Chisago County Citizen Review Panel
Date: Tuesday, March 4, 2025
Time: 12:00 PM – 1:30 PM (Hybrid: Center City HHS Conference Room & Teams)

Minutes

I. Welcome

II. Recruitment

- **Status of vacancy postings:**
  - o Todd and Peter confirmed the vacancy posting is still on the Chisago County website; no applications received to date.
- **Action steps:**
  - o A flyer will be updated by the panel and posted in visible public locations (e.g., entryways at North Branch and Center City, local libraries).
  - o Deb and Todd will coordinate on finalizing and printing the flyer.
  - o Deb will compile a list of public places (libraries, county buildings) to post flyers.

III. Updates from Chisago County / DCYF

- **Meeting location:**
  - o Members agreed the Center City HHS building offers suitable space and flexibility.
  - o Future meetings will primarily be held in Center City with the option for hybrid attendance.

IV. CQI Presentation on DHS/DCYF dashboard

- Guest Speaker: Jon Pedersen, DCYF
  - o Jon introduced his role as an analyst in Continuous Quality Improvement (CQI) and described how DCYF collects and analyzes child welfare data in SSIS.
    - ▪ The public data dashboard was redesigned in 2016 to track specific performance measures (e.g., timeliness, permanency, well-being).
    - ▪ Data is refreshed monthly (by the 15th) for current and recent years. Historical data more than ~2 years old is not continually refreshed on the public dashboard, though backdated entries can slightly adjust older figures.
    - ▪ Physical health exam measure: Looks at children who enter out-of-home care for at least 30 days and whether they receive a comprehensive exam within 30 days or had one in the 12 months prior.

- Jon displayed SSIS screenshots showing how a caseworker enters medical exam details (date, type of checkup). The system can flag missing data via a "data cleanup message."
- Data entry nuances (e.g., selecting the correct checkup type, capturing prior exams) may cause underreporting in the dashboard.
  - **Questions/discussion**
    - How is SSIS data updated?
      - Dashboard data is updated monthly but primarily for the current and previous years. Backdated entries can slightly alter historical data, but not significantly.
    - Does the system alert workers to incomplete data entries automatically?
      - SSIS provides alerts ("cleanup messages") when required fields aren't completed, especially before closing a case. However, there isn't necessarily automatic, system-wide daily reminders about these specific health checks; staff must actively look for these reminders in the system.
    - Can Counties view individual case data to check accuracy?
      - Yes, through the internal Tableau Server system. County staff with secure access can review detailed, case-specific information related to their compliance with state measures, helping to determine if cases are genuinely non-compliant or simply recorded incorrectly
    - Could incorrect categorization of medical exams (e.g., calling it a follow-up instead of a comprehensive checkup) cause underreporting?
      - Yes. Workers must select the exact appropriate category (e.g., comprehensive checkup). Incorrect categorization could result in the exam not counting in the data measure.

V. 2025 Workplan development

- Focus: Ensuring children in out-of-home care receive timely medical exams and that SSIS data accurately reflects compliance.
- Goals:
  1. Every child placed in out-of-home care meets the 30-day exam requirement (or has a valid documented exam from prior 12 months).
  2. Improve data accuracy so SSIS reflects all completed exams.
- Short-Term Action Steps and Timeline:
  1. April Meeting:
     - Presentation by Chris (Chisago County) on the local process for documenting medical exams in SSIS.
  2. May Meeting:
     - Review any updated data from DCYF (Jon Pedersen) or via Tableau to understand if newly entered data changes 2023–2024 performance rates.
  3. June Meeting:
     - Compile findings, identify gaps in data and practice.
     - Potentially develop a short survey for other counties with similar trends to compare strategies and common barriers.

4. July: No meeting (summer schedule).
5. August–September: Begin drafting recommendations; refine workplan.
6. November: Finalize recommendations for the annual report (due January).

VI. Citizen Review Panel Funds

- Remaining CRP Funds: $2,641.47 must be utilized by June 30, 2025.
- Potential uses:
  - Training opportunities (e.g., National CRP Conference in 2026), special initiatives to enhance child safety, inter-agency collaboration, mandated reporter education, support for local foster families, etc.
- Ideas:
  - Purchasing resources for children entering out-of-home care (e.g., backpacks with essentials).
  - Partnering with local agencies like Safe Foster Shop or North Star Family Advocacy Center.
  - Supporting foster families during Foster Care Appreciation Month (May).
  - Todd will check with the county's fiscal rules (e.g., gift card policy) to ensure compliance.
  - Chris will be asked to provide input on the best way to use funds for foster family or child-specific needs.

VII. Stipend Reminder & Mileage

- Members were reminded to submit reimbursement forms for travel or other panel-related expenses.

VIII. Public Comment

- No public comments were offered at this meeting.

IX. Next Meeting

- **Date:** Tuesday, April 1, 2025
- **Time:** 12:00 PM – 1:30 PM (Hybrid)
- **Location:** Center City HHS Conference Room and Teams link

X. Adjournment

- Meeting adjourned at approximately 1:37 PM.