Family and Youth Justice Programs
Transforming systems to promote thriving families and equitable court communities.

WASHINGTON COURTS

Drop Off Analysis Data Collection Toolkit

Building Strong Futures:

Increasing Capacity and Scale in Our Collaboartive Courts

About the Drop Off Toolkit:

This toolkit provides a step-by-step process to measure your Collaborative Court (CC) scale and capacity, improve identification, referral, and engagement pathways, and identify concrete action steps to ensure equitable access and increase the number of families served. Teams will gather pertinent child welfare, treatment, and court data to determine need and scale, identify barriers to entry, and pinpoint key challenges and needed resources for expansion.

> This toolkit is designed to autofill and autocalculate. For the best experience, complete the exercises digitally, then save and share/print the document if desired.

Decide as a team what time period you are collecting data for this analysis. Time period for data collection:

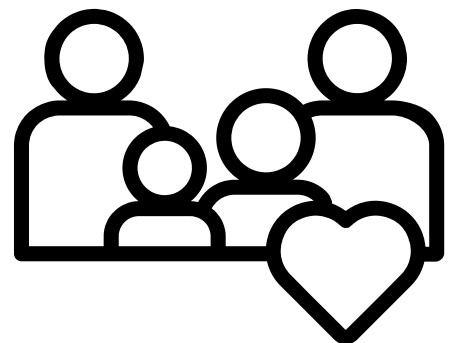Drop-Off Analyses are a team effort. Who is here for the data discussion:

Prior to conducting these exercises, customize the language to ensure it is relevant to your local community and agencies. For example, this document uses Collaborative Court - you may refer to your program by name like Early Childhood Court or Safe Babies Court, etc.

Table #1: Understanding Your Referral Pathway

ID	Step	Data	Considerations:
1	Calls/reports to the hotline		
2	Investigated Child Welfare Cases		
3	Opened and ongoing child welfare cases		
4	SU/SUD identified as a factor in the case OR the child in the case is 0-3		
5	Identified SU/ or child 0-3 AND a filed dependency court case		

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ID	Step	Data	Considerations:
6	Collaborative Court Eligible Cases		
7	Referred to a Collaborative Court		
8	Cases that did not enter a Collaborative Court • Parent Choice • Eligible but not admitted • Other		

ID	Step	Data	Considerations:
9	Entered a Collaborative Court		
10	Progressed beyond admission into the program		
11	Cases that did not complete the program: • Opted out (parent decision) • Terminated from program (program decision) • Not able to be located		

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Table #2: Identifying and Removing Barriers to Collaborative Court Access and Engagement

ID	Step	Notes:	Unknown/Missing Information:	Identified Barriers:	Next Steps:
1	Calls/reports to the hotline				
2	Investigated Child Welfare Cases				
3	Opened and ongoing child welfare cases				
4	Cases with SU/SUD or child 0-3 identified as a factor				
5	Identified SU or child 0-3 and a filed dependency court case				
6	Eligible for Collaborative Court				
7	Referred to Collaborative Court				
8	Did not enter CC ▪ Parent choice ▪ Eligible but not admitted ▪ Other				
9	Entered CC				

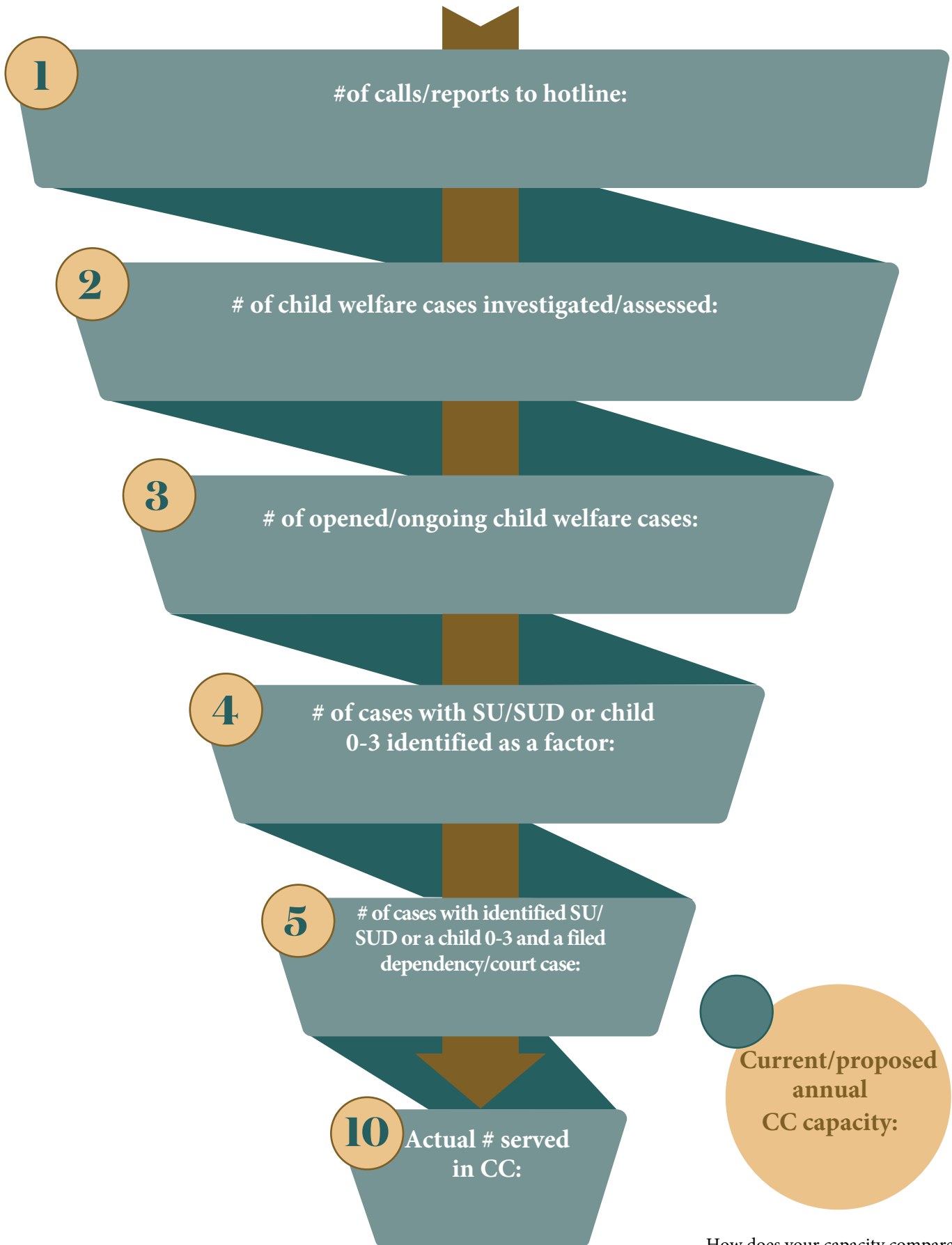| ID	Step	Notes:	Unknown/Missing Information:	Identified Barriers:	Next Steps:
10	Cases that progressed passed admission				
11	Cases that did *not* complete the program ■ Opted out (parent decision) ■ Terminated (program decision) ■ Not able to be located				

Discussion Questions:

■ Did you have the right partners at the table to accomplish this walkthrough?

■ Does the data in each step accurately reflect the findings from your walkthrough?

■ What was this experience like for each partner at the table?

■ Did you identify a lot of missing/unknown information? If so, what takeaways do you have from this?

■ What strengths in your identification and referral pathway were highlighted during this exercise?

■ What areas in your identification and referral pathway were identified as needing improvement?

■ Were you able to disaggregate data to determine where disproportionality and disparities exist? What were they?

Based on exercise 1, we determined: Our Collaborative Court rarely reaches its capacity, and we want to improve our system of referral, identification, and engagement to ensure we are serving more families in need. So, we will proceed to the next exercise!

Here is a simplified version of the data table that can be used for visuals when making a report. Just fill in the numbers and snip it!

1 #of calls/reports to hotline:

2 # of child welfare cases investigated/assessed:

3 # of opened/ongoing child welfare cases:

4 # of cases with SU/SUD or child 0-3 identified as a factor:

5 # of cases with identified SU/SUD or a child 0-3 and a filed dependency/court case:

10 Actual # served in CC:

Current/proposed annual CC capacity:

How does your capacity compare with the number of families served (#10)?