

CFSP / APSR GROUP CHARTER

Purpose: The primary purpose of this group is to facilitate writing the Annual Program Services Report (APSR), which reports our progress in achieving the goals set out by the 2020-2024 Child and Family Services Plan (CFSP). Ideally, updates and information are continually flowing throughout the year, allowing for a thoughtful process of reporting our progress to the federal government.

There are two secondary purposes that we hope to achieve as well:

1. Facilitate thoughtful year-round planning by the Department regarding initiatives (their timing, the steps needed to accomplish them, the changes we expect to see in the data as a result) rather than end of year scrambles to identify information in order to report.
2. Facilitate cross-program discussion about Department initiatives, ideally encouraging cross-program knowledge, as well as cross-program coordination and collaboration.

Members

Lacey Andresen	<i>Permanency</i>	Sherril Kuhns	<i>Federal Policy & Resources</i>
Adam Becenti	<i>Tribal Affairs</i>	Judy Kuper	<i>ORRAI</i>
Heidi Beaubriand	<i>Health & Wellness</i>	Deena Loughary	<i>Safety</i>
Shannon Biteng	<i>Field Services</i>	Leola McKenzie	<i>JCIP</i>
Megan Brazo-Erickson	<i>Eligibility / Facilitator</i>	Jana Mclellan	<i>Deputy Director</i>
Tammy Freeman	<i>OR-Kids</i>	Joel Metlen	<i>Project Management</i>
Belit Burke	<i>Prevention</i>	Robin Reimer	<i>DOJ – Grants</i>
Billy Cordero	<i>Foster Care</i>	Melissa Sampson-Grier	<i>Cross-Systems & Equity</i>
Kristen Farnworth	<i>JCIP</i>	Gail Schelle	<i>Adoption</i>
Sara Fox	<i>Treatment Services</i>	Chandra Snyder	<i>Safety</i>
Kevin George	<i>Kinship Navigator</i>	Greg Westbrook	<i>Foster Care</i>
Tamara Hammack	<i>QA/CQI & PIP</i>	Jay Wurscher	<i>Drug & Alcohol Services</i>
Jennifer Holman	<i>Reunification</i>	TBD	<i>Training</i>
Rosemary Iavenditti	<i>Youth Transitions</i>	Tami Kane-Suleiman	<i>Safety & CAPTA</i>
Vera James	<i>ICPC</i>	Kathy Steiner	<i>Project Management</i>
Kristen Khamnohack	<i>Screening / ORCAH</i>	Catherine Stelzer	<i>Education</i>

Duration and Time Commitment: This group will exist for the reporting period of the 2020-2024 CFSP, which is through the final APSR delivered on June 30, 2024. We anticipate that this is a process that will continue in some form through the following CFSPs as well.

The group will meet quarterly, excluding a summer meeting (because the APSR will be in the submission/revision process). The meetings will be in September, December, and March.

Group members can expect to spend some additional time meeting with the facilitators one-on-one in order to provide full reporting regarding program initiatives, progress, and data, especially as the APSR is drafted (April – June).

Scope: The CFSP and subsequent APSRs are meant to encompass all initiatives and actions of the Department, as well as regular reporting on specific performance measures. This is the scope of information that should be reported to the group.

Desired End Result: Each year, the result will be a completed APSR submitted timely and approved by the Children's Bureau. The continual reporting process will ensure that there is not a scramble in May and June to gather information and draft the APSR. The APSR will be coherent and demonstrate the Department's coordination across program areas and with external collaborators to achieve the goals and initiatives identified in the CFSP.

Reporting Plan: This group exists primarily to facilitate reporting at regular intervals regarding all initiatives identified in the CFSP. Prior to each quarterly meeting, the facilitator will email each program area with a one-page document that summarizes their CFSP initiatives. Each program will report out their progress and/or any changes in their initiatives at the quarterly meeting. The purpose of reporting out at the meeting is to allow information to flow to all other program areas and to spark discussion and cross-pollination regarding similar, overlapping, complementary, and/or opposing initiatives in Child Welfare as a whole.

The facilitator will take extensive notes at the quarterly meeting to update the one-page program summaries and will also coordinate with the PIP reporting process and meetings to avoid duplication of efforts.