

8/20/02

## Kentucky Foster Care Census Implementation Schedule

The Census Population is  
all children in DCBS foster  
pre-adoptive homes on  
August 25, 2002

CODE	Process
E = Data Entry	What data to where?
DC = Data Collection	Getting the data
M = Matching	Census Takers and tracking
PS = Problem Solving	When things go wrong
P = Process	Steps to help data collection

CODE	Person in Charge	Task	Details or Rationale	Due Deadline	Date Notes
P	Renee Close, Frankfort	Run TWS 058 with all DCBS homes. Include names of child, foster/adoptive parent, addresses, and other demographics.	TWS 058 is all children in placement and it includes all necessary data to begin scheduling and completing the <b>Child Census Forms</b> .	26-Aug	September 25 (note Huebner and Homrich will review for information to monitor the process.
M	Renee Close, Frankfort	Sort TWS 058 by Service Region and County. Number each child with 3 digit numbers starting with 001 in each Service Region. This is the <b>Child Form ID#</b>	Child Form ID# is included on the <b>Child Census Form</b> - this will help us track the data collection.	26-Aug	one time only.
M	Renee Close, Frankfort	Number each foster/adoptive home with a 3 digit number starting with 001 in each Service Region. This is the <b>FAP Needs Assessment Form ID#</b>	FAP Form ID number is included on: The <b>Census Taker Record Form AND The FAP Needs Assessment</b> to track progress and facilitate verification.	26-Aug	one time only.

CODE	Person in Charge	Task	Details or Rationale	Due Deadline	Date Notes
M	Renee Close, Frankfort	Send completed <b>Census List</b> to each Service Region - SRAs and point person. Send full lists to Bonnie Hommrich, Ruth Huebner, Travis Fritsch, and Josh Reynolds at EKU (Josh.Reynolds@eku.edu)	EKU and QC personnel will monitor and match census takers by county. SRA need <b>Census List</b> to begin Census.	26-Aug	one time only.
P	Regional DCBS staff	Identify a <b>point contact person</b> to manage the Census.	A single point person will facilitate the process.	26-Aug	one time only.
P	Travis Fritsch	Find out the course number for each university and establish who is going to verify the data at each site. Communicate this to EKU - Jana Godsey	The UTC data manager will need an assigned password assigned to enter the data base and change data. Other information is needed for list serves etc.	26-Aug	one time only.
M	EKU staff - Godsey	Compile list of Census Takers by University, Service Region, Counties that can be served. Need Excel file.	Census takers will be matched initially solely on geographic location. Database being developed	29-Aug	one time only.
P	EKU staff	Send the completed list of CTs to: each faculty at each university, Hommrich/Huebner, all UTC data managers.	The faculty will coordinate some aspects of scheduling. The names of CT will be unknown to the service region.	5-Sep	one time only.
M	EKU staff (Reynolds, Greenwell)	Establish procedures for data entry and all web-sites ready and tested. ID numbers for the census takers. Administrative codes for UTC data managers.	To enter the data and record who is entering this, a Census Taker ID# (to be included on their badge) will be assigned.	5-Sep	one time only.
M	EKU staff (Reynolds, Greenwell)	Enter in database list of FA homes by region and county	To monitor the progress of the census. Include child form ID# and FAP Form ID # in database	5-Sep	one time only.

CODE	Person in Charge	Task	Details or Rationale	Due Deadline	Date Notes
P	EKU staff	Get an adequate number of forms ( <b>Child Census Form, Census Taker Record, and Informed Consent Information Form</b> ) to each Service Region.	The forms will be printed at EKU. Each Service Region will need a certain number to complete the Census. EKU should package these and mail these to the Service Region.	28-Aug	one time only.
P	Project Coordinator (Huebner)	Finalize forms for all aspects of the Census and get <b>Cover letters</b> to the Service Region.	The <b>cover letter to Foster Adoptive Parents</b> will be sent from the SRA and printed on letterhead. The same letter will go out from every Service Region. A local contact will be included.	28-Aug	one time only.
M	EKU and QC staff (Fritsch, Huebner, other helpers).	Match census takers to FAPs and set up a master list. Send to faculty at each university and UTC data manager.	This master list will serve as the foundation for all scheduling	5-Sep	one time only.
P	EKU staff	Prepare batches of <b>FAP Needs Assessment</b> Forms for each University (enough for their Census Takers) to bring to Training on Sept 6 and 7th for distribution.	The forms will be printed at EKU and distributed to the UTC data manager at the training on Sept. 6 and 7th.	5-Sep	one time only.
P	Regional DCBS staff	Identify <b>6 foster adoptive home per Census Taker (CT)</b> (see Census Taker Numbers by Region) that might be the easiest to start with during the first week of data collection.	Census takers will be assigned 2 cases during the training on Sept.6-7 to do the following week. They will also get their second week of census visits (4) assigned at the same time.	27-Aug	Complete for all homes by September 14.

CODE	Person in Charge	Task	Details or Rationale	Due Deadline	Date Notes
P	Regional DCBS staff	Contact these 6 homes/CT and identify the best times (2 or 3) for a census visit during the week of Sept 9-15. Note: all foster/adoptive children must be home. Complete <b>Census Taker Record</b> Form for each home.	Must find 6 homes per census taker to begin. The <b>Census Taker Record</b> Form will be given to the Census Taker during the training.	3-Sep	Complete for all homes by September 14.
DC	Regional DCBS staff	In completing the <b>Census Taker Record</b> , include as much information that would be helpful to the Census Takers. For example, homes that are close together might be noted, a contact if lost might be identified.	The regional staff know a great many details that would help in scheduling. They also know the geographic area and how foster/adoptive homes may cluster together. Any assistance to facilitate the process will help.	3-Sep	Repeat for all <b>Census Taker Record</b> forms on Sept 14
P	Regional DCBS staff	Mail completed <b>Census Taker Record</b> Forms (above) to Ruth Huebner (CFC) Office of the Secretary or bring to office or training.	Must have <b>Census Taker Record</b> Form by Sept. 6th at the training to schedule the first week of census visits.	<b>These must be in Ruth's hands by Sept. 6 am!!</b>	first week of data collection only
DC	Regional DCBS staff	Complete <b>Child Census Forms</b> (as able and appropriate) for the children identified in the previous 3 steps.	These will be sent to the FAP prior to the census visit.	3-Sep	Complete for all homes by September 14.

CODE	Person in Charge	Task	Details or Rationale	Due Deadline	Date Notes
DC	Regional DCBS staff	Assemble mailing packets for the homes identified above. To include: Cover letter, all <b>Child Census Forms</b> for that home, <b>2</b> copies of the <b>Informed Consent Information and Signature Sheet</b> .	These packets need to arrive at the FAP home before the census visit.	3-Sep	Complete for all homes by September 14.
P	Regional DCBS staff	DO NOT NEED to attend the training on Sept 6 and 7th.	As long as the previous steps are completed and all data forms are in, the DCBS staff are not needed at the training.	6-Sep	one time only.
P	UTC Data Manager	Attend training on September 6 and 7th - Louisville	A point person for each UTC must attend this training. Information will be shared, materials will be distributed.	6-Sep	one time only.
P	Faculty	Attend training on September 6 and 7th - Louisville	A point person for each university must attend this training. Information will be shared, materials will be distributed.	6-Sep	one time only.
P	Census Taker	Attend training on September 6 and 7th - Louisville	Information will be shared, training provided, and materials will be distributed.	6-Sep	one time only.

CODE	Person in Charge	Task	Details or Rationale	Due Deadline	Date Notes
DC	Regional DCBS staff	Contact each foster adoptive parent in the region (included on 058 census list) and identify the best times (2 or 3) for a census visit during late September and early October. Note: all foster/adoptive children must be home. Complete Census Taker Record Form for each home. Put FAP Form ID# on the <b>Census Taker Record</b> .	Regional staff will be responsible for initiating the process and beginning scheduling. The <b>Census Taker Record</b> will be used by the Census Taker for scheduling.	14-Sep	The regional staff will need to complete all the <b>Child Census Forms</b> by September 14
DC	Regional DCBS staff	Complete <b>Child Census Forms</b> (as able and appropriate) for all foster adoptive children in the region. Enter Child Form ID# on each <b>Child Census Form</b> .	Both DCBS regional staff and FAP will complete the <b>Child Census Forms</b> .	14-Sep	The regional staff will need to complete all the <b>Child Census Forms</b> by September 14
P	Regional DCBS staff	Forward <b>Census Taker Record</b> Forms to UTC Data Manager	The UTC Data Manager will distribute a weekly allotment of <b>Census Taker Record</b> forms to Census Takers every week	14-Sep	All completed by this date.
DC	Regional DCBS staff	Assemble mailing packets for the homes identified above. To include: Cover letter, all <b>Child Census Forms</b> for that home, 2 copies of the <b>Informed Consent Information and Signature</b> sheet.	Regional staff will be responsible for getting the initial packets out to the Foster Parents.	14-Sep	The regional staff must have at least 3 foster adoptive homes ready per CT per week. You should work ahead, but cannot fall behind.
PS	Regional DCBS staff	Continue to problem solve and work with KFCC staff (Fritsch, Huebner, Hommrich), UTC data managers to solve problems.	The regional staff is responsible for the first wave of scheduling and mailings, but will be able to help as problems occur.	9-Sep	Continue as needed.

CODE	Person in Charge	Task	Details or Rationale	Due Deadline	Date Notes
PS	Regional DCBS staff	Make weekly phone contact with the UTC data manager.	Weekly phone contacts will help ensure that data collection is progressing. Communication will be a key.	16-Sep	Weekly
P	UTC Data Manager	Label the <b>Census Taker Record</b> with CT ID# and get packets ready for Census Takers	The UTC Data Manager is responsible for coordination of the forms and CT match for ongoing data collection	17-Sep	one time only.
PS	UTC Data Manager	Make weekly phone contact with the regional staff. Call project coordinators with problems ASAP.	Weekly phone contacts will help ensure that data collection is progressing. Communication will be a key.	16-Sep	Weekly
P	UTC Data Manager and/or Faculty	During meeting time, distribute <b>Census Taker Record</b> to students based on the match.	The UTC Data Manager and/or faculty will coordinate the distribution of homes to the students for the census.	9-Sep	Continue as needed until all completed.
PS	UTC Data Manager and/or Faculty	Help students work through scheduling issues and trade homes or make-up visits as needed.	The UTC Data Manager and/or faculty will help with the distribution of homes and problem solving around specific student issues.	9-Sep	Ongoing
P	Census Taker	Pick up <b>Census Taker Record</b> and <b>FAP Needs Assessment</b> from UTC Data Manager or faculty. Make sure all form ID#s are accurate and consistent.	Census Takers will keep track of their census visits and bring the <b>FAP Needs Assessment</b> to the census visit.	9-Sep	Ongoing
PS	Census Taker	Work out any scheduling general scheduling problems (e.g., illness) with faculty member or UTC Data Manager.	The Census Takers must communicate any problems ASAP to UTC data manager or faculty.	9-Sep	Ongoing

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P	Census Taker	Contact (phone call) the Foster Adoptive Parent to schedule the appointment at a mutually convenient time.	The Census Taker is responsible for the final scheduling.	9-Sep	Ongoing
PS	Census Taker	Keep track of the cost of long distance phone calls. Make calls from UTC office or faculty office if able.	Census takers are responsible for up to \$15.00 of the cost of long distance calls; expenses above \$15.00 will be reimbursed with appropriate documentation.	9-Sep	Ongoing
P	Census Taker	During the phone contact, confirm with the Foster Adoptive parent that: they have received the <b>Child Census Forms</b> , the <b>Informed Consent Information Sheet</b> .	The Census Taker must pick these forms up to complete the census visit and is responsible for making sure the FAP have these.	9-Sep	Ongoing
PS	UTC Data Manager	Keep packets of extra <b>Child Census Forms</b> and <b>Informed Consent Information Sheets</b> for Census takers to use if needed.	Ideally, the foster adoptive parents should have these forms in their possession. But, on the rare occasion when it is needed, the UTC Data Manager may issue additional forms at his/her discretion.	9-Sep	Ongoing
PS	Census Taker	If foster adoptive parents do not have the forms, contact the UTC Data Manager who will have additional blank forms.	Census Takers should do the census visit ONLY if the forms are there and ready, or if they bring the forms.	9-Sep	Ongoing
P	Census Taker	Before leaving for the census visit, confirm all arrangements and make sure that the children can be 'seen'	The Census Taker is responsible for the final scheduling.	9-Sep	Ongoing
P	Census Taker	Wear Census Taker ID badge to the visit.	The Census Taker is responsible for demonstrating their identity to the foster/adoptive parents.	8-Sep	Ongoing

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DC	Census Taker	Make the census visit to the FAP home. Collect all <b>Child Census Forms</b> , see each child in care.	The Census Taker is responsible for collecting the <b>Child Census Forms</b> .	9-Sep	Ongoing
DC	Census Taker	Collect <b>one Informed Consent Information Sheet and the Signature Form</b> . The Foster Adoptive Parent will retain one copy.	The Census Taker is responsible for collecting <b>one Informed Consent Information Sheet</b> .	9-Sep	Ongoing
DC	Census Taker	Complete the <b>Foster/Adoptive Parent Needs Assessment</b> with the FAP if consented to.	The Census Taker is responsible for completing the <b>FAP Needs Assessment</b> if the parent consents to this.	9-Sep	Ongoing
DC	Census Taker	Complete the <b>Census Taker Record</b> immediately after the census visit.	The Census Taker must submit a <b>Complete Census Taker Record</b> .	9-Sep	Ongoing
PS	Census Taker	Indicate on the <b>Census Taker Record</b> if a home needs to be visited by CFC staff. Alert the UTC Data Manager ASAP.	The Census Takers are trained to recognize situations that require additional investigation. They should NOT record any reason, but simply check the box.	9-Sep	Ongoing
PS	UTC Data Manager	When indicated on the <b>Census Taker Record</b> , contact Bonnie Hommrich, 502-564-7130.	Bonnie Hommrich will handle situations that require further investigation.	9-Sep	Ongoing
DC	Census Taker	Store the data in a secure and safe place.	Census Takers are responsible for maintaining confidentiality of the data.	9-Sep	Ongoing
E	Census Taker	Enter the data directly into the website at <a href="http://www.trc.eku.edu/cfccensus">www.trc.eku.edu/cfccensus</a>	Census Takers must enter the data from the <b>Child Census Form/s</b> and the <b>FAP Needs Assessment</b> .	9-Sep	Ongoing

CODE	Person in Charge	Task	Details or Rationale	Due Deadline	Date Notes
E	Census Taker	Schedule an appointment and meet weekly with the UTC Data Manager. Stay until the data have been verified.	Census Takers are responsible for completing census visits each week.	9-Sep	Ongoing
E	Census Taker	Submit each week the completed census visit: <b>Child Census Form/s, FAP Needs Zsessment</b> (complete or incomplete), <b>Informed Consent Information and Signature Sheet, Census Taker Record</b> , all data entered and verified.	Payment is dependent on having a completed census visit that includes all forms and data entered and verified.	9-Sep	Ongoing
E	Census Taker	Submit mileage forms to UT Data Manager.	Payment for mileage must be documented appropriately.	9-Sep	Ongoing
PS	UTC Data Manager and/or Faculty	Contact census takers who fail to meet weekly and submit forms.	Follow-up with Census Takers is necessary to ensure that data is being collected and that uncollected forms are returned.	9-Sep	Ongoing
P	Census Taker	Submit all forms etc. by Monday at noon (Tuesday if Monday holiday) for payment in the next pay period.	Noon on Monday is the cutoff point for payment. Forms submitted after this time will be credited to the next week.	9-Sep	Ongoing
E	UTC Data Manager	Meet with Census Takers weekly, collect and check all forms, verify data accuracy through the web-based site while the Census Taker is present.	The UTC Coordinator is responsible for verifying the data.	9-Sep	Ongoing
DC	UTC Data Manager	Collects all data measures and stores these in a locked and secure place in envelopes recorded by CT and by week.	The UTC Coordinator is responsible for maintaining the raw data forms securely until deposited at EKU	9-Sep	Ongoing

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E	UTC Data Manager	Sign all travel vouchers and fax these with summary of payments to ECU by Close of business on Monday (or Tuesday if Mon. holiday) of each week.	The UTC Coordinator is responsible for submitting forms for payment to ECU.	9-Sep	Ongoing
DC	Faculty	May look at data collection forms, but may not copy these.	The data belongs to CFC. However, faculty may want to submit a proposal through CFC IRB to analyze the data.	9-Sep	Ongoing
PS	Project Coordinators	Consultation to Teams. Will have a phone consultation times on September 18 from 9-11 - will arrange a conference line for questions.	Need to have a time for questions and fine tuning.	18-Sep	As needed.
P	ECU Staff	Payment and tracking of budget.	ECU is responsible for the fiscal management of the Kentucky Foster Care Census.	22-Jul	Ongoing
DC	UTC Data Manager and Census Taker	Turn in all data and forms and complete the Census	Deadline	21-Oct	Deadline
PS	Project Coordinators	Ensure that all homes are complete and data is collected.	There may be some problems that need individual solutions.	28-Oct	Deadline
E	Project Coordinator (Huebner)	Set up data bases and run initial statistics.	The Access database can be imported into SPSS for data analysis. Weekly analysis will begin to define trends and identify errors and problems	24-Sep	Ongoing weekly
DC	Census Taker	Write up impressions, problems, ideas for solutions, learning	Census Takers will learn a great deal that will be helpful in analyzing the data and identifying action plans for follow-up.	11-Nov	one time only.

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DC	UTC Data Manager and/or Faculty	Collect and organize the write-ups from census takers to be used at the closing session.	Ideally, the narrative reports from the Census Taker could be organized into themes for the closing sessions.	11-Nov	one time only.
PS	Project Coordinators	Verify the census visit on a random basis by calling a representative sample in each region.	It is possible for census takers to falsify the data.	9-Sep	Ongoing
P	UTC Data Manager	Attend closing session on Nov. 21 and 22 in Louisville	The Closing Session will include a review of findings to date and focus groups to process the data and identify action steps. It will also be a celebration of a job well done.	Nov 21 and 22	One time only.
P	Faculty	Attend closing session on Nov. 21 and 22 in Louisville	The Closing Session will include a review of findings to date and focus groups to process the data and identify action steps. It will also be a celebration of a job well done.	Nov 21 and 22	One time only.
P	Project Coordinators	Attend closing session on Nov. 21 and 22 in Louisville	The Closing Session will include a review of findings to date and focus groups to process the data and identify action steps. It will also be a celebration of a job well done.	Nov 21 and 22	One time only.
P	Census Taker	Attend closing session on Nov. 21 and 22 in Louisville	The Closing Session will include a review of findings to date and focus groups to process the data and identify action steps. It will also be a celebration of a job well done.	Nov 21 and 22	One time only.

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P	Regional DCBS staff	Attend closing session on Nov. 21 and 22 in Louisville	The Closing Session will include a review of findings to date and focus groups to process the data and identify action steps. It will also be a celebration of a job well done.	Nov 21 and 22	One time only.