

## DCYF Data for Your Drop-Off: Steps 1-4 Script

### Slide 1:

Hello, this presentation will help you navigate DCYF's public facing dashboards in order to fill in your first 4 steps in your drop-off analysis.

### Slide 2:

To recap, there is a separate video that introduces the drop-off analysis and a video that discusses the different tools you can use to complete the drop-off.

### Slide 3:

For this video we are looking at steps 1-4 which explore the front end of the system. We are looking at what is happening to families when they first enter the system. How many calls come into the hotline in your county? How many are screened in and investigated? How many of those cases are opened or result in a finding? And how many of those that are opened have a substance use disorder component or a child 0-3?

This is all prior to a dependency being filed. So, these numbers don't come from court data. They come from DCYF data dashboards.

### Slide 4:

In the drop-off toolkit, remember we have a column with the step of our drop-off, a column that describes the data we are collecting, a place to enter in the data, and a column that has space for you to take notes on your data.

Page 2, specifically rows 1 through 4, is looking at data that covers the beginning of the child welfare journey – and while it may seem unnecessary to look at these numbers when you are concerned about enrollment or engagement in your program – understanding participants' journeys can be insightful when looking later at referral pathways.

Knowing how and when families come into the system, how they are investigated, and how needs are determined can influence their response to your program.

Understanding the number of children that come into the system in your county and their needs is part of understanding your target population.

Because this first part includes data that isn't necessarily collected by the coordinators of your program or the courts themselves – it would be beneficial to have someone from DCYF at your drop-off meetings. 1-4 are numbers that they may be familiar with, or know where to get the answers.

If that is not possible, DCYF also has a dashboard that can give you the numbers from previous years, but the numbers might not line up with your time frame. If you can't get specific numbers for your timeframe don't fret, try to be as close as possible.

### Slide 5:

The D.C.Y.F. dashboard's data is usually a year or two behind the current year. That is pretty typical for large datasets like this.

If your time frame does not line up because the current data isn't presented that is ok.

When looking at this screen we can see the overall trends and this can still give us some valuable data for our drop-off.

Here are some options 1. just take the number for the most recent year and make a note that this is the most recent available data or 2. take an average of a few of the latest years, or 3. Take an average of all the years available and use that number.

Slide 6:

The first tab on the dashboard is for CPS referents and is intakes by children. For step one in your drop-off, in the drop down at the top you want to select your county, then select under 18, and for want to see calls to the hotline or intakes, so keep the decision as all.

Slide 7:

When you put in your filters, you will see the chart change on the right. Here the intakes are divided by referent type, but we want the total. If you click the year and hover over it a little box appears. You can see that for this example statewide there were 136,804 intakes on children under 18. Whatever number appears here with your filters will go in your first box on your drop-off analysis, this is your step 1. Remember for this step, you can use the latest year or an average of the last several years.

Slide 8:

For step 2, to get the number of screened in or investigated cases, go back to the left side of the screen and select screen in.

Slide 9:

Again, click the year and hover over the year and you can see statewide 54,507 children were screened in. Record whatever number you see here with your filters for step 2.

Again, you can use the latest year, or you can get the numbers for each year and find the average.

Slide 10:

Step three is not on the dashboard. It may be a number you can get locally from the DCYF office, but if not, skip the number. In fact, if you are unable to get any number, don't let that stop you from continuing the process. Use that considerations box on the side, make a note that you can't get that number at this time, and keep going.

For step 4, the dashboard does include the number of children placed in out of home care where SUD was an indicator, but the dashboard only gives a percent, and we are looking for counts.

The DCYF dashboard also doesn't give the number of children placed in out of home care that are 0-3. So again, number 4 is a data point where help from a DCYF worker would be very beneficial – or you can look in the other places like the AOC dashboards or eye –dee-ter.

If you can't get that number, skip it and go to number 5.

Slide 11:

That is the end of the DCYF numbers for the drop-off analysis.

The next video talks about using other data sources to get the rest of the numbers including the eye-dee-ter.

Remember, this process should be completed as a team. Don't get overwhelmed by the numbers and the AOC is here to help if you get stuck