

AB12 CALIFORNIA FOSTERING CONNECTIONS TO  
SUCCESS ACT

How to get involved in AB 12

COMMUNICATION PLAN  
DRAFT 4/25/2011

Prepared by Shared Vision Consultants in conjunction with the Child and Family Policy Institute, Funded by the Stuart and Walter S. Johnson Foundation.

## Table of Contents

1.0 Introduction	3
2.0 Communication Management Process	4
2.1 Project Structure	4
2.2 Communication Structure	7
2.2.1 Communication Framework	7
Table 1, page 17	
2.2.2 Question and Answer	7
2.3 Reporting Deliverables and Work plans	7
3.0 Meeting Details	8
3.1 AB12 Meetings	8
3.1.1 Steering Committee	8
3.1.2 Coordinating Leadership Team Meeting	9
3.1.3 AB12 Program and Placement Area Team	10
3.1.4 Program Criteria Subgroup Meeting	11
3.1.5 THP+ Foster Care Subgroup Meeting	11
3.1.6 AB12 Eligibility, Payments and Rates Workgroup	12
3.1.7 Rules of Court Workgroup	13
3.1.8 Training and Informing	13
3.1.9 Administration and Fiscal	14
3.2 Share Point internet communication network	15
3.2.1 Overview	15
3.2.2 Accessing Share Point	15
4.0 Communication guidelines	16
4.1.1 Meeting Guidelines	16
4.2.2 Conference call in Guidelines	16

## 1.0 Introduction

The purpose of this document is to define the communication mechanisms and methods that will be required during the life of this project due to be implemented at the county level on 1/1/2012, with ensuing regulations from the California Department of Social Services (CDSS) on July 1, 2012.

The purpose of the AB12 California Fostering Connections to Success Communication Framework is to ensure that communication flows efficiently among all interested persons working on behalf of the implementation of AB12. There are a variety of committees, stakeholders, co-sponsors, staff and other interested parties that may find this framework to be helpful. For example, a Focus Area Team will want to ensure that its deliverables are reviewed and considered by the necessary parties.

This document covers the project communication between Department of Social Services staff, AB12 Co Sponsors and Stakeholders, with special attention to the inclusion of youth, and their families.

## 2.0 Communication Management Process

To ensure timely generation, collection, dissemination, storage, retrieval and ultimate disposition of the project information, communication processes provide critical links among people and data necessary for successful communication. Communication Management covers the following processes:

- Project Structure
- Status Reporting
- Meeting Schedule

### 2.1 Project Structure

AB12 is being implemented in four tiers:

- AB12 Steering Committee
- Coordinating Leadership Team
- Focus Area Teams - with as needed sub-committees
- Stakeholder input

These four tiers work interactively and ensure that deliverables are ultimately reviewed, approved and implemented.

#### **AB12 Steering Committee**

The Steering Committee AB12 is comprised of the nine sponsoring organizations, all stakeholders identified in AB12, legislative staff, CDSS leadership, youth and caregivers. This group is led by CDSS representative Karen Gunderson.

#### Purpose and Responsibilities;

- (1) Articulate the AB 12 vision and core values
- (2) Ensure alignment with vision and values through quarterly meetings with the Coordinating Leadership Team and Focus Area Leads
- (3) Identify subject matter experts for focus area teams
- (4) Provide input on draft deliverables
- (5) Vet deliverables with constituents and
- (6) Advise and assist in public education and dissemination among stakeholders.

#### **Coordinating Leadership Team**

The AB12 Steering Committee communicates directly with the Coordinating Leadership Team. The Coordinating Leadership Team consists of the public agencies legislatively charged with implementation of AB 12: CDSS, the Administrative Office of the Courts (AOC), the County Welfare Director's Association (CWDA) and the Chief Probation Officers of California (CPOC). It is also led by CDSS representative Karen Gunderson.

#### Purpose and Responsibilities;

- (1) Be responsible and accountable for implementation
- (2) Ensure alignment with vision and values
- (3) Coordinate with other affected public agencies
- (4) Ensure alignment and coordination across five focus areas
- (5) Vet draft deliverables with stakeholder organizations and constituents.

The Coordinating Leadership communicates directly with County Child Welfare and Probation Agencies to assist in the direct implementation of AB12 on January 1, 2012. It also works directly with the leads of the five focus area teams.

**Focus Area Teams**

The Focus Area Teams are co-led by a different CDSS or AOC representative, and a representative from the AB 12 co-sponsors and comprise five topical areas:

- (1) Placement and Program
- (2) Eligibility, Rates & Placement
- (3) Training and Informing
- (4) Administration and Fiscal
- (5) Rules of Court.

Purpose and Responsibilities:

The CDSS and AOC Focus Area Team Leads participate in the Coordinating Leadership Team and are the direct communication link. As Deliverables such as All County Letters, Policies and Regulations are drafted, they are set forth for review by the Coordinating Leadership Team and Steering Committee.

**Co-Sponsors**

In order to ensure the widest range of input from stakeholders, there are AB12 Co-Sponsor leads who have taken the responsibility for gathering input via focus groups, survey and interviews. The data gathered is then communicated directly with the Focus Area Teams and when appropriate, the Focus Area Team leads will transport that information to the Coordinating Leadership Team.

In addition each Focus Area Team(FAT) has a co-sponsor that is the co-chair that can field questions and provide information to any stakeholder interested in the work of the FAT. The Co-Sponsors hold monthly meetings that are open to the public and the different co-sponsor who heads each FAT presents the information about the work of that FAT.

**Stakeholders and Constituents**

Stakeholders such as youth, caregivers, and providers can share their input via the AB12 Co-Sponsor Leads. They may communicate directly or participate in coordinated focus groups and surveys.

Constituency Area:	AB 12 Sponsor Contact Name	Email
Child welfare workers/eligibility workers & ALJs	Tia Orr, SEIU Cathy Senderling, CWDA	<a href="mailto:torr@seiucal.org">torr@seiucal.org</a> <a href="mailto:csend@cwda.org">csend@cwda.org</a>
Judicial officers (dependency lawyers and judges)	Leslie Heimov, CLC Aleta Beaupied, AOC	<a href="mailto:heimovl@clcla.org">heimovl@clcla.org</a> <a href="mailto:aleta.beaupied@jud.ca.gov">aleta.beaupied@jud.ca.gov</a>
Youth	Joseph Tietz, California Youth Connection THP+ Foster Care youth	<a href="mailto:joseph@calyouthconn.org">joseph@calyouthconn.org</a>
Youth who utilize	Amy Lemley, John Burton	<a href="mailto:amy@johnburtonfoundation.org">amy@johnburtonfoundation.org</a>

Constituency Area:	AB 12 Sponsor Contact Name	Email
THP+ Foster Care	Foundation	
Providers (THP-Plus programs, FFAs, Group Homes)	Jackie Rutheiser, Alliance for Child & Family Services Amy Lemley, John Burton Foundation	<a href="mailto:JRutheiser@cacfs.org">JRutheiser@cacfs.org</a> Amy Lemley, John Burton Foundation
Foster parents	Jennifer Rodriguez, Youth Law Center	<a href="mailto:jrodriguez@ylc.org">jrodriguez@ylc.org</a>
Relative caregivers	Angie Schwartz, Alliance for Children's Rights	<a href="mailto:a.schwartz@kids-alliance.org">a.schwartz@kids-alliance.org</a>
Education stakeholders (K-12 & Post-Secondary)	Amy Lemley, John Burton Foundation	<a href="mailto:amy@johnburtonfoundation.org">amy@johnburtonfoundation.org</a>
Juvenile probation system	Jennifer Rodriguez, Youth Law Center	<a href="mailto:jrodriguez@ylc.org">jrodriguez@ylc.org</a>
Legal service organizations	Angie Schwartz, Alliance for Children's Rights	<a href="mailto:a.schwartz@kids-alliance.org">a.schwartz@kids-alliance.org</a>

### Child Welfare Director's Association (CWDA)

The CWDA is a non-profit association representing the human service directors from each of California's 58 counties. The Association's mission is to promote a human services system that encourages self-sufficiency of families and communities, and protects vulnerable children and adults from abuse and neglect. It Facilitates effective communication between and among county social service agencies, and state and federal administrative agencies, including the exchange of knowledge and best and promising practices.

### Child and Family Policy Institute

CFPIC has been contracted by the Stuart Foundation and Walter S. Johnson to provide assistance in the overall implementation of AB12 statewide. CFPIC has engaged Shared Vision Consultants to take the lead in working directly with CDSS lead staff and provide technical assistance in the areas of communication, project organization and project implementation timelines. Lisa Molinar, President, is the lead staff from Shared Vision Consultants working on this project. She works directly with CDSS Lead Karen Gunderson and CFPIC lead Stuart Oppenheim.

### Tribal Engagement

AB 12 ensures that the Tribal Community is engaged in the planning process of AB12 implementation. In the development of programs for AB 12 the unique cultural needs of tribal communities will be considered. The plan to engage the tribal community is currently being developed to ensure that the Tribal Community voice is heard and considered in a respectful and planned manner.

## 2.2 Communication Structure

### 2.2.1 Communication Framework (See Table 1)

### 2.2.2 Question and Answer

- How do I share my input about AB12?
  - You will want to find your constituent group listed in the table on page 5. Contact the Co Sponsor lead by email. Many of the Co Sponsor groups are conducting focus groups and implementing surveys with their constituents. This information is then shared with the applicable Focus Area Team meeting
- I am a social worker and want to know how this legislation will impact my workload?
  - Locate the Co Sponsor lead for child welfare workers in the table on page 5. In this case, the Co Sponsor lead is SEIU.
- I am a foster youth who is turning 18 in 2012. Who can I talk to if I want to know if I will be eligible?
  - Talk to your county social worker or probation officer for your case specifics
  - Foster and probation youth can also contact the California Youth Connection Co Sponsor listed in the table on page 5.
- I want to be a THP+ Foster Care Provider, where can I find the new program regulations?
  - The Department of Social Services will be developing All County Letters and Question and Answer Implementation documents that will spell out the newly developed regulations. This will occur in October 2011. In the interim, contact your Co Sponsor, The John Burton Foundation to get an update on the process.

## 2.3 Reporting Deliverables and Work Plans

- Meeting Notes
- All County Letters
- All County Information Notice
- Work Plans

### 3.0 Meeting Notes

The intention of this document and the structuring of the meeting agendas are to provide a framework for the flow of information for the AB12 Implementation Project. This meeting schedule should facilitate the flow of information from Focus Area Teams up to the Coordinating Leadership and Steering Committee and then back to the Focus Area Teams. Best practice suggests that this flow happens over a regular cycle generally weekly.

#### 3.1 AB12 Meetings

1. Steering Committee
2. Coordinating Leadership Team Meeting
3. AB12 Program and Placement Area Team
4. Program Criteria Subgroup Meeting
5. THP+ Foster Care Subgroup Meeting
6. AB12 Eligibility, Payments and Rates Workgroup
7. Rules of Court Workgroup
8. Training and Informing
9. Administration and Fiscal

##### 3.1.1 Steering Committee

Meeting Objectives	Articulate the AB12 Vision and Core Values Provide Input on draft deliverables Advise and assist in public education and dissemination
Attendees	Chair: Karen Gunderson Facilitator: Shared Vision Consultants Angie Schwartz Cathy Senderling Chantel Johnson Diana Boyer Barbara Eaton Paula Ensele Gail Gronert Kevin Gaines Karen Grace-kaho Jackie Rutheiser Jennifer Rodriguez Julie Kimura Kathy Watkins Leslie Heimov Michele Byrnes Michelle Doty Cabrera Mitch Mason Greg Rose Sonya St. Mary Linne Stout Theresa Thurmond

	Tia Orr Tracy Kenny Stuart Oppenheim Joni Pitcl Barrett Johnson Jeffrey Hiratsuka Gloria Merk Adreena Lowe
Frequency	Every two months
Location	744 P. Street, Sacramento, CA
Duration	3 hours
Inputs	Reports from Coordinating Leadership Team, Focus Area Team Meetings, Internal CDSS meetings and Co-Sponsor meetings

### 3.1.2 Coordinating Leadership Team Meeting

Meeting Objectives	Ensure implementation statewide Ensure coordination of five Focus Area Groups Vet draft deliverables with stakeholder organizations and constituents
Attendees	Chair: Karen Gunderson Facilitator: Shared Vision Consultants Diana Boyer (CWDA rep) Kathy Watkins (CWDA Legislative & Southern Rep) Harvey Kawasaki, LA County DCFS Representative Jan Viss (Central Rep) Nick Honey (Sonoma, Bay Area Region), Delfino Neira (Southern Rep/ILP Co-Chair) Jane Wilson (Northern Region Rep, Shasta County) Mtn Valley Rep--pending) Debby Jeter (SF, Ops Co-Chair) Judy Webber (Ventura County and Licensing Co-Chair), CDSS Administration Office of the Courts Child Welfare Director's Association Chief Probation Officers of California
Frequency	Monthly Meeting
Location	744 P. Street, Sacramento, CA
Duration	2 hours
Inputs	Reports from Steering Committee, Focus Groups, Internal meetings and other sources

### 3.1.3 AB12 Program and Placement Area Team

Meeting Objectives	Discussion of ILP, Case Planning, Program Criteria, New Placement Options
Attendees	<p style="text-align: center;">CDSS Lead: Karen Gunderson  <a href="mailto:Karen.Gunderson@dss.ca.gov">Karen.Gunderson@dss.ca.gov</a></p> <p style="text-align: center;">AB 12 Co-Sponsor Lead: Angie Schwartz of the Alliance for Children’s Rights  <a href="mailto:a.schwartz@kids-alliance.org">a.schwartz@kids-alliance.org</a></p> <p>Harvey Kawasaki (ILP Subcommittee Chair and LA County)  Delfino Neira (ILP Co-Chair, Santa Barbara County)  Cheryl Harrison (Glenn County representing Northern Region)  Lori Medina (Santa Clara) to Represent Bay Region  Diana Boyer (CWDA rep)  <u>Northern reps:</u> Ginny Kinney GKinney@tcdss.org Pia VanKleef and Abigail Henderson Tehama County  Neely McElroy, Contra Costa County  Marisela Cabral-Centeno, Ventura County  Leslie Griffith and Janet Atkins, Santa Clara County  Gloria Ifill, Ann Fox, Rhonda Sarmiento,  Mary Molony, San Diego County  Virginia Pierce, Monterey County  Arlene Hylton, SF County ILP  Anne Bloxom, Orange County  CDSS Program Staff  County Representatives  Sponsor Agencies’ Representatives</p>
Frequency	Monthly meeting on third Monday of the Month
Location	744 P. Street, Sacramento, CA
Duration	3 hours
Inputs	Reports from Program Criteria and THP+ Foster Care subgroups, inputs from stakeholders and Co-Sponsor constituents

### 3.1.4 Program Criteria Subgroup Meeting

Meeting Objectives	Program Criteria, mutual agreement, TILP
Attendees	Chair: Sonya St. Mary CDSS Program Staff County Representatives Sponsor Agencies' Representatives
Frequency	Bi-Monthly Meetings on the 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays 10:00-12:00
Location	744 P. Street, Sacramento, CA
Duration	3 hours
Inputs	inputs from stakeholders and Co-Sponsor constituents focus groups and surveys
Outputs	Program Eligibility Criteria, ACL's, Regulations
Agenda	Development of Program Criteria for AB 12

### 3.1.5 THP+ Foster Care Subgroup

Meeting Topics	THP+ foster care program criteria
Attendees	Chair: Theresa Thurmond CDSS Program Staff County Representatives Sponsor Agencies' Representatives
Frequency	Bi-Monthly meetings on the 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays 12:30-2:30 p.m.
Location	744 P. Street, Sacramento, CA
Duration	2 hours
Inputs	Inputs from stakeholders and Co-Sponsor constituents surveys and focus groups

### 3.1.6 AB12 Eligibility, Payments and Rates Workgroup

Meeting Topics	THP+ Foster Care, SIL, IV-E Eligibility IV-E Case Plan Amendment
Attendees	<p>CDSS Lead: Barbara Eton  <a href="mailto:Barbara.Eaton@dss.ca.gov">Barbara.Eaton@dss.ca.gov</a></p> <p>AB 12 Co-Sponsor Contact: Jackie Rutheiser  <a href="mailto:JRutheiser@cacfs.org">JRutheiser@cacfs.org</a></p> <p>Nick Honey (THP Plus Subcommittee, Sonoma County          Judy Webber (Ventura County and Licensing Co-Chair)          Debby Jeter (SF)          Diana Boyer, CWDA,          John Murray, San Francisco (CWDA THP Plus Sub Co-Chair)          Casey Blake, San Francisco          Beverley Butler, Fresno Co Eligibility          Phyllis Lang, Tehama County          Neely McElroy, Contra Costa County          Amy Krueger, Santa Barbara          Marisela Cabral-Centeno, Ventura County          Barbara Wiener, San Diego County          Verona Hines, San Diego County          Laura Hattaway, San Diego County          Virginia Pierce, Monterey County          Bob Malmberg, Orange County          DSS Program Staff          County Representatives          Sponsor Agencies' Representatives</p>
Frequency	Monthly Meeting
Location	744 P. Street, Sacramento, CA
Duration	4 hours
Inputs	Program and Placement Focus Area Team, Licensing
Outputs	Licensing Regulations, ACLs, Rate Structure

### 3.1.7 Rules of the Court workgroup

Meeting Topics	Administration, practices and processes, “Not inconsistent with statute” areas and Force of Law
Attendees	<p>AOC Lead: Aleta Beaupied (<a href="mailto:aleta.beaupied@jud.ca.gov">aleta.beaupied@jud.ca.gov</a>)</p> <p>AB 12 Co-Sponsor Contact: Leslie Heimov of Children’s Law Center of Los Angeles (<a href="mailto:heimovl@clcla.org">heimovl@clcla.org</a>)</p> <p>CWDA Representatives Judicial Officers Kathy Watkins, San Bernadino Valerie Earley , Contra Costa County Wendy Jones, LA Corey Kissel , San Diego Guy Trimarchi . LA Virginia (Ginger) Pierce, Monterey County County and Advocates Paula Ensele, CDSS</p>
Frequency	Weekly Wednesdays 12 - 2
Location	Teleconference
Duration	2 hours
Inputs	Legislation and public comment
Outputs	Rules of Court

### 3.1.8 Training and Informing

#### 3.1.9

Meeting Objectives	Communication with counties, caregivers, providers, youth, public and the media
Attendees	<p>CDSS Leads: Linne Stout (<a href="mailto:linne.stout@dss.ca.gov">linne.stout@dss.ca.gov</a>) &amp; Karen Grace-Kahoe (<a href="mailto:karen.grace-kaho@dss.ca.gov">karen.grace-kaho@dss.ca.gov</a>)</p> <p>AB 12 Co-Sponsor Contact: Joseph Tietz of the California Youth Connection (<a href="mailto:joseph@calyouthconn.org">joseph@calyouthconn.org</a>)</p> <p>Sylvia DePorto (CWDA Children’s Ops Chair, Riverside County), Barbara LaHaie (Humboldt County), Rachel Pena, Nevada County</p>

	Sarah Jimenez, CWDA Communications Analyst, Mark Miller and Shirley McNeal representing LA DCFS Nick Bhatt (or designee), LA DCFS Maggie Donahue, San Francisco Margo Fudge, San Diego Virginia Pierce, Monterey County, Bob Malmberg, Orange County
Frequency	Monthly
Location	744 P. Street, Sacramento, CA
Duration	2 hours
Inputs	Information from all Focus Area Teams
Outputs	Work plans, Agendas, curriculum

### 3.1.10 Administration and Fiscal

Meeting Objectives	Aid codes, claiming, allocations, caseload, IV-E Allowability
Attendees	<p>CDSS Lead: Julie Kimura (<a href="mailto:julie.kimura@dss.ca.gov">julie.kimura@dss.ca.gov</a>)</p> <p>AB 12 Co-Sponsor Contact: Kathy Watkins, CWDA (<a href="mailto:kwatkins@hss.sbcounty.gov">kwatkins@hss.sbcounty.gov</a>)</p> <p>Eileen Cubanski, CWDA Fiscal Policy Analyst, Penni Clarke, CWDA Staff (Automation issues), Andrew Pease San Diego County <u>San Francisco County</u>: Rojana Turner Heather Davis Candace Flint Contra Costa County Barbara Wiener, San Diego County Verona Hines, San Diego County Amy Thompson, Alameda County Miriam Acha, Riverside County</p>
Frequency	TBD
Location	744 P. Street, Sacramento, CA
Duration	TBD
Inputs	Information from All Focus Area Teams
Outputs	Work plans, Agendas

## 3.2 Share Point Internet Communication Network

### 3.2.1 Overview

The AB12 Share Point site has been created to facilitate communication among all the AB12 participants. The Share Point site stores shared documents such as agenda, meeting notes, and allows for easy communication through the discussion boards and calendar. All AB12 participants will receive an invitation to set up an account for the AB12 Share Point.

[https://extranet.casey.org/CookieAuth.dll?GetLogon?curl=Z2FcollabZ2FAB\\_12\\_XFCZ2Fdefault.aspx&reason=0&formdir=5](https://extranet.casey.org/CookieAuth.dll?GetLogon?curl=Z2FcollabZ2FAB_12_XFCZ2Fdefault.aspx&reason=0&formdir=5)

Please contact Lisa@SharedVisionConsultants to request access to the share point site.

### 3.2.2 Accessing Share Point

Upon logging into Share Point, there is a calendar that has all meetings and events pertaining to AB 12. On the left is a menu of the site content, including documents, lists, and discussions.

Upon selecting the “shared documents” on the right, all the folders pertaining to AB 12 will be displayed. The folders include: *AB 12 resources, AB 12 Steering committee, Community Care Licensing, Coordinating Leadership Team, Eligibility Rates and Payments Focus Area Team, Fiscal and Administrative Focus Area Team, Placement and Program Focus Area Team, Rules of Court Focus Area Team, Youth Engagement and Training Focus Area Team*. Each of those folders contains 3 folders: *Agenda and meeting notes, membership, and updates*. Upon selecting the subfolders, the documents will be displayed in a list format.

This website eliminates the need to e-mail documents or wonder when a meeting is going to be held; simply log on, print out the meeting notes, agenda, or what ever else that may be needed, view the committee participants, and view the date of the meeting.

There is also a “discussion board” page. Use the Team Discussion list to hold newsgroup-style discussions on topics relevant to a team. Select the Team Discussion on the right, then click on “new” and a new discussion can be created. This will cut down e-mails tremendously. With this easy-to-use tool, one can create a discussion for a committee and not worry about someone getting forgotten on an e-mail list. Additionally one can simply go to the discussion page and see what is being discussed and share an opinion on the topic.

## 4 Communications Guidelines

### 4.1 Guidelines

1. All participants should arrive on time
2. All inputs should be shared and reviewed in advance
3. Mobile phones should be kept in silent or vibrate mode
4. Only one speaker at a time
5. Minutes and actions must be produced after the meeting

### 4.2 Guidelines - conference call participants

1. Identify yourself when requested
2. Please don't put the call on hold as the other participants will hear the music
3. Use mute when possible to minimize noise from multi-tasking noise and interruptions

Table 1: AB12 COMMUNICATION FRAMEWORK

