membership, page 5).
- The Panel will seek to replace a member of the panel if the member misses more than two meetings in one year.

### **Scope of Responsibilities:**

- Stakeholder panel members will become familiar with expectations of the CFSR, PIP, and 4B plan for DHS and the Children's Justice Initiative of the Court Improvement Project.
- Panel members will share information with their peers from the groups they represent and will solicit input and feedback from their peers.
- The Stakeholder Panel will meet regularly (no less frequently than six times per year) and will work collaboratively. Panel members will actively participate in discussion.
- Respond to the Division and Court's information gathering efforts in between meetings and serve on committees and task forces or identify representative members to serve.
- DHS will share outcome data with the Stakeholder Panel as well as updates on progress on the CFSP and the CFSR process and PIP and other child welfare initiatives.
- The Children's Justice Initiative CIP will share information and activities related to the initiative along with outcome and assessment data.

#### CFSR

- CFSR Statewide Assessment
  - The Stakeholder Panel will provide input and feedback on the Statewide Assessment, and will identify relevant data and key informants for focus groups, etc.
  - Stakeholder Panel members may be asked to participate in workgroups focused on specific items in the Statewide Assessment.
  - Panel members will participate in training sessions on the CFSR and will share information about the CFSR and its importance with their peers.
  - Panel members will provide input into the selection of the 2 sites that will be included in the onsite review, in addition to the most populous jurisdiction.
- CFSR On-Site
  - Panel members will participate in focus groups or interviews during the on-site, and/or identify persons to participate in focus groups and interviews.
  - Panel members will serve as peer reviewers during the on-site review.
- CFSR PIP
  - Panel members will participate in CFSR PIP training and will share CFSR PIP information with their peers.

- Panel members will provide input and/or feedback on possible strategies to include in the PIP to address the areas needing improvement, including strategies that can be implemented in their own organization/network. This may include participation in workgroups or task forces.
- Once the PIP is approved panel members will share information about and champion the PIP strategies and its importance with their peers.
- Panel members will participate in activities to implement PIP strategies.
- Panel members will regularly review progress on implementing PIP strategies and towards improving CFSR outcomes and systemic factors.
- CFSR PIP “non-overlapping year”
  - Panel members will participate in activities and discussions on the status of CFSR outcomes and systemic factors.
  - Panel members will provide input and/or feedback on possible strategies to continue to improve Iowa’s performance on CFSR outcomes and systemic factors, including strategies that can be implemented in their own organization/network. This may include participation in workgroups or task forces.
  - Panel members will participate in activities to implement strategies to continue improvement in CFSR outcomes and systemic factors

#### CFSP

- Five-Year CFSP
  - Panel members will provide input and feedback on Iowa’s 5-Year CFSP.
- Annual Updates
  - Panel members will participate in the annual review of Iowa’s CFSR and its implementation.

#### Other Initiatives

- Panel members will identify ways to broaden input from their constituents
- Panel members will provide feedback regarding implementation of initiatives and programs
- Panel members will consider implications of initiatives for various constituencies
- During actual implementation of an initiative, panel members will provide feedback on that implementation: how the program is working, both strengths and suggestions for improvement
- Panel members will provide input regarding current programs and practice, both strengths and suggestions for improvement
- All input will be offered in light of federal outcome expectations and the systemic factors identified by the Children’s Bureau

#### **Approach:**

##### Principles Used in the Approach

- Collaboration requires commitment from its members in the form of:
  - Time,
  - Effort,
  - Energy, and
  - Resources.
- Work is information driven, including analysis of data for outcomes in the child welfare system.
- The panel members will be representative of the child welfare system; all perspectives, especially those of children and families, will be considered.
- Active participation reflecting diversity of perspective is essential. Consensus is preferred but may not always be possible.
- Meetings will include updates on the CFSR, and will be structured to focus on the CFSR outcomes and systemic factors.
- Periodic evaluation of the Panel's effectiveness will be a regular part of the Panel's activity.

The Stakeholder Panel will be led by the Administrator of the DHS Division of Behavioral, Developmental and Protective Services for Families, Adults and Children, and by the Director of the Supreme Court's Court Improvement Project (CIP).

**Legal and Related References:** Titles IV-B and IV-E of the Social Security Act; the Social Security Act Amendments of 1994 (Public Law 103-432); 45 Code of Federal Regulations (CFR) section 1355; the Promoting Safe and Stable Families Amendments of 2001 (Public Law 107-133); Section 438 of the Social Security Act; ACYF-CB-PI-03-04.

The Federal regulation at 45 CFR section 1357.15(1) requires that the State's Child and Family Service Plan (CFSP) describe the internal and external consultation process used to obtain broad and active involvement of stakeholders across the child and family services delivery system in the development of the plan. The stakeholders identified in the regulation include, among others, representatives from other agencies, organizations, and programs; parents; tribal representatives; advocates; and the courts. This external consultation should extend to all phases of the CFSR process, including the statewide assessment (45 CFR section 1355.20 and 45 CFR section 1355.33(b)), the onsite review (45 CFR section 1355.33(c)(4)(iv)), and the PIP (45 CFR section 1355.35(a)(i)).

## **Recommended Panel Membership:**

### **Consumers: (15-19)**

Youth (4-6)  
Birth Parents (4-6)  
Foster Parent (2)  
Kinship Care Provider (3)  
Adoptive Parents (2)

### **Court: (4)**

District Associate Judge (1)  
Associate Juvenile Judge (1)  
Chief Juvenile Court Officer (1)  
Juvenile Court Officer (1)

### **Legal Representatives: (6)**

County Attorney(1)  
Parent's Attorney (1)  
Assistant Attorney General (1)\*  
Guardian ad litem (1)  
Middleton Legal Clinic (1)\*  
Division Administrator, Department\*  
IA Child Advocacy Board (1)

### **DHS: (6)**

Transition Planning Specialist (1)  
Service Area Manager or SW Admin (1)  
Social Work Supervisor (1 )  
Social Worker II and III (1)(1)  
Toledo Juvenile Home (1)

### **Providers (8)**

Large multi-service child welfare  
Agency (RT, family foster care, family  
centered, shelter care) (1)  
PMIC (1)  
Smaller in-home family support  
agency (1)  
Youth development org. (1)  
Community MH Center/ Substance  
Abuse Provider (1)  
Community Care (1)  
Family centered agency (1)  
Shelter care agency (1)

### **Public Interest Groups (3)**

Child & Family Policy Center  
NASW Director\*  
Youth Policy Institute

### **DV: (1)**

ICADV (1)

### **Community Partners (6)**

Tribal Representatives (4)  
CPPC (1)  
Decat Coordinator (1)  
Faith Community (1)  
Child Protection Center (1)

### **State Level (12)**

#### **Partners:**

Coalition for Family & Children's Services (1)\*  
University of Iowa – School of Social Work (1)\*  
AG-DEC (1)\*  
Children & Family Services, Department of Education (1)\*  
Executive Director, Iowa Foster & Adoptive Parents Association (1)\*  
Director, Prevent Child Abuse Iowa (1)\*  
Division Administrator, Substance Abuse, Department of Public Health (1)\*  
Iowa Plan (1)\*  
Division of Criminal and Juvenile Justice Planning (1)\*  
Department of Human Rights – Division of Latino Affairs (1)\*  
Department of Human Rights – Commission on the Status of African Americans (1)\*  
MHMRDDBI Commission (1)