

**ATTENDANCE:**

Kimberley Foster, West Side Community House  
 Rachelle Milner, West Side Community House  
 Larissa Turner, Catholic Charities Services  
 Carolyn Welker, Applewood Centers, Inc.  
 Shirmell Motley, Applewood Centers, Inc.  
 Debi Clemens, Applewood Centers, Inc.  
 Belinda Harris, University Settlement  
 Tiffany Rocket, University Settlement  
 Jillian Driscoll, F2F Administrators Council  
 Van Ward, Juvenile Court  
 Aaron Burko, CMSD  
 Ramses Clements, CMSD Intern  
 Jonevette Frost, CCDCFS  
 George Pelletier, Cleveland Christian Home

Henry Mazur, Beech Brook  
 Valerie Dowery, Beech Brook  
 Barbara Heard, East End Neighborhood  
 Teresa King, CTSOC  
 Jose Delgado, CTOSC  
 Rick Schmittgen, CTSOC  
 Carolyn Nabakowski, CTSOC  
 Jacqui Fletcher, CTSOC  
 Holly Cliffler, CTSOC  
 Yulanda Wiley, CTSOC

**MINUTES:**

| Agenda Item                     | Discussion  | Next Steps   |
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| 1. Welcome and Review of Agenda | <ul style="list-style-type: none"> <li>• The group was welcomed and the agenda was reviewed</li> </ul>  | None noted   |
| 2. Updates                      | <ul style="list-style-type: none"> <li>• <b>Juvenile Court:</b> <ul style="list-style-type: none"> <li>○ Four (4) new Probation Managers have been hired<br/>                     Barbara Kohuth<br/>                     Latania Mullins<br/>                     Celeste Wainwright<br/>                     Dennis Lascko</li> <li>○ Melanie Miller is a Placement Aftercare Coordinator and in the interim will be performing some of the JC Navigator roles in light of Barbara's promotion. Her contact information is (216) 443-3142. Interviews are taking place to back fill the System Navigator position</li> <li>○ The Domestic Violence pilot is close to being finalized. Initial respite providers have been determined to be Claudia's House</li> </ul> </li> </ul> | General follow up and next steps: <ol style="list-style-type: none"> <li>1. The final DV pilot meeting is tentatively scheduled for November 9, 2010. Discussion questions from this meeting will be added to the agenda and any working documents will be forwarded to the group</li> <li>2. If any representatives from this group would like to attend dept/unit meetings please</li> </ol> |

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|  | <p>and S.T.A.R.T. The group reviewed the identification and referral process requirements. Some discussion topics included:</p> <ul style="list-style-type: none"> <li>i. Will there be opportunities to utilize the CMSD school social workers as it relates to truancy issues?</li> <li>ii. What's the likelihood of this population having more AODA related concerns?</li> <li>iii. Are there any options available to screen for AODA needs? In the past the courts used the GAIN short-screen</li> <li>iv. History of engagement difficulties with this population</li> </ul> <ul style="list-style-type: none"> <li>o Y&amp;FCP placements are expected to continue to decline due to budget constraints. There are 27 youth currently placed with the requirement to maintain no more than 40 in placement</li> </ul> <ul style="list-style-type: none"> <li>• <b>CCDCFS:</b> <ul style="list-style-type: none"> <li>o Representatives from DCFS and CTSOC met on 10/14/10 to examine referrals and project census counts for 2011. Recommendations included the development of an action plan to address barriers. It was determined that Yulanda Wiley and Jonevette Frost will begin attending agency-wide meetings to educate staff on CTSOC related issues. The first meeting will occur on 11/04/10 with the Case Review Department. CTSOC will be finalizing the Universal Referral Form as well</li> <li>o Suggestion made to have SOC representatives attend the dept/unit meetings at least quarterly</li> <li>o Barriers with community referrals continue to be addressed. Discussion topics included: the group would like to know the current community referral numbers for each collaborative. Also, some concern that the current referral count is so low. Barriers included families being</li> </ul> </li> </ul> | <p>contact Yulanda Wiley at (216) 443-6138 or Jonevette Frost at (216) 881-4273</p> <p>Yulanda will send out the current community referral census broken out by cluster by 11/05/10</p> <p>Jonevette will create a DCFS meetings matrix to distribute to the group by 11/05/10</p> <ul style="list-style-type: none"> <li>3. Rick will send school assignment list to PD's/Supervisors to verify with CMSD representative</li> <li>4. Jacqui will follow up with Jillian to get an updated Collaborative Roster by 10/29/10</li> </ul> |
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|  | <p>open with DCFS, missing referral documents such as the ROI, and lag time between identification and submission.</p> <ul style="list-style-type: none"> <li>○ It was recommended that CTSOC also track time lines between the referral source identification of a potential referral and the submission of the referral packet to the Tapestry office</li> </ul> <ul style="list-style-type: none"> <li>● <b>CMSD:</b> <ul style="list-style-type: none"> <li>○ The CMSD Social Worker roster was submitted to the group and the role of the social workers was discussed. Some responsibilities of the school social workers can include: participating on school support teams, assisting with IEP supports, Behavioral Intervention Plans, classroom observations, and completing referrals.</li> <li>○ Discussion around sharing information between CTSOC and CMSD enrolled youth. Rick can pull a report from Synthesis to get a list of active youth with school assignments indicated.</li> </ul> </li> <li>● <b>ADAMHS Board:</b> <ul style="list-style-type: none"> <li>○ None noted</li> </ul> </li> <li>● <b>CTSOC:</b> <ul style="list-style-type: none"> <li>○ Current referral/enrollment data was shared with the group. The Y-T-D referral count is as follows; <ul style="list-style-type: none"> <li>-214 JC</li> <li>-118 DCFS/CCP</li> <li>-35 DCFS/Res. Stepdown</li> <li>-14 Community Collaborative</li> </ul> </li> <li>○ Discussion around finalizing the projected enrollment census for 2011. CTSOC will examine historical Average Daily Census (ADC) data to scope out census projections for new enrollments</li> <li>○ WAFT members discussed the groups charge to work on fidelity to the CTSOC model across systems and introduced</li> </ul> </li> </ul> |  |
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|  | <p>the Recommendation Process Map that was created. An update was given as to an approved recommendation that WAFT become a standing item on the PD/Sup agenda. Valerie Dowery will be the primary resource to report out</p> <ul style="list-style-type: none"> <li>○ Another recommendation that came out of the WAFT group is that any future coach must be certified and current coaches must complete the certification process to continue coaching responsibilities</li> <li>○ Holly Cliffl was recognized by WAFT members for the great work she is doing</li> <li>○ Reminder that 3<sup>rd</sup> quarter CQI site visits are currently being conducted. Quality POC's will be reviewed</li> </ul>   |   |
| <p>3. Workgroup Purpose &amp; Priorities</p> | <ul style="list-style-type: none"> <li>● Some time was spent discussing the purpose of the group and the primary focus area of addressing operational practice and system related issues identified through the CQI reviews; and to develop recommendations to the Executive Directors group. Discussion topics included:             <ul style="list-style-type: none"> <li>○ This group has grown so much that it doesn't appear to be the appropriate venue to discuss in-depth case reviews but should serve as an administrative group that would examine systemic issues and system updates</li> <li>○ The group agreed that CQI reviews will continue to serve as the purpose umbrella, but that a smaller ad hoc workgroup should be established to look more in-depth at the CQI priorities, PSN utilization, and some practice related issues</li> <li>○ The newly formed workgroup membership assignment was discussed and it included all four CCP Program Directors, Supervisors, and representatives from the collaborative.</li> <li>○ Proposal to move the PD/Sup group meeting to a bi-monthly or quarterly basis with the focus on CQI reviews, system updates, systemic challenges/barriers, and recommendations to the ED group.</li> <li>○ Recommendation that the ad hoc workgroup meet monthly</li> </ul> </li> </ul> | <p>General follow up and next steps:</p> <ol style="list-style-type: none"> <li>1. The recommendation to establish an ad hoc workgroup with the purpose of addressing in-depth service delivery and CQI indicators will be presented to Catherine Lester by 10/29/10</li> <li>2. A check in meeting with Jacqui and the PD's is scheduled for 11/23/10</li> </ol> |

CTSOC Program Director/Supervisor Meeting

October 27, 2010

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|                          | beginning in November 2010 and examine focus and need after January 2011  |   |
| 4. 2011 Meeting Schedule | <ul style="list-style-type: none"> <li>• Group agreed to cancel the December 22 meeting and reconvene the 4<sup>th</sup> Wednesday in January 2011             <ul style="list-style-type: none"> <li>○ Proposal to move PD/Sup group to bi-monthly or quarterly for 2011</li> </ul> </li> </ul>                                | <p>General follow up and next steps:</p> <p>1. Proposed schedule changes will be presented to Catherine by 10/29/10</p> |
| 5. Wrap Up               | <ul style="list-style-type: none"> <li>• Calendar for upcoming meetings/trainings:             <ul style="list-style-type: none"> <li>○ Supervisor LC                    11/03/10 &amp; 12/01/10</li> <li>○ CTSOC Annual Meeting        11/05/10</li> <li>○ WAFT                                12/10/10</li> </ul> </li> </ul> | <p>Next meeting <b>January 26, 2011</b></p> <p><b>Location: TBD</b></p> <p><b>9:00 AM–10:30 AM</b></p>                  |