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		What information is collected from the reporter? How is this information shared with the intake worker? What report source uses the hotline the most? Do they report on some communities or groups more than others?
2	Investigated Child Welfare Cases		How does the intake worker determine if SU is a factor in the case? What SU screening tools are used? Is every parent screened? How do cultural differences and/or language barriers affect this stage?
3	Opened and ongoing child welfare cases		If a case is opened for ongoing services, how does the intake worker communicate to the ongoing worker about SU screenings and other service indicators? Once it is determined that a case will be opened, are the parents informed that a Collaborative Court is an option? If so, what information is provided to the parents? Is information also shared with their support network? Who shares and how is the information shared?
4	SU/SUD identified as a factor in the case OR the child in the case is 0-3		How does child welfare determine if SU is an issue? Is SU identification between demographic groups equitable? Is SU screening re-visited if it was not a factor during intake? When and how are parents referred to a clinical SUD assessment? How long does it take? Are parents offered assistance to get the assessment? If not already connected with a Collaborative Court is the parent now informed that it is an option? Are they connected with a Collaborative Court caseworker, liaison, or peer support?
5	Identified SU/ or child 0-3 AND a filed dependency court case		Is there a systematic way for the court to be informed that SU is a factor? If not already connected with the Collaborative Court, is the parent now informed that Collaborative Court is an option? What information are parents and their support network given about the Collaborative Court? Are parents connected with an attorney and peer support who are knowledgeable about Collaborative Court? What conversations about the Collaborative Court occur at shelter and other initial hearings?

ID	Step	Data	Considerations:
7	Collaborative Court Eligible Cases		What is the Collaborative Court's target population? Does the Collaborative Court include families who can most benefit from the program? Does the Collaborative Court meet the needs of the families, community, and partner agencies? What is the Collaborative Court's eligibility and exclusionary criteria and how were they determined? Are the criteria objective? Do the eligibility and exclusionary criteria prevent parents or families in need from entering the Collaborative Court? Do the criteria unintentionally impact certain demographic groups more than others? What are the common reasons a parent or family isn't eligible? Who determines if the parent or family meets the eligibility requirement? If a parent meets the eligibility criteria, can they still be denied? If so, what are the most common reasons? Who talks with the parent and family about Collaborative Courts? Is the information about Collaborative Courts presented the same across all systems/partners?
8	Referred to a Collaborative Court		Is every eligible parent/family referred to the Collaborative Court? How do you know? Are there disparities in access for any demographic groups? Who refers the parent? When does this happen? Could the referral happen sooner? Is the parent offered the change to observe the Collaborative Court? Are parents welcomed to the Collaborative Court when they observe? Is a peer support specialist available to observe with them? During the observation, do the operations look different from the regular dependency docket?
9	Cases that did not enter a Collaborative Court • Parent Choice • Eligible but not admitted • Other		What are the common reasons parents choose not to enter the Collaborative Court? Do certain demographic groups decline more than others? How do you know? How can the Collaborative Court address parents' concerns? Is entry to the Collaborative Court based on a person's or team's subjective admission decision? How can the Collaborative Court remove any subjective decision-making about admission? Are eligible parents/families not admitted? Why? How do you know? For parents not initially interested in Collaborative Court, can a judge, coordinator, caseworker, or another role ask the parent to reconsider entry at a later point in time? Can parents ask to be reconsidered for the Collaborative Court later in their case?

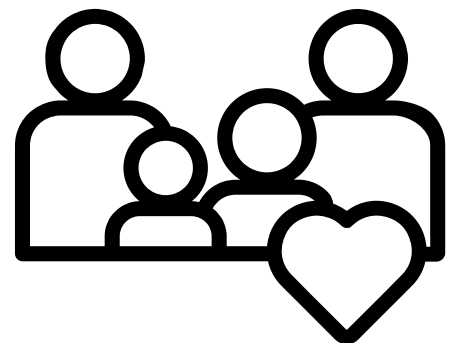| ID	Step	Data	Considerations:
10	Entered a Collaborative Court		Why do parents choose to enter the Collaborative Court? What engagement practices are used with parents from referral to admission into the Collaborative Court? How does the team actively engage parents and their support network in the early weeks of Collaborative Court entry? Do engagement strategies meet the needs of all demographic groups and cultures?
11	Progressed beyond admission into the program		Do parents disengage after Collaborative Court entry? If so, when do parents most often disengage? Does it take longer than the team expects for parents to complete initial phases or engage with services? Do new families in the Collaborative Court experience a welcoming and supportive environment? How? Is this consistent across all demographic groups and cultures? Do parents seem to understand the Collaborative Court requirements prior to or upon entry? Is the team supportive of the persons in active use or early remission? Are the requirements of the program realistic, non-punitive, and engaging? Is peer support integrated into early interventions? When does the parent get access to peer support? How is your court different?
12	Cases that did not complete the program: • Opted out (parent decision) • Terminated from program (program decision) • Not able to be located		What events or behaviors prompt team discussions about termination from the Collaborative Court? Are there policies and procedures detailing events and behaviors that call for Collaborative Court termination? Who makes the recommendation for termination? Are there disparities in termination rates across demographic groups? How can a parent opt out of Collaborative Court? What engagement practices can the team put into place to work with parents in the early stages of the program to prevent termination, opting out, or disengagement?

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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				
7	Eligible for Collaborative Court				
8	Referred to Collaborative Court				
9	Did not enter CC ■ Parent choice ■ Eligible but not admitted ■ Other				
10	Entered CC				

PLEASE NOTE

Consider creating this table in a Word or Excel document to allow sufficient space for notes.

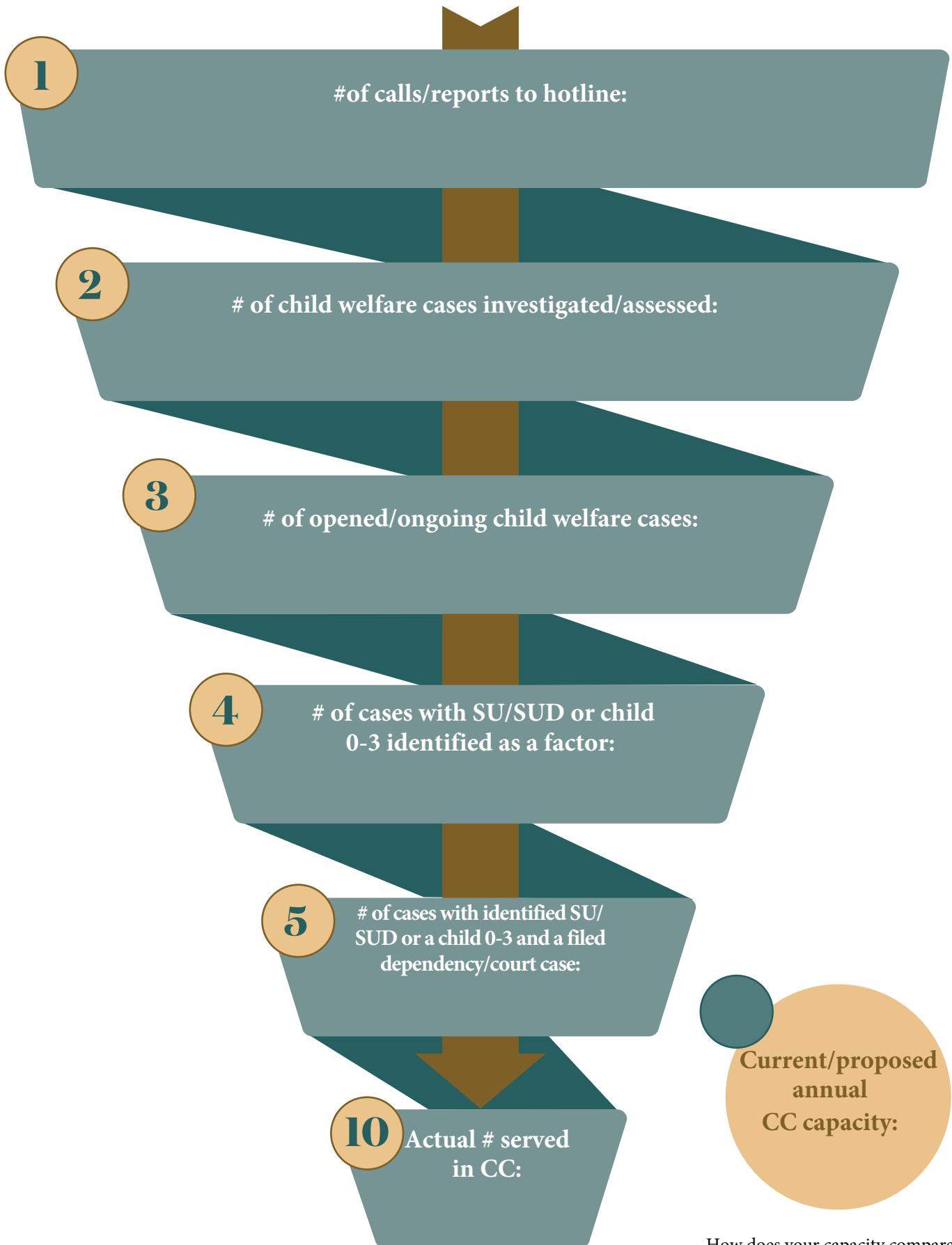| ID	Step	Notes:	Unknown/Missing Information:	Identified Barriers:	Next Steps:
11	Cases that progressed passed admission				
12	Cases that did *not* complete the program ■ Opted out (parent decision) ■ Terminated (program decision) ■ Not able to be located				

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)?