



CHILD PROTECTION
OMBUDSMAN
of COLORADO

Office of the Child Protection Ombudsman

Fiscal Year 2017-2018
Annual Performance Report

October 27, 2017

Stephanie Villafuerte
Child Protection Ombudsman

Strategic Policy Initiatives

A total of three strategic policy initiatives, five strategies and 14 critical processes were outlined in the CPO's Fiscal Year 2017-2018 Performance Plan.

The CPO received at least 577 contacts during Fiscal Year 2016-2017. While the high demand for one-on-one services continues, so does the necessity for the CPO to tackle complex, systemic issues facing the child protection system. During Fiscal Year 2016-2017, the CPO opened cases involving statewide issues affecting the child protection system. These investigations are the first of their kind and require significant staff time to complete. To date, staff have dedicated hundreds of hours, contacted dozens of agencies and reviewed thousands of pages of documents in these ongoing cases. The findings and recommendations that will be made in these cases have the potential to greatly improve the delivery of services to multiple families by multiple agencies. As a result, the strategic policy initiatives outlined in the [Fiscal Year 2017-2018 Performance Plan](#) are designed to position the CPO in a place where it has the necessary resources and practices to handle large systemic cases while maintaining a high quality of service for citizens seeking one-on-one assistance.

1	STRATEGIC POLICY INITIATIVE: Improve communication methods and increase outreach campaigns to better educate and engage citizens and stakeholders on issues facing the child protection system.
STRATEGY ONE: Create more consistent, timely and informative methods of communicating the CPO's work to citizens and stakeholders.	
Critical Process – Produce and release quarterly reports.	
Key Metrics During Fiscal Year 2017-2018: <ul style="list-style-type: none">• Produce and release two CPO Quarterly Reports. (First report to be released in April 2018.)• Re-tool report formats as necessary.	
Quarter One: The CPO has started building a template for its quarterly reports and a distribution list. The CPO will draft its first quarterly report in February 2018.	
Critical Process – Complete investigation reports and investigative briefings using standardized templates and post finalized documents to the website in a timely fashion.	
Key Metrics During Fiscal Year 2017-2018: <ul style="list-style-type: none">• 100 percent of the CPO's reports and briefings will be produced using a standardized template.• 80 percent of CPO reports will be posted to the website within 72 business hours of finalization.• 100 percent of CPO briefings will be posted to the website within 48 business hours of finalization.• Assess any needed changes to report formats and public release practices.	
Quarter One: The CPO finalized the standardized templates for its investigative briefings and investigation reports. Since July 1, 2017, the CPO has released one investigative report and one investigative briefing using these templates. (Those documents may be found on the CPO's website.)	
Critical Process – Develop and maintain a Dashboard page on the CPO's website that provides citizens and stakeholders access to CPO data.	
Key Metrics During Fiscal Year 2017-2018: <ul style="list-style-type: none">• Launch Dashboard. (Launch expected in July 2017.)• Assess improvements and needs of the Dashboard page.• Update data in Dashboard during the first week of every month.	

Quarter One: In September 2017, the CPO finalized the program in its case management system that provides the necessary information for the CPO’s Dashboard page. Currently, the CPO is working on implementing an intuitive and informative webpage that will allow citizens to utilize this data. Delays in completing the data report account for the delay in launching the CPO Dashboard page.

Critical Process – Ensure transparency regarding the CPO’s ongoing work by consistently updating and posting public notifications of pending investigations, investigative briefings and legislative updates.

Key Metrics During Fiscal Year 2017-2018:

- Update the list of public notifications on the Pending Cases page of the CPO’s website bi-weekly.
- 70 percent of investigative briefings will be completed and posted to the Investigative Briefings page of the CPO’s website within the 60-day deadline set in the CPO’s *Case Practices and Operating Procedures*.
- Update the CPO’s bill tracker every Monday during legislative session.

Quarter One: Currently, the CPO is updating its Pending Cases page on a bi-weekly basis. This practice has been in place since July 1, 2017. The CPO also completed and posted its first investigative briefing in September 2017. This investigative briefing was posted within the CPO’s 60-day deadline.

Critical Process – Improve communication with legislators concerning issues the CPO has identified and provide consistent and timely communication of CPO findings and recommendations.

Key Metrics During Fiscal Year 2017-2018:

- Create policy for consistently sharing information with legislators, including an email listserv.
- Create listserv that includes all legislators.
- Provided informational reports and investigation reports directly to legislators.
- Provide information about the ongoing work the CPO is doing and how to access that information on the website.

Quarter One: In addition to improving and increasing the information available to legislators on its website, the CPO has started drafting a strategic communication policy for the upcoming legislative session. This policy includes all the Key Metrics created for this critical process, and additional communication strategies.

STRATEGY TWO: Expand outreach efforts and improve campaigns to better engage and serve communities less familiar with CPO services.

Critical Process – Increase engagement with foster and adoptive parents, kinship providers, children and juveniles, mandatory reporters and the child protection legal community through education and outreach campaigns.

Key Metrics During Fiscal Year 2017-2018:

- Identify organizations and agencies/providers – which the CPO has not previously partnered with – that serve the five identified communities.
- Distribute CPO literature to all agencies/providers and organizations identified.
- Develop a strategic plan to connect with identified organizations and agencies/providers. Schedule speaking and informational meetings.
- Complete outreach campaigns with four of the organizations and agencies/providers.

Quarter One: CPO staff is currently completing a list of organizations and agencies/providers within these communities to determine which engagement opportunities would be most impactful. During Quarter One, the CPO scheduled educational meetings with representatives from the child protection legal community and the Division of Youth Services.

Critical Process – Increase engagement with agencies/providers and organizations in rural communities through education and outreach campaigns.

Key Metrics During Fiscal Year 2017-2018:

- Distribute CPO literature to all child welfare departments and judicial districts in the state.
- Complete two outreach campaigns in different rural judicial districts. During those campaigns engage with entities such as, child welfare departments, court improvement programs, school districts, regional hospitals and law enforcement.
- Create listserv of all rural agencies/providers and organizations.

Quarter One: During Quarter One, the Ombudsman traveled to southwest Colorado to visit with directors of seven county human services departments. The CPO is currently in the process of revamping its literature to provide to all county human service departments.

Critical Process – Expand services to the Spanish-speaking community through increased outreach and improved accessibility.

Key Metrics During Fiscal Year 2017-2018:

- Distribute Spanish literature to all county child welfare departments and all judicial districts.
- Create the capability to view a Spanish version of the CPO website.

Quarter One: The CPO has translated text featured in its literature and is working to create brochures in Spanish. Once completed, the Spanish brochures will be distributed to all county human service departments as well as other agencies and organizations.

2

STRATEGIC POLICY INITIATIVE: Implement practices that ensure the CPO manages its caseload efficiently and effectively, allotting staff the necessary time and resources to investigate systemic concerns.

STRATEGY ONE: Implement practices and procedures that will decrease the amount of time investigations are open and conversely increase the amount of time CPO staff dedicate to systemic issues affecting the child protections system.

Critical Process – Streamline the process for identifying inquiries that result in systems navigation or a resource referral and close such inquiries in a timely manner.

Key Metrics During Fiscal Year 2017-2018:

- 90 percent of inquiries resulting in systems navigation or a resource referral will be closed within 10 business days of receiving the inquiry.

Quarter One: During Quarter One, the CPO started the process of hiring a part-time child protection systems analyst. This position is intended to ensure all child protection systems analysts and the deputy ombudsman have caseloads that are manageable, and staff are able to effectively and efficiently close inquiries that result in a systems navigation or a resource referral.

Critical Process – Meet deadlines for completing investigations, as stated in the CPO's *Case Practices and Operating Procedures*.

Key Metrics During Fiscal Year 2017-2018:

- 80 percent of CPO investigations will be closed within the 60-business day deadline. (This figure does not include investigations in which investigative briefings are completed.)

Quarter One: The CPO has implemented a tracking system for all investigation reports. Using this new system, CPO staff may track when a case is being researched, when the report is being drafted and edited and deadlines for the report's completion and release dates.

Critical Process – Utilize data to identify trends in the child protection system to launch investigations sooner.

Key Metrics During Fiscal Year 2017-2018:

- Create and implement a policy that requires CPO staff – on a reoccurring and scheduled basis – to analyze data and individual caseloads to identify trends or issues that need to be investigated.

Quarter One: CPO staff have implemented weekly case staffing meetings. Every week, child protection systems analysts present their new cases to the Ombudsman. During those meetings, the CPO staff will note and discuss any reoccurring trends or issues that warrant further study or investigation.

3

STRATEGIC POLICY INITIATIVE: Increase the expertise and resources needed to investigate and research systemic issues within the child protection system.

STRATEGY ONE: Expand expertise and resources to ensure the CPO is fulfilling its mandated charge of investigating systemic issues and driving reform across the child protection system.

Critical Process – Analyze whether systemic issues warrant additional staff and expertise.

Key Metrics During Fiscal Year 2017-2018:

- Hire new child protection systems analyst.
- Redistribute caseloads and reassess best approaches to systemic investigations and research.

Quarter One: During Quarter One, the CPO started the process of hiring a part-time child protection systems analyst.

Critical Process – Use expertise of staff to complete outreach in relevant areas.

Key Metrics During Fiscal Year 2017-2018:

- Child protection system analyst with expertise in the NYC will aid in outreach efforts and identifying systemic issues within this area.

Quarter One: Child Protection Systems Analyst, Caroline Parker, joined the CPO staff full-time on August 1, 2017. Since that date, Ms. Parker has focused her efforts on studying the Division of Youth Services (DYS), completing outreach and researching potential systemic issues. During Quarter One, Ms. Parker held or scheduled half a dozen outreach meetings with representatives of organizations and agencies/providers within this area.

STRATEGY TWO: Improve how the CPO tracks and analyzes its recommendations to agencies/providers.

Critical Process – Design and implement system to track status of CPO recommendations.

Key Metrics During Fiscal Year 2017-2018:

- Create and implement a policy that allows the CPO to track recommendations and determine whether they have been implemented.

Quarter One: Beginning July 1, 2017, the CPO began assigning each recommendation it issues a unique identification number. Each recommendation is also posted to the CPO's website. The CPO will continue monitoring these systems and adjust as necessary. During Quarter Two, the CPO will reach out to agencies/providers for input on efficient methods for tracking recommendations and proper ways of releasing those results. The CPO will also create an internal system that will allow CPO staff to log and track recommendations.