CASE STUDY: RECRUITMENT PLAN FOR COORDINATING CHILD WELFARE AND COURT SERVICES

VISION:
Children and families receive the effective, timely, coordinated inter-agency services that facilitate positive outcomes.

MISSION:
The Standing Committee serves in an advisory capacity to the Office of Child and Family Services and District 8 Courts providing oversight to the interagency Memorandum of Understanding.

CHARGE: The Standing Committee will conduct the following activities:

- Meet at least quarterly; more often if needed
- Review the terms and operations of the MOU; recommend updates as needed
- Monitor measures of success on an on-going basis; report to Agency and Court management
- Develop semi-annual plan for joint training and cross-training
- Provide policy input as requested from OCFS and the Courts
- Make recommendations for operational improvements
- Keep the Community informed
MEMBERSHIP:

- The Committee is co-chaired by an OCFS Supervisor and a representative from the Court Administrator’s Office
- Additional Members from OCFS (2 caseworkers)
- Additional Members from the Courts (2)
- Youth involved in services from both Agencies
- Family involved in services from both Agencies
- Attorney
- Local Law Enforcement
- DOC Juvenile Services (2)
- Local Community Based Organizations (2)

RESPONSIBILITIES OF MEMBERS:

- Attend meetings or appoint designee
- Represent the interests of your group (not strictly your personal interests)
- Make presentations to advocacy groups and others on the work of the Committee; be prepared to receive opposition opinions and bring them back to the Committee
- Review draft reports; provide input and comments
- Annually devote approximately 16 hours to Committee Meetings (half day meetings each quarter); 16 hours to reading, reviewing, commenting on committee reports and proceedings; 3 hours in presentations on behalf of the Committee

WHAT WE’RE LOOKING FOR IN MEMBERS (only first bullet is required of youth and family members):

- Experience with the two systems (child welfare and courts)
- Demonstrated interest in collaboration
- Ability to communicate, including presentations to Community Groups
- Excellent listening skills
- Recommendations from two individuals from the community you are representing (using very brief recommendation form)
**HOW WILL WE GET THE WORD OUT?**

<table>
<thead>
<tr>
<th>Recruitment Strategy</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create a colorful, attractive flier that can be posted and emailed to agencies, CBO’s, advocacy groups, etc. Be clear about time expectations and responsibilities; entice with appointment by the Commissioner</td>
<td>Curtis and Juanita will draft and send to all; all will disseminate</td>
<td>1 week</td>
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<tr>
<td>2. Make personal contact with 13 people identified as local networkers</td>
<td>Jill, Robyn, Robert, James, Melissa will make the calls</td>
<td>2 weeks</td>
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<tr>
<td>3. Each work group member will make at least one presentation to others in their office, agency, or network. Start a “word of mouth” campaign</td>
<td>All</td>
<td>2 weeks</td>
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<tr>
<td>4. Write and disseminate “blurb” for inclusion in agency newsletters, etc.</td>
<td>Curtis and Juanita – from flier</td>
<td>2 weeks</td>
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<tr>
<td>5. Keep stats as names come in; identify groups that are missing and update plan to more effectively reach target audiences.</td>
<td>Robyn will accept and track nominations; Jill and Robyn will do targeted recruitment as needed</td>
<td>Throughout 6 week recruitment plan</td>
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**HOW WILL WE OVERCOME BARRIERS TO RECRUITMENT?**

<table>
<thead>
<tr>
<th>Barrier</th>
<th>Plan</th>
<th>Who?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do we identify parents and children? Hard to reach; addresses change frequently</td>
<td>Robyn will work with Agency management on a targeted recruitment plan</td>
<td>Robyn</td>
</tr>
<tr>
<td>How do we pay travel costs for families, children?</td>
<td>Ask OCFS for small amount of funding or arrange for car-pooling</td>
<td>Robyn</td>
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<td>Everyone is so busy; how will busy people find time to participate?</td>
<td>Investigate the use of teleconferencing, Skype, webinars, etc to eliminate travel time</td>
<td>Jill will talk to state IT staff</td>
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</tbody>
</table>

**NEXT STEPS:**

- Get management approval to implement plan (1 week)
- Launch plan as soon as fliers and blurbs are ready (2 weeks)
- Recruitment period: February 15 – March 31
- Selection Meeting: April 7
- Draft letter from Commissioner to appoint membership: April 7