

Initial Assessments Run Chart Guide:

Percent of I.A.s completed within the month where the NCP was identified, documented, and/or contacted, of families that may have a NCP.

Instructions:

The 2023 PDSA Collaborative seeks to understand the extent to which non-custodial parents (NCP)s are identified, located, contacted, and engaged at different points in CPS and YJ. As the information we seek to track is not housed within eWiSACWIS, we are asking all PDSA Collaborative members who have assignment to families in Initial Assessment to track information related to NCPs in the **Initial Assessment Run Chart_2023 PDSA Collaborative Spreadsheet**. As Initial Assessment often spans over a month, families in Initial Assessment will be counted in the month that the Initial Assessment **is completed**.

This document provides definitions regarding the information to gather and examples of what the dataset looks like when filled out. Your data and the data from other agencies will be gathered by WCWPDS and compiled into a run chart to provide insight on this measure over the months of the PDSA Collaborative. An example of a completed run chart is available on page 4 as well.

Definitions:

- **Non-custodial parent(s)** are defined as a parent who does not have placement of, live in the home with, or have legal physical custody of their child(ren)/youth. When a family may have multiple non-custodial parents, please consider any of the non-custodial parents when assessing the measures below.
- **Justifiable Reasons** to not seek out the NCP are defined in Standards and include a history of domestic violence and child safety.
- **NCP Contact** is when the worker/agency has directly communicated with the NCP (e.g., letter, phone, email, visit) and the worker / agency has received a response that the NCP understands the information communicated about their child. (Unsuccessful contact attempts, including letters with no response, are not included in the definition.)

Data Collection Process

- 1) Each PDSA Collaborative Initial Assessment Professional will fill in the chart each month and track information for all primary IA assignments completed in that month.

Suggestion: For the first 1-2 months of the collaborative, fill in this information within a team meeting to allow staff to ask questions and ensure consistency in your data collection process.

- 2) The PDSA Team will upload all monthly spreadsheets to PDS Online by the 6th day of the following month. (For example, by November 6th, please upload data on your agency's IAs completed in October).

Suggestion: Past county participants have benefitted from soliciting input from additional direct practice professionals to increase sample size and get a better understanding of their county's practice. We recommend you try the process within your PDSA Team for the first month (September) and solicit additional staff data for October through February 2024.

- 3) For instances where the family may have more than one NCP, please report on the one NCP you had the most contact with.
- 4) WCWPDS will calculate figures each month and place the data within a run chart. This will be discussed with agencies.

Measure #1 Description: Percent of families in an IA completed this month where there was **documentation** of the NCP identity.

Numerator Statement: Number of families in an IA completed during the month where the IA professional documented the NCP's identity or that information was already documented.

Denominator Statement: Number of families in an IA completed during the month where the family may have a NCP.

Measure Period: Monthly measure – Consider any Initial Assessment completed during the month.

Measure #2.A Description: Percent of families in an IA completed this month where the IA professional **contacted** the NCP during the IA.

Numerator Statement: Number of families in an IA completed during the month where the IA professional contacted the NCP.

Denominator Statement: Number of families in an IA completed during the month where the family may have a NCP.

Measure Period: Monthly measure – Consider any Initial Assessment completed during the month.

Measure #2.B Description: Percent of families in an IA completed this month where the IA professional **did not contact** the NCP during the Initial Assessment, but there was a **documented justifiable reason** preventing contact.

Numerator Statement: Number of families in an IA completed during the month where the IA professional did not contact the NCP and there was a documented justifiable reason.

Denominator Statement: Number of families in an IA completed during the month where the family may have a NCP.

Measure Period: Monthly measure – Consider any Initial Assessment completed during the month.

Example of Filled in Data Sheet

May 2023 Completed Initial Assessments, County A		(IA Measures Denominator)	(IA Measure #1 Numerator)	(IA Measure #2.A Numerator)	(IA Measure #2.B Numerator)
Case ID	Worker Name	Does this family potentially have a NCP(s) ?	Did you (the IA professional) or a previous direct service staff person document the NCP identity in eWiSACWIS?	Did you (the IA professional) contact the NCP during the IA ?	If you (the IA professional) or a previous direct service staff person did not contact the NCP during the IA, is there a documented justifiable reason preventing contact?
1233455	Worker A	YES	YES	YES	N/A
1233456	Worker A	YES	YES	NO	NO
1233457	Worker A	YES	NO	NO	NO
1233458	Worker A	YES	NO	NO	NO
1233459	Worker A	YES	YES	NO	YES
1233460	Worker A	YES	YES	YES	N/A
1233461	Worker B	No	N/A	N/A	N/A
1233462	Worker B	No	N/A	N/A	N/A
1233463	Worker B	YES	YES	YES	N/A
1233464	Worker B	YES	YES	NO	YES
1233465	Worker B	YES	YES	YES	N/A
1233466	Worker B	YES	NO	NO	NO
TOTAL		10	7	4	2

IA Measure 1: March 2023 percent of applicable IAs having the NCP documented at Initial Assessment	7 documented NCP / 10 potential families with NCP	70%
IA Measure 2A: March 2023 percent of applicable IAs having the NCP contacted at Initial Assessment	4 contacted NCP / 10 potential families with NCP	40%
IA Measure 2B: March 2023 percent of applicable IAs NOT contacting the NCP due to a documented, justifiable reason.	2 not-contacted NCP due to documented justifiable reason / 10 potential families with NCP	20%

Example of a Run Chart Combining Data on this Measure, Over Time, Across Multiple Agencies

