

**Mississippi Department of Child Protection Services (MDCPS)
Child Abuse Prevention and Treatment Act (CAPTA)/
Comprehensive Addiction and Recovery Act (CARA)
Program Improvement Plan (PIP)**

State/Territory: Mississippi

Date Submitted: August 10, 2017

Date Resubmitted: N/A

Date Approved: September 5, 2017

PIP Effective Date: September 5, 2017

End of PIP Implementation Period: June 30, 2018

End of Non-Overlapping Year: June 30, 2018

Reporting Schedule and Format: 90 day progress reports

Reporting Quarter: June 30th-Submission Deadline

CAPTA Coordinator: Bonlitha Windham, Director of Therapeutic Services

CARA PIP Coordinator(s): Bonlitha Windham, Director of Therapeutic Services
Jaworski Davenport, Deputy Commissioner of Child Safety

PIP: Goal, Strategies, Action Steps, Updates

Goal:

Goal 1: Implement the CAPTA/CARA requirements within the MDCPS mission

Strategies:

Strategy 1:

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

Action Steps:

- a. Communicate through various means with medical providers regarding notification requirements (e.g. hospitals, physicians, other medical providers)
- b. Post related information on MDCPS public website
- c. Post related information on MDCPS internal
- d. Ensure that public awareness is occurring from any reliable source and participate as needed.
- e. Collaborate with community partners and stakeholders to work toward solutions

Action Steps	Target Completion Date	June 30th-Final Submission	3 rd and Final Progress Period (March 6 th - June 30 TH)	2 nd Quarter	2 nd Quarter Progress (Dec. 6 th - March 5 TH)
Communicate through various means with medical providers regarding notification requirements (e.g. hospitals, physicians, other medical providers)	02/28/2018	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	Although MDCPS has provided all required correspondence to clarify the CAPTA/CARA requirements, MDCPS will be providing on-going technical assistance as needed with the CARA implementation.	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	On February 23, 2018, MDCPS submitted its 2 nd CARA letter to its medical providers to clarify the CAPTA/CARA requirements. A copy of this letter will be attached with this submission.
Post related information on MDCPS public website	11/30/17	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	This task is ongoing. MDCPS has posted all relevant and current federal reports, state plans, and approved correspondence regarding the CAPTA CARA PIP to agency's website. The CARA PIP can still be viewed at the following link: https://www.mdcps.ms.gov/reports/	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	This task is ongoing. MDCPS is still working to ensure that all relevant and current federal reports, state plans, and PIPs are approved for posting to the agency's website. The CARA PIP can still be viewed at the following link: https://www.mdcps.ms.gov/reports/
Post related information on MDCPS internal website	10/30/17	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	This task is ongoing. The CARA PIP and all associated documents were uploaded in smartsheet and have been posted to the SharePoint site under Federal Reporting. All approved CARA progress reports have been uploaded to the smartsheet and the SharePoint site.	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	This task is ongoing. The CARA PIP and all associated documents have been posted to the SharePoint site under Federal Reporting. All future progress reports will be uploaded in SharePoint as well.
Ensure that public awareness is occurring from	Ongoing with completion	<input checked="" type="checkbox"/> Completed MM/YYYY	Currently, the CAPTA coordinator is working with the MDCPS Deputy Directors for the	<input type="checkbox"/> Completed MM/YYYY	During the multi-disciplinary collaborative meeting held on February 13 th , MDCPS's CAPTA/CARA partners also

any reliable source and participate as needed.	by 06/15/2018	<input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	East, West, and South Field divisions to discuss training needs for their regions regarding the implementation of CAPTA/CARA requirements.	<input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	agreed to share the requirements of CAPTA/CARA requirements as well among its agency and stakeholders.
Collaborate with community partners and stakeholders to work toward solutions	Ongoing with completion by 06/15/2018	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	<p>On May 22nd, MDCPS and its CARA partners: MS Department of Mental Health, Families First for Mississippi, and MS Department of Health agreed to change the referral timeframes from two (2) days to three (3) for MDCPS referral to provider and from forty-eight (48) hours to three (3) days for provider to engagement. The next meeting was set for August 28, 2018 at 9a.m. MDCPS offered each agency the ability to have one on one meetings prior to the quarterly meeting to troubleshoot or talk through any specific concerns. The group was asked to note the following for discussion:</p> <ul style="list-style-type: none"> Concerns with hospitals and referral process 	<input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	<p>On February 13th, MDCPS met with its CARA partners: MS Department of Mental Health, Families First for Mississippi, and MS Department of Health to discuss the following agenda items:</p> <ul style="list-style-type: none"> Confirm MOU contact information with all participants that have not provided the contact information for their agency. Information needed from MDCPS for CAPTA/CARA referrals. CAPTA/CARA Referral timeframes – 2 days for MDCPS referral to provider and 48 hours for provider to engage was discussed. This was suggested that MOU is drafted specifically to show priority for the population. <p>Additionally, MDCPS met on February 27th, to demonstrate how the CAPTA/CARA referrals could be captured and filtered through using Smartsheet as the mode of delivery to get the information to the providers. The Health Department and DMH stated they were open to exploring Smartsheet as the</p>

			<ul style="list-style-type: none"> • Ideas for uniformity related to Plans of Safe Care • Results of research related to the use of CAPTA funds and monitoring Plans of Safe Care. • Providers were also asked to record lessons learned through the referral process and any successes to share during the quarterly meeting. 		referral option. Families First had two intake staff that were also familiar with Smartsheet.
--	--	--	---	--	---

Strategy 2:

Develop Related MDCPS Policy

Action Steps:

- a. Draft policy proposal and distribute for review and discussion to Field and State Office
- b. Finalize Policy and Have a Policy Bulletin Ready to Issue when coordinated with Training

Action Steps	Target Completion Date	June 30th-Final Submission	3 rd and Final Progress Period (March 6 th - June 30 TH)	2 nd Quarter	2 nd Quarter Progress (Dec. 6 th - March 5 TH)
Draft policy proposal and distribute for review and discussion to Field and State Office	9/28/17	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	This action step has been completed.	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	On February 26 th , MDCPS finalized the CAPTA/CARA policy and it was also released for staff distribution through Corner stone on February 26 th .
Finalize Policy and Have a Policy Bulletin Ready to Issue when coordinated with Training	02/28/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	This action step has been completed.	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	On February 26 th , MDCPS finalized the CAPTA/CARA policy. Also, on February 26 th , MDCPS released the CAPTA/CARA policy for staff distribution through Corner stone. Cornerstone is the agency's new online learning management system that was launched on January 30, 2018. This will be used to track and identify all staff that have reviewed and acknowledge receipt of the CAPTA/CARA policy.

Strategy 3:

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

Action Steps:

- a. Engage Community Partners to join us in a monitoring plan
- b. Determine the composition of the monitoring group and guidelines
- c. Determine how information will be communicated between Field and State Office (Smartsheet, MACWIS, etc.)
- d. Develop data collection and tracking system
- e. Conduct the first session of monitoring by CARA Monitoring Panel

Action Steps	Target Completion Date	June 30th-Final Submission	3 rd and Final Progress Period (March 6 th - June 30 TH)	2 nd Quarter	2 nd Quarter Progress (Dec. 6 th - March 5 TH)
Engage Community Partners to join us in a monitoring plan	04/01/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	As of June 1, 2018, all MOU'S have been signed between MDCPS and the following agencies: MS Department of Mental Health, Families First for Mississippi, and MS Department of Health. MDCPS still engages in weekly conference calls to discuss the status of the CARA referral system and the plans of safe care that were developed, implemented and monitored by its contracted providers.	<input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	<p>On February 13th, MDCPS met with its CARA partners: MS Department of Mental Health, Families First for Mississippi, and MS Department of Health to discuss the following agenda items:</p> <ul style="list-style-type: none"> • Confirm MOU contact information with all participants that have not provided the contact information for their agency. • Information needed from MDCPS for CAPTA/CARA referrals. • CAPTA/CARA Referral timeframes – 2 days for MDCPS referral to provider and 48 hours for provider to engage was discussed. This was suggested that MOU is drafted specifically to show priority for the population. <p>Additionally, MDCPS met on February 27th, to demonstrate how the CAPTA/CARA referrals could be captured and filtered through using Smartsheet as the mode of delivery to get the information to the providers. The Health Department and DMH stated they were open to exploring Smartsheet as the referral option. Families First had two intake staff</p>

					that were also familiar with Smartsheet.
Determine the composition of the monitoring group and guidelines	04/01/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	<p>As of June 1, 2018, all MOU'S have been signed between MDCPS and the following agencies: MS Department of Mental Health, Families First for Mississippi, and MS Department of Health. The composition of the monitoring group is finalized and consists of the following: CARA Coordinator, 1 MCI staff and 2 state level CARA support staff. This staff in conjunction with the partnering agencies will meet quarterly for the first year of implementation of the plans of safe care and referral process to discuss the status of the referrals and the delivery of appropriate services for the infant and affected family. The first quarterly meeting for the CARA panel will be held on August 28th.</p>	<input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	<p>MDCPS is currently finalizing MOU's with the following partnering agencies: MS Department of Mental Health, Families First for Mississippi, and MS Department of Health. Additionally, MDCPS is meeting monthly to finalize each agency's role and responsibility for the CAPTA/CARA referral process. Per CARA policy, these interagency partners will meet to review the data collected by MDCPS and referral agencies, determine gaps and needs, develop a plan of intervention and provide technical assistance at the local level. Also, these collaborative meetings will be the forum to discuss the effectiveness of the plans of safe care and referral process to MDCPS from medical providers and from MDCPS to community partners for appropriateness, completeness of information and other areas that may need to be strengthened. Furthermore, the first MACWIS demo was on Friday, March 23, 2018 and work to finalize is ongoing. Currently, MDCPS has identified the following internal staff to participate in the composition of the monitoring</p>

					group: CARA Coordinator, 1 MCI staff and 2 state level CARA support staff. This staff in conjunction with the partnering agencies will meet quarterly for the first year of implementation of the plans of safe care and referral process to discuss the status of the referrals and the delivery of appropriate services for the infant and affected family. Field Operations staff and the CAPTA Coordinator would also attend these meetings as needed.
Determine how information will be communicated between Field and State Office (Smartsheet, MACWIS, etc.)	5/01/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	The CARA coordinator is the liaison for communicating with partnering agencies, local entities, and CPS workers as needed.	<input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	Centralized Intake Unit will not be the source to communicate CARA related information between the Field and State Office. Currently, MDCPS has used Cornerstone, the agency's new online learning management system, to distribute CARA policy and identify CPS staff that have acknowledged this policy. As of March 19, 2018, MDCPS had identified a CARA coordinator to assist with the implementation of CARA statewide; including monitoring the plans of safe care by communicating with partnering agencies, local entities, and CPS workers as needed.
Develop data collection and tracking system	4/01/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	The MACWIS implementation for the CARA referral process began on Saturday May 26, 2018 and contracted agencies begin receiving CARA referrals on Tuesday, May 29 th .	<input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	MACWIS modification discussions began on Friday, March 23, 2018 and data collection and tracking discussions are still ongoing with the development of each MOU.

<p>Conduct the first session of monitoring by CARA Monitoring Panel</p>	<p>5/29/18</p>	<p><input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable</p>	<p>The MACWIS implementation for the CARA referral process began on Saturday, May 26, 2018 and contracted agencies begin receiving CARA referrals on Tuesday, May 29th. As of June 1, 2018, all MOU'S have been signed between MDCPS and the following agencies: MS Department of Mental Health, Families First for Mississippi, and MS Department of Health. The composition of the monitoring group was finalized and consists of the following: CARA Coordinator, 1 MCI staff and 2 state level CARA support staff. Since the MACWIS deployment the state has made 169 referrals to its partnered agencies. The CARA monitoring panel is scheduled to meet on August 28, 2018 for discussion regarding the implementation and monitoring status for the plans of safe care.</p>	<p><input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable</p>	<p>MDCPS CQI unit will not monitor plans of safe care that are developed by the partnering agencies. However, each service provider will be responsible for monitoring their own plans of safe care and exchanging all relevant data for reporting CARA compliance. MDCPS staff in conjunction with the partnering agencies would discuss the findings that resulted from the monitoring which was to determine if services were appropriate and delivered according to the initial plan of safe care or if adjustment were made to the plans of safe care for the infants and affected families.</p>
---	----------------	--	---	--	---

Strategy 4:

Develop and Implement Training of CPS Staff and Pertinent Contracted Providers

Action Steps:

- a. Train MCI Intake Workers (contracted provider) - Initial Instructions Provided
- b. Provide any follow-up training needed for MCI Intake Workers (contracted provider)
- c. Train applicable CPS staff on CARA

Action Steps	Target Completion Date	June 30th-Final Submission	3 rd and Final Progress Period (March 6 th - June 30 th)	2 nd Quarter	2 nd Quarter Progress (Dec. 6 th - March 5 th)
Train MCI Intake Workers (contracted provider - Initial Instructions Provided)	5/15/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	Although the training did not take place by the target date, training was conducted on May 24th-26 th . The training was delayed due to finalizing the MACWIS User Acceptance Testing (UAT) for the CARA deployment. Training consisted of the MACWIS implementation and CARA procedure for the MCI intake workers.	<input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	On February 27, 2018, MDCPS notified MCI that the agency finalized the CAPTA/CARA policy. Also, requested for the MCI provider to give feedback on Thursday, MARCH 1 ST . The feedback information will be forwarded to the MDCPS policy unit on Friday, March 9 th . Due to the time needed to finalize MACWIS modifications for CARA Intake and offer staff and provider training, MDCPS has reassessed the training target date of April 1st for Strategy 4. The new target date for training MCI staff will be May 15, 2018.
Provide any follow-up training needed for MCI Intake Workers (contracted provider)	5/15/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	Since the MACWIS deployment on May 26 th , MDCPS will be providing ongoing and as needed technical assistance for MCI intake workers.	<input type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input checked="" type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	The new anticipated date for training MCI staff will be May 15, 2018. Any follow up training would be assessed and provided as needed.
Train applicable CPS staff on CARA	5/15/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	All CPS but three (3) staff have reviewed and acknowledged receipt of reviewing the CARA policy through Cornerstone.	<input type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input checked="" type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	Due to the time needed to finalize MACWIS modifications for CARA Intake and offer staff and provider training, MDCPS has reassessed the target date of April 1st for Strategy 4. The new anticipated date for training applicable CPS staff will also be May 15, 2018.

Strategy 5:

Obtain Governor's Assurance

Action Steps:

- a. Submit Request and Related Documentation to Governor's Office
- b. Obtain Written Governor's Assurance

Action Steps	Target Completion Date	June 30th-Final Submission	3 rd and Final Progress Period (March 6 th - June 30 TH)	2 nd Quarter	2 nd Quarter Progress (Dec. 6 th - March 5 TH)
Submit Request and Related Documentation to Governor's Office	05/15/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	Governor's Assurance statement for the CAPTA state plan was signed on May 15, 2018.	<input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	Due to time needed for the completion of strategies # 1-4, MDCPS has also reassessed the initial targeted date of April 20 th . The new projected timeframe for this action step is May 15th.
Obtain Written Governor's Assurance	06/15/18	<input checked="" type="checkbox"/> Completed MM/YYYY <input type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	Governor's Assurance statement for the CAPTA state plan was signed on May 15, 2018.	<input type="checkbox"/> Completed MM/YYYY <input checked="" type="checkbox"/> On/ahead of schedule <input type="checkbox"/> Behind schedule <input type="checkbox"/> No longer applicable	All action steps shall be fully implemented by June 30 th

Should you have any questions or concerns, please contact Taylor Cheeseman, Chief of Staff at 601-359-2090 or taylor.cheeseman@mdcps.ms.gov or Brian Lewis, Chief Legal Counsel/Director of Contracts, Procurement and Federal Reporting at 601-359-4495 or brian.lewis@mdcps.ms.gov.