

Alaska Citizen Review Panel
Annual Report for State Fiscal Year 2003

The Citizen Review Panel (CRP) for the State of Alaska was formed in May of 2002. During State fiscal Year 2003, the Panel held three face-to-face meetings.

Current status of the CRP:

The Alaska Citizen Review Panel is a new group, which has been in the process of development. During this process, the State of Alaska experienced a change in Governor, which resulted in a change in the administration of the Department of Health and Social Services. In addition, the entire department is undergoing a major restructuring process. The Division of Family and Youth Services will be eliminated and a new Office of Children's Services will be created. Support from the administration is important to the success of the CRP.

Due to the resignation of the Chair of the CRP, lack of any current financial support and the transition/changes being experienced, it was decided to put further meetings on hold for a short period of time. The new Deputy Commissioner for the Office of Children's Services will be assuming her position on September 3, 2003.

It is hoped that once the new administration is in place, that the CRP will be able to go forward with support from the Office of Children's Services and the Department of Health and Social Services.

The work that has been completed by the CRP to date, is significant in its development and will be built upon. A Summary of the meetings held during FY 2003 follows:

August 19, 2002

Charles Cooper, from the National Resource Center for Child Maltreatment and a member of the State of Maryland Citizen Review Panel provided technical assistance to the Panel. Mr. Cooper provided members with valuable information on the purpose of Citizen Review Panels, A review of the CAPTA statute and provided the Panel with suggested tools, protocols and operating procedures.

Following the training by Mr. Cooper, the Panel was called to order, and regular business ensued. Significant Actions taken were:

1. Lois Hildenbrand was elected Vice-Chair
2. Roberts Rules of Order were accepted as the general guideline for conducting business.
3. Panel discussion regarding CRP membership and the establishment of a quorum. The following motions were approved by the Panel:

- Recommend to DFYS Director, Theresa Tanoury that membership be expanded to 11 members, with diverse areas of expertise, to represent a more diverse geographical community.
- Quorum will consist of 50% + 1
- A simple majority of those present will be required to pass a motion
- Telephonic participation is considered being present.
- In order to change an operating rule, 2/3 of those present must agree
- Operating year for the panel will be considered May to May and the chair serves for a two-year term. Motion passed.

4. Staggering term limits were determined with the following result:

Member	Term Expires
Sallye Werner	2003
Ann Dennis-Choi	2003
Kay Love	2004
Virginis Walters	2004
Janine Reep	2005
Lois Hildenbrand	2005
Le Florendo	2005

5. Member Ann Dennis-Choi volunteered to serve as Secretary.

6. The Panel developed the following task list:

- Development of CRP Mission Statement
- Develop Memo of Understanding with the Division

7. Goal Setting and Planning

- Add Short term immediate goal: Organize the Panel
- Obtain accurate, accessible information about residential care.
- CRP Annual Report will be drafted at the March 2003 meeting.

November 25, 2002

- Mission Statement
Panel members reviewed two mission statement drafts and discussed content and wording.
- Residential Care
Panel member Janine Reep reported to the panel her research re: the accessibility and availability of residential care

Panel member Anne Dennis-Choi presented what type of information on residential care facilities would be helpful to therapists, families, and others making placement decisions.

The following list was presented based upon feedback from treatment providers & families.

Target Population: Age, Gender, Specialties
Type of Program: Tx Philosophy
Admission Criteria and Exclusionary Criteria
Average Length of Stay
How are Tx Goals Developed?
How is Discharge Date Determined?
More specifics than agency marketing brochure
Family Involvement: What is the family component?
Aftercare/Discharge Plans: How much coordination w/ local community?
Have others been pleased or not pleased w/ the agency?
Cost of treatment and other associated costs (travel, phone calls, etc.)

- Panel Composition or Membership, of the CRP Guidelines and Protocols manual was reviewed. Chair Sallye Werner reported that several panel members have suggested specific people that might be interested in participation in CRP to expand our membership. Our preference is to get a mix of genders, geographic representation, cultures, disciplines, and viewpoints.
- Budget: Sallye suggested the CRP consider developing a budget and request independent, designated funding to include items such as travel, lodging, materials, etc. Page 24 of CRP Manual referenced.
- Recommendation was made that the CRP consider writing a letter to all of the new legislators of our existence and ask for cooperation.
- Joanne Gibbens, Program Administrator for DFYS presented a summary report to the CRP of the Federal Child and Family Services review and the current status of the Program Improvement Plan
- A Mission Statement for the CRP was approved:

“The Alaska Citizens’ Review Panel is committed to improving the system which protects Alaska’s children from abuse and neglect. To accomplish this task the panel will review and evaluate the practices and procedures of the Division of Family and Youth Services (DFYS), making recommendations relative to its findings to increase the safety and appropriate placement of children in need of aid. The panel’s work will include evaluating the extent to which the agency is carrying out its child protection responsibilities and preparing and making available to the public an annual report.”

- A Memorandum of Understanding will be developed between the State and CRP.
- Goal Setting & Planning
 - a) Intermediate goal: Residential Care.
 - b) Long term goal: Appropriate Placement for Children.
 - c) Organizational goals: Increase panel membership, mission statement developed, and operating procedures adopted.
- Chair Sallye Werner to contact Senator Fred Dyson re: Children's Caucus meeting and will narrow down 2 days for proposed meeting in Juneau.

February 10, 2003

- Announcement: Kay Love has resigned from the CRP
- The CRP discussed a possible merger with the Children's Justice Act Task Force. Memberships and purposes of groups are similar. CJA has a budget & funding available. Front end (CRP) - prevention & treatment and tail end (CJA) - investigation & prosecution, with some overlap between the two groups. Areas to be addressed include: policy & training recommendations, handling of cases, program improvement plan (PIP), quality assurance, and identification of areas to improve upon. CAPTA mandates include reviewing: child fatalities & near fatalities, State plan, and child protection standards. Might make sense to have a small core group "steering committee" and subgroups underneath with CRP and CJA focus. Another idea suggested: subcommittees based upon regions - to increase ability to coordinate geographically and address regional issues.
- Previous established goals for CRP and status:

Completed:

Memorandum of Understanding Draft.
Memo re: residential placement process.

In progress:

Develop Proposed Budget.
Letter to Legislators drafted. Final draft available for review soon.
Contact Psychiatric Nurses.
Annual Report from June '02 and Final Report from Gov. Commission on Child Abuse & Neglect. Joanne will double check re: it's availability on the Internet.
CRP members to become familiar with Part I of CRP Guidelines & Protocols Manual.
CRP members to become more familiar with Federal Review.

On-going:

Outreach to related organizations.

On hold:

Invite New Panel Members.

Report: Letters to Commissioner and Legislators.

a) **Letters drafted. Minor revisions and edits suggested.**

- Sallye will rewrite the letter to Commissioner and will send to Lois. Letter will then be forwarded to CRP panel members with a time frame for response. Would like for the final letter to be mailed out soon.
- Letter to State Senate/House of Representatives. Will include panel member contact names and numbers. Sallye will take to local OPA office (postage will be covered by OPA) and have them mailed to Janine. Letters will likely be hand delivered in Juneau. Include a cc to Tom Cherian, Acting DFYS Director.

D. Residential Care Report

- a) Anne (Anch) has been in contact with Ann Olson (Juneau). Ann Olson delegated the task of communicating with CRP to Wanda Woods, psychiatric nurse from Fairbanks. Wanda Woods just recently provided an email response. Anne will compile a report for the CRP, including Wanda Wood's feedback. Sallye suggested we move on to recommendations soon.
- b) Erin Ball, psychiatric nurse (Mat Su Valley) provided in state and out of state resource manuals on residential placements to Anne. These manuals were created by Erin Ball and are very comprehensive, including detailed program information, admission criteria, target populations, and contact names & numbers for placements. Erin has distributed this information to her local DFYS office. These resources might be beneficial to people across the State of Alaska.

E. Budget Report

- Lois will email a proposed budget on excel worksheets to CRP members for review and feedback.
- Le, Janine, and Anne all affirmed that their agencies are providing in kind support to the CRP re: paying wages for time spent meeting with CRP and associated tasks. All are currently being paid over \$16 per hour by their employers.

On behalf of the CRP
Joanne Gibbens

