

CAPTA / CARA PIP  
Mississippi Department of Child Protection Services

Approved for submission  
8/10/17 Kristi R Plotner  
Deputy Commissioner

Goal: Implement the Requirements of CAPTA / CARA within the MDCPS Mission

Strategy 1: Engage/ Educate /Bring Awareness to the Public, Community Partners, and Stakeholders, including Mandatory Reporters

Action Step	Target Due Date	Person(s) Responsible	Evidence of Completion	Status (Completed/ In Progress)	Comments
A) Communicate through various means with medical providers regarding notification requirements (e.g. hospitals, physicians, other medical providers)	9/15/2018	Tamara Garner, Bonnie Windham	Letters, brochures, emails or documentation indicating how information was communicated.	In Progress -- Letter disseminated through Hospital Association	
B) Post related information on MDCPS public website	11/30/2017	Bonnie Windham, Charlotte Burrell, Lea Anne Brandon	Viewing on public website; documentation of request sent to website manager		
C) Post related information on MDCPS internal website	10/30/2017	Bonnie Windham, Charlotte Burrell, Lea Anne Brandon	Screenshots from website; documentation of request sent to website manager		
D) Ensure that public awareness is occurring from any reliable source and participate as needed.	Ongoing with completion by 06/15/2018	Bonnie Windham, Charlotte Burrell, Lea Anne Brandon	Documentation of news articles, training conferences, press-conferences, ads, or related methods of communication		
E) Collaborate with community partners and stakeholders to work toward solutions	Ongoing with completion of documentation by 06/15/2018	Bonnie Windham, Kristi Plotner, Reba Davis, Charlotte Burrell	Log(s) of Collaborations/ Misc. Notes from Meetings or Calls		

Strategy 2: Develop Related MDCPS Policy

Action Step	Target Due Date	Person Responsible	Evidence of Completion	Status (Completed/ In Progress)	Comments
A) Draft policy proposal and distribute for review and discussion to Field and State Office	9/28/2017	Michelle McMurray, Bonnie Windham, Charlotte Burrell, Reba Davis, Tamara Garner	Draft Policy Bulletin disseminated to others for input. Related document of comments		
B) Finalize Policy and Have a Policy Bulletin Ready to issue when coordinated with Training	10/30/2017	Michelle McMurray, Bonnie Windham, Charlotte Burrell, Reba Davis, Tamara Garner	Policy Bulletin Ready for Dissemination		

Strategy 3: Develop and Implement Plans on How to Monitor Plans of Safe Care, Collect Data, and Report Data

Action Step	Target Due Date	Person Responsible	Evidence of Completion	Status (Completed/ In Progress)	Comments
A) Engage Community Partners to join us in a monitoring plan	Ongoing with completion by 5/29/2018	Bonnie Windham, Charlotte Burrell, Reba Davis	Summary		
B) Determine the composition of the monitoring group and guidelines	10/15/2017	Bonnie Windham, Charlotte Burrell, Reba Davis, Tom Farley	Documentation of Guidelines		
C) Determine how information will be communicated between Field and State Office (Smartsheet, MACWIS, etc.)	10/15/2017	Bonnie Windham, Charlotte Burrell, Reba Davis, Tom Farley, Eric Burden	Summary / Final Policy		
D) Develop data collection and tracking system	10/15/2017	Bonnie Windham, Charlotte Burrell, Reba Davis, Tom Farley, Eric Burden	Summary		
E) Conduct the first session of monitoring by CARA Monitoring Panel	5/29/2018	Bonnie Windham, Tom Farley, Charlotte Burrell	Documentation		

Strategy 4: Develop and Implement Training of CPS Staff and Pertinent Contracted Providers

Action Step	Target Due Date	Person Responsible	Evidence of Completion	Status (Completed/ In Progress)	Comments
A) Train MCI Intake Workers (contracted provider) - Initial Instructions Provided	9/30/2017	Stephanie Pepper and Tamara Garner	Sign-in sheets for in-person training, related emails, powerpoint or handouts used		
B) Provide any follow-up training needed for MCI Intake Workers (contracted provider)	Ongoing with completion by 11/30/2017	Stephanie Pepper and Tamara Garner	Sign-in sheets for in-person training, related emails, powerpoint or handouts used		
C) Train applicable CPS staff on CARA	Completion by 03/30/2018	Jennifer Walker	Documentation of Training Materials and Delivery		

Strategy 5: Obtain Governor's Assurance

Action Step	Target Due Date	Person Responsible	Evidence of Completion	Status (Completed/ In Progress)	Comments
A) Submit Request and Related Documentation to Governor's Office	4/20/2018	Bonnie Windham, Kristi Plotner	Copy of Request		
B) Obtain Written Governor's Assurance.	6/15/2018	Kristi Plotner	Copy of Governor's Assurance		