

## Completing the Child Protection Circle, Citizen Review Panels: The *Modis Operandi* Sample Citizen Review Panel Program Inventory

<b>In Place</b>	<b>CRP Composition Components</b>	<b>Needed</b>	<b>Would Like</b>
	<p>In this column, list the program components.</p> <p><b>Federal CRP Operational Requirements</b></p> <ul style="list-style-type: none"> <li>• include at least three panels;</li> <li>• be in operation by July 1999;</li> <li>• meet at least every three months;</li> <li>• examine policies and procedures and, where appropriate, specific cases of both state and local agencies;</li> <li>• maintain confidentiality; and</li> <li>• prepare an annual report.</li> </ul> <ul style="list-style-type: none"> <li>• <b>each panel must</b> evaluate the extent to which the State is fulfilling its child protection responsibilities in accordance with its CAPTA State plan by: (1) examining the policies and procedures of State and local agencies, and (2) reviewing specific cases, where appropriate.</li> <li>• each citizen review panel to examine practices (in addition to policies and procedures) of State and local agencies to evaluate the extent to which the agencies are effectively discharging their child protection responsibilities</li> <li>• each panel to make recommendations to the State and public on improving the child protection services system at the State and local levels.</li> <li>• each panel to provide for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community</li> </ul>	<p>In this column list program components not in place but that are needed for the citizen review panels' operation. Also include things needed to put program components into place.</p> <ul style="list-style-type: none"> <li>• need a process to provide for public outreach and comment to assess the impact of child protection system procedures and practices</li> </ul>	<p>In this column, list things you wish you had, but do not necessarily need to operate the citizen review panels. This is your "wish list".</p> <p style="text-align: center;">required items are not an option.</p>
<p><b><u>In Place</u></b></p>	<p><b>Federal Permissive Rather Than Mandatory</b></p> <ul style="list-style-type: none"> <li>• a panel <b>may</b> review other criteria that it considers important to ensure the protection of children, including the extent to which the State CPS system is coordinated with the title IV-E foster care and adoption assistance programs of the Social Security Act, and the child fatalities in the State.</li> </ul> <p><b><u>CRP Management Components</u></b></p>	<p style="text-align: center;"><b><u>Needed</u></b></p> <ul style="list-style-type: none"> <li>• volunteer panel member time records</li> </ul>	<ul style="list-style-type: none"> <li>• procedure put in place for Citizen Review Panels to review the findings and recommendations of the Mortality Review Committee</li> </ul> <p style="text-align: center;"><b><u>Would Like</u></b></p>

<p><b>In Place</b></p> <hr/>	<p><b>Citizen Review Panel Structure, Administration and Logistics</b></p> <ul style="list-style-type: none"> <li>• membership records</li> <li>• other record keeping</li> <li>• communications (internal)</li> <li>• document preparation and dissemination</li> <li>• financial support</li> <li>• travel</li> <li>• training</li> <li>• printing</li> </ul> <p><b>Citizen Review Panel Structure and Coordination</b></p> <ul style="list-style-type: none"> <li>• internal to each panel</li> <li>• among panels</li> <li>• between panels and DSS</li> <li>• between panels and other child protection partners</li> <li>• meeting locations, dates, times</li> <li>• dissemination of agendas, minutes, information</li> </ul> <p><b>The Goals and Objectives of the Panels</b></p> <ul style="list-style-type: none"> <li>• purpose of panel</li> <li>• goals</li> <li>• mission statement</li> <li>• objectives</li> <li>• Operating Procedures or bylaws</li> </ul> <p><b>Panel Operating Procedures or Bylaws</b></p> <ul style="list-style-type: none"> <li>• composition of panel</li> <li>• terms of service</li> <li>• meetings</li> <li>• voting</li> <li>• access to information</li> <li>• confidentiality</li> </ul> <p><b>Recruiting and Supporting Panel Members</b></p> <ul style="list-style-type: none"> <li>• recruitment <ul style="list-style-type: none"> <li>materials</li> <li>methods</li> <li>screening</li> <li>application process and forms</li> <li>interview process and forms</li> <li>references forms</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• quarterly newsletter</li> </ul> <ul style="list-style-type: none"> <li>• mission statement</li> </ul> <ul style="list-style-type: none"> <li>• [panel member] selection criteria</li> </ul> <ul style="list-style-type: none"> <li>• recruitment plan and schedule</li> <li>• local news release resource list</li> <li>• release of information forms for records checks</li> <li>• criminal and child abuse records checks</li> </ul>	
	<p><b>CRP Management Components</b></p> <hr/> <p><b>Panel Member Orientation and Training</b></p> <ul style="list-style-type: none"> <li>• curriculum</li> <li>• materials and manual</li> <li>• schedule/timing</li> </ul>	<p><b>Needed</b></p> <hr/> <ul style="list-style-type: none"> <li>• update training manual</li> </ul>	<p><b>Would Like</b></p> <hr/> <ul style="list-style-type: none"> <li>• develop new flyers and brochures for recruitment</li> </ul>



<p><b><u>In Place</u></b></p>	<p>case review process and tools CFSR input PIP input and monitoring</p> <ul style="list-style-type: none"> <li>• identification of information resources</li> <li>• interpretation of information</li> <li>• research design</li> <li>• data gathering</li> <li>• evaluation</li> <li>• information design</li> <li>• standards of comparison</li> <li>• annual report</li> </ul> <p>Are the panels making recommendations in the annual reports? If so, what happens to them? Who gets a copy of the recommendations? How are they reviewed? What action is taken, if any? What follow up is communicated to the panels ?</p>	<ul style="list-style-type: none"> <li>• standard annual report format</li> </ul>	
<p><b><u>In Place</u></b></p>	<p><b><u>CRP Evaluation Components</u></b></p> <p><b>Evaluation of the Panel's Impact</b></p> <ul style="list-style-type: none"> <li>• What are panel's desired outcomes? impact on improving the CPS impact on children and families satisfaction of families and children satisfaction of panel members satisfaction of workers</li> <li>• How are the outcomes measured? statistical data analysis/comparisons focus group survey/questionnaire</li> <li>• How are the outcomes reported?</li> </ul>	<p><b><u>Needed</u></b></p> <ul style="list-style-type: none"> <li>• define the outcomes of the CRP</li> <li>• design and conduct survey for satisfaction level of panel members</li> </ul>	<p><b><u>Would Like</u></b></p> <ul style="list-style-type: none"> <li>• contract with organization to provide an independent</li> </ul>

provide an independent  
evaluation of the impact of the  
citizen review panels

**Other CRP Program Components**

**Needed**

**Would Like**

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