Enrollment Data Collection for the Drop-Off Analysis: Steps 5-9 Script

Slide 1:
This presentation focuses on the part of the drop-off analysis that is centered around enrollment which includes steps 5 – 9 in the toolkit.

Slide 2:
To recap, there are several videos on the website to help start a drop-off analysis in your county. They are listed on this slide.

Slide 3:
The last video looked at the front end of the child welfare system and this video is looking at the enrollment section of the drop-off. We want to know how many total dependency cases there are, how many are eligible for the programs, and how many are referred and enter the programs.

Slide 4:
For Step 5 of the data collection tool, we want to know how many dependency cases are filed with SUD as a reason for removal for family treatment courts OR how many dependency cases have a child between the ages of 0-3 for early childhood courts. For these numbers we are going to turn to the iDTR.

Slide 5:
The next few slides are about the iDTR and how to use it specifically for the drop-off, but I know this database is daunting and intimidating. Remember, the beauty of a video is the ability to pause and rewind, so take your time through this section.
The iDTR can be found in Judges' Resources on inside courts and we want to look at the Fact-Finding Excel file.
And go to the sheet at the bottom with DPP Filing

Slide 6:
For Early childhood courts, finding the number of dependencies with children 0-3 (or the current age range) is fairly simple.
In the iDTR DPP Filing OROD month Sheet.
Make sure to select your county in the filters.
You filter by age for 0-3, by checking the boxes >1, and 1 to 2.
For your drop-off analysis you also want to make sure you only count the dependencies in the timeframe you are analyzing – if you are doing the whole year, you do not have to worry about this, but if you are doing a different time frame, you will want to hide the months you don't want to count. Click the drop-down arrow next to filing month name and only select the months in your timeframe.

Slide 7:
Once your filters are in, you will record the number in the "total count for OROD" in your step five.

Slide 8:
The reason for removal can be found on the Fact Finding page and on the bottom you want to select the sheet "Removal Sub Abuse"
The process is similar.
Filter for your county and the timeframe you are analyzing. Total the numbers in the Drug, Alcohol, and both categories to get the total children removed due to SUD.
Be cautious here. This is not the most reliable data as, it is not including in home cases where SUD is a concern, it may not be including cases where SUD is a concern if there was another reason the child was removed, or it might not have been recorded as an issue at the time of removal.
This may not be as much of an issue for step 5, but we would like to be as accurate as possible for step 6.

Slide 9:
But before we go on to step 6,
Another thing you should do with the data in iDTR is look at the numbers by race and ethnicity.
You can filter one race at a time and record the number to get the breakdown by race or if you know how to do pivot tables you can do it that way as well. In the toolkit you can use the larger "consideration" column to record the numbers by race. This is an important part of any drop-off because we want to know whether certain types of families are dropping-off at higher rates than others to better inform our goals.

Slide 10:
You are doing great! Data can be tough to figure out and that was a lot of steps. Here is a reminder that you don't have to do this work alone, there should be a team of people that can work on collecting the data and be ready to report numbers. And the FJCIP coordinator would love to help if you get stuck. And you do not have to do all this in one day. Take your time.

Slide 11:
Step 6-9 is going to require the team to look closely at cases and may take some more time. I will also note here that any time you can include race and ethnicity in your numbers, do so in the consideration's column.
Step 6 is likely going to be very close to the number you figured out in step 5. In the iDTR – you were able to determine how many order of dependencies there are for children 0 to 3 and/or how many had SUD as a reason for removal in your county. For step 6 you will have to go case by case and determine if that case is/was eligible for your program. If the case is eligible, you count the cases as eligible in step 6.
There are not many tips I can provide here because every county has different rules for eligibility. Your team might have to look at court documents, etc. to determine whether they were eligible.

Slide 12:
For step 7 – this is where you will put the number of children referred to your program.

Up until now, all our data was based on child counts. Your court may count referrals by the number of adults referred to your program so you may need to do some additional counting to get how many children were referred (this is important because remember we want the drop off to be measuring the same population all the way down). This number is also not in any database or dashboard, because those databases only look at the numbers once the family is officially admitted into the program.

This may also not be something your court is tracking. If it is not, this may be a measure you want to count in the future. It would be difficult to know if the referral process is the issue with people not coming into the program if you aren't tracking the number of referrals. Use the considerations column to make any notes about the referral process and ways you could potentially track these numbers in the future.

Slide 13:
Step 8, now you are counting how many do not enter your program. This is another area where your court might not have the data. If you make a referral and they do not enter the program – it is important to know why. Make notes in the consideration's column of the number of children who were not eligible in step 7 and then make note of how many were eligible but did not enter by parent choice.

Who does and does not enter your collaborative court program could be an indication of issues with eligibility requirements, information sharing, parents not being informed, not being supported, and so on

The drop-off between referrals and acceptance into the program is another number we may need to add to your data collection efforts if you do not already know this number.

Slide 14:
Step 9, here is where you record how many children did enter the collaborative court. Hopefully, coordinators are tracking how many families they are serving, but if not you can turn to the iDTR.

For this number by going back to fact finding file and select the FTC or ECC filters. Please note that the number for ECC and FTC admittance is not always accurate due to issues with entering the codes consistently but that could be a good starting number for step 9. Use that number if you know your court is doing an excellent job with code entry. If your court struggles getting the codes entered, that might be a good place to set a goal.

Slide 15:
That wraps up looking at steps 5 through 9. You now have a good idea about the enrollment numbers for your sites – and if you do not have a good idea about the enrollment number for your sites, hopefully you took notes in the considerations column and you plan to track these numbers in the future.

The next video will be about engagement numbers and will be the last section in your data collection efforts for the drop-off analysis.