

Full Approach of CFE & How to Document

Recommended Application of CFE	Counted Activity	How to Track in Optima	Report Will Show
Case has been identified and agreed upon with CPS/SSCC to actively apply CFE strategies (which are The 4Cs).	Case selection meeting  Communication (phone call/email, text) between DFPS/SSCC and CASA on identifying a case for CFE.	<b>Case Eligibility</b> in Child Section-CFE  When the case has been identified <b>and</b> a CFE trained volunteer or staff (if no volunteer), has been assigned, the staff or CFE lead will enter the eligibility date for CFE.  Volunteer should enter known/active contacts of the child into Optima (Family section or Known associate section) at start of case.	That the case has been identified for CFE.  Run report to show how many children and families have been identified as using the CFE approach.
CASA volunteer or staff (if no volunteer) assigned has been trained in CFE.	Any CFE training can count	Training-CFE trained Staff or CFE lead will enter CFE training has been completed.	Confirm volunteer or staff have been trained in CFE.
<u>One or more activities</u> have occurred or been attempted <u>within each</u> of The 4Cs (Collaborate, Cultivate, Convene and Connect).	Varies, see below.		
<b><u>COLLABORATE</u></b>  Sharing of information between DFPS/SSCC and CASA occurs on a case and a plan is developed with a shared workload.	Examples: CFE team meeting, transfer staffing, initial coordination meeting or any “meeting” that occurs in person, virtually, via email chain, phone call or at court, etc. where a case is discussed, and information is shared between CASA and CPS/SSCC.	<b>Activity: Contact with CPS/SSCC</b>  In subject line indicate type of collaboration and either upload action plan or CFE Team Meeting notes in documents or add notes in description.	Run Activity Report by Supervisor to show Collaboration has occurred.

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<p><b><u>CULTIVATE</u></b></p> <p>Three or more of any of the CFE tools have been attempted or completed with/for child, parent and family/fictive kin. Of the three tools, at least one tool needs to be attempted with/for child, and one tool with a parent. If there are multiple children on a case, ideally a tool should be completed with each of them.</p> <p>Contact with parent/s (attempted or completed).</p>	<p><a href="#">Refer to list of CFE tools in the data definitions.</a></p> <p>For multiple children and parents in one family, please work with the CFE team on the case to determine which tool should be done with which child/parent.</p> <p>If CPS/SSCC completes a CFE tool on the case- with the child or parent, enter this as CPS/SSCC Contact and enter the tool as a document or in the notes section.</p>	<p><b>Activity: CFE Tool Completed</b> Type the name of tool or tools used in the subject line. Upload the completed tools in the documents section. If multiple tools are completed during one instance of advocacy, only utilize one contact log with the activity CFE Tool Completed. However, enter all the information gained from the tools either in the notes section or document section in Optima.</p> <p><b>Activity: Parent Contact</b> attempted or completed to be documented.</p>	<p>Run Activity report by Supervisor to show that tools have been completed or attempted.</p> <p>Run activity report to show that contact has been made/ attempted with parents.</p>
<p><b><u>CONVENE</u></b></p> <p>A meeting between family and professionals in which family members and support networks are invited and have the opportunity to participate in planning and decision making. Plans of support for the child and/or parents are developed.</p> <p>In advance of the family meeting, family is contacted or attempted to be contacted and invited, <b>and</b> one or more family meetings were attempted or completed, informally or formally.</p>	<p>Family meetings may include but are not limited to FGC, PC, COS, or CFE family meetings in which family/fictive kin are invited and meeting is held.</p> <p>For areas that may not currently have family meetings, count any case related meetings held that involved family such as the child, parents, extended family or fictive kin in attendance.</p>	<p><b>Activity: CFE Family Meeting.</b> In the subject line indicate type of meeting and either upload any notes or add comments in description about which family or network members were invited and what elements of CFE were completed in the meeting.</p> <p>If family meetings are not held in the region or inviting family was unsuccessful, then use CFE Family Meeting activity type and add in notes about what kind of meeting was held or attempted.</p>	<p>Run activity report by Supervisor to show that the family meeting was held and that family/ fictive kin have been invited or attempts were made to invite them.</p>

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<p><b>CONNECT</b></p> <p>Action taken by CASA to support, build or strengthen connections for the child and/or parents.</p>	<p>Activities between child and network member/s such as phone calls, email, letter, text, Zoom, visits with network members or siblings (virtual and in person). The best way to understand Family/Child Connection is to think of the Calendar. The actionable connection activity that CASA develops with the child, parents, family members or fictive kin through CFE work, could be written on a calendar. <b>For example:</b> The CASA volunteer arranges for Aunt to call Mateo twice a month on Sundays. The instance of advocacy was that the CASA volunteer arranged for Aunt to call the child. That would be entered as one instance of Family/Child Connection. It would not be logged as a connection activity each time the Aunt calls because the CASA volunteer was only involved in the initial plan.</p>	<p><b>Activity: Family/Child Connections</b></p> <p>Describe type of connection activity work completed in the description and utilize contact logs to describe activity.</p> <p>Volunteer should enter any new family members, fictive kin, network members found during CFE work, as a connection, in the Family or Associated Members section of Optima.</p>	<p>Activity report by Supervisor can be run to show work/advocacy was done/attempted to connect child/family with their network.</p>
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