ROM Reports: In-Home Services Reporting

The purpose of this document is to present the design for developing reports on the “In-Home” population of children and families served by each ROM site. This design was developed by a workgroup comprised of representatives of staff persons across several of the ROM sites who had articulated this need, and provided funding for the development of reports on this population. The initial intent of this design was to provide a starting point for reporting child and family counts, service requirements, and outcomes for the In-home Intact services population.

Through the workgroup meetings, the initiative expanded to capture what was termed “State Involvement” episodes. This allows jurisdictions to look at data across all child and families services from a longitudinal perspective. Thus, during a State Involvement episode (often referred to as an open case), a child may change service status from In-home Intact to Foster Care or vice versa. The workgroup wanted to better understand the total service flow from Foster Care to In-home Intact or In-home to Foster Care. The resulting reports also provide a few missing pieces of information on the foster care population. Thus some of the reports show children as State Involved but further shows data for children receiving In-home only, Foster Care only, and both In-home and Foster Care services.

Language was an early stumbling block for the workgroup and clarity became very important in discussing the In-home service population. Some states provide “In-home” services during Foster Care while others used the “In-home” term as services to intact families where the child was residing at home. To make this clarification, we used the term “In-home Intact” in this document.

Each ROM site will have variations; however, the approach stated in this document will provide a foundational data structure needed to provide a starting set of reports. This represents a major expansion of the ROM Reports Core model that will be made available to all ROM sites upon completion.

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This document does not include some of the information reviewed by the workgroup (e.g. review of research literature) nor does it seek to provide an accounting of the rich discussions that transpired in the meetings unless needed to clarify a point.

# Defining Populations

In order to define the In-Home Intact population for reporting, it became important to discuss this population in context of what the workgroup termed “State Involvement”. State Involvement encompasses that period of time that the state or other jurisdiction (county or private agency) has an open case for providing services beyond CPS investigation or family assessment that are intended to remedy risk factors and reasons children came to the attention of the agency. Usually start (open) and end (close) dates are captured in an agency’s database, or these dates can be derived by when services started or ended. In some situations the end date occurs when the last service was provided or when a set period of time had elapsed since the last service as defined by the agency.

Within State Involvement, this design has further categorized a child’s service status as either “Foster Care” or “In-Home Intact”. Foster Care was defined by whether the child would be counted for AFCARS as bookended by federal definitions for removal and discharge dates (including trial home visits). Foster Care and In-Home Intact status was defined as mutually exclusive statuses, meaning that a child could only be in one or the other status but not both at the same time. During the State Involvement period, a child could come in and out of Foster Care and In-Home Intact status any number of times.

For clarification, some states provide “In-Home” services to address risk and safety concerns and facilitate reunification during the time a child is in Foster Care. For this document we are using the term “In-Home Intact” as a service episode in which a range of services are provided while the child is not in Foster Care. The term “intact” was used to indicate that the child is intact with their identified family and not involved in a Foster Care episode using the federal rules for when a child is considered in Foster Care.

Table 1 below is a diagram State Involvement and the two mutually exclusive statuses, Foster Care and In-Home Intact. The diagram also shows how entering and exiting a status is recorded during a report period. Further, the red lines show how children move between In-home Intact and Foster Care status.

Table 2 below provides an example of caseload reports based on the population diagram in Table1 and provides a perspective of how children are reported. Table 2 has three reports based on the ROM caseload counts report design. These reports use a reporting model known as a “stock and flow”. This report shows the “stock” of children in a particular status at the start of the report period (count of), and it shows the “flow” of children entering and exiting that status during a report period (i.e. month, quarter, 6 mos., or year). The State Involvement Counts report shows the overall numbers regardless of the child’s In-Home Intact or Foster Care status. Essentially, the State Involvement report adds up these two mutually exclusive groups in the other two count reports, In-Home Intact and Foster Care.

The letters in Sub-group reference and shading shows how these reports interact with each other to provide a full picture of children involved with state child welfare services.

**Table 1 – Diagram of State Involvement and service status**

|  |  |  |
| --- | --- | --- |
| Point in time |  | **I. State Involvement (episode)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **In-Home Intact (status)** |  | **Foster Care (status)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| During Report Period |  | **Open In Status** | **Exited Status** |  | **Open in Status** | **Exited Foster Care Status** |
|  | **Enter Status** | **Maintain in Status** | **Exited Intact (no FC)** | **Exited to FC** |  | **Enter Status** | **Maintain in Status** | **Exited FC to In-home Intact**  | **Discharged - no further Services** |
|  | **New** | **From Foster Care** |  | **NOTE: State Involvement Ends** |  |  | **Intact**  | **Direct** |  |  | **NOTE: State Involvement Ends** |
|  |  No prior St Involvement Prior State Involvement  |  |  |  |  |  From In-Home Intact Intact - closed 6 mo |  | In placementTrial Home visit |  |

**Crossover from count in Foster Care to In-home Intact**

The point-in-time when children exit Foster Care and enter In-home Intact status (Sub-group D) may vary from state to state or may not happen at all. The Core model will maintain the federal foster care episode dates.

**Unit of Analysis**

The unit of analysis is the basis of what is counted in a given report, such as children, families, or child months. The majority of the reports use the child as the unit of analysis. As a result the wording used in the report titles and definitions reflects this child focus. Each report definition has a Unit of Analysis section that provides information on what each state in the initiative will be using for that report.

Missouri is the largest user of the family as the unit of analysis since their in-home programs and staffing of these cases is so case/family based. In some states defining the family unit in the agency’s database is more difficult given the wide variation of family definitions possible. Family cases counts with multiple children will in general be reported in the same way as shown in the child-based reports only we will roll up the count into a single family. However, when a family has children in both Foster Care and In-Home Intact status, it was recommended that the family be counted in the Foster Care category. Family count reports will be developed in close consultation with each ROM site as desired. The ROM team will first develop the reports using the child as the unit of analysis thus affecting the timeline shown later in the report.

**Table 2 Counts Report Examples** (presented using a unit of analysis is a child).

|  |  |  |  |
| --- | --- | --- | --- |
| Foster Care Count  | **Jul-12** | **Sub-group reference [[1]](#footnote-1)** | **Report # Pop / Denominator** |
| 1.  In Foster Care Caseload 1st day of month  | 10,523 | A |  |
| a.  In placement  | 9,042 |  |  |
| b.  Trial Home Visit  | 1,481 |  |  |
| 2.  Enter -entering foster care during report period | 510 |  |  |
| a.  From In-Home (Intact)  | 110 | B  |  |
| b.  Direct foster care (new or re-entry)  | 400 | C |  |
| 3.  Foster Care during period (adds 1 and 2 above) | 11,033 |  |  |
| 4.  Exit - exiting foster care during report period | 585 |  |  |
| a.  Intact - Discharged but began In-home (intact) | 82 | D |  |
| b.  Foster Care - Discharged case closed  | 503 | E | 4.A.2; 6.A.2 |
| 5.  Ending caseload | 10,448 | O | 9.A.2 |
|   |   |  |  |
| In-Home Count (Intact)  | **Jul-12** |  |  |
| 1.  In-Home (Intact) 1st day of month  | 12,010 | F |  |
| 2.  Enter In-home status (Intact) during report period | 512 |  |  |
| 1. New entry (by first time, or prior involvement)
 | 430 | G |  |
| b.  From Foster Care  | 82 | D |  |
| 3.  In-home during period (adds 1 and 2 above) | 12,522 | K | 7 |
| 4.  Exit In-home Intact status during report period | 716 | H | 5 |
| 1. Maintained in family
 | 606 | I | 4.A.3; 6.A.3 |
| 1. Entered Foster Care
 | 110 | B |  |
| 5.  Ending caseload | 11,806 | L | 8; 9.A.3 |
|   |   |  |  |
| State Involved Count  | **Jul-12** |  |  |
| 1.  State Involved Caseload 1st day of month  | 22,533 |  |  |
| a.  Foster Care  | 10,523 | A |  |
| b.  In-Home Intact  | 12,010 | F |  |
| 2.  Enter – entered state involvement during period | 830 | P | 10 |
| a.  Intact  | 430 | G |  |
| b.  Foster care  | 400 | C |  |
| 3.  State Involved during period (adds 1 and 2 above) | 23,363 |  |  |
| 4.  Exit - exiting state involvement during report period | 1,109 | M | 4; 6 |
| a.  From Intact status | 606 | I |  |
| b.  From Foster Care  | 503 | E |  |
| 5.  Ending caseload  | 22,254 | N | 9.A.1; 9.B.1 |

# Report Measures

The following is the list of reports that would be developed as part of ROM Core. The Core reports would be based on an individual child.

**Child/Family Count Reports**

1. Foster Care Counts
2. In-home Intact Counts
3. State Involved Count

**Maintained in family (no Foster Care)**

1. Maintained with family without state involvement (of those exiting state involvement 6 months ago) - shown by involvement type
2. Permanency maintained during In-home Intact (of those exiting In-home intact status)

**Child Safety**

1. Children are safe from maltreatment following State Involvement (of those exited State Involvement 6 mos ago) - shown by involvement type
2. Children are safe during In-home Intact services (of those in-home intact during each month)

**Length of Services**

1. Length of time in State Involvement (of those last day of report period)
2. Length of time in In-home Intact status (of those last day of report period)
3. Median length of time State Involvement (of those State Involvement on last day of month) - shown by involvement type
4. Current Child Status by Entry Cohort

**Visits**

1. Required Visits completed for children with State Involvement (of those in State Involvement the entire month)
2. Adult contracts completed with State Involvement (of those State Involved entire month)

## Operational Definitions

The following are operational definitions of the reports listed above. First is the title of the report using the same method of report titles in ROM, thus if the report uses a percent achieved the denominator is shown in the title in parenthesis. Other explanatory notes are provided as needed.

## Foster Care Counts

Definition – Counts the number of children in Foster Care status on the first day of the report period (e.g. month, quarter, etc.), and those entering or exiting Foster Care status during the report period.

Unit of Analysis – Child

Data table – the data table will provide the following detail:

1. In Foster Care Caseload 1st day of month

a. In placement

b. Trial Home Visit

2. Enter -entering Foster Care during report period

a. From In-Home (Intact)

b. Foster care direct (new or re-entry)

3. Foster Care during period (adds 1 and 2 above)

4. Exit - exiting Foster Care during report period

a. Intact - Discharged but began In-home Intact

b. Foster Care - Discharged case closed

5. Ending caseload – end of month count (same as starting next period)

Notes - Just like the current Caseload Counts report in ROM, the count of children in Foster Care on the first day of the month is presented in a bar, and exits and entries are presented using lines. The numbers in foster care are consistent with the federal AFCARS rules for removal and discharge dates. This will revise the current foster care count report (Caseload Counts) by providing more detail:

* Entering – shows whether children enter directly, or from an in-home Intact services case
* Exiting – shows whether children are discharged and case was closed, or continue to receive In-home Intact services following foster care discharge.

Just like the current Caseload Counts report in ROM, the count of children in Foster Care on the first day of the month is presented in a bar, and exits and entries are presented using lines.

## In-home Intact Counts

Definition – Counts the number of children in open case for receiving In-home Intact status on the first day of the report period (e.g. month, quarter, etc.), and those entering or exiting this status during the report period.

Unit of Analysis – Child

Data table – the data table will provide the following detail:

* 1. In-Home Intact 1st day of month
	2. Enter In-home Intact status (Intact) during report period
		1. New entry
			1. No prior state involvement
			2. Prior State Involvement
		2. From Foster Care
	3. In-home during period (adds 1 and 2 above)
	4. Exit In-home (Intact) during report period
		1. Intact - maintained in family
		2. Foster Care - Placed in Foster Care
	5. Ending caseload

Notes - Just like the current Caseload Counts report in ROM, the count of children in In-home Intact status on the first day of the month is presented in a bar, and exits and entries to this status are presented using lines.

## State Involved Count

Definition – Total counts of the number of children in an open case for receiving services beyond CPS investigation or assessment including those in Foster Care or In-home Intact status.

Unit of Analysis – Child (Oregon, Franklin County, New Hampshire and Iowa); Family (Missouri)

Data table – the data table will provide the following detail:

1.  State Involved Caseload 1st day of month

a.  Foster Care

b.  In-Home Intact

2.  Enter – entered state involvement during report period

a.  Intact

b.  Foster care

3.  State Involved during period (adds 1 and 2 above)

4.  Exit - exiting state involvement during report period

a.  From Intact

b.  From Foster Care

5.  Ending caseload

Notes – This report combines counts from both In-home Intact and Foster Care to construct a total episode of care, termed “State Involvement”. Just like the current Caseload Counts report in ROM, the count of children in foster care on the first day of the month is presented in a bar, and exits and entries are presented using lines.

## Maintained with family without state involvement (of those exiting state involvement 6 months ago)

Operational definition - Percent of children exiting State Involvement 6 months ago who did not require further State Involvement for 6 months by the status type at exit.

* Numerator – (of those in denominator) Children not starting a new state involvement following State Involvement exit by status type at exit
* Denominator – Children exiting State Involvement (***See Sub-group M in Table 2)*** who exited6 month priors to the end of the report period.

Unit of Analysis – Child (Oregon, Franklin County, New Hampshire and Iowa); Family (Missouri)

Data Table:– the data table will provide the following detail (essentially the State Involvement cohort is cross tabbed by Involvement Type:

1. Total exited state involvement 6 mos ago (***See Sub-group M in Table 2)***
2. Met - No further state involvement within 6 mos.
3. Not Met - State involvement within 6 mos.
4. Entered foster care
5. In-home services (no foster care
6. Foster Care only involvement (***Not in Case Counts report)***
7. Met - No further state involvement within 6 mos. (graphed)
8. Not Met - State involvement within 6 mos. (percent of total)
9. Entered foster care
10. In-home services (no foster care)
	* 1. In-home services (no foster care)
11. In-home Intact only involvement (***Not in Case Counts report)***
	1. Met - No further state involvement within 6 mos. (graphed)
	2. Not Met - State involvement within 6 mos.
		1. Entered foster care
		2. In-home services (no foster care)
12. Both In-home Intact and Foster Care involvement (***Not in Case Counts report)***
13. Met - No further state involvement within 6 mos. (graphed)
14. Not Met - State involvement within 6 mos. (percent of total)
15. Entered foster care
16. In-home services (no foster care)

Note - This measure follows a cohort of children six months after they exit “State Involvement” by their type of state involvement. This cohort is reported in the month in which this cohort’s 6 month observation period ended after exiting state involvement. This is called an entry cohort type of measure because they are entering permanency status and tracks the need for further state involvement at the end of a 6 month observation period. The report will also show the entry cohort month (month they exited State Involvement) in the report table. The following crosstab and filter variables will enable the user to isolate the following specific groups:

* Involvement Start Type – mutually exclusive categories of
	+ In-home Intact
	+ Foster Care
* Involvement Exit Type – mutually exclusive categories:
	+ In-home Intact
	+ Foster Care

## Permanency maintained during In-home Intact (of those exiting In-home Intact status)

Operational definition - Percent of children exiting State Involvement in In-home Intact status who were maintained with their family (thus not entering foster care).

* Numerator – (of those in denominator) Children not placed in foster care (Maintained in family) (***See Sub-group I in Table 2)***.
* Denominator – Children exiting In-home status during the report period (***See Sub-group H in Table 2)***.

Unit of Analysis – Child (Oregon, Franklin County, New Hampshire and Iowa); Family (Missouri)

Data Table – the data table will provide the following detail:

1. Total – Exiting In-home Intact Status ***(Sub-group H in Table 2)***
	1. Met – Did not enter foster care (***See Sub-group I in Table 2)***. (graphed)
	2. Not Met – Entered Foster Care (***See Sub-group B in Table 2)***.
2. Children safe from maltreatment following state involvement (of those exited State Involvement 6 months ago)

Operational Definition – Percent of children exiting State Involvement 6 months ago who did not have a substantiated or indicated CPS report in the 6 month observation period following their exit from State Involvement.

* Numerator – (of those in denominator) Children that did not have a substantiated or indicated CPS report for 6 months following state involvement exit by the status type at exit.
* Denominator – Children exiting State Involvement 6 months ago prior to the end of the report period (***See Sub-group M in Table 2)***.

Note - This measure is structured the same as the “Maintained with family without state involvement above”. As stated earlier, this measure follows a cohort of children six months after they exit “State Involvement” by their status type (Foster Care or In-home Intact) at exit. This cohort is reported in the month in which this cohort reached 6 months from exiting state involvement. Paradoxically, this is called an entry cohort type of measure because they are entering permanency status. The report looks at child safety during the 6 month observation period only after the observation period ends. The report table will show the month of entry into the permanency status (upon exit).

Unit of Analysis – Child

Data Table – the data table will provide the following detail:

1. Total exited state involvement Total 6 mos ago
	1. Met - No Substantiated CPS report within 6 mos.
	2. Not Met - Substantiated CPS report within 6 mos.
2. Foster Care only involvement
3. Met - No Substantiated CPS report within 6 mos. (graphed)
4. Not Met - Substantiated CPS report within 6 mos.
5. In-home Intact only involvement
6. Met - No Substantiated CPS report within 6 mos. (graphed)
7. Not Met - Substantiated CPS report within 6 mos.
8. Both In-home Intact and Foster Care involvement
9. Met - No Substantiated CPS report within 6 mos. (graphed)
10. Not Met - Substantiated CPS report within 6 mos.

The following crosstab and filter variables enable the user to isolate the following specific groups:

* Involvement Start Type – mutually exclusive categories of
	+ In-home Intact
	+ Foster Care
* Involvement Exit Type – mutually exclusive categories:
	+ In-home Intact
	+ Foster Care
1. Children are safe during In-home Intact services (of those in-home during each month)

Operational definition – Percent of children receiving with a substantiated or indicated report of maltreatment during In-home Intact status each month.

Unit of Analysis – Child In-home Intact month

Data Table – the data table will provide the following detail:

1. Total – Children in In-home Intact status during report month ***(Sub-group K in Table 2)***
	1. Met (graphed stacked bar using i. and ii. below)
		1. Safe
		2. Pending report of abuse or neglect
	2. Not Met - Substantiated or Indicated Report finding in report month
2. Length of time in State Involvement by In-home Intact status (of those on last day of report period)

Operational Definition – Count/percent of children in In-home Intact status on the last day of the month by the length of time in status by whether they were In-Home Intact only or previously in foster care.

Unit of Analysis – Child (Oregon, Franklin County, New Hampshire and Iowa); Family (Missouri)

Data Table – the data table will provide the following detail:

1. State Involvement - Children in State Involvement episode on the last day of the month ***(Sub-group N in Table 2)***
	1. < 12 months
	2. 12-23 months
	3. 24-35 months
	4. 36 months or more
2. In-home Intact - Children in In-home Intact status on the last day of the month ***(Sub-group L in Table 2)***
	1. Under 3 months
	2. 3-5 months
	3. 6-11 months
	4. 12 months or more
3. Foster Care– Children in Foster Care status on the last day of the month ***(Sub-group O in Table 2)***
	1. < 12 months
	2. 12-23 months
	3. 24-35 months
	4. 36 months or more
4. Median length of time State Involvement (of those in open State Involvement on last day of month)

Operational Definition – Median number of months children in current (open) State Involvement case on the last day of the month by involvement type (for Option B) intact)

Unit of Analysis – Child (Oregon, Franklin County, New Hampshire and Iowa); Family (Missouri)

Data Table – the data table will provide the following detail:

1. Median Length of Total State Involvement ***(Sub-group N in Table 2)***(graphed)
2. Median Length of Foster Care only (graphed)
3. Median Length of In-home only (graphed)
4. Median Length of Both In-home Intact and Foster Care (graphed)

## Current Child Status by Entry Cohort

Operational Definition – Percent of children entering State Involvement per entry cohort month by current child case status.

Unit of Analysis – Child except Missouri

Data Table – the data table will provide the following detail:

1. Entering State Involvement in month (entry cohort) ***(Sub-group P in Table 2)***
2. Exited State Involvement (instance) - % graphed in 100% stacked bar
3. Current Foster Care case - % graphed in 100% stacked bar (graphed)
4. Current In-home Intact case - % graphed in 100% stacked bar (graphed)

**NOTE:** This report is based on the ROM Countdown report and shows status of each State Involvement instance as of the data shown in Data Current Through. Each column in the report and bar on the chart will represent a monthly entry cohort and will be labeled by the month they entered state involvement.

## Required Visits completed for children with State Involvement (of those in State Involvement the entire month)

Operational Definition – Percent of children with State Involvement each entire month under care who received caseworker visits as required by agency guidelines

Unit of Analysis – Child

Data Table – the data table will provide the following detail:

* Total – children State Involved the entire month
	+ Met – required visits made
	+ Not Met – required visits not made
* Foster care – children in foster care the entire month
	+ Met –required caseworker visit(s) made
	+ Not Met – no caseworker visit
* In-home Intact – children in In-home Intact status either the entire month or in both In-home Intact status AND foster care during the entire month
	+ Met – required visits made
	+ Not Met – required visits not made

**NOTE:** The intent of this report is to show the meeting of required caseworker child visits throughout the time they are being served by the agency (State Involvement). We have kept the federal foster care requirement so the report can provide all child visits (regardless of status) on the same report. Contact requirements are different from state to state with more than one visit required during a month depending on certain factors such as risk assessment scores. This report retains the in care for the entire month standard but, we are extending the idea of being in care to that of being in the State Involvement population for the entire month. Those children in State Involvement for the entire month but only in Foster Care for part of the month will be reported under In-home Intact status. These are the transition months as discussed in our meeting.

## Adult contacts completed with State Involved children (of those State Involved entire month)

Operational Definition – Percent of State Involved adults (see unit of analysis) each entire month under care who received caseworker visits as required by agency guidelines

Unit of Analysis – Adult/Person (Oregon, Franklin County, New Hampshire); Case/Family (Missouri), Child (Iowa) [Note that met outcome for child is) 1 adult but not all, or b) all

Data Table – the data table will provide the following detail:

* Total – each parent with children State Involved the entire month
	+ Met – required visits made
	+ Not Met – required visits not made
* Foster care – each parent with a child in foster care the entire month
	+ Met –required caseworker visit(s) made
	+ Not Met – no caseworker visit
* In-home Intact – each adult with child involved in In-home Intact status the entire month or with State Involved children the entire month that were in both Foster Care and In-Home Intact status during the month
	+ Met – required visits made
	+ Not Met – required visits not made

# Variables for Drilldown/Crosstabs/Filters

A list of variables was developed out of the workgroup discussions and feedback. While all of these variables are not needed or available in all sites, the list below were seen as useful as drilldowns, crosstabs, and filters. The following list is in addition to variables that are already in ROM such as child demographics, time in foster care, last CPS report, etc. It was recognized that these additional variables were largely specific to state policies and subject to availability in the states data systems. Specific variables will be discussed with each ROM site and developed accordingly.

1. \* Reason for service
2. Length of time In-home Intact most recent episode
3. Length of State Involvement
4. Total length of episode
	1. Length of time case open – intact
5. \* End reasons
	1. Maintained in family, living with other parent; child placed in foster care
	2. Close reason list
	3. Services no longer needed, IC Adoption Finalized, Legal Emancipation, Reopened Existing Case, IC Custody Returned to Parents (w/concur), Client's Request, Moved out of state, Client's failure to cooperate, etc (31 close reasons)
6. \* Legal status
	1. court ordered, voluntary
	2. Custody, detention administrative furlough, admin release to parole, guardianship, etc.
	3. court involvement
7. \* Type of in-home service (types) – mutually exclusive
	1. FSRP and Safety Service
8. \* Case type
	1. Neglect, Abuse, Guardianship, CHIN, Delinquency; adoption, before court-B, administrative cases, etc.)
9. \* SDM risk level
10. \* Intact living arrangement type (example, relative, kinship)
11. \* Number of screened in CPS reports
12. \* Number in-home service episodes
13. \* Number of foster care episodes
14. \* Number of State Involvement episodes
15. \* Number of required visits each month
16. Number visits held during month on report – not drilldown

**Family Based**

1. Number of children in family case (total children in case that are part of the case).
2. \* Family structure
3. Age range of children being served in family
4. \* Parent educational level of each parent
5. \* Parent employment status of each parent
6. \* Case name – primary parent

Highlight means this variable changes

\* Data field the ROM site would need to provide (otherwise is a calculated value)

# ROM Base Working Table Changes

To provide the reports defined above, changes are needed in the ROM Base Working Table. Rather than create an entirely separate set of tables, data for the In-Home population will be integrated with existing ROM working tables to the degree possible. ROM sites that do not wish to integrate the in-home population (keep the status quo) may do so with no changes. Below is In this section, we will provide a new table Schema and provide more information about the fields and values that will be needed. Additional specifications including validation rules will be developed upon the finalization of each ROM site’s set of reports.

Existing ROM BWT being modified:

* Table 5: Child\_Info changed to Person\_Info
* Table 3: Child\_Caseworker\_Visits is changed to Visits
* Table 1: Child\_ Episode values changes

Additional tables:

* Table: Person Values
* Table: Family Info
* Table: Person In Family
* Table: Intact Level

## New Tables Schema

The following is table schema is provided as an overview. More descriptive information about what these changes entail is provided below. 

## Revisions to existing tables

**Table 5: Child\_Info changed to Person\_Info**

The current Table 5: Child\_Info table in the ROM Base Working Tables (BWT) will be renamed to Person Info as it will contain records for children and parents. Column Child\_ID will be renamed to Person\_ID. Existing sites not incorporating in-home reports at this time will continue to use Child Info table without revisions.

**Table 3: Child\_Caseworker\_Visits is changed to Visits**

This existing Child\_Caseworker\_Visits table will be expanded to include visits to other persons in the family or to the family unit. Column Child\_ID will be renamed to Person\_ID. Visit Type values will be expanded to indicate the type of visit appropriate for Person or Family. Existing sites not incorporating in-home reports at this time will continue to use Caseworker Visits without revisions.

**Table 1: Child\_ Episode values changes**

This existing table will be expanded to include both In-home Intact and Foster Care service episodes. One row will be included for each child’s In-home Intact episode(s) and each child’s Foster Care removal episode(s). Service episodes belonging to the same period of overall State Involvement will all have the same State Involvement Start Date and State Involvement End Date. Existing columns will be renamed to better reflect their content. New columns will be added. Data columns may be provided in other BWT. Changes are as follows :

Columns will be renamed:

* Child\_ID will be renamed to Person\_ID for consistency.
* Removal\_Date will be renamed to Episode Start Date. This date will be the Removal\_Date for a child’s removal episode and the services start date for In-Home Intact services.
* First Removal Date will be optional in the file. Validation will be modified so that this data element is only required for removal episodes.
* State Custody Start Date will be renamed to State Involvement Start Date. Multiple service episodes belonging to the same period of State Involvement will all have the same State Involvement Start Date
* State Custody End Date will no longer be used. Validations for State Custody End Date will be removed for sites using In-home Intact reports
* State Discharge Date will be renamed to State Involvement End Date. Multiple episodes belonging to the same State Involvement period will all have the same State Involvement End Date or State Involvement End Date will be NULL for open State Involvement.
* Federal Discharge Date will be renamed to Episode End Date. This date will be the Federal Discharge Date for a child’s removal Episode or the services end date for In-Home Intact services.
* Federal Discharge Reason Code will be renamed to Reason for Ending Episode Code.

New fields will be included in Table 1 for In-Home Intact Services

* Number of CPS Reports is the total number of CPS reports for this child. As BWT do not include all history of CPS reports, this total count can be provided in this BWT
* Number of Substantiated/Indicated CPS Reports is the total number of substantiated or indicated reports for this child. This count should be the same or less than the Number of CPS Reports for the child.
* Number of Prior Intact Episodes is the total number of prior In-home Intact status service episodes received by this child.

Columns will be relocated in other BWT

* Case\_ID will remain optional. Case\_ID will be used if valued in Table 1 unless Case\_ID is included in the new “Person in Family” table.
* Case Plan Goal will remain optional. Case Plan Goal will be used if valued in Table 1 unless Case Plan Goal is included in the new “Person Values” table. This provides the ability to track case plan goal for any point in time.

### Additional Tables

**Table: Person Values**

Table Person Values will be a table that a range of variables can be provided for those values that change over time. A number of these were provided above in the variables list (see those yellow highlighted). Examples include legal status, risk levels, or living situation. Case plan goals is another value that changes over time that we are including due to prior requests. A CORE set of Record Types will be defined. Sites may include additional Record Types for site-specific customizations.

Table **Person Values** will be used to reflect these values and the appropriate time periods. The following example shows ChildA’s case plan goal changing:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Record # | Child ID | Start Date | End Date | Record Type | Record Type Value |
| 1 | Child A | 1/1/2011 | 5/31/2011 | Case Plan Goal | Reunification  |
| 2 | Child A | 6/1/2011 | 12/31/2011 | Case Plan Goal | Adoption |

**Table: Family Info**

Family Info will include a set of information about each family. This includes a Family Reference ID which corresponds back to a State’s internal Family ID. This also includes other information for a family such as family name, address, and number of children in the family.

**Table: Person In Family**

Person In Family table associates the Person from the Person Info Table to a Family (or Families) in the Family Info Table. As this association can change over time, other information is included:

* Begin Date and End Date to reflect the time period of this association.
* Case\_ID indicates the State’s Case ID or Number when the child is associated with a family.
* Person Type describes the type of person, such as Mother, Father, or Child. A CORE set of Person Type values will be defined. Sites may include additional Person Type values for site-specific customizations

In some states, children may be associated with one and only one case at a single point in time. However, in other states, a child may be associated with both a mother’s case and a father’s case at the same time. This table will also support the situation of multi generational children/youth are state involved.

**Table: Intact Level**

Intact Level table is similar to other BWT Level Tables in tracking administrative levels assigned to a Child and a Case over time. A child may be associated with multiple cases at the same time and those cases may have different administrative levels. For example, a child’s parents are divorced and both families are receiving In-home Intact services. The child will be associated with Mother’s case who has Caseworker A and will also be associated with Father’s case who has Caseworker B.

# Timeline

The estimated timeline for completion of In-home reports is provided in Table 3 below. The timeline was longer than what was originally discussed. The size of the project grew substantially during the series of Workgroup meetings. The number of reports doubled and the complexity of many of the reports grew. This expansion was seen as providing valuable information and its impact on the timeline acceptable by Workgroup members. This timeline does not take into account the added complexity of generating reports based on a family unit of analysis. ROM staff will work with the states that need family level reports.

**Table 3 – Estimated Timeline**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tasks**  | **Responsible** | Dec-12 | Jan-13 | Feb-13 | Mar-13 | Apr-13 | May-13 | Jun-13 |
| **Report and data specifications** |  |   |   |   |   |   |   |   |
| Finalized the In-home Core reports  | KU & Site |   |   |   |   |   |   |   |
| Additional site specific variable type provided to KU | Site |   |   |   |   |   |   |   |
| Update BWT document  | KU |   |   |   |   |   |   |   |
| **Develop Report Code**  |  |   |   |   |   |   |   |   |
| Write Help definitions and incorporate into ROM  | KU |   |   |   |   |   |   |   |
| ROM Core routines  | KU |   |   |   |   |   |   |   |
| Make ROM application changes | KU |   |   |   |   |   |   |   |
| **Base Working Table - data extract** |  |   |   |   |   |   |   |   |
| Work with ROM sites on mapping specifications  | KU & Site |   |   |   |   |   |   |   |
| Develop data extract routines to populate BWT  | Site |   |   |   |   |   |   |   |
| Address validation concerns | KU & Site |   |   |   |   |   |   |   |
| Provide and maintain documentation  | KU |   |   |   |   |   |   |   |
| **Undertake user acceptance testing (UAT)** |  |   |   |   |   |   |   |   |
| Implement reports on ROM demo site for testing  | KU |   |   |   |   |   |   |   |
| Implement and maintain UAT site for KU hosted sites | KU |   |   |   |   |   |   |   |
| Distribute software updates for UAT | KU |   |   |   |   |   |   |   |
| Sites install software in UAT platform | Site |   |   |   |   |   |   |   |
| Undertake User Acceptance Testing  | Site |   |   |   |   |   |   |   |
| Troubleshoot and fix problems in data extract | Site |   |   |   |   |   |   |   |
| Troubleshoot and fix problems in Core and application | KU |   |   |   |   |   |   |   |
| Make site specific settings in admin utility  | Site |   |   |   |   |   |   |   |
| **Implement production**  |  |   |   |   |   |   |   |   |
| Implement for KU hosted sites | KU |   |   |   |   |   |   |   |
| Sites promote software and data extracts to production | Site |   |   |   |   |   |   |   |

# Future Development

It was recognized that this ROM release represents a substantial step forward in reporting the In-home Intact population and the flow to and from Foster Care.

Additional report ideas for future development of in-home reports included:

* Services utilization by service types
* Service intensity
* Visits – tracking compliance with more intricate visit requirements such as visit within 48 hours of placement
* Services cost
* Entry Cohort reports
* Following safety and further state involvement for 12 months

Additional development of ROM Reports was also stated. Priorities were noted for reports on racial disproportionality/disparity, and for providing additional options for displaying alternative administrative units. Also, it is clear that the group would like to focus increased efforts on the development of “entry cohort” type of reports.

# Next Steps

The report and data definitions provided in this document represent a major revision to ROM Reports for In-home Intact cases as well as the entire child and family involvement with the state of other responsible jurisdiction. Some of these changes may seem quite complex upon first review; however, some of this complexity is driven by the unique qualities of each jurisdictions child welfare system. We intend to develop a CORE system that is flexible enough to address the wide range of policies, practices, and data collection methodologies across multiple jurisdictions.

This project represents a significant addition to ROM Reports and will enable all current and future ROM reporting sites to have reports on their entire child welfare service population. Many thanks go out to the work of the workgroup members listed above.

**This document was prepared by:**

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1. The letters under the column Sub-group reference are referenced in the operational definitions below. [↑](#footnote-ref-1)