

Washington, DC T/TA Work Plan

Date the form was completed 01/24/2006

1. Please describe the scope and details of the planned on-site T/TA: On-site TA will involve observation of an internal and city-wide child fatality review meeting. Following observations, there will be an on-site focus group to identify specific issues and possible solutions to improve the child fatality review process.

2. Has the Regional Office approved the on-site T/TA days? yes

3. Timeframes for planned on-site T/TA: March- May, 2006

4. What are the various T/TA tasks and who is responsible(e.g., NRC, State/Tribe/County, RO Specialist etc.?)`

Task 1: Review materials from the District of Columbia including Child Fatality Annual Report, applicable legislation and sample internal review report.	Responsible party: Kathy Simms
	Due date: 02/02/2006
Task 2: Review and gather information from other states and fatality review resources including the National Center on Child Fatality Review.	Responsible party: Kathy Simms
	Due date: 02/15/2006
Task 3: Make telephone contact with persons identified by CFSA to gather information on the needed revisions to the fatality review process.	Responsible party: Kathy Simms
	Due date: 02/2006
Task 4: Attend on-site fatality review meetings	Responsible party: Kathy Simms
	Due Date: 03/2006
Task 5: Facilitate focus groups based on issues identified during on-site reviews.	Responsible party: Kathy Simms
	Due date: 04/2006
Task 6: Prepare written recommendations for review process and Child Fatality Review Internal report	Responsible party: Kathy Simms
	Due date: 04/2006
Task 7: Provide follow-up on recommendations and make necessary adjustments	Responsible party: Kathy Simms
	Due Date: 05/2006

5. What are the plans for following up on-site T/TA and who will be responsible? Kathy Simms/Teresa Costello will make contact with the Child and Family Services Agency (CFSA) and determine whether recommendations were accepted and implemented. If not, determine the obstacles to implementation and if adjustments need to be made.

6. What are the timeframes for follow-up? 60 days following the submission of the written recommendations.

7. What are the expected outcomes for the organization and the children and families served as a result of the T/TA? Improving the child fatality process will help improve efficiency of information sharing, improve staff reception to recommendations about systemic change and ultimately improve the safety of children with whom CFSA has contact.

8. Will the expected outcomes of the T/TA be captured in any ongoing evaluation efforts? CFSA may have evaluation process through the Court Monitor, but this is not known.

9. If yes, explain.