OKLAHOMA
COMMISSION ON
CHILDREN AND YOUTH

2915 N. Classen Boulevard, Suite 300
Oklahoma City, OK 73106
Tel: (405) 606-4900 • Fax: (405) 524-0417
Toll Free 1-866-335-9288

STATE POST ADJUDICATION REVIEW ADVISORY BOARD
AGENDA

Date: 10-22-2021
Time: 10-12

Location: 2915 North Classen, Suite 300
Oklahoma City, OK 73106

MEETING NOTICE AND AGENDA

1.	Welcome and introduction of Members and Guests and a Call to Order	5 Min.	Greg Delaney
2.	Determination of Quorum and Compliance with Oklahoma Open Meeting Act	5 Min.	Cherra Taylor
3.	Review and Approval of the Minutes of August 20, 2021 State Post Adjudication Review Advisory Board meeting *Discussion and possible action*	5 Min.	Greg Delaney
6.	Presentation of the PARB Database System and Recommendation Process	30 Min.	Keith Pirtle
7.	PARB Program Manager's Report	10 Min.	Keith Pirtle
8.	Child Welfare Monthly Data Reporthttp://judicialdashboard.okdhs.org/	10 Min.	Daniel Herring
9.	State PARB 2021 Recommendations to Commission: Continued Discussion and Finalization *Discussion and possible action*	40 Min.	Keith Pirtle and the Recommendations Committee
10.	State PARB Proposed 2022 Meeting Dates *Discussion and possible action*	10 Min.	Greg Delaney
11.	New Business Business which was not known nor could have been known through exercise of due diligence at the time of posting of this agenda	5 Min.	Greg Delaney
12.	Adjournment		Greg Delaney

The Board may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on the agenda.

<div align="center">

Oklahoma Commission on Children and Youth
2915 N Classen Blvd, Suite 300
Oklahoma City, Oklahoma 73106

</div>

<div align="center">

STATE POST ADJUDICATION REVIEW ADVISORY BOARD
2915 N Classen Blvd, Ste. 300
Oklahoma City, OK 73106
Friday, August 20, 2021

</div>

<div align="center">

SPECIAL MEETING MINUTES

</div>

1. **Call to Order and Roll Call**
   The meeting was called to order at 10:03 a.m. by Chairperson, Greg Delaney. Determination of quorum was established for members present and the board was in compliance with notice and agenda requirements of the Oklahoma Open Meeting Act. Members present in person: Sarah Herrian, Dr. Kalie Kerth, Dr. Carol Bridges, Lou Truitt-Flanagan, Jonette Dunlap, Dr. Greg Parks, the Honorable Louis Duel, Lana Freeman, Greg Delaney, Cindy Nocton, the Honorable Pat VerSteeg, and David Ross. Members not present: Melanie Johnson, Lisa Buck, Christina Siemens, the Honorable Leah Edwards, Paula Cantrell, Deanna Chancellor, Daniel Herring, and the Honorable Bill Baze. OCCY staff members present: Keith Pirtle, Christina Whatley, and Cherra Taylor.

2. **Introduction of Members and Guests, Public Comments**
   Lisa White from the University of Oklahoma (OU); Angela Mazza and Dawn Leemon from Oklahoma Department of Human Services, Office of Client Advocacy; and Shavonne McRee and Josh Watts from Jill Geiger Consulting were in attendance. No public comments were made.

3. **Review and Approval of the Meeting Minutes of April 9, 2021**
   Discussion and Possible Action

   <u>Lana Freeman motioned, and Cindy Nocton seconded approve the minutes of the April 9, 2021, State Post Adjudication Review Advisory Board Meeting. The majority of members present voted in the affirmative, except Jonette Dunlap who arrived after roll call. Motion passed.</u>

4. **Oklahoma Foster Parent Voices and the Foster Care Ombudsman's Office, Statewide OCA Youth Grievance Program**
   Dawn Leemon, Foster Care Ombudsman with the Office of Client Advocacy, presented on the Foster Parent grievance program. Information discussed included:
   - The history of the grievance program.
   - The Office of Client Advocacy (OCA), within the Oklahoma Department of Human Services (OKDHS), administers the program in partnership with the Office of Juvenile System Oversight (OJSO), within the Oklahoma Commission on Children and Youth (OCCY).
   - OCA's roles and responsibilities when processing foster parent grievances.
   - Providing educational support and community outreach.

   Angela Mazza, Programs Administrator with OCA, presented on the Foster Youth Grievance Program. Information discussed included:
   - The history of the grievance program.
   - The OCA administers the program in partnership with OJSO.
   - The Bill of Rights for Children and Youth in Foster Care.

- OCA's roles and responsibilities when processing youth grievances.
- Procedural differences between the foster parent grievances and the foster youth grievances.

Handouts of the presentation were provided.

5. **Introduction and Overview: Comprehensive State Plan for Services to Children and Youth**
   Shavonne McRee, of Jill Geiger Consulting, presented on progress of the OCCY State Plan for Services to Children and Youth. Shavonne gave a brief overview of the requirements of the State Plan and the timeframe for which it should be completed. She stated that a survey has been created to obtain community input. She also stated that the first community outreach event took place in Custer County on August 12, 2021. The next scheduled events will be in Tulsa County on August 26, 2021, and in Comanche County on September 7, 2021.

   Handouts of the presentation were provided.

6. **University of Oklahoma E-Team Data Findings on PARB Membership**
   Lisa White, OU's Evaluation Team (E-Team) presented on the demographics of PARB membership throughout the state. Some of the information discussed included:
   - Average years of service is nine years.
   - Majority of members are female.
   - Members' occupational status varies considerably from certified/licensed professionals to retired members of the community.

   Lisa stated that the new PARB database will contain the members' demographic information. The first training for the new database will be on August 24, 2021. Other training opportunities will be scheduled.

   Handouts of the presentation were provided.

7. **PARB Program Manager's Report**
   Keith Pirtle presented on the activities that occurred since the previous board meeting in April. Some of the information discussed included:
   - The E-Team's final report of the analysis of Garfield and Oklahoma Counties' reviews and recommendations.
   - The launch of the new PARB database.
   - PARB's annual report to the Commission.
   - New PARB badges.
   - Returning to in-person meetings.
   - Recruitment.

   Handouts of the presentations were provided.

8. **State PARB Recommendations to Commission: Continued Discussion, Formalization and Committee Formation**
   Discussion and Possible Action
   Keith presented the recommendations from the 2020 Annual Report and requested input from the board members. One of the concerns discussed was how many juvenile cases languish in the appeals process. Sarah Herrian, Judge VerSteeg, and Dr. Kalie Kerth volunteered to sit on a recommendations sub-committee.

   Greg Delaney motioned and the Honorable Pat VerSteeg seconded to form a Recommendations Review

Sub-Committee, with membership consisting of Sarah Herrian, the Honorable Pat VerSteeg, and Dr. Kalie Kerth. All members present voted in the affirmative. Motion Passed.

Handouts of the report were provided.

9. **State PARB Membership Nominations and Discussions**
   Discussion and Possible Action
   Keith reported that Tracy Otto and Judge Ryan Reddick had recently resigned their positions on the State PARB Advisory Board as well as Sandra Brown, who resigned in the late spring, 2021. He also reported that three nominations for each vacancy on the State Board must be submitted to the Governor for appointment. The nominations included:
   - Judicial Vacancy: Judge Christine Larson of Cimarron County
   - Active PARB Vacancies: Steven Fairclough of Oklahoma County, Lynda Whitney of Delaware County, Lana Freeman of McClain/Garvin Counties, and Brandi Watts of Payne County
   - Foster Parent representing A Foster Parent Association: Sarah Herrian

   Keith inquired if there were other nominations from the board. Nominations from the board included Cindy Humphrey of Garfield County, Judge Michael Kulling of Payne County, and Judge Pandee Ramirez of Okmulgee County.

   Dr. Kalie Kerth motioned and Lou Truitt-Flanagan seconded to approval the nominations for submission to the Governor. All members present voted in the affirmative. Motion passed.

10. **New Business**
    (Business which was not known nor could have been known through exercise of due diligence at the time of posting of this agenda)
    Cindy Nocton announced that Senator Kay Floyd authored several interim studies regarding preventable child deaths. Interim Study 21-66 will review youth suicides in Oklahoma and current preventable efforts, and Interim Study 21-67 will review causes of child death in Oklahoma.

11. **Adjournment**
    The next meeting is scheduled for October 22, 2021

    The meeting adjourned at 12:15 p.m.

PARB

POST ADJUDICATION REVIEW BOARD FINDINGS AND RECOMMENDATIONS

The Honorable _____ Next Court Date _____ JD/JF# _____

Review of _____ KK# _____

PARB Review Date _____ PARB Reviewer _____

Current DHS Worker _____ Phone# _____ Contact Date _____

DHS Supervisor _____ _____

Foster Parent _____ Contact Date _____

PARB District/Board# _____ Date of next Parb Review _____

Childs Atty _____ Dad's Atty _____ Other

Childs Atty _____ Dad's Atty _____ Other

Childs Atty _____ CASA _____ Other

Mom's Atty _____ Tribe _____ Other

Name of Child	Age	Type of Placement	# of Months out of home	ICWA?	Case Closed? Date/reason
_____	____	_____	_____	☐	_____
_____	____	_____	_____	☐	_____
_____	____	_____	_____	☐	_____
_____	____	_____	_____	☐	_____
_____	____	_____	_____	☐	_____
_____	____	_____	_____	☐	_____
_____	____	_____	_____	☐	_____
_____	____	_____	_____	☐	_____

BOARD'S FINDINGS AND RECOMMENDATIONS:

PARB Chairperson _____ Judicial acknowledgement _____

Copies to be distributed to: Child's Attorney, Parent's Attorneys, OKDHS, DA and Tribe, CASA and placement when applicable

Revised July 2020

POST ADJUDICATION REVIEW BOARD FINDINGS AND RECOMMENDATIONS

BOARD'S FINDINGS AND RECOMMENDATIONS:

PARB Chairperson _____ Judicial acknowledgement _____

Copies to be distributed to: Child's Attorney, Parent's Attorneys, OKDHS, DA and Tribe, CASA and placement when applicable

Revised July 2020

Post Adjudication Review Boards of Oklahoma
Program Manager's Report
October 22, 2022

State PARB Membership Update

Resignations:
Paula Cantrell, Chair of the Mayes County Board
Lana Freeman, Chair of the McClain and Garvin Board

New Members
Brandi Watts, Active PARB. Chair of the Payne County PARB

Vacancies and Nominations
Judicial-Waiting on Oklahoma Supreme Court. Judge Christina Larson of Cimarron and Texas
      County, Judge Michael Kulling of Payne County
2 Active PARB Slots: Steven Fairclough of Oklahoma County, Lynda Whitney of Delaware
      County, Cindy Humphrey of Garfield County
Foster Parent Representing the Foster Parent Association, Sarah Herrian.

Local Board and Membership Updates

1. There are 42 actively meeting PARB Boards.
2. Cleveland County-Lisa Tomas has taken over for Kerri Wells.   First meeting scheduled for November.
3. There are currently 273 local PARB members. Down 11 from last meeting.
4. New Counties where outreach has taken place and members have applied
   A. Cherokee County. Waiting on Judicial response
   B. Carter County. Waiting on Judicial response

Tulsa County PARB-Kim Rebsamen

Oklahoma County PARB-Christina Whatley

New PARB Data Base and Electronic Recommendation Process. PARB is moving to a new exciting system that will allow members to complete their recommendations online and store them electronically. They will be able to easily see prior recommendations and complete the case information at the top of the form. This data base will also allow staff to compare PARB information statewide.

Roll out of the new PARB Database has begun in full force. Two trainings on the new data base and recommendation process were held in August. These were recorded and shared with all PARB Members. A training manual was also created by the E-Team.

Christina Whatley has gotten five of the six active Oklahoma County Boards trained and entering data into the new system. Kim Rebsamen has gotten three of the four Tulsa boards started using the new system. Keith Pirtle has been busying attending Boards in the rest of the State. Lisa White from the OU E-team has attended some of these meetings. Boards that have been visited and have started using the database include.

1. Beckham County
2. Creek County
3. Canadian County
4. Major County
5. Washington County
6. Custer County
7. Sequoyah County
8. Blaine County
9. Osage County
10. Oklahoma County 5/6
11. Tulsa County 3/4

Keith has visited other Boards as well, including Mayes and Payne County.

Training

The regular Tuesday Trainings have stopped for the year. However, Kim Rebsamen did a training in late September on the DHS OKSA Program

Special Events

Keith attended the OCCY Summer Stop Tours in Beckham, Carter and Cherokee Counties to either support or promote PARB

Keith participated in a facebook video event for the Foster Care and Adoption Association of Oklahoma and interview by Sarah Herrian to promote and discuss PARB.

A presentation is scheduled during the RFP and TFC Directors Meeting in November.

State PARB Findings and Recommendations for 2020 Annual Report Refinement

Formal Recommendations to the Oklahoma Commission on Children and Youth for possible adoption

The State Post Adjudication Review Advisory Board recommends to the Commissioners of the Oklahoma Commission on Children and Youth that the following issues be adopted and addressed in their annual report.

1. The Supreme Court to prioritize juvenile cases on appeal to reduce the number of cases waiting for appeals and delaying permanency and resolution.
   A. Who has this information?
      1. Administrative Office of the Courts, Jerri Askins
   B. What information should be collected to support our position?
      1. We want to find out the length of time from appeal to resolution
      Review any current statutes related to deprived court appeals
   C. What steps can be taken to address this issue?
      1. Reduce the number of appeals
      2. Legislative action

2. Reduce the number of kids who turn 18 while in DHS custody without the connections and resources to function in society.
   A. Who has this information?
      1. Child Welfare
   B. What information should be collected to support our position?
      1. The number of kids who turn 18 in DHS custody in Oklahoma
   C. What steps can be taken to address this issue?
      1. Kids can sign back into care up until the age of 21
      2. Supporting foster families better
      3. Better quality assurance on OKSA and independent living plans to insure requirements had been met and were clear
      4. Train PARB members on OKSA and the established timelines

3. Eliminate the biological parents right to request a jury trial in the termination of parental rights procedures.
   A. Who has this information?
      1. The Jury Trial Subcommittee of the Juvenile Justice Oversight Committee started looking into this issue in late 2020. Judge VerSteeg of the State PARB is on that Committee. A report was being written in mid-2021.
   B. What information should be collected to support our position?
      1. See finished report when it is available
   C. What steps can be taken to address this issue?
      1. A group of State PARB members met to look into this issue in January 21 and gathered some articles and information on the issue.
      2. Support the actions and findings of the Jury Trial Subcommittee

4. Address the lack of enrollment in school, school truancy and lack of community involvement that creates a high risk for abuse and neglect of children.
   A. Who has this information?

1. The State PARB created a task force to address this issue in late 2019 and it lasted until May of 2021.   There were seven meetings in total and lots of information was collected and recommendations made.
   B.   What information should be collected to support our position?
      1. Several reports were created or collected by the State PARB Task Force and are available for review
   C. What steps can be taken to address this issue?
      1. See reports from the Kids Who are at Risk Due to Community Isolation Task Force

Goals of the State PARB for further development, definition, and ongoing effort

1. A systemic assessment and coordinated effort should take place to develop strategies and identify barriers to achieve child permanency within 12 months of removal.
   A.   Who has this information?
      1. DHS through the pinnacle plan
      2. Federal and state guidelines
      3. OCIS information compared to KIDS data
   B.   What information should be collected to support our position?
      1. Length of time until permanency
   C. What steps can be taken to address this issue?
      1. Safety plan improvements
      2. Families First activities and roll out
      3. Identify what work is currently being done
      4. The new Family Time guidelines
      5. Workflow analysis of Child Welfare Specialists

Recommendations from County PARBS's and State PARB not recommended out of Committee for advancing to the Commission

1. Difficulty getting up to date reports from DHS.
   A. This is a local issue being addressed by staff and State PARB Members
2. High turnover with DHS workers and their lack of knowledge regarding PARB.
   A. This is an ongoing challenge for DHS. Any support or suggestions would be appreciated by DHS.
3. Focus on legislative issues where we can make a positive impact
   A. This is more of a strategy rather than a recommendation

Post Adjudication Review Board Program

2022 State PARB Meeting Dates

January

       State PARB Meeting, 28th,10:00-12
       2915 North Classen, Suite 300
       OKC, Main Conference Room

April

       State PARB Meeting April 22nd, 10-12
       2915 North Classen, Suite 300
       OKC, Main Conference Room

~~July~~

       ~~State PARB Meeting, 22nd, 10:00-12~~
       ~~2915 North Classen, Suite 300~~
       ~~OKC, Main Conference Room~~

October

       State PARB Meeting, 28th, 10:00-12
       2915 North Classen, Suite 300
       OKC, Main Conference Room

YI862 - CIP – JUDICIAL DASHBOARD

     To access the judicial dashboards, you can click on the following link or go to the DHS home page, then go to the DATA tab and click on Judicial Dashboard.
http://judicialdashboard.okdhs.org/ *(**Google Chrome is required)*
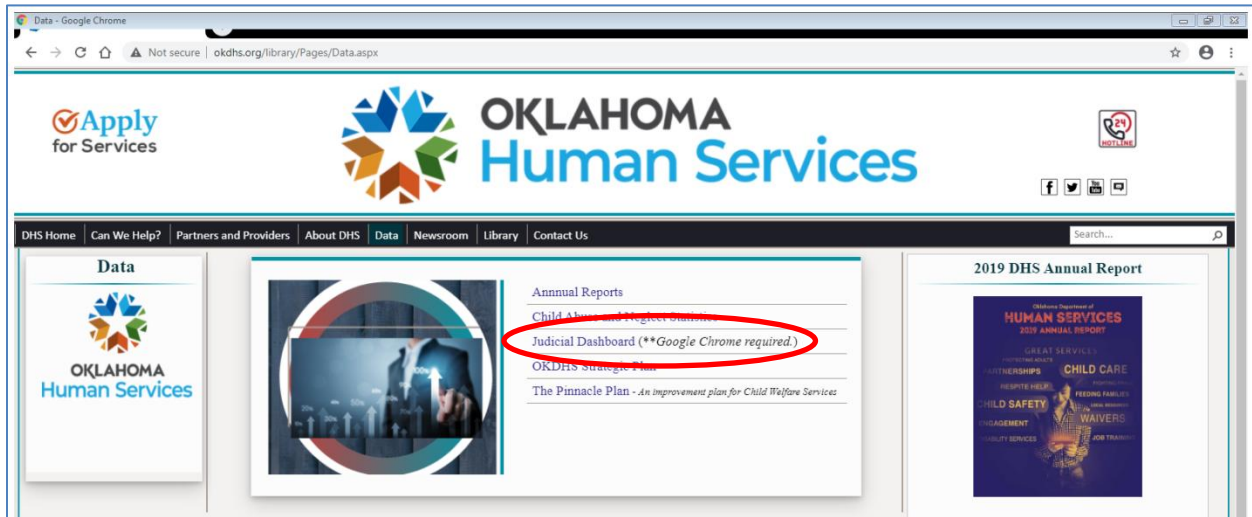
At the top is a map that allows the user to select the Region / District / County. Users can hover over the map to select the desired Region / District / County. When selcted, the measures below will update to reflect the data pertaining to the selected area. The Dashboard can drill down from Region, to District, to County levels.
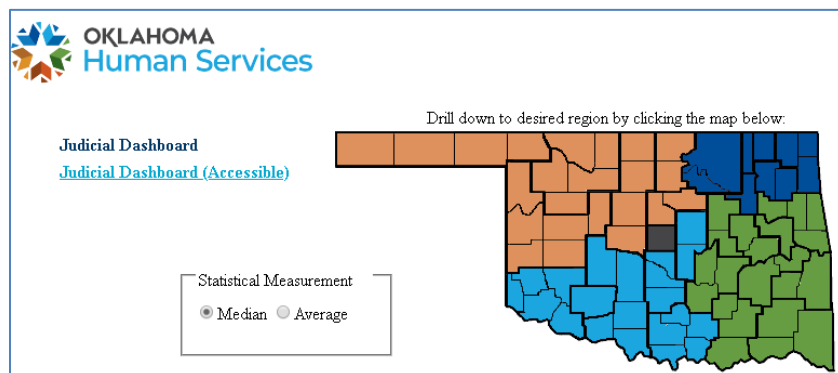
If the user wishes to return to the statewide level data after drilling down, a link appears at the top left and can be clicked on and the measures and map will refresh back to the statewide data.
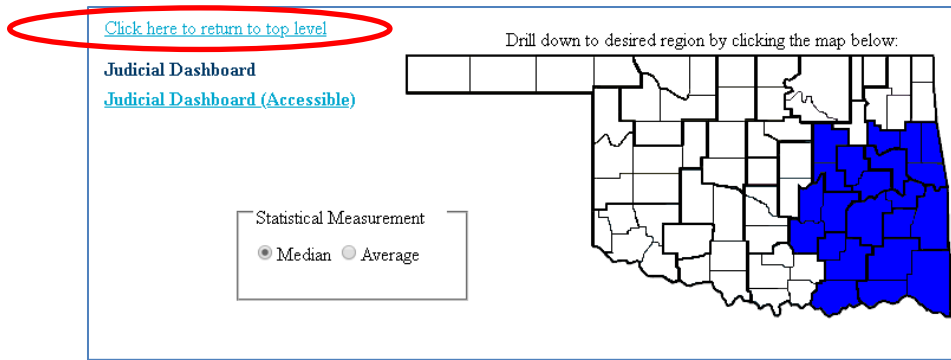
The dashboard also includes the option to select which statistical measurement is used for the data: Median or Average. The charts are default set to display the Median as shown above.

There is a link at the top left that will display all of the data numberically in tables for 508 compliance.
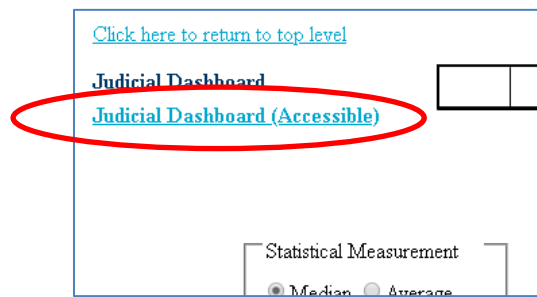
There is also a link at the top of the dashboard that includes the info provided below in a word document format as a explanation for each of the measures.
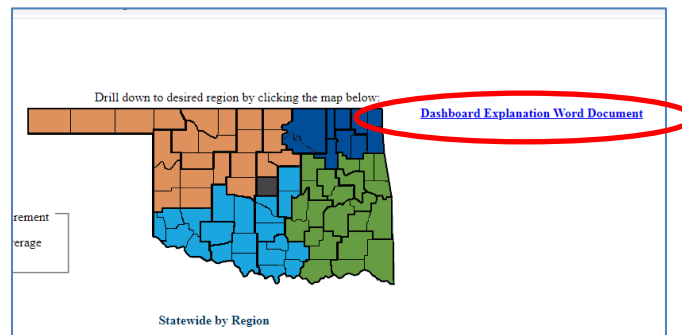
Data Notes:
- Most measures run on a 30 day lag (unless noted otherwise) and update every 30 days.
- Period Under Review (PUR) – most measures cover a 12 month period (unless noted otherwise).

Measure 1.1 – Days from removal to Adjudication Date
- This measure includes all children where child's removal begin dates falls during period under review (PUR) prior (12 month period unless stated otherwise)
- Difference between days from Removal Begin Date to Adjudication Date

Measure 1.2 – days from Removal to 1ˢᵗ permanency Hearing

- This measure includes all children where child's removal begin dates falls during (PUR)
- Difference between removal begin date and 1ˢᵗ permanency hearing
- A permanency hearing includes the following hearing types:
  - Adjudicatory*
  - Termination
  - Permanency
  - Pre-Trial - Child's Permanency Reviewed
  - Adjudicatory-Child's Permanency Reviewed
  - Termination-Child's Permanency Reviewed
  - *To be counted as a Permanency hearing, date must be after or equal to Adjudication date. If same date, disposition must have occurred at Adjudication.*
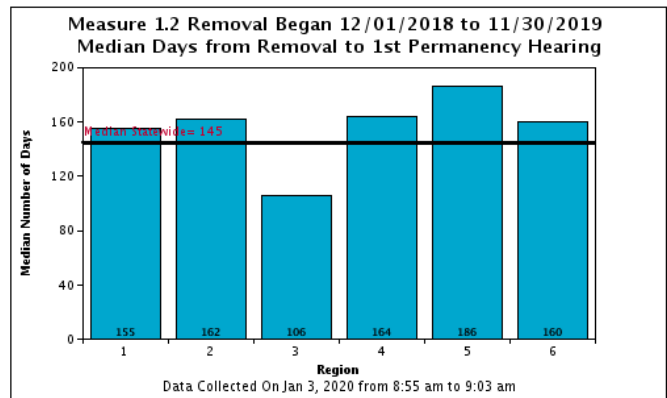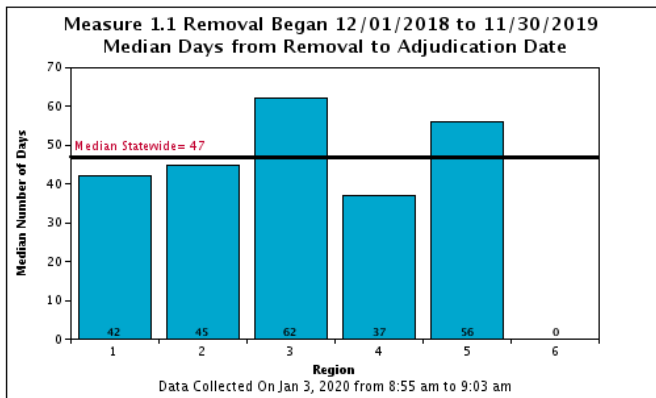
Measure 2 – Children Exiting to Permanency

- This measure includes a count of all served children in care during the PUR and a count of those children exiting to permanency during PUR
- Permanency Exit Reasons include:
  - Adoption or Adoption / Tribal Jurisdiction
  - Guardianship – Relative or Non-Relative
  - Reunification
  - Custody to Relative

Measure 3 – Time to Permanency – Days between Removal and Exit

- Removal End Date during PUR with an exit reason of:
  - Adoption or Adoption / Tribal Jurisdiction
  - Guardianship - Relative
  - Reunification
  - Custody to Relative
  - Guardianship - Non-Relative
- Length of time in days between Removal Begin Date and Removal End Date

Measure 2 Children Served 12/01/2018 to 11/30/2019
Children Exiting to Permenancy 12/01/2018 to 11/30/2019
Data Collected On Jan 3, 2020 from 8:55 am to 9:03 am

Measure 3 Children Exiting to Permenancy 12/01/2018 to 11/30/2019
Median Days Between Removal Begin Date and Removal End Date
Data Collected On Jan 3, 2020 from 8:55 am to 9:03 am
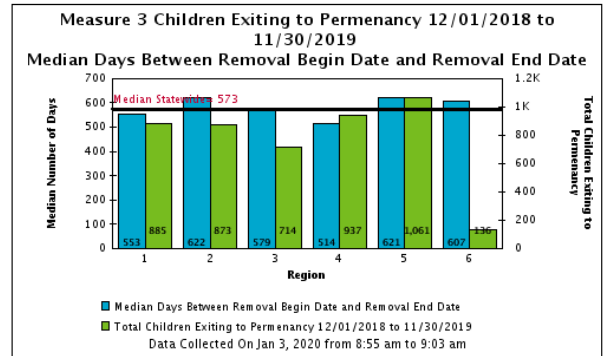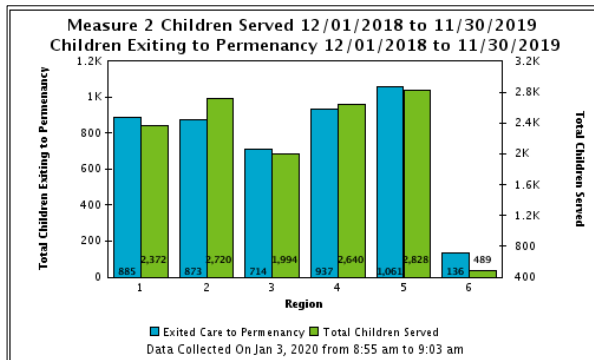
ADOPTION MEASURES:

Measure 4.1

- All children with a case plan goal (CPG) change to Adoption during PUR, (recommendation of Termination of Parental Rights (TPR) to court)
- length of time from Removal Begin date to date of CPG to Adoption

Measure 4.2

- All children who become Legally Free during PUR ("Legally Free" is termination of parental rights for all applicable parents)
- length of time from date CPG established as Adoption to Legally Free Date (TPR)

Measure 4.3

- All children with a Removal End date in PUR who exited care to Adoption
- length of time from Legally Free Date to Removal End Date (Exit)

Measure 5

- Removal End Date during PUR to Adoption Finalization date
- length of time from Removal Begin date to removal end date (total time in care)

Measure 4.1 Children with a 1st Time Case Plan Goal of Adoption 12/01/2018 to 11/30/2019
Median Days Between Removal Begin Date and Case Plan Goal of Adoption

Measure 4.2 Children Who Became Legally Free 12/01/2018 to 11/30/2019
Median Days Between Goal of Adoption to Legally Free Date

Measure 4.3 Children Who Exited for Adoption 12/01/2018 to 11/30/2019
Median Days Between Legally Free Date and Adoption Finalization

Measure 5 All Children Exiting to Adoption 12/01/2018 to 11/30/2019
Median Days Between Removal and Adoption Finalization

Measure 6 – Re-Entry

- Percentage of children with a previous removal end date within 12 months of current removal begin date
- Standard is above 91.4% without a previous removal

Measure 6 Children Previously in Care within 12 Months Entry 12/01/2018 to 11/30/2019 – Standard 91.4% NOT Re-Entering Care
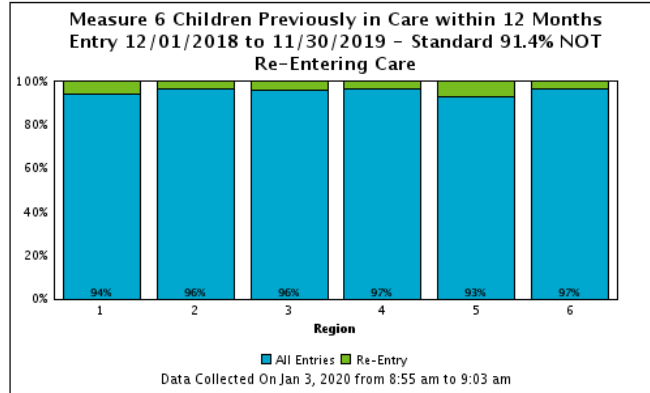
Measure 7 - MIC

- Children Maltreated in Care by Foster Parent or Bio Parent during prior 12 month period
  - Can select perpetrator as Foster Parent, or (Bio) Parent

Measure 7 Children Maltreated in Care by Either Parent or Foster Parent/Caregiver 10/01/2018 to 09/30/2019
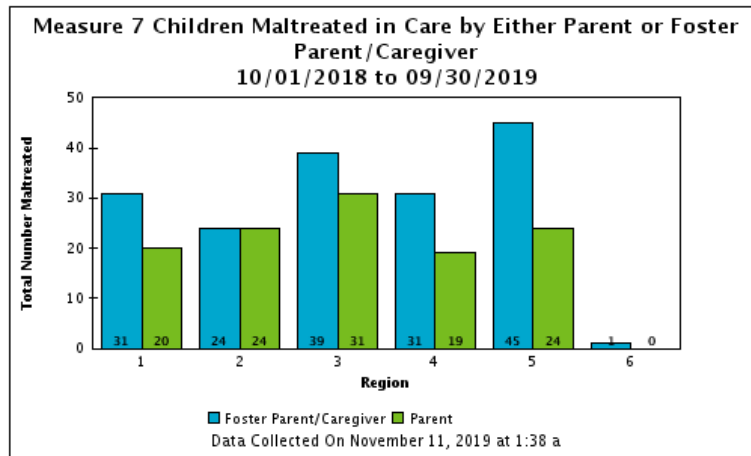
Measure 8 – All Exits from Care

- All children who exited from care during PUR and includes all children exiting care.

Measure 8 All Exits from Care 12/01/2018 to 11/30/2019
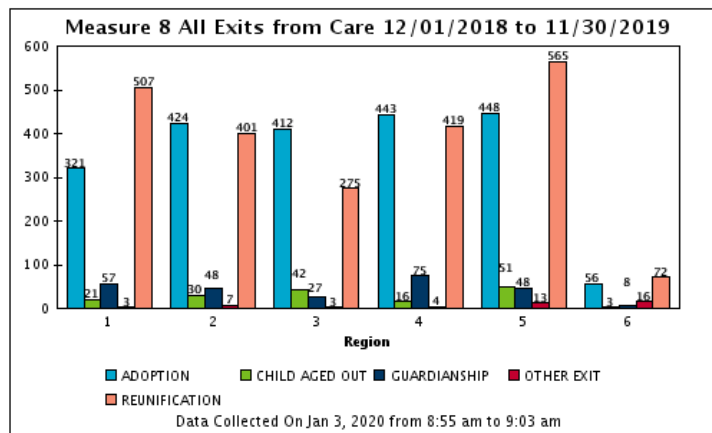
Measure 9 – Children in Care

- This measure includes total count of children in care - Point in time counts
- Total count of cases for those children (unique count)
- Count of children in supervision
- Total count of supervision cases for those children (unique count)

Measure 9 Children in Care or Supervision on 11/30/2019

OKLAHOMA
COMMISSION ON
CHILDREN AND YOUTH

POST ADJUDICATION REVIEW BOARD (PARB)

Database User's Guide

TABLE OF CONTENTS

TABLE OF CONTENTS

GETTING STARTED

Once PARB administrative staff register you in to the PARB database, you will receive a welcome email. This email will include your username (email) and password. There will also be a login link. This email will be from parb@ou.edu. You may have to look in folders other than your inbox (junk, other, important) to locate this email.

As a PARB database user, you will be able to change your password once you are logged in to the database. See page 5 for instructions on how to change your password.

For technical assistance please contact Cherra Taylor at: cherra.taylor@occy.ok.gov

Thanks for registering!

You have successfully registered for the PARB data system.

You will be able to upload your PARB recommendations.

Please note your login credentials:

Email: aromo@ou.edu

Password: 001122

Login

LOGGING IN TO THE PARB DATABASE

Once you receive your login credentials, enter **parb.occy.ou.edu** into the url bar. This will take you to the PARB landing page (below). The **Login** button is located in the lower center of the landing page.

url bar at the top of computer screen

parb.occy.ou.edu/#/

OKLAHOMA
COMMISSION ON
CHILDREN AND YOUTH

POST ADJUDICATION
REVIEW BOARD

SUPPORT
PROTECT
MONITOR

OUR GOAL

Children will achieve safety, stability, and permanency without undue delay. They will enjoy the continuity of relationships and have the opportunity to develop their full potential.
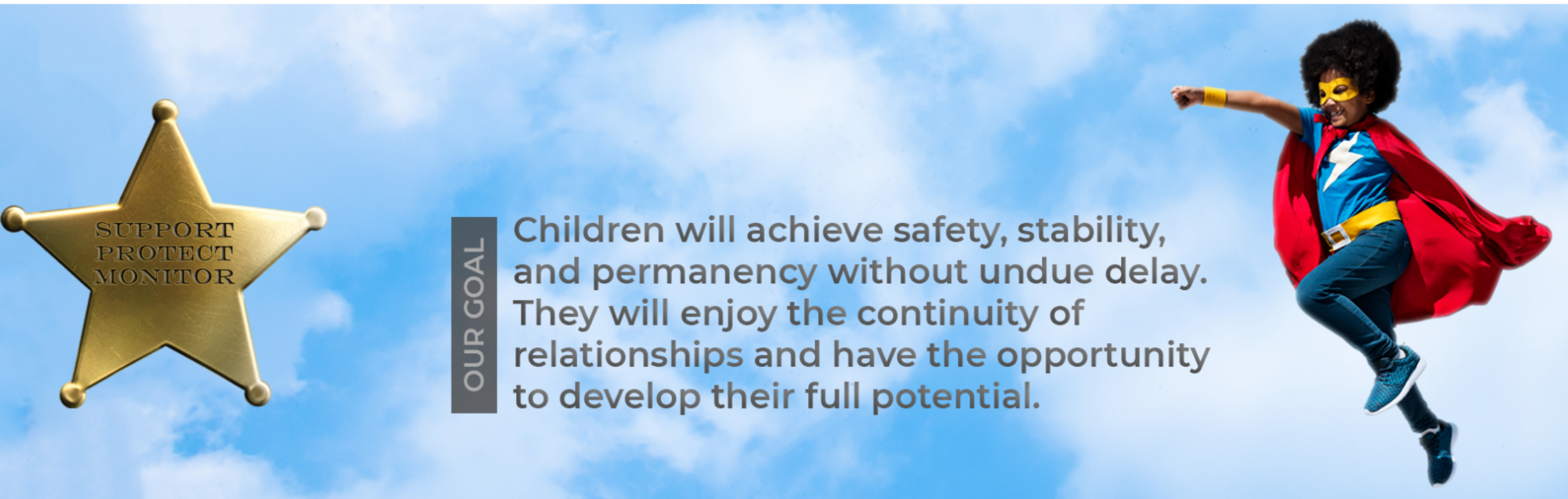
parbdb

⊡ Login

login button on landing page

eteam
The UNIVERSITY of OKLAHOMA
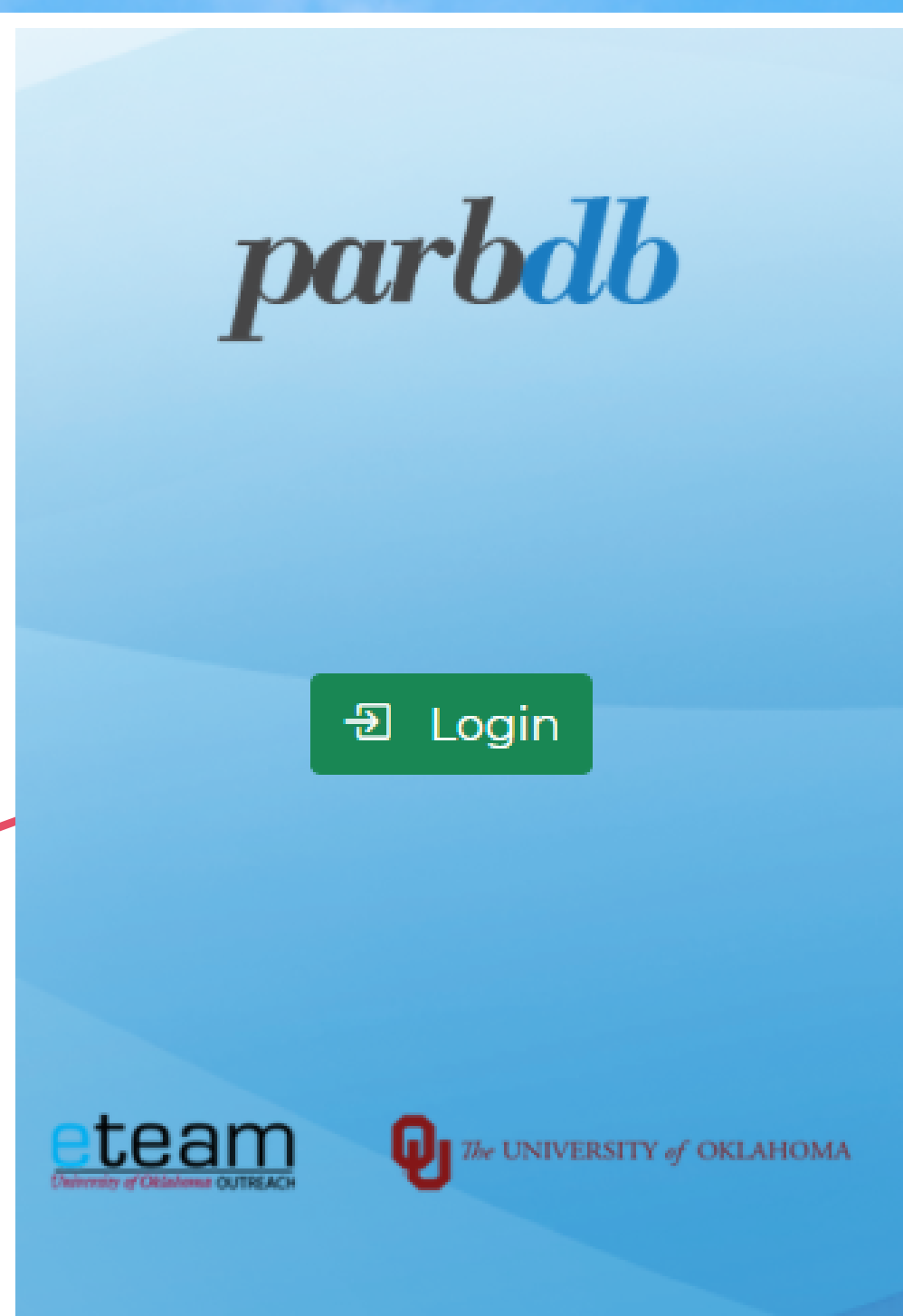
After clicking the **Login** button on the landing page, the following screen will appear. Enter your username (email) and password.

username and password fields

POST ADJUDICATION
REVIEW BOARD

parbtester@gmail.com

••••••••••

Cancel   Login

The UNIVERSITY of OKLAHOMA   eteam
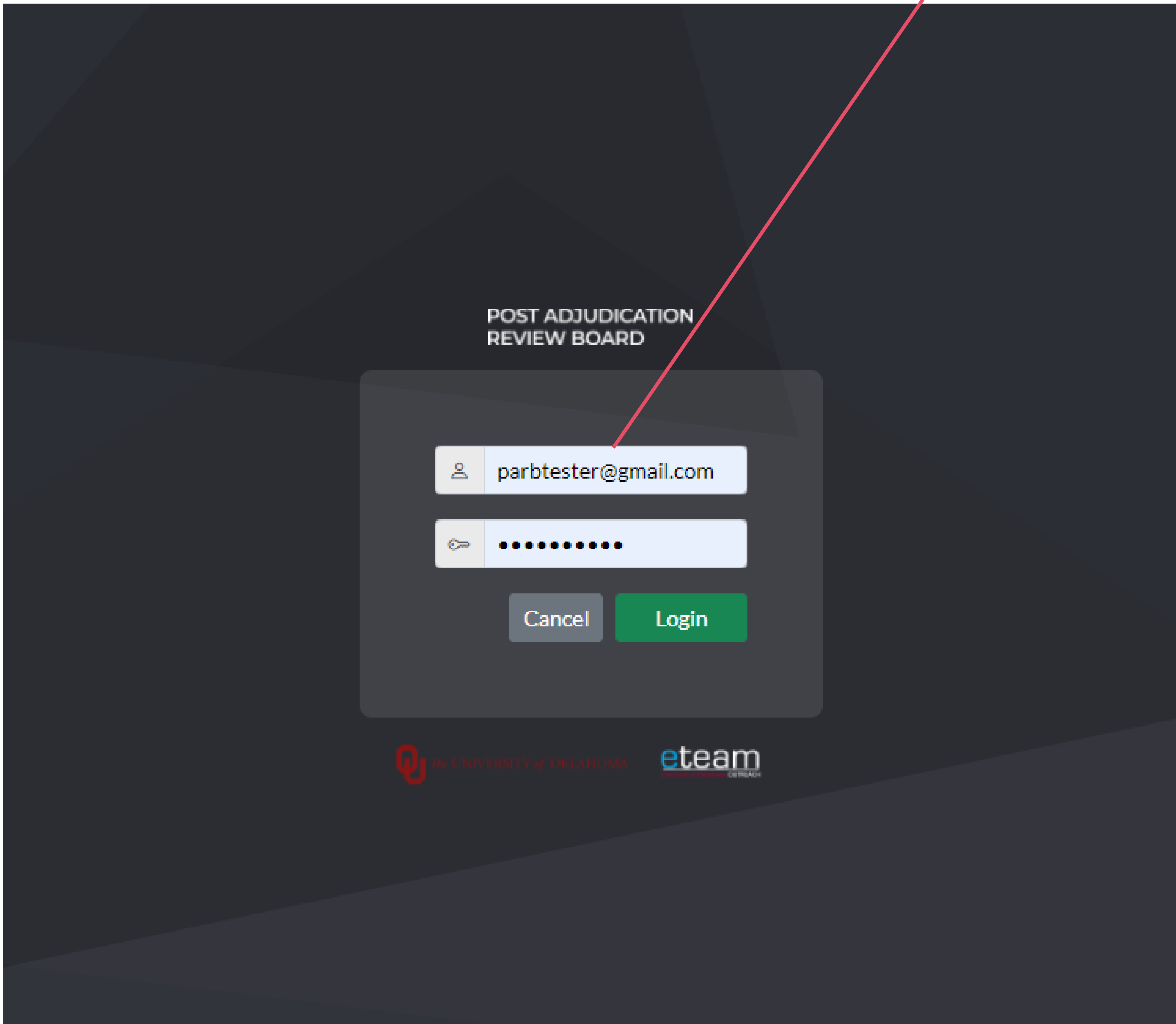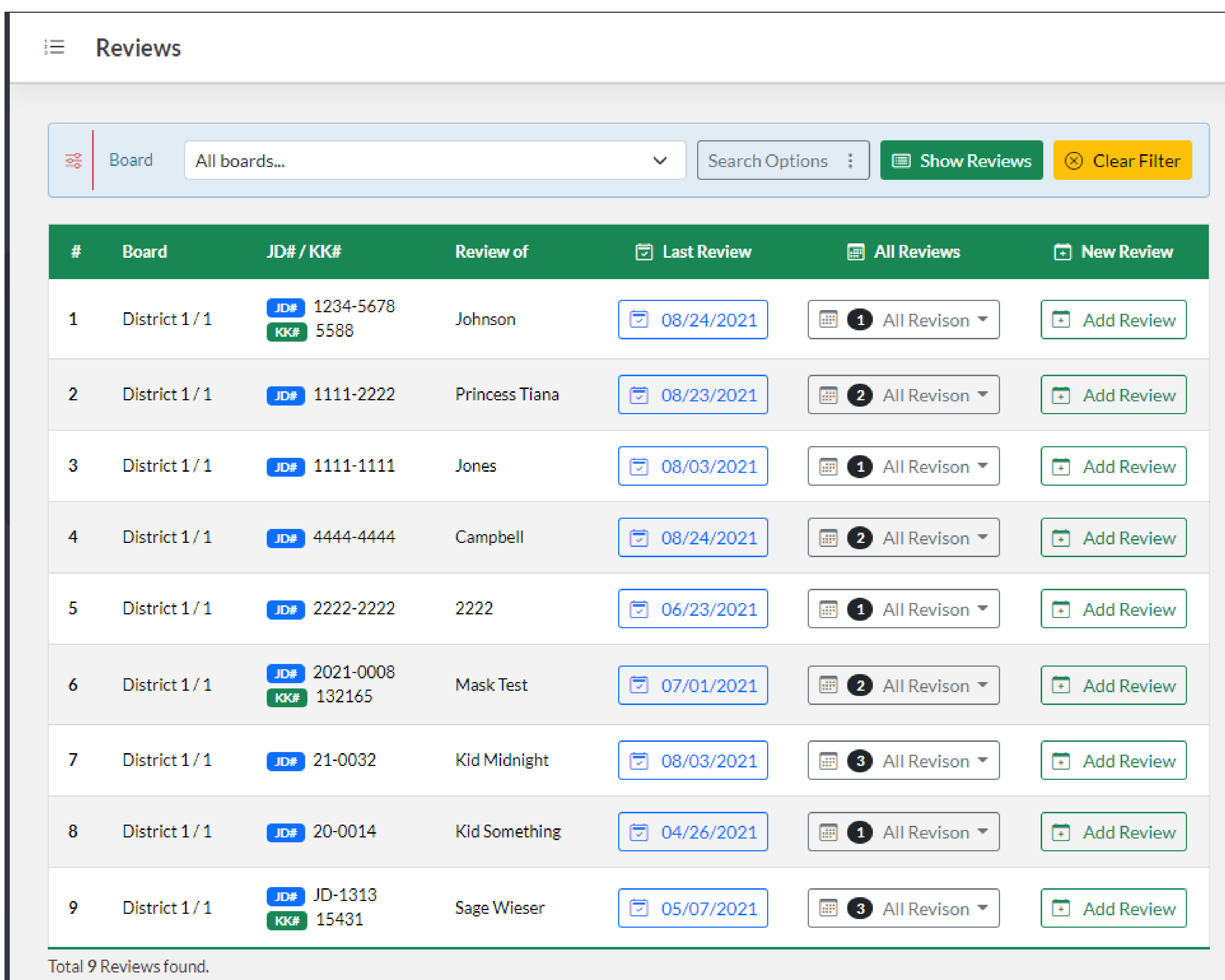
YOU ARE LOGGED IN TO THE PARB DATABASE

Once logged in, the review screen will appear (below). From this screen, you can:

- Change your password
- Add/create a new PARB case
- Create a new PARB review within an existing case
- Edit/review an existing PARB review
- Search for a case by JD#
- Search for a case by name
- Remove a child from a case
- Add a child to an existing case

You will only have access to your assigned board/district reviews.

CHANGING YOUR PASSWORD

Once you receive your login information, you will have the opportunity to change your password if you wish to do so. To do this, you will need to be on the reviews page. From there, navigate to the upper right-hand corner of the page and access the dropdown under your login name. Then, choose **Settings**. From there, click the yellow **Change Password** button. This will bring up the change password screen (right). Enter your current password, new password, then confirm new password. After all information has been completed, click the blue **Change Password** button, which will complete this process.

EXPLORING THE REVIEW PAGE

The review page is the most common page view that you will use. This page has a lot of information, so getting familiar with this page is essential.

On the far left side of the page is a basic menu. For reviewers, this menu has two options: the **Home** button and the **Review** button. The **Home** button will take you back to the landing page. The review page is where you will be most of the time because all reviewer task options are accessible from this page.

There is a small unlabeled button located at the upper left-hand side of the screen. Clicking that button will collapse and open the menu. You may want more space on the screen, which is when you would utilize that button.

basic menu

FUNCTIONS ON THE REVIEW PAGE

In the middle of the page titled reviews, there is a list of all cases/reviews that have been created. Each review/case has the following information:

- District/Board
- JD# and KK#
- Review of (name associated with review)
- Last Review
- All Reviews

In addition, there are many clickable features/buttons with associated functions including: **Add a New Case**, **Last Review**, **All Reviews**, and **New Review/Add Review**.

LOCATING A PARB REVIEW

To find an existing case or review, locate the **Search Options** button on the reviews page. This will expand the section, and you may enter the JD# for the case/review or search by name. In most cases, searching by JD# is the best option. Once the JD# or review name is entered, any cases or reviews associated with that JD# will appear. Once a JD# is entered in the text field, simply hitting the return button on the keyboard will generate the search.

search options button

expanded search options: JD# and review of (name associated with case)

clear filter button
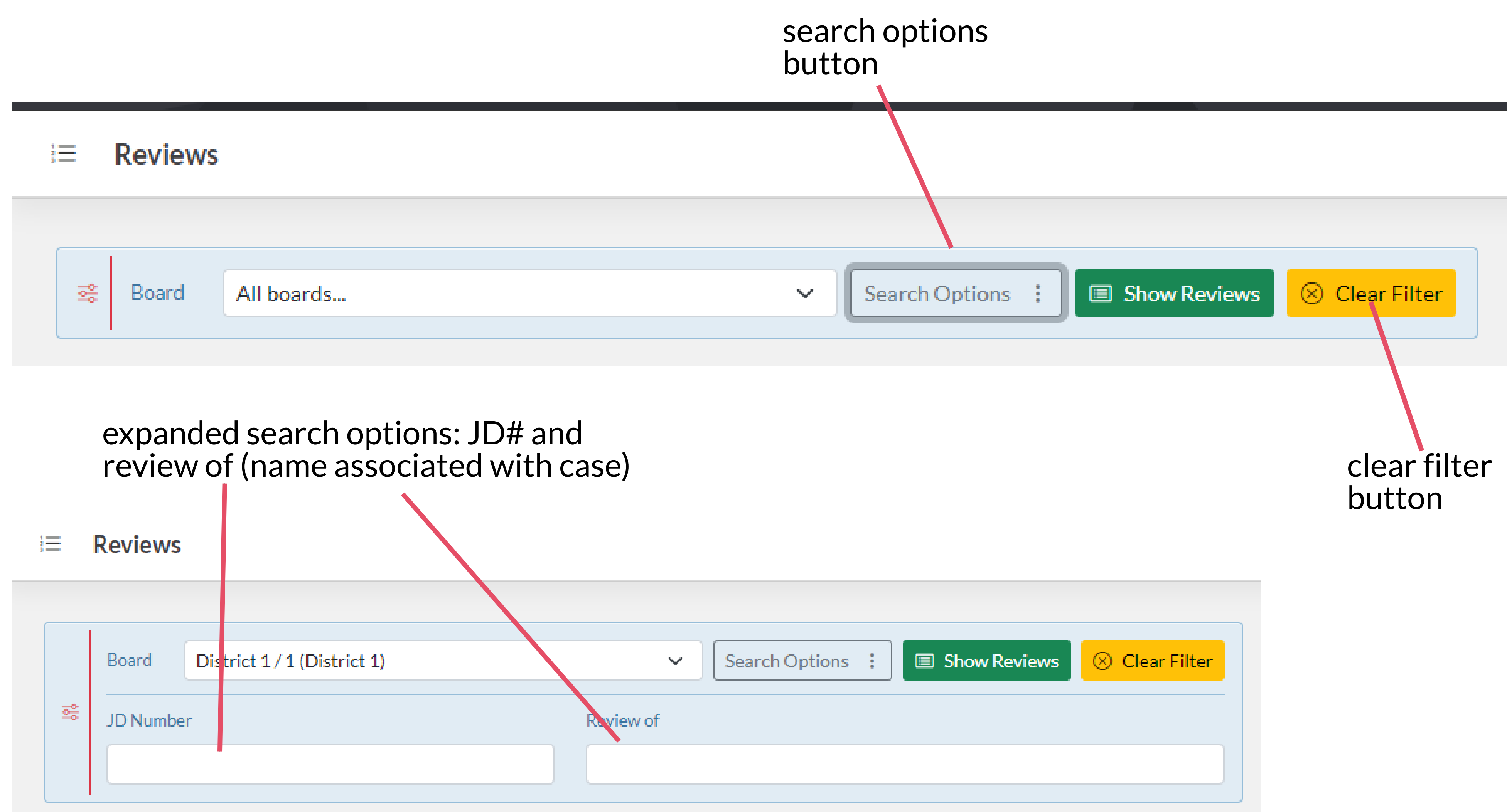
Once a JD# is entered into the search field (below), that case will appear, and you can edit or review it by either clicking on **Last Review** or by clicking **Add Review**. To recover all reviews, click **Clear Filte**r button (above) under the **Search Options** button, and all cases/reviews will be viewable.
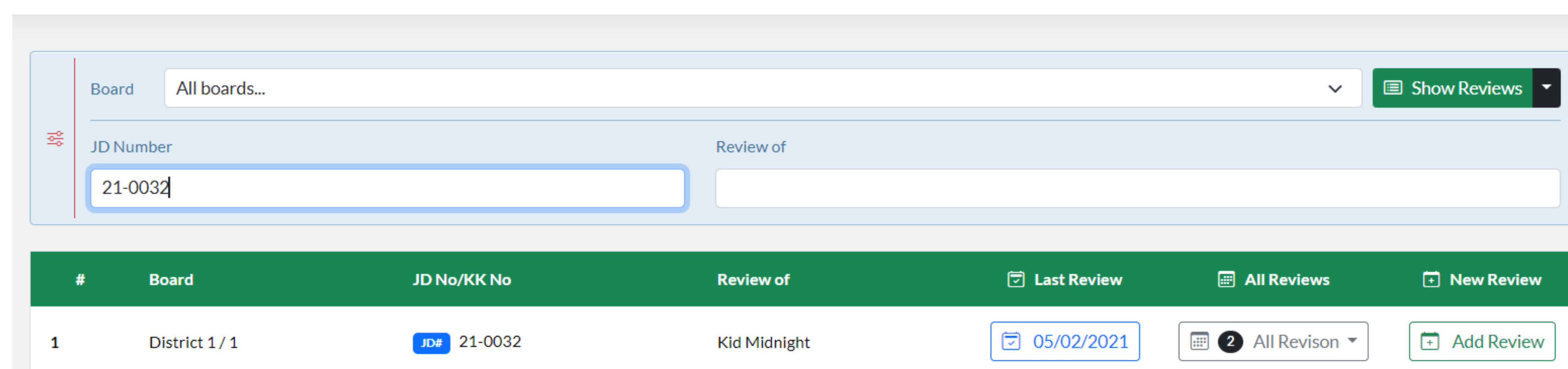
CREATING A NEW PARB CASE & REVIEW

To create a new PARB case, you will need to be on the review page and click **Add New Case** (upper right-hand side of page). You will then be able to enter the following information:

- Case details
- Court details
- Case review
- Contacts
- Attorneys, CASA and tribe information
- Child information
- Board findings
- Board recommendations
- Recommendation categories
- Copies to be distributed

All fields marked with a red line are required fields. Fields with an arrow indicate a dropdown menu.

See data entry fields for creating a new PARB case on the following pages.
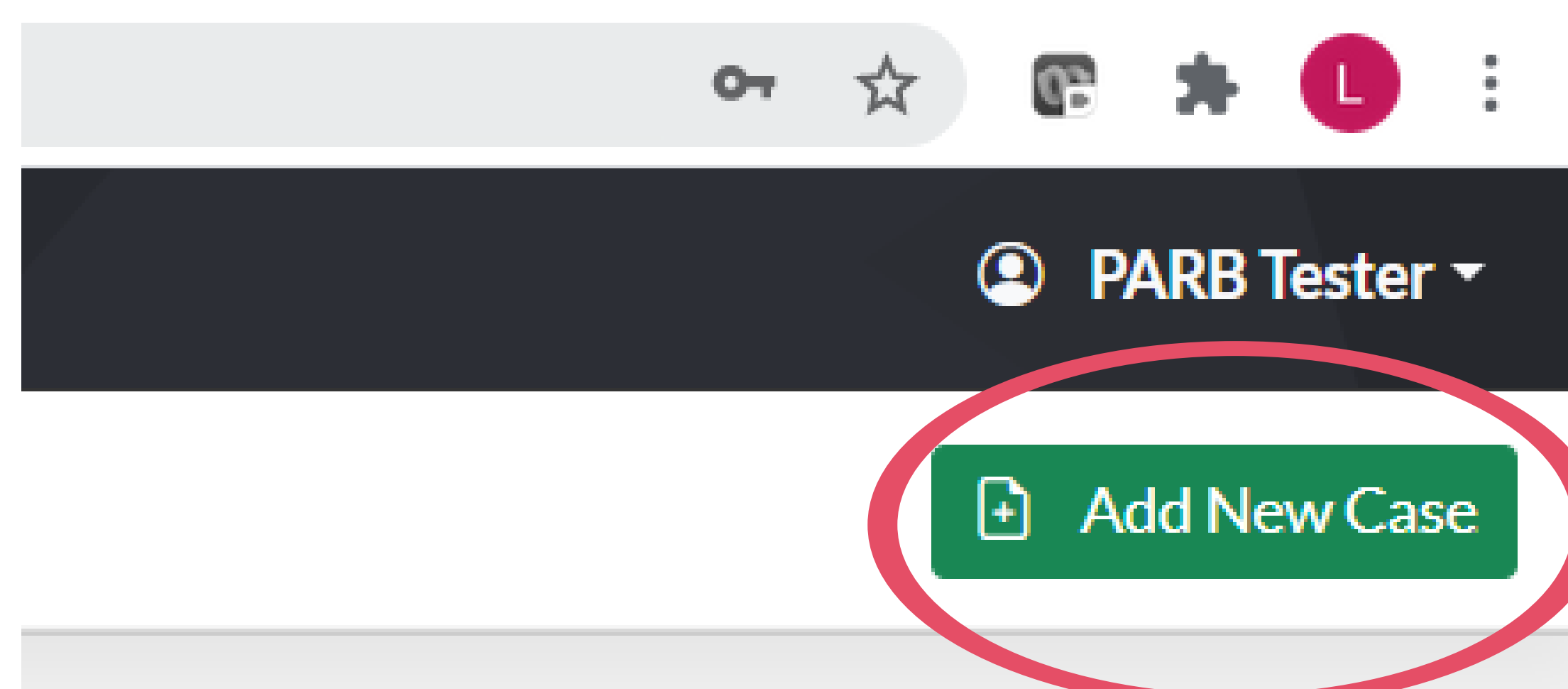
#	Child Name Gender/DOB & Age	Placement Status Months out of Home	ICWA?
1	Megan Campbell Female DOB 05/07/2005 16 years 2 months	Traditional Foster Care	✕

*Note: If you know the child's birthday, there is no need to enter age in years and months. If the birthdate is entered, the system will automatically calculate years and months and this will show up in the review summary.

Review New Case   ✕
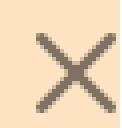
Red line means you must enter the information.

CASE DETAILS

District / Board	JD/JF#	KK#
Select Board ⌄	xxxx-xxxx	

Review of

_____

COURT DETAILS

The Honorable (Judge)   Next Court Date

_____   mm/dd/yyyy
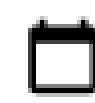
Assistant District Attorney (ADA)

_____

CASE REVIEW

An arrow means there is a a dropdown menu.
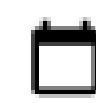
Review Date	Reviewer	Next Review Date
mm/dd/yyyy	⌄	mm/dd/yyyy

CONTACTS

Current DHS Worker	Phone#	Contact Date
		mm/dd/yyyy

DHS Supervisor	Phone#	Contact Date
		mm/dd/yyyy

Foster Parent	Phone#	Contact Date
		mm/dd/yyyy

ATTORNEYS, CASA & TRIBE

Child's Attorney	Mom's Attorney	Dad's Attorney

CASA	Tribe	Other Attorney
	⌄	

CHILD LIST

CHILD - 1
Remove Child

Name
Child's name

Gender
Choose...

Birth Date
mm/dd/yyyy

Age-Years
0

Age-Months
0

Placement Type
Choose...

# of Months out of home
0

Indian Child Welfare Act
☐ ICWA

Case Closed?
☐ Case Closed?

Closing Date
mm/dd/yyyy
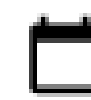
Closing Reason
Choose...

Notes, If any

Add Child

FINDINGS & RECOMMENDATIONS

Board Findings

Board Recommendations

Once the case details and child information have been entered, you will choose recommendation categories based on your findings and recommendations. Most likely, a recommendation will fall under at least one or more categories, but there may be instances in which no recommendation categories apply. If the latter occurs, it is acceptable to leave all recommendation categories unchecked.

The screenshot below shows two recommendation categories were checked: Visitation-Parental and Educational Supports. To check and uncheck boxes, hover your mouse above the category and left-click. The following section contains important information on choosing recommendation categories.

CHOOSING A RECOMMENDATION CATEGORY

Recommendation categories were developed based on a sample of PARB data. Most recommendations will fit under at least one category. It is important to familiarize yourself with the category definitions to ensure consistency across PARB districts and boards. Following is the list of defined recommendation categories with examples for each category. A recommendation may include many different categories. When aggregated, recommendation categories can provide information about common recommendations that can be analyzed by district, county, and state.

Recommendation Categories Defined

Placement

The **placement category** should be chosen if anything regarding placement is mentioned in your recommendation. This can be a direct mention of placement like placing all siblings together, or less direct like trial reunification, which is a placement recommendation, but does not mention the term placement.

Examples include:
- Placing all siblings together
- Reunification
- Trial reunification
- Pursuing adoptive placement
- Continuing with current placement
- Locating ICWA compliant placement

Parental Rights and Supports

The **parental rights and supports** category should be chosen if you recommend anything regarding parental rights or parental supports. This includes recommendations in favor of advocating for parental rights and supports as well as recommendations in favor of terminating parental rights and supports.

Examples include:
- Termination of parental rights
- Delaying termination of parental rights
- Enforcing/collecting child support payments
- Issuing a protective order

Community Resources

The **community resources** category should be chosen if your recommendation provides guidance about needed resources that can be obtained from a community organization or individual.

Examples include:
- Clothing resources
- Housing resources
- Mentoring services
- Financial resources

Educational Supports

The **educational supports** category should be chosen if you recommend anything regarding educational supports such as an IEP, specific educational training for youth or parents, or even extracurricular activities.

Examples include:
- Tutoring
- Individual Education Plan (IEP)/504 Plan
- Career planning/training
- Specialized program (i.e., parenting class, adult transition planning, OSKA)
- Extracurricular activities

Individual Service Plan (ISP) for Parents

The **ISP for parents** category should be chosen if you recommend anything pertaining to the parents' ISP plan including an update on progress or engagement by the parents on their plan.

Examples include:
- Documentation of parents' progress on ISP
- Proof of engagement in ISP
- Completion of ISP within a specified timeframe

Individual Service Plan (ISP) for Children

The **ISP for children** category is similar to the ISP for parents and should be chosen if you recommend something regarding a child's ISP.

Examples include:
- Documentation of child's progress on ISP
- Proof of engagement in ISP
- Completion of ISP within a specified timeframe

Assignment of Worker/Advocate

The assignment of the **worker/advocate** category should be chosen if you recommend anything pertaining to the assignment of a worker or advocate. Although CASA workers and Guardian ad Litem are some of the most common worker/advocates that may show up in this category, it can be any type of formal advocate.

Examples include:
- CASA worker
- Guardian ad Litem (GAL)
- Educational Guardian ad Litem (Ed GAL)

Reasonable Efforts

The assignment of **reasonable efforts** (RE) should be chosen if your recommendation notes either the presence or lack thereof of reasonable efforts by the permanency worker to facilitate the court-ordered permanency plan. A good parameter of RE is whether or not DHS is assisting the family in removing the specific barriers preventing the child/ren from achieving the permanency plan.

Examples include:
- Immediate and ongoing referrals for services
- Implementation of parental and sibling visitation plans in accordance with best practices
- Assistance with housing
- Assistance with finding transportation for visitation and services

Active Efforts

The assignment of **active efforts** should be chosen if your recommendation notes either the presence or lack thereof of active efforts made by the state to provide remedial services and rehabilitative programs designed to prevent the breakup of the Indian family and that these efforts have proved unsuccessful.

Examples include:
- Ensuring child's tribal enrollment
- Identifying tribal resources related to services, housing, therapy, etc.
- Consistent and ongoing communication with the tribe
- Immediate and ongoing referrals for services
- Providing transportation for visitation and services

Mental Health Services

The assignment of the **mental health services** category should be chosen if you recommend anything related to mental health services. This could be locating mental health services, recommending a specific type of mental health service or facility, or certain types of mental health assessments.

Examples include:
- Counseling/therapy
- Psychological evaluation
- In-patient treatment
- Specialized program (Youth Villages, HOPE, Palamor)
- Trauma treatment/evaluation

Sibling Visitation

The assignment of the **sibling visitation** category should be chosen if you recommend anything related to visitation between siblings. This could include establishing a new visitation schedule so siblings can spend time together. It could also include times in which a PARB member recommends visits between siblings be stopped.

Examples include:
- Establish sibling visitation schedule
- Terminate sibling visitation

Tribal Supports

The assignment of the **tribal supports** category should be chosen if you make recommendations regarding supports focused on a youth's tribal connection. This could be when PARB recommends that a child's enrollment in the tribe be verified or completed. It could also be chosen in instances where PARB recommends engagement in tribal activities.

Examples include:
- Ensuring tribal enrollment
- Engagement in tribal activities

Parental Visitation

The assignment of the **parental visitation** category should be chosen if your recommendation includes anything related to visitation between a parent and child. This could be scheduling or establishing a new visitation schedule. It could also include times in which the PARB recommends that visits between parents and children stop or need to be delayed.

Examples include:
- Therapeutic visitation
- Supervised visitation
- Delaying visitation
- Overnight visitation
- Termination of visitation
- Delaying termination of visitation

ICWA Findings

ICWA findings are those that are specific to cases in which the court has determined that the Indian Child Welfare Act (ICWA) applies.

ICWA specific findings include:
- Active efforts (see page 16)
- Notice:
  Should be chosen if you are able to determine that notice to the parent, custodian, or tribe has not been provided. In a deprived case, where the court knows or has reason to know that an Indian child is involved, the party seeking the foster care placement of, or termination of parental rights to, an Indian child shall notify the parent or Indian custodian and the Indian child's tribe, by registered mail with return receipt requested, of the pending proceedings and of their right of intervention.
- Good Cause:
  Pursuant to federal and state ICWA statues, the state and courts are obligated to follow ICWA placement preferences for both foster care and adoptive placements. If a child is in a NON-ICWA home, the court must find good cause to deviate from each placement preference level for both foster care and adoptive placements. If the PARB member is unable to clearly ascertain the court's good cause findings from the legal records, the member should consider addressing this finding.
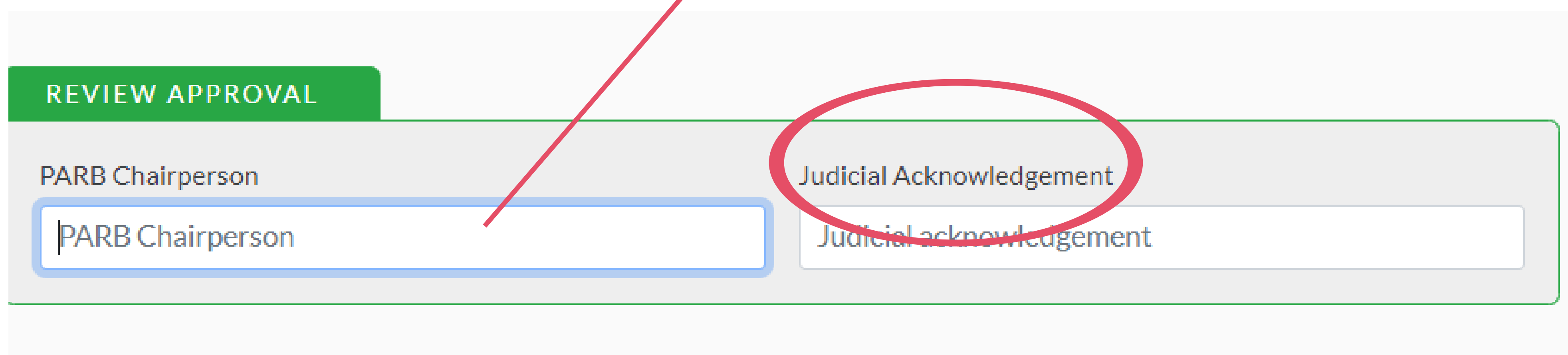
Permanency Plan

The assignment of the **permanency plan** category should be chosen if you make recommendations regarding the permanency plan including updating a permanency plan or establishing a plan.

Examples include:
- Solidifying permanency plan
- Updating permanency plan
- Continuing with permanency plan
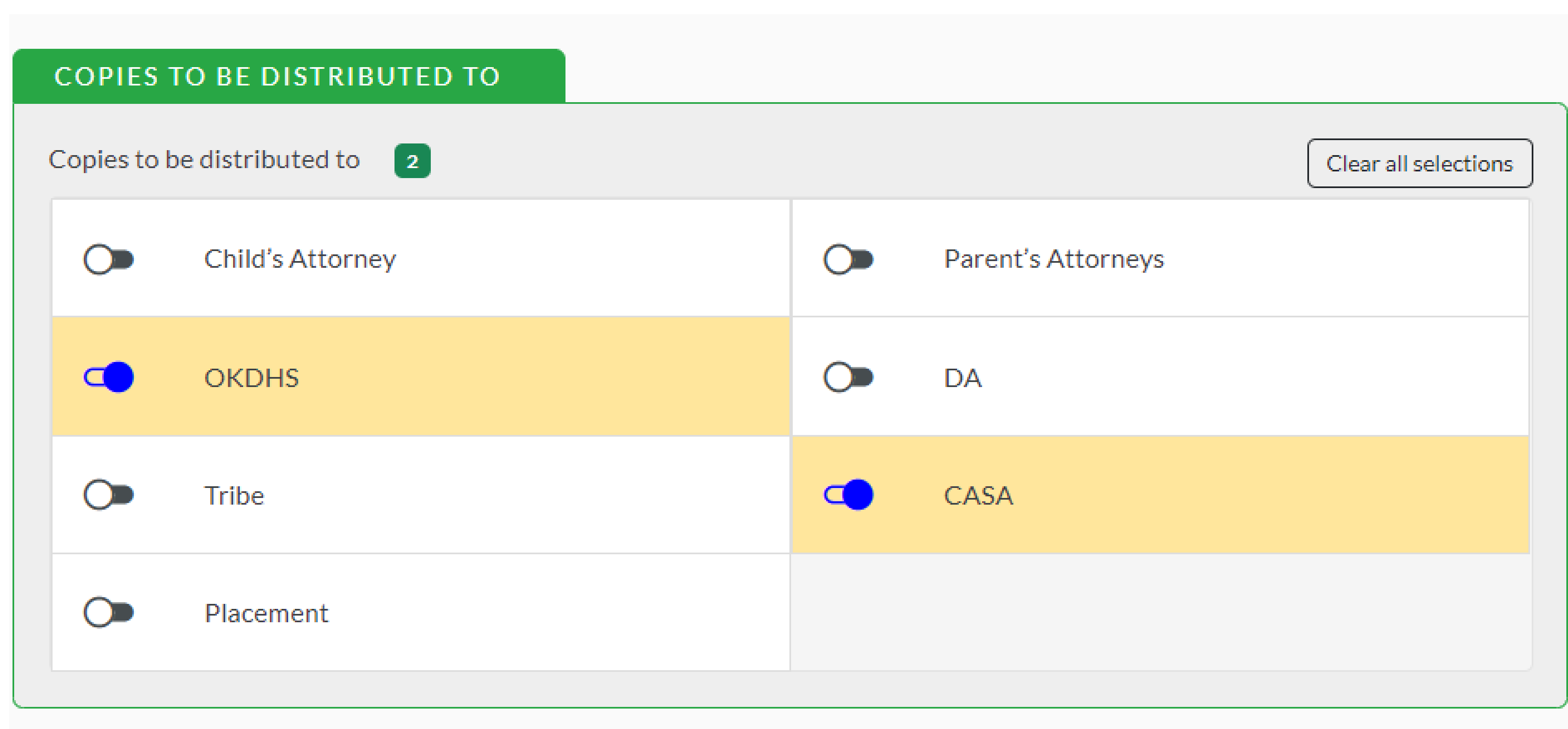- Permanency planning with current foster family

FINALIZING A PARB RECOMMENDATION

After all information is completed, you will notify the PARB chairperson that the review is complete. The chairperson may then review the PARB recommendation form and enter their name in the PARB Chairperson field located in the review approval section.

REVIEW APPROVAL

PARB Chairperson

PARB Chairperson

Judicial Acknowledgement

Judicial acknowledgement

Once the PARB Chairperson has signed off, copies may be printed and distributed to the appropriate parties. Under the Copies to be Distributed section, the PARB member will check all copies that were distributed (below). After the recommendation is complete, copies have been distributed, and the recommendation is ready to be sent to the court for the judge's review, the chairperson may lock the review so that the review may no longer be edited. Once the judge has reviewed the recommendation and signed the printed PARB recommendation form, the chairperson or PARB member can enter the judges name in the judicial acknowledgement field (above).

COPIES TO BE DISTRIBUTED TO

Copies to be distributed to 2

Clear all selections

Child's Attorney

Parent's Attorneys

OKDHS

DA

Tribe

CASA

Placement

PRINTING A PARB RECOMMENDATION

Once all the information is completed and it is time to print paper copies for distribution, you will click on the desired review/recommendation and choose the **Print** button at the bottom of the review page. Printed versions may also be saved to an approved computer.

Created By

PARB Tester (Member)

Created On

08/03/2021

🖶 Print

printed version of recommendation

🖉 Edit Review Details   🗑 Delete

Page 1 of 1

OKLAHOMA COMMISSION ON CHILDREN AND YOUTH

POST ADJUDICATION REVIEW BOARD

PARB District/Board#   District 1 / 1

Date: 8/23/2021   Reviewer: PARB Tester   JD#:   4444-4444

POST ADJUDICATION REVIEW BOARD FINDINGS AND RECOMMENDATIONS

The Honorable	Judy Smith	Next Court Date	8/10/2021	JD/JF#	4444-4444
Review of	Campbell			KK#	
PARB Review Date	8/3/2021	PARB Reviewer	PARB Tester		
Current DHS Worker	Alan Ray	Phone#	405-555-5555	Contact Date	
DHS Supervisor					
Foster Parent	Becky Green	Contact Date			
PARB District/Board#	District 1 / 1	Date of Next PARB Review	10/4/2021		
Child's Atty	Adam Rice	Dad's Atty	Justin Johnson	Other	Jim West
Mom's Atty	Mike White	CASA		Tribe	

Name of Child	DOB/Age(Y)	Type of Placement	# of Months out of Home	ICWA ?	Case Closed? Date/reason
Megan Campbell	05/07/2005	Traditional Foster Care	5	○	○

BOARD'S RECOMMENDATIONS:

PARB recommends enrollment in swimming lessons for Megan. She enjoys the water and has shown an interest in becoming a life guard.

BOARD'S FINDINGS:

Megan is doing well in her current foster care placement. Her mom is making progress on her ISP. Her dad has not had any contact with Megan in 3 months, and is not working on his ISP.

EDITING A PARB REVIEW

There may be times when it is necessary to edit the details of a review. In such instances, you will first locate the case and/or review to be edited (see page 8). Certain fields will be prefilled based on previous review/case entries.

Once you locate the existing review, click on the review to be edited, which will either be under **Last Review** or under **All Reviews** (below). This will pull up the review and you can choose **Edit Review Details** at the bottom of the page. This will allow the fields to be edited.

A PARB review will be open for editing until the PARB Chairperson locks the review.

#	Board	JD No/KK No	Review of	Last Review	All Reviews	New Review
1	District 1 / 1	JD# 21-0032	Kid Midnight	05/02/2021	2 All Revison	Add Review

Total **1** Reviews found

🖨 Print   ✏ Edit Review Details   🗑 Delete

Close

ADDING A PARB REVIEW
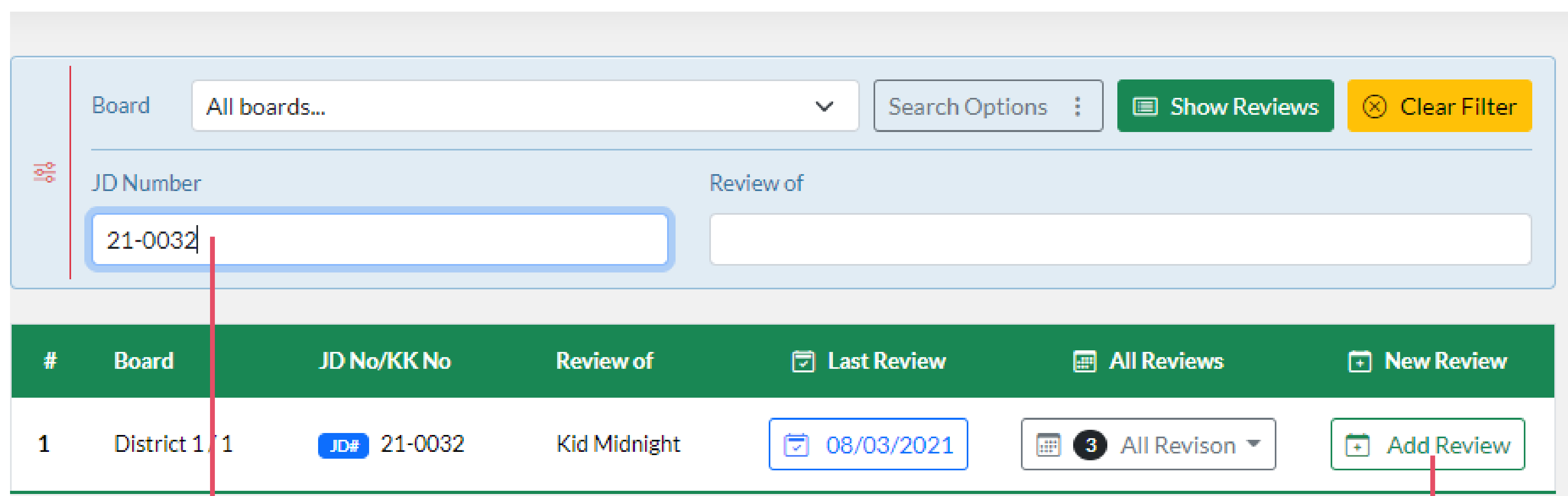
You may need to add a new review to an existing case. To add a new review, locate the existing case and navigate to the **New Review** column. Then, click the **Add Review** button next to the existing case. From there, enter all the details of the new review. As noted earlier, some details will be prefilled if a previous review has been entered. Most of these details can be edited if needed.

#	Board	JD No/KK No	Review of	Last Review	All Reviews	New Review
1	District 1 / 1	JD# 21-0032	Kid Midnight	05/02/2021	2 All Revison	Add Review

Total 1 Reviews found

REMOVING A CHILD FROM A PARB CASE

There may be times when you are entering a new review on an existing case with multiple children and will need to remove one of the children from the case because they are no longer part of the case. When this happens, locate the case through the review list, by entering in the JD# associated with the case, or by entering the name of the case. Once the PARB member locates the case and they have chosen the **Add Review** button, they will have the option to remove a child by clicking the **Remove Child** button. Once a child is removed from a case, they will no longer be included in any new reviews entered, but all previously entered information for that child will remain in the case records under **All Revisions**.
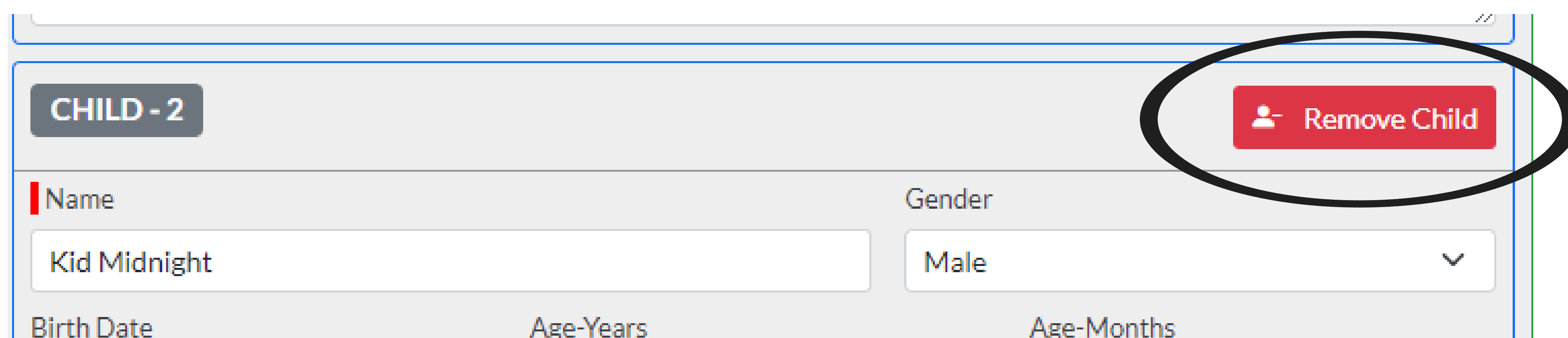

This case was located by entering the JD# associated with the case.

After clicking Add Review, there will be the option to remove a child from that case.

ADDING A CHILD TO A PARB CASE

There may be instances when it is necessary to add another child to an existing case. To do this, locate the case through the review list, by entering in the JD# associated with the case, or by entering the name of the case (under **Review of**). Once the case is located, click **Add Review** and you will have the option to add a new child to the case by clicking the **Add Child** button. After a child is added to a new review, that child will be included in all future reviews.

#	Board	JD No/KK No	Review of	📅 Last Review	🗓 All Reviews	⊞ New Review
1	District 1 / 1	JD# 21-0032	Kid Midnight	📅 08/03/2021	🗓 3 All Revison ▼	⊞ Add Review

Total 1 Reviews found

After clicking Add Review, there will be the option to add a child to that review.

CHILD LIST

CHILD - 1   👤- Remove Child

Name   Gender

Megan Campbell   Female   ⌄

Birth Date   Age-Years   Age-Months

05/07/2005   📅   0   0

Placement Type   # of Months out of home   Indian Child Welfare Act

Traditional Foster Care   ⌄   5   ☐ ICWA

Case Closed?   Closing Date   Closing Reason

☐ Case Closed?   mm/dd/yyyy   📅   Choose...   ⌄

Notes, If any

[   ]

                                                                    👤+ Add Child

LOCKED/UNLOCKED PARB REVIEWS

Once the PARB Chairperson concludes that a review is complete and accurate, they can lock the review. Once a review is locked, PARB members will no longer be able to edit a review unless they request the review be unlocked for editing. Once a review has been sent to the judge, no more edits should be made to that review.

PARB REVIEW DATE	08/03/2021		🔓 OPEN

Board

District 1 / 1

JD No	KK#	This Review Date
21-0032		08/03/2021

PARB REVIEW DATE	06/23/2021		🔒 LOCKED

Board

District 1 / 1

eteam
University of Oklahoma OUTREACH

———————————————

1700 Asp Ave
Norman, OK 73072
405.325.4132

The Educational Training, Evaluation, Assessment, and Measurement (E-TEAM) Department of the University of Oklahoma is a full service department with senior researchers, data analysts, technical writers, and data base developers and managers representing decades of experience in all phases of research data processing. E-TEAM also has several years' experience as evaluators for both state and national initiatives, including mental health, child welfare, juvenile justice, and education. E-TEAM has staff with extensive experience in tribal projects in conjunction with the American Indian Institute (also located at the University of Oklahoma). E-TEAM also has bi-lingual staff to facilitate communication with Spanish-speaking customers and subjects.
Visit the ETEAM at http://eteam.ou.edu/.

———