



Meeting Notice

Social Services Redesign – CFS Child Protection Services (CPS) Assessments Pilot Project Work Group meeting

Aug. 16, 2018

8:30 a.m. – 5 p.m., Central Time

Locations

- **Bismarck:** North Dakota Association of Counties, 1661 Capitol Way
- **Fargo:** Cass County Courthouse - Prairie Winds Conference Room
- **Dickinson:** Badlands Human Service Center, Basement Staff Conference Room

Agenda Item	Decision Required	Time Allowed
Intake Form	Finalize fillable form	8:30 - 9 a.m.
Intake Coversheet	Finalize intake coversheet	9 a.m.- 9:30 a.m.
Review Emergency Process	Define SOP for emergencies	9:30 - 10 a.m.
Review Legal/Law Enforcement Intake	Define SOP for Legal/Law E. Intake	10 - 10:30 a.m.
Review Intake Volume per County	<ol style="list-style-type: none"> 1. Finalize who will conduct the central intake 2. Determine the appropriate intake volume to ensure we are resourced adequately 	10:30 - 11:30 a.m.
Review Support Staff Process	Finalize who the support staff will be to do data entry into FRAME	12:30 - 1 p.m.
Review Backlog Process	Assign the backlog review	1 - 1:20 p.m.
Build roadmap and SOP for the intake through assessment process	Final Deliverable: SOP with visual roadmap	1:20 - 2:30 p.m.
WIP Board	Begin WIP Board process discussion; finalize the columns on the WIP Board	2:30 - 3 p.m.
Grey Area Decision	<ol style="list-style-type: none"> 1. Define "grey area" cases 2. Develop SOP for grey area to ensure we don't miss an intervention opportunity 	3 - 3:30 p.m.
Screen Out Tool		3:30 - 4 p.m.
Worker training on SOP	<ol style="list-style-type: none"> 1. Develop the training 2. Develop the process to train 	4 - 5 p.m.

Individuals who need accommodation to participate in the meeting can contact Heather Steffl, North Dakota Department of Human Services, 600 E. Boulevard Ave., Dept. 325, Bismarck, N.D. 58505-0250, 701-328-4933, ND Relay TTY 800-366-6888 or hsteffl@nd.gov.

Revised notice posted: Aug. 16, 2018 (Agenda added)

Date of notice: Aug. 7, 2018

Person preparing the notice: Heather Steffl