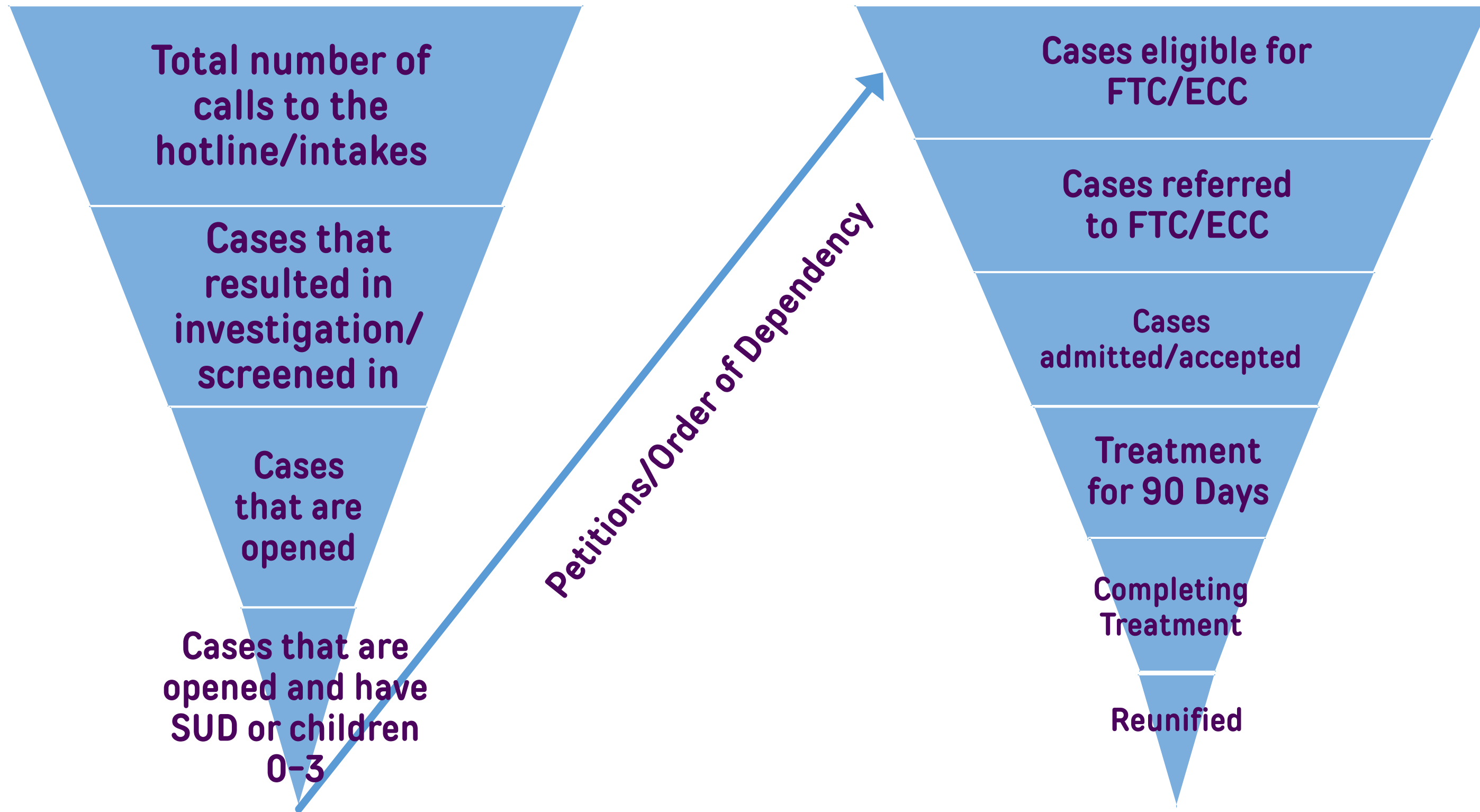Drop-Off Analysis Data Collection Tool

What do we mean by "collect data"?

- Existing Data
  - Dashboards
  - iDTR
  - Locally collected data
- Data from Other Agencies or Groups
  - DCYF
  - Parents 4 Parents, parents
  - Court personnel
- Compile for Discussion

**Consistent Counts
Accurate as Possible
Trends Are Helpful**

The Data Collection Tool

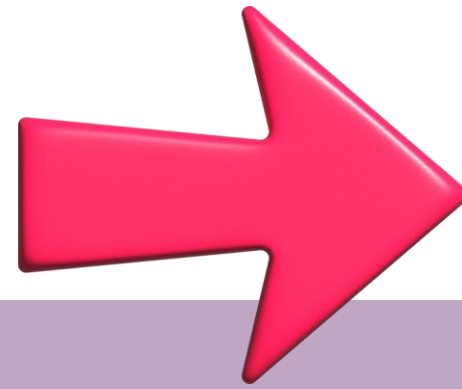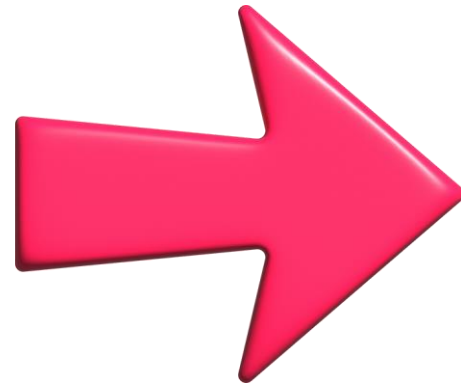**Page One:**

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.

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WASHINGTON COURTS

Page Two:

Table #1: Understanding Your Referral Pathway

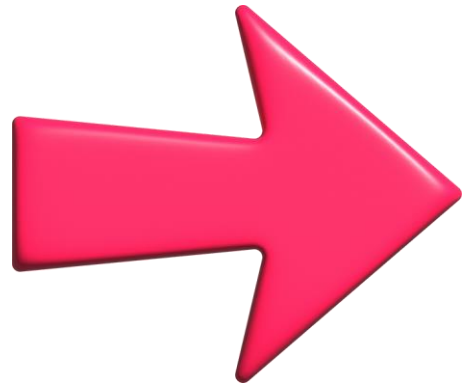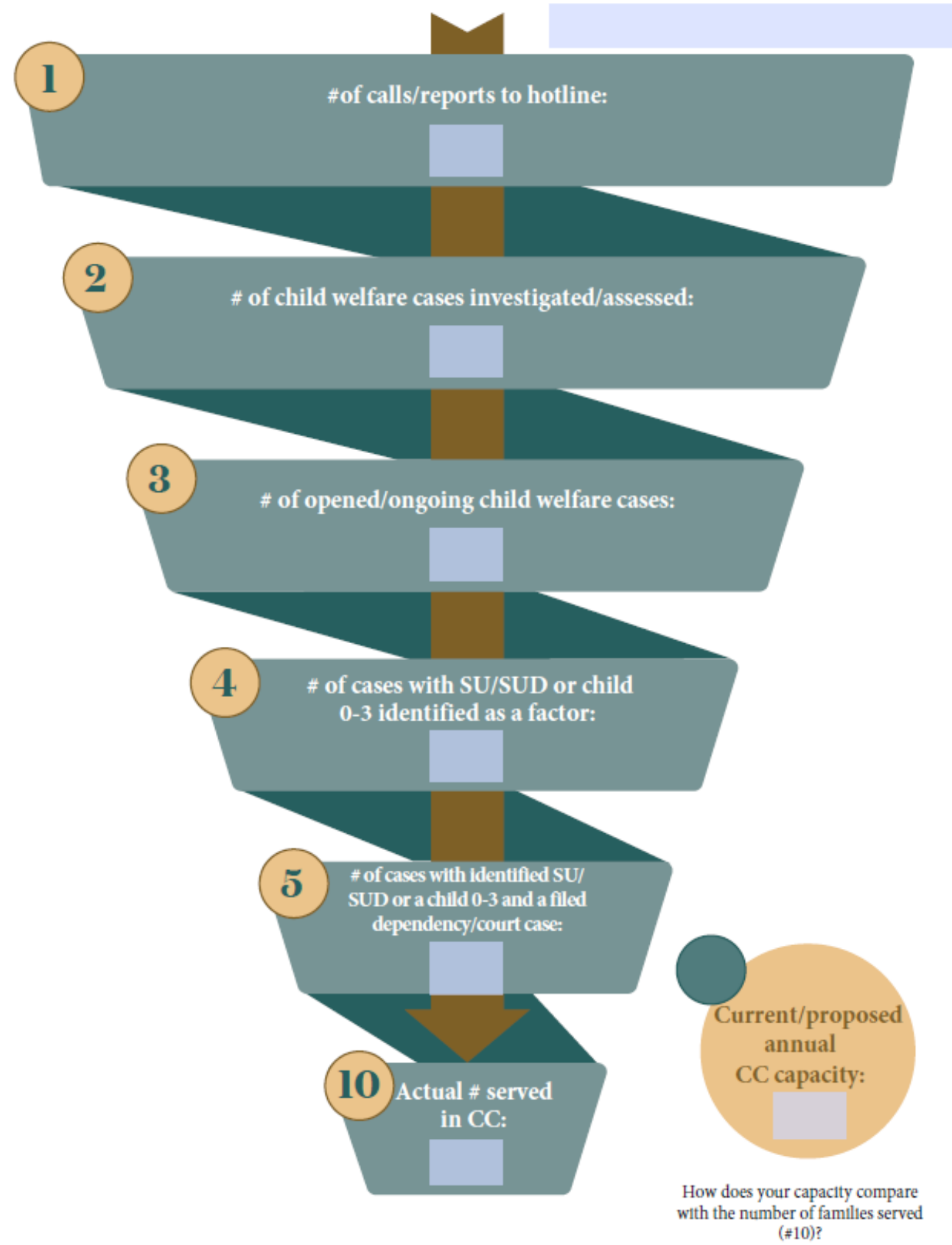| ID	Step	Data	Considerations:
1	Calls/reports to the hotline		
2	Investigated Child Welfare Cases		
3	Opened and ongoing child welfare cases		
4	SU/SUD identified as a factor in the case OR the child in the case is 0-3		
5	Identified SU/ or child 0-3 AND a filed dependency court case		

Page Five and Six:

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				

Page Seven:

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)?

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Next steps

- DCYF Data for Your Drop-Off Steps 1-4 Video
- Enrollment Data Collection for the Drop-Off Analysis: Steps 5-9 Video
- Engagement Data Collection for the Drop-Off Analysis: Steps 10-12 Video