

## Peer Record Review Protocol Rating Instructions

The Peer Record Review Protocol Rating Instructions are to be used during the Peer Record Reviews. Each program area has a separate Peer Record Review Protocol and is identified in the Form Number. For instance, the form for Peer Record Protocol for Investigations is CS-130 Invest; the form for Peer Record Protocol for the Out of Home Care (Alternative Care) is CS-130 AC. The following are the sections included in the appropriate CS-130 program version:

- For CA/N Investigations complete: Sections I and X
- For CA/N Assessments complete: Sections II and X
- For FCS Cases complete: Sections III, IV, VII (if closed), VIII, and X
- For Out-of-Home Care cases complete: Sections III, IV, V, VII (if closed), VIII, and X
- For Adoption records complete: Sections VI, and X
- For Family Resource Records complete: Sections IX and X

Each question should receive a rating corresponding to the appropriate answer, or the rating that **most closely** matches what is found in the case record. ***A score of 1 or 2 is considered an acceptable rating and a score of 3 or 4 is considered an unacceptable rating.*** If a score of 3 or 4 is given, an **explanation** should be denoted in the comment section at the bottom of each section. By providing this information, the case manager will have a clear understanding of why they received the unacceptable rating. The nature of the process allows for some reviewer subjectivity, therefore each reviewer should carefully follow the instructions and rating indicators provided to maintain as much objectivity as possible.

### **Case Information:**

In this section, the Children's Service Worker's name, ID number, county, supervisor, and review date should be documented. The Children's Service Worker will always be the Case Manager as only case manager county case records will be reviewed. ***It is vital that the worker name, worker county, case name, and case type be documented. Otherwise, matching of the PPR information and the data base will be difficult and errors may occur.***

Document the case name, which is the head of the household or the child/youth being reviewed. ***In instances of multiple case opening dates the case open date will be the most recent date of opening. The same applies to case closure date.***

The report and conclusion date applies to instances when Investigations or Assessments are being reviewed.

**NOTE: It is very important that each section is completed fully and accurately to ensure an accurate report is generated based upon the findings of the reviewer.**

### **Closed Cases:**

When reviewing closed cases, look for the information as if the family was currently opened and receiving services. For example, when asked to determine the correlation between services being provided and the family needs, examine the services that had been provided when the case was open. It is incorrect to select the answer that states

no services being provided unless none were provided during the service delivery process.

**Period Under Review:**

**Reviewers only need to examine information contained in the case record that pertains to the last 6 months. If the case has been open more than 6 months, some information required may not be located during that period and the reviewer will have to go back further in the record for information. If the family has been receiving services for less than 6 months, the entire case record should be examined. *In the case of resource family records, review the last two years the home has been licensed.***

**Comments**

At the end of each section there is space to document any comments the reviewer may have. This is to be used for recording of any additional information or factors that affect the ratings given. This section is important in that it can provide justification for the ratings.

**Additional Instructions for Peer Record Review Requirements After FACES Conversion**

In reviewing **Investigation and Assessment** cases for the Peer Record Reviews, you will need to provide a paper copy of the CPS-1 and the safety plan, if applicable.

In reviewing **Family Centered Services** cases for the Peer Record Reviews, you will need to provide the following in paper form:

- If the case was opened within the last six months due to an investigation or assessment, you will need a printed copy of the CPS-1
- You will need the CS-14 a and b; with c and d if applicable
- In addition, if the safety and risk assessment shows concerns, you will need a 16 d and e
- Any SS-6, if applicable
- Narrative for the past six months

In reviewing **Alternative Care Services** cases for the Peer Record Reviews, you will need all of the same elements as the Family Centered Services review with an addition of the **CS-1** for the last six months.

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