

## Chisago County Citizen Review Panel Meeting Minutes

Feb. 4, 2025, 12:00-1:30 PM

Present:

- Chisago County: Todd, Karlene, Chris
- State (DCYF, OAIF): Gapske, Jill Esch
- Community panel members: Peter, Lisa, Deb, Nancy, Karen, and Wendy (temporarily)
- Absent:

### I. Topic: Welcome

### II. Guest Presenters from DCYF: Erica Peterson and Erica Jepson, SSIS Specialists

- A demonstration and visual of the SSIS system and focus on the medical exam data input.
- An error code does present when the required information is not entered (including medical well-being exams) and the message was shared with members.
- Information about how Becker County improved their data after being below the target of 70% of compliance. Protocol checklists were shared as an example.
- The statewide average for medical exams is only at 56% falling below the target as well.
- Many counties have case aid workers that will upload the medical records into a child's case file. This is a point when the medical exam information can be entered into their SSIS file.
- There can be delays in obtaining medical records from hospital systems. Another barrier can be how a doctor coded the exam in a patients record according to Chisago County staff.
- Chisago County staff, Chris stated that Chisago County does complete well-being child medical exams for every child within 30 days for out-of-home placements per MN State statues. The state statue language was shared with members to refer to.
- Members had question for DCYF SSIS Specialists about how the data is pulled to the public dashboard. Gapske will reach out to the Continuous Quality Improvement (CQI) Unit to learn about the methodology. Curious if/how the data updates regularly?
- Questions to explore:
  - Are medical records being entered into SSIS?
  - Are workers requesting the medical records?
  - Are workers able to get into the system and check for the exams sooner?

- Are case aids used in every county to input the medical exam information?
- Protocols vary in every county on how information is entered. What is Chisago County's process? Chris will do a presentation at April's meeting on their procedures/processes for entering the medical exam information.
- Could SSIS or the CQI unit build in a trigger notice for medical exams?
- Chisago County staff shared that there can be multiple things that impact the data such as delayed closing of cases, not entering the information by the 30-day deadline per statute, turnover of staff
- County staff can perform a data clean up run at any point of a case
- Chris recently started a new process to learn how to pull medical records for her staff. Paperwork is challenging for workers to completed due to high caseloads, turnover, training, and limited number of case aids per worker.

### **III. Topic: Recruitment for citizen review panel seat vacancy**

- Posted vacancy on the Chisago County website, no applications submitted. Peter discovered there is now an error on the posting page for the county.
- Gapske requested that flyers be available at the two Chisago County Human Services building where clients come into the building to encourage applicants to apply.

### **IV. Informational: Annual Report Input by February Meeting**

- Co-chairs submitted a draft annual report for members to provide any additional input. Changes were suggested by members to finalize the report.
- Co-chairs felt like the new report template felt constraining to complete.
- Panel members will vote to approve the forward the report to DCYF Commissioner.

### **V. Updates from Chisago County and DCYF**

- Karlene was able to put in a request for an emergency hire which was approved within a week.
- The county is working on a trainer position for staff.
- The county is fully staff now although a worker is out on maternity leave.
- Truancy cases have been overwhelming lately and there are more acts of delinquency.
- Future meetings will return to the normal location next month.

### **VI. Informational: Stipend reminder and reimbursement for milage**

- Todd will email out the reimbursement form.

### **VII. Public comment(s)**

### **VIII. Next meeting:**

Meeting-Hybrid	Schedule	Date
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Chisago County Citizen Review Panel meeting	First Tuesday of the month, noon-1:30 pm (no meeting July/Dec)	Tuesday, March 4, 2025, noon-1:30 pm
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