

Child and Family Services Review (CFSR) Advisory Committee
CHARTER

Updated June 2023

Committee Purpose

The purpose of this collaborative advisory committee is to serve as a vehicle for cross system collaboration to promote the achievement of better outcomes for Missouri children, youth and families. No single child serving agency, because of policy, programmatic or financial limitations, has the ability to provide all services and supports needed by families who are vulnerable to abuse and neglect.

Thus, the Children's Division can best serve families by creating and sustaining an alliance, where relevant stakeholder groups, including those with lived expertise, have a meaningful role and voice in supporting families and keeping children safe.

The CFSR Advisory Committee's centralized focus is to build an advisory infrastructure to result in positive outcomes for children, youth and families. A broader collaboration of this kind will highlight strengths and challenges in the child welfare system which will allow the committee to make recommendations on improvement opportunities.

The overarching principles guiding the CFSR collaborative process include:

- The safety, permanency, and well-being of children is a shared responsibility, and child welfare agencies should make every effort to reach out to other partners who can help to achieve positive results with respect to the CFSR child welfare outcomes and system factors.
- Child welfare agencies do not serve children and families in isolation. They should work in partnership with policymakers, community leaders, other public and private agencies, and those with lived expertise to improve outcomes for children and families in their States. This includes partnering with organizations that directly serve children, youth, and families, and those whose actions import family and community life.
- Family-centered and community-based practices are integral to improving outcomes for children and families. As such, collaboration with families, including young people, is important in identifying and assessing strengths and barriers to improved outcomes for children, youth, and families.

Mission

The Child and Family Service Review Advisory Committee's mission is to enhance the already established Children's Division's mission:

“The Children's Division works in partnership with families, communities, the courts and other governmental entities toward ensuring the safety, permanency, and well-being of Missouri children.”

This collaborative process provides an opportunity for the exchange of information between the Children's Division, lived experts, and community partners. Additionally, it provides the environment to form new, or strengthen existing relationships with key stakeholders.

Scope of Committee Responsibilities

The responsibilities of the Child and Family Service Advisory Committee are as follows:

- To partner with the Children's Division in the CFSR process
- To provide feedback on the Child and Family Services Plan and Annual Progress and Services Report
- To provide feedback on the CFSR Statewide Assessment
- To partner in the development of a child welfare program improvement plan through engaging stakeholders, understanding the data, brainstorming strategies for improvement, and assisting with implementation
- To identify additional partnerships throughout the state of Missouri who might provide assistance and/or services through or in conjunction with the Children's Division

Membership

The Advisory Committee comprises and honors diversity in Missouri and therefore is made up of various disciplines and representatives. These members include, but may not be limited to, representatives from the following:

- Parent with Lived Experience
- Youth with Lived Experience
- Foster/Relative Parent
- Department of Social Services – Children's Division
 - CFSR Coordinator
 - QAS Program Manager
 - Regional Director
 - Deputy Director for Permanency
 - Front-line Supervisor
 - Front-line Case Manager
- Department of Elementary and Secondary Education Office of Childhood
- Department of Mental Health
- Office of State Courts Administrator Court Improvement Project Lead
- Missouri CASA Association
- Foster Care Case Management Agencies
- Family Court Judge
- Juvenile Officer
- Child Attorney
- ACF Regional VII, Program Specialist

Participation of additional stakeholder perspectives may be sought on an ad hoc basis to inform the work of the Committee.

Membership Responsibilities

Members of the CFSR Advisory Committee are expected to be representatives of their area of work and bring the perspectives of the people they work with to the committee conversation. As such, communication, preparation, and a commitment to the group are expected. Key responsibilities of members include:

- Be an active member of the Committee and participant in any sub-team work for a minimum commitment of a three-year term. Member terms are designed to preserve continuity of team operations, while still creating opportunity for new members to join the team.
- Ensure attendance at all meetings as appropriate – this includes coming prepared with pre-work as needed.
- Engage in bi-directional communication – This includes bringing concerns, issues, and needs from their area of work to the larger Committee and ensuring the Committee's progress, needs, and results are communicated back.

Members are expected to attend and actively participate in all meetings. If a member should have to miss a meeting, that member should inform the Committee leads in advance of the meeting and review any meeting materials to stay current on the Committee's activities.

If a member experiences a change in circumstances that will impact their attendance and participation on an ongoing basis, the member should inform the Committee leads to ensure that a suitable replacement may be found to fulfill the member's term.

Meetings and Leadership

The CFSR Advisory Committee will meet every quarter, January, April, July and October. The committee, as a whole, chooses the actual day of the month and strives to keep scheduling consistent. Whenever possible, the 4th Wednesday of the aforementioned months is the selected meeting date. These dates will be selected at the last meeting of the calendar year for the next calendar year. However, in the event necessary, the Committee may meet more frequently.

The Advisory Committee leadership role will be shared by an employee from the Children's Division preferably the Child and Family Service Review Coordinator and a co-lead that is a member of the CFSR Advisory Committee (not a Children's Division representative) The co-leader will assist in planning agendas, providing insight as a participating committee member, co-facilitation of the group and making suggestions and recommendations for future meetings.

Review of Committee Charter

This charter will be reviewed and updated as needed and no less than annually.