

Family to Family
 Team Decisionmaking (TDM) Quarterly Report

Site:			Dates:			
Section I.	Total Number of Children in the Agency during time period who:					
	A. Entered placement		B. Changed placements		C. Exited, changed custody, or had custody extension	
					Exited placement	Changed custody or had custody extension
1. Count of children						
2. % children for whom TDM held						
Section II. Meeting Specific Information	Type of Meeting					
	A. Removal		B. Change of Placement		C. Permanency	
	Count	%	Count	%	Count	%
3. TDM meetings						
4. TDM with suspected / confirmed domestic violence						
5. TDM meetings making recommendations for youth						
6. All Children who are the focus of the TDM meeting						
7. Youth who are the focus of the TDM meeting						
8. Children already removed / moved on an emergency basis before TDM held						
9. Children in #8 removed by police						
MEETINGS ATTENDED BY AT LEAST 1:	#	%	#	%	#	%
10. Mother						
11. Father						
12. Youth (for whom recommendation is being made)						
13. Other relative (Not relative caregiver)						
14. Parent advocate						
15. Youth advocate						
16. N'hood/community support person invited by agency						
17. Friends & support persons invited by family (friends)						
18. FP/other caregiver						
19. Other agency partner						
Location of Meeting						
20. Public agency						
21. Community site						

Family to Family
 Team Decisionmaking (TDM) Quarterly Report

Section III. Recommendation Summary for Children by TDM type	<i>Removal TDM</i>		<i>Change of Placement TDM</i>		<i>Permanency TDM</i>	
	E. Children for whom Recommendation Made:		F. Children for whom Recommendation Made:		G. Children for whom Recommendation Made	
	Count	%	Count	%	Count	%
22. Maintain children own home/no court involvement						
23. File for court intervention not involving removal						
24. File for any type of custody that includes removal						
25. Place child with relative, no court involvement						
26. Place with any relative						
27. Place in foster home						
28. Place in group home						
29. Place in Res. Treatment						
30. Place with unrelated person not FP						
31. Place in independent living						
32. Placement with non-custodial parent						
33. Maintain child in present placement						
34. Move to more restrictive placement						
35. Move to less restrictive placement						
36. Move to same type of placement (lateral move)						
37. Proceed with reunification						
38. File for legal custody/guardianship to relative						
39. File for PPLA (long term foster care)						
40. File for TPR						
41. File to terminate custody due to age of majority						
42. File for extension of current type of custody						

Family to Family
Team Decisionmaking (TDM) Quarterly Report

USER INSTRUCTIONS FOR TDM QUARTERLY MEETING SUMMARY REPORT

Overview: This form is intended to provide a guideline for summarizing TDM activity during a specified period of time. Sections of the form are numbered with Roman numerals, I to III. The rows and columns in each section collect information on attendees, location and recommendations by different types of TDM meetings. To facilitate completion of the form, rows are numbered consecutively and columns are labeled with letters of the alphabet, thus, enabling the user to refer to a specific cell on the form by section, column and row designation (e.g. II.A3 refers to Column A Row 3 in Section II, i.e. count of removal TDM meetings).

Section I.

This section collects information designed to provide an estimate of whether the agency held all required TDMs during the quarter. TDMs are held to make recommendations for children entering placement (column A), children changing placement (column B), and children exiting placement or experiencing a custody change or custody extension (column C).

The top section, entitled “Total Number of Children in the Agency during time period,” requires the user to use a data source other than the TDM Access database to determine the exact number of children who have entered placement, changed placement, or exited placement, had a custody change or had a custody extension during the review period. With this number in hand, it is then possible to estimate to what extent a TDM is being used for each and every one of the placement-related decisions it is intended to cover.

NOTE: In many places the report request percentages (%). To convert the calculations specified in the instructions below to percentages, multiply by 100 (e.g. $(20/80) * 100 = .25 * 100 = 25\%$)

Line 1: Enter the count of children who experienced each placement event under the corresponding column. This data comes from a source outside of the TDM database.

Line 2: The calculation of an estimate for the cells on line 2 “% children for whom TDM held” requires that you use information provided in Section III.

- For % in 2A divide the number of children recorded in (24E + 25E) by the number of children in 1A. The calculation is $2A = (22A + 23A) / 1A$. If an agency is having all TDMs, this number will be about 100%.
- For % in 2B divide the number of children in (34F + 35F + 36F) by the number of children who moved in the agency (1B). The calculation is $2B = (34F + 35F + 36F) / 1B$. If an agency is having all TDMs, this number will be about 100%.

Family to Family
Team Decisionmaking (TDM) Quarterly Report

- For % in 2C divide the total number of child recorded in (37G + 38G + 39G+40G + 41G + 42G) by the total of the 2 cells on line 1 in column C. The calculation is $2C = (37G + 38G + 39G+40G + 41G + 42G) / 1C$. If an agency is having all TDMs, this number will be about 100%

Section II. Meeting Specific Information

Please use the following general guidelines in determining which types of meetings belong under “Removal,” “Change of Placement,” and “Permanency”:

- “Removal” meetings: this column should encompass all TDM meetings held to make a decision around the removal of a child, who is currently not in an agency-determined placement. It also includes children already removed on an emergency basis for whom a meeting is being held immediately following the removal. This category includes children re-entering the system after a previous exit, as well as, children entering placement for the first time.
- “Change of Placement (COP)”: this column should include all TDM meetings held to determine whether a child currently in an agency placement should move to another agency-sanctioned placement. This column also includes COP meetings held after a child has moved.
- “Permanency”: should include all TDM meetings held to determine whether the process of family reunification should begin for children in care or to consider other permanency options such as Termination of Parental Rights or Guardianship actions, decisions to place youth in Long Term Foster Care, or decisions to extend current custody type.

The percentages in section II, lines 4 - 21 are based upon the total number of TDM meetings held, as entered in the cells of row 3. To calculate % divide by A3 or B3 or C3 depending on whether you are looking for % of removal, change of placement, reunification or other TDM.

Line 3: “*TDM meetings*” refers to the total number of meetings of each type, as defined above.

Line 4: “*TDM with suspected/confirmed domestic violence*” refers to meetings in which DV was known or suspected by the facilitator and team and addressed in the meeting.

Line 5: “*TDM meetings making recommendations about youth,*” count all meetings at which recommendations are being made for at least 1 youth (as defined by your agency).

Line 6: “*All children who are the focus of the TDM meeting*”: refers to the total number of children whose cases were discussed in a meeting during the review period. This is not an unduplicated count of children. If a child had more than one TDM meeting, then the child should be counted every time there was a TDM making a recommendation for the child.

Family to Family
Team Decisionmaking (TDM) Quarterly Report

Line 7: “*Youth who are the focus of the TDM meeting*” refers to the total number of youth whose cases were being discussed in a meeting during the review period.

Line 8: “*Children already removed / moved on emergency basis before TDM held*” refers to two types of cases: 1) children covered by removal TDMs who were removed on an emergency basis prior to the TDM meeting being held and 2) children covered by change of placement TDM who were moved prior to the COP meeting. The percentages for line 8 are derived by dividing the number of children removed (8A) or moved (8B) on an emergency basis by the total number of children involved with initial removal TDMs (6A) or change of placement TDMs (6B).

Line 9: “*Children in #8 removed by police*”: refers to those children who were removed from their home by law enforcement, working independently without the participation of a child welfare social worker. Do not include children removed by law enforcement if a child welfare social worker was physically present at the scene, working with the police on the situation. To calculate the % divide 9A by 8A.

Meetings Attended by at least 1 of each attendee type below.

This part of the report summarizes attendance at different types of meetings. The % in this part of the quarterly report are based upon the total number of meetings held.

Lines 10 and 11: “*Mother*” and “*Father*”: Enter the number of meetings attended by at least 1 mother or 1 father. This would include birth parents or adoptive parents. Divide lines 10A, 10 B, 10C and 11A, 11B, and 11C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) attended by at least 1 mother and 1 father.

Line 12: “*Youth*”: Enter the number of meetings attended by a youth who was the subject of the meeting and was expected by agency policy to be in attendance. Divide 12A, 12B, and 12C by the total number of meetings making recommendations for youth (5A, 5B, 5C) to get the % of meetings attended by youth.

Line 13: “*Other relative*”: Enter the number of meetings attended by any extended family members who attended the TDM meeting who is not already a relative caregiver for this child. Divide 13A, 13B, and 13C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) attended by at least 1 other relative.

Line 14: “*Parent advocate*”: Enter the number of meetings attended by at least 1 parent advocate. In this context a parent advocate refers to birth parents or other individuals who are trained to act as a parent advocate as part of the Building a Better Future program or similar established program. Divide 14A, 14B and 14C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) attended by at least 1 parent advocate.

Line 15 “*Youth advocate*”: Enter the number of meetings attended by at least 1 youth advocate. In this context a youth advocate refers to youth who are trained to act as a youth advocates as part of the Jim Casey Youth Opportunity program or similar established program. Divide 15A, 15B and 15C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) attended by at least 1 youth advocate.

Family to Family
Team Decisionmaking (TDM) Quarterly Report

Line 16: “*Neighborhood/community support people invited by agency*”: Enter the number of meetings attended by any neighborhood/community support people who are invited by the agency. This category is intended to capture neighborhood or community support persons invited by the agency as part of its protocol for ensuring natural family supports at all TDM meetings. It does not include ‘professional’ service providers nor does it include individuals from the community who are invited by the family. Divide 16A, 16B and 16C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) attended by at least 1 neighborhood /community support person invited by the agency.

Line 17: “*Friends and support people invited by family*”: This category is intended to capture friends or community support persons invited by the family. It may include neighbors, friends, faith-based supports, etc. The TDM database should record all of these types of family support under the category of family/friends attendee type, friends attendee. Divide 17A, 17B and 17C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) attended by at least 1 friend or support invited by the family.

Line 18: “*FP/other caregiver*”: Include anyone who attended the TDM meeting as the present caregiver of the child, including relative caregivers. (Note that this excludes original initial removal meetings; it is intended to capture participants at meetings involving children already in care.) Divide 18B and 18C by the total number of meetings of each type (3B, 3C) to get the % of meetings (by type) attended by at least 1 FP/other caregiver.

Line 19: “*Other agency partner*”: Enter number of meetings attended by other agency partners. This line would include representatives of other human service agencies such as mental health, juvenile justice, health care providers, etc. Divide 19A, 19B and 19C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) attended by at least 1 other partner.

Location of Meeting

Line 20: “*Public Agency*”: include all meetings held in a site that primarily houses public agency staff. Divide 20A, 20B and 20C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) held in this location.

Line 21: “*Community site*”: include all meetings held in a site that is closer to a family’s home community, and not identified primarily as the public system’s building. Divide 21A, 21B and 21C by the total number of meetings of each type (3A, 3B, 3C) to get the % of meetings (by type) held in this location.

Sections III. “Recommendation Summary for Children by TDM Type”

The last section of the form tracks meeting recommendations at the child level. The percentages in Sections III are based upon the total number of children involved in each type of TDM recorded in each column on Row 6. So you would divide the count in cells for each type of recommendation by the Row 6 cell that refers to the same TDM type.

Family to Family
Team Decisionmaking (TDM) Quarterly Report

To spot any obvious racial trends in TDM outcomes, a site may wish to complete the last two sections for children by race.

Here are a few guidelines, in cases where terminology may not be self evident:

Initial Removal TDM

Lines 22-25 provide basic information about legal custody recommendations:

Line 23: “*File for court intervention not including removal*”: refers to situations where the team recommends seeking a court order (e.g. for protective supervision or an order for a parent to vacate a home) that does not include removing the child from the parents’ home.

Line 25: “*Place child with relative, no court involvement*” refers to children for whom meeting participants are recommending voluntary relative placement and no court action

Lines 26-32 provide basic information about placement recommendations:

Line 26: “*Place with any relative*”: include children for whom the recommendation is to place with a specific relative, regardless of custody plan. These children could be children in custody with a kinship caregiver (included on line 24) or children with a voluntary relative placement (included on line 25).

Line 30: “*Place with unrelated individual, not FP*”: recommendations to place with a non relative, perhaps a “fictive kin” placement

Line 31: “*Place in Independent Living*”: recommendations to officially designate youth for IL programming *and* place in IL-designated placement

Permanency TDM

Line 37: “*Proceed with Reunification*”: when the team’s recommendation is to officially begin the process of reunifying children currently in care with their families of origin.

Line 38: “*File for legal custody to relative*”: when the team’s recommendation is to seek legal custody or guardianship of the child(ren) by a relative

Line 39: “*File for PPLA*”: when the team’s recommendation is to seek Planned Permanent Living Arrangement or Long Term Foster Care as the child’s legal disposition

Line 40: “*File for TPR*”: when the team’s recommendation is to seek termination of parental rights for the child

Line 41: “*File to terminate custody due to age of majority*”: when the team’s recommendation is to pursue termination of agency custody of a youth over age 18

Line 42: “*File for extension of current type of custody*”: when the team’s recommendation is NOT to pursue permanency at this time (via reunification, TPR, or any other means), but rather to request the court to extend the current temporary custody status for several more months in order to prepare for a solid permanency decision at the next Permanency TDM meeting.

Note: TDM’s purpose is to make placement-related recommendations, but in a given case those recommendations may actually not be carried out, for a variety of reasons.

Family to Family
Team Decisionmaking (TDM) Quarterly Report

(E.g., the court does not follow the agency's recommendation, a recommended placement resource is not available, etc.) Each site should develop a process to check and report on the TDM database information (which reflects recommended outcomes) linked to other agency data sources to determine the *actual* vs. the recommended outcome.

Family to Family
Team Decisionmaking (TDM) Quarterly Report

**INSTRUCTIONS FOR COMPLETING THE QUARTERLY REPORT USING REPORTS
PROGRAMMED INTO THE GENERIC TDM DATABASE (VERSION 6.62)
DEVELOPED BY METIS**

The following section provides guidance on how to use the TDM database to retrieve the data for this report. This section does NOT APPLY to you, if your site is not using version 6.62 of the TDM database programmed by Metis.

The counts (#) for all lines except for 1 and 2 are available in the various reports already programmed into the TDM database.

The counts for **Section II lines 3 – 6, 8A and 9** come directly from either a meeting specific report or a child specific report already programmed into the database. The attached form specifies whether you need a meeting specific report, designated as MS, or a child specific report, designated as CS in the cell.

- On the main menu of the TDM database, click on 'Reports'. This will open up the 'Report Selection Menu.'
- Click on 'Summary Report'. This will open the 'Summary Report Menu.' From the 'Summary Report Menu' you can select the type of report you want (Meeting specific, child specific). You can also specify the parameters for the report, such as date range, type of TDM, staff, meeting location, case status. Use this menu to define the quarterly report date range and TDM type that you need for inclusion on the quarterly report.

The counts for **Section II line 7** come from a special report in the database. To get the count for this cell do the following:

- On the main menu of the TDM database, click on 'Reports'. This will open up the 'Report Selection Menu.'
- Click on 'Other Reports'. This will open the 'Other Reports Menu.' From the 'Other Reports Menu' you can select many different types of reports. For this purpose select 'Age at Meeting'. You can then specify the report dates and TDM type to produce a child specific report with only youth characteristics. This report will have the number of youth involved with the meetings you specified.

The count for **Section II line 8B** will come from a special child specific report. To get the count for this cell do the following:

- On the main menu of the TDM database, click on 'Reports'. This will open up the 'Report Selection Menu.'
- Click on 'Summary Report'. This will open the 'Summary Report Menu.' From the 'Summary Report Menu' you can select the type of report you want (Meeting specific, child specific). You can also specify the parameters for the report, such as date range, type of TDM, staff, meeting location, case status. Use this menu to define the quarterly report date range and TDM type that you need for inclusion on the quarterly report.
- Also use the 'Summary Report Menu' to specify that 'Change of Placement TDM Occurred' and select 'After child moved'.
- Click on child-specific report. This should produce a child-specific report with the count of children who moved before the COP meeting occurred.

Family to Family
Team Decisionmaking (TDM) Quarterly Report

The counts for **Section II lines 10, 11, 13, 14, 15 and 17** will come directly from these same lines on the Meeting-specific report.

The count for Section II line 12.....

The counts for **Section II lines 16, 18 and 19** will be the summary numbers for the following attendee categories: line 16 is 'Neighborhood/community reps', line 18 is 'Caregivers' and line 19 is 'Service Providers'. Be sure that you use the summary line for the category and do not add up all the numbers for each individual attendee in the category.

The counts for Section II lines 20 and 21 can be generated as follows:

- On the main menu of the TDM database, click on 'Reports'. This will open up the 'Report Selection Menu.'
- Click on 'Summary Report'. This will open the 'Summary Report Menu.' From the 'Summary Report Menu' you can select the type of report you want (Meeting specific, child specific). You can also specify the parameters for the report, such as date range, type of TDM, staff, meeting location, case status. Use this menu to define the quarterly report date range and TDM type that you need for inclusion on the quarterly report.
- Also use the 'Summary Report Menu' to specify the location.
- Click on meeting-specific report. This should produce a meeting-specific report with the count meetings in the location you specified. Repeat this step to get the numbers for other locations.

The counts for Section III, lines 22 – 42 come directly off of the child-specific report.

- On the main menu of the TDM database, click on 'Reports'. This will open up the 'Report Selection Menu.'
- Click on 'Summary Report'. This will open the 'Summary Report Menu.' From the 'Summary Report Menu' you can select child-specific report. You can also specify the parameters for the report, such as date range and type of TDM.
 - After producing the child-specific report, you will need to map the recommendations that you are tracking in your database into the cells specified for the quarterly report. This means that you may have to add numbers from multiple lines on the child-specific report to get 1 number for each cell.

Family to Family
 Team Decisionmaking (TDM) Quarterly Report

➤ CALCULATIONS FOR EACH CELL AND SOURCE OF COUNTS IN TDM DATABASE. (MS = MEETING SPECIFIC REPORT; CS = CHILD SPECIFIC REPORT)

Site:		Dates:				
Section I.	Total Number of Children in the Agency during time period who:					
	A. Entered placement		B. Changed placements		C. Exited, changed custody, or had custody extension	
					Exited placement	Changed custody or had custody extension
1. Count of children	OUTSIDE DATA SOURCE		OUTSIDE DATA SOURCE		OUTSIDE DATA SOURCE	OUTSIDE DATA SOURCE
2. %children for whom TDM held	$(24E + 25E) / 1A$		$(34F + 35F + 36F) / 1B$		$(37G + 38G + 39G + 40G + 41G + 42G) / 1C$	
Section II. Meeting Specific Information	Type of Meeting					
	A. Initial Removal		B. Change of Placement		C. Permanency	
	Count	%	Count	%	Count	%
3. TDM meetings	MS		MS		MS	
4. TDM with suspected / confirmed domestic violence	MS	4A/3A	MS	4B/3B	MS	4C/3C
5. TDM meetings making recommendations for youth	MS		MS		MS	
6. All Children involved with TDM meeting	CS		CS		CS	
7. Youth involved with meeting	OTH - AGE		OTH - AGE		OTH - AGE	
8. Children already removed / moved on an emergency basis before TDM held	CS	8A/6A	CS	8B/6B		
9. Children in #6 removed by police	CS	9A/8A				
Meetings attended by at least 1 of following attendees:	#	%	#	%	#	%
10. Mother	MS	10A/3A	MS	10B/3B	MS	10C/3C
11. Father	MS	11A/3A	MS	11B/3B	MS	11C/3C
12. Youth (for whom recommendation is being made)	??	12A/5A	??	12B/5B	??	12C/5C
13. Other relative (Not relative caregiver)	MS	13A/3A	MS	13B/3A	MS	13C/3C
14. Parent advocate	MS	14A/3A	MS	14B/3B	MS	14C/3C

Family to Family
 Team Decisionmaking (TDM) Quarterly Report

15. Youth advocate	MS	15A/5A	MS	15B/5B	MS	15C/5C
16. N'hood/community support person invited by agency	MS	16A/3A	MS	16B/3B	MS	16C/3C
17. N'hood/community support person invited by family (friends)	MS	17A/3A	MS	17B/3B	MS	17C/3C
18. FP/other caregiver			MS	18B/3B	MS	18C/3C
19. Other agency partner	MS	19A/3A	MS	19B/3B	MS	19C/3C
Location of Meeting						
20. Public agency	MS-LOC	20A/3A	MS-LOC	20B/3B	MS-LOC	20C/3C
21. Community site	MS-LOC	21A/3A	MS-LOC	21B/3B	MS-LOC	21C/3C

Section III. Recommendation Summary for Children by TDM type	<i>Initial Removal TDM</i>		<i>Change of Placement TDM</i>		<i>Permanency TDM</i>	
	E. Children for whom Recommendation Made:		F. Children for whom Recommendation Made:		G. Children for whom Recommendation Made	
	Count	%	Count	%	Count	%
22. Maintain children own home/no court involvement	CS	22E/6A				
23. File for court intervention not involving removal	CS	23E/6A				
24. File for any type of custody that includes removal	CS	24E/6A				
25. Place child with relative, no court involvement	CS	25E/6A				
26. Place with any relative	CS	26E/ (24E+25E)				
27. Place in foster home	CS	27E/ (24E+25E)				
28. Place in group home	CS	28E/ (24E+25E)				
29. Place in Res. Treatment	CS	29E/ (24E+25E)				
30. Place with unrelated person not FP	CS	30E/ (24E+25E)				
31. Place in independent living	CS	31E/ (24E+25E)				
32. Placement with non-custodial parent	CS	32E/ (24E+25E)				
33. Maintain child in present placement			CS	33F/6B		
34. Move to more restrictive			CS	34F/6B		

Family to Family
 Team Decisionmaking (TDM) Quarterly Report

placement						
35. Move to less restrictive placement			CS	35F/6B		
36. Move to same type of placement (lateral move)			CS	36F/6B		
37. Proceed with reunification					CS	37G/6C
38. File for legal custody/guardianship to relative					CS	38G/ 6C
39. File for PPLA (long term foster care)					CS	39G / 6C
40. File for TPR					CS	40G/ 6C
41. File to terminate custody due to age of majority					CS	41G / 6C
42. File for extension of current type of custody					CS	42 G/ 6C

SOURCE FOR COUNTS, USING THE TDM DATABASE REPORTS:

MS = MEETING SPECIFIC REPORT FOR SPECIFIC MEETING TYPE AND DATE RANGE OF REPORT

CS = CHILD SPECIFIC REPORT FOR SPECIFIC MEETING TYPE AND DATE RANGE OF REPORT

MS-LOC = MEETING SPECIFIC REPORT FOR SPECIFIC MEETING TYPE, DATE RANGE OF REPORT AND MEETING LOCATION

OTH-AGE = OTHER REPORT, AGE AT MEETING