

*FJCIP Implementation Guide
for Local Courts*



WASHINGTON
COURTS


ADMINISTRATIVE OFFICE OF THE COURTS

How to use this guide to develop your local Family and Juvenile Court Improvement Program (FJCIP)


The purpose of this guide is to support local court co-design teams to develop a program structure that works for their local Family and Juvenile Court Improvement Program by utilizing the core components of the program as a guide.

This guide is designed to be used by local courts as they start the process of developing a local Family and Juvenile Court Improvement Program (FJCIP) for their court. A co-design team is helpful to begin this work. This group will look different based on your own court structure, but may start with those present for the first meeting with the Statewide FJCIP Team and develop as the FJCIP Court Team is created.

This guide is meant to be used collaboratively with the FJCIP Court Team and co-design team, including the participation of the FJCIP Coordinator. As the team goes through this guide, they will work on identifying key system partners. Bringing those partners into the development of the program can help courts work through the levels of collaboration.

This guide has spaces to track information as you work through the planning. Look for the  to show you what is useful information to track for later use on your Local Improvement and Spending Plan. Additional tracking can be useful to support your FJCIP Coordinator with setting up email chains and other workgroup structures now and in the future.

Implementation Kit Includes:

- FJCIP Implementation Guide for Local Courts
- FJCIP Contact Lists, Who's Who in my Region
- FJCIP Core Components with Levels of Collaboration Continuum
- Local Improvement Plan and Spending Plan Example 
- FJCIP Model Job Description

This first step in developing your local Family and Juvenile Court Improvement Program (FJCIP) is to create your FJCIP Court Team. This group will include court personnel involved with your dependency court and court services that support dependency cases.

The FJCIP Court Team shares a commitment to applying the FJCIP Core Components to your local court system.

FJCIP Court Core Components:

Core Component 1: Dedicated Judicial Leadership

Core Component 2: Judicial and Cross System Learning

Core Component 3: FJCIP Local Coordinator

Core Component 4: Court Commitment to Continuous Quality Improvement

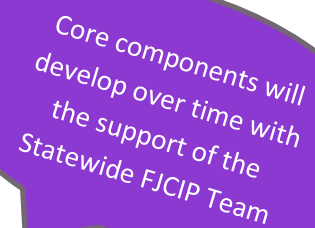
Core Component 5: Community of Practice and Peer Learning

Core Component 6: Cross System Collaboration

Core Component 7: Create a Culture of System Change

Core Component 8: Trauma-Responsive Support

*The full document in the implementation packet and can found online [here](#).



Core components will develop over time with the support of the Statewide FJCIP Team



Use this space to identify your FJCIP Court Team. Share with AOC.

Building your FJCIP Court Team

Who is involved from your local court?

Local FJCIP Court Team:

- Chief Judge
- Court Administrator(s)
- Supervisor for FJCIP Coordinator
- FJCIP Coordinator
- Dependency Court Clerk
- Additional Dependency Court Judicial Officer(s) or court personnel

Who will be responsible for FJCIP contract and billing support?

- Court Contract Manager
- Contract Management and tracking
- Monthly/Quarterly billing for reimbursement

Defining the Role of your FJCIP Coordinator

Using the FJCIP Model Job Description as a guide, identify the key responsibilities and priorities your court has for your FJCIP Coordinator.

Areas to consider are:

- Program and process implementation work
- Facilitation of meetings and workgroups
- Email listservs and communications
- Court contact lists to share with court partners
- Participation in FJCIP Community of Practice, FJCIP Coordinators Connections Lunch, and ongoing trainings
- Involvement with DCYF staff and QA/CQI staff
- Trainings and conferences
- Reports to AOC and your court and cross-system groups
- Data analysis and support

Hint: Consider starting off with a simplified list and reviewing it every 6-months to allow capacity for expansion as the program develops in your court.



Add to Local
Improvement-Spending
Plan under HIRE A FJCIP
COORDINATOR

Defining the Role of your FJCIP Coordinator

Identify the key responsibilities and priorities your court has for your FJCIP Coordinator.

Define the Role of your FJCIP Coordinator through a Job Description

- ✓ Identify the components of the job description.
- ✓ Consider including DCYF or other partners in developing and/or finalizing the job description.
- ✓ Consider who should be on the interview panel, and if the panel should include court or system partners.

Remember AOC can help, just reach out!

The Statewide FJCI
Team is here to help.
Just ask!

Building your FJCI Court Team's Purpose

Bring your FJCI Court Team together to define your Purpose (suggestion: use Purpose-To-Practice)

Through dedicated judicial leadership, support of an FJCI Coordinator, and cross-system collaboration, FJCI Courts create learning communities amongst themselves through innovative system improvement work, regular use of data, research, and continuous quality improvement principles, and create cross-system learning opportunities. The FJCI Court Team is the hub that brings cross-system work together.

- Why is the work of the FJCI Court Team important to each participant and the larger community?
- What rules must you obey as the FJCI Court Team to succeed in achieving of your purpose?
- Who must you include to achieve your purpose? Who can contribute to your work to achieve your purpose?
- How must you organize your Family and Juvenile Court Improvement Program to achieve your purpose?
- What can you offer to your system partners and families and how will you deliver it?

This process is an example of how to use Purpose-To-Practice

Why is the work of the FJCIP Court Team important to each participant and the larger community?

The [FJCIP Interactive Infographic](#) may help your FJCIP Court Team brainstorm ideas and see how the program is designed to work.

The [FJCIP Core Components](#) may help your FJCIP Court Team see where the work of the court can lead them.

Take time alone to reflect on the question.

Pair up team members (can also use small groups) and have them share their ideas and the why behind it. Share thoughts, stories.

Match up two sets of pairs, to share what both pairs thought of. Sift through the ideas. What are your top ideas for the purpose?

Bring the group back together and share what the top ideas for the purpose are. Look for themes and write out the purpose.

(it may still look messy at this stage, and that is ok)

What rules must we obey as the FJCIP Court Team to succeed in achieving of our purpose?

Take time alone to reflect on the question. Create a list of what must we do, and what we must not do.

Pair up (or small group) team members and share their ideas and the why behind it. Share thoughts, stories.

Match up two sets of pairs/small groups, sharing what both groups thought of. Sift through the ideas. What are your top ideas for the principles?

Bring the group back together and share what the top ideas for the principles are. Look for themes and write out the must dos and must not dos.

Does your purpose need to be adjusted after looking at the must dos and must not dos, and/or principles?

Hint: Keep the purpose on the wall for all to see and refer back to.

Who must we include to achieve our purpose? Who can contribute to our work to help in achieving our purpose?

Take time alone to reflect on the questions. Create a list of who must be included, and who else can contribute to your purpose.

Pair up team members or small groups, and share their ideas and the why behind it. Share thoughts, stories.

Match up two set of pairs/small groups, sharing what both groups thought of. Sift through the ideas. What are your top ideas for the participants?

Bring the group back together, and share the top ideas of who the participants should be. Look for themes, and write out who you must include and who else can contribute.

Do your purpose or principles need adjustment after looking at the participants?

How must we organize our Family and Juvenile Court Improvement Program to achieve our purpose?

Take time alone to reflect on the question. Create a list of structures needed to achieve the purpose.

Pair up team members or small groups, and share their ideas and the why behind it. Share thoughts, stories.

Match up two sets of pairs/small groups, sharing what both groups thought of. Sift through the ideas. What are your top ideas for the structures?

Bring the group back together, and share the top ideas of what the structures should be. Look for themes and write out the structures identified.

Do your purpose, principles, or participants need adjustment after looking at the structures?

What can we offer to our court partners and families, and how will we do it?

Take time alone to reflect on the questions. Create a list of practices that are needed to achieve the purpose.

Pair up team members or small groups, and share their ideas and the why behind it. Share thoughts, stories.

Match up two set of pairs/small groups, sharing what both groups thought of. Sift through the ideas. What are your top ideas for the practices?

Bring the group back together, and share the top ideas of what the practices should be. Look for themes and write out the practices identified.

Do your purpose, principles, participants, and structures need adjustment now looking at the practices?

Reflect back on what you have identified for your Purpose, Principles, Participants, Structures, and Practices.

- What just happened? What was decided?
- Why did we identify these as important to us?
- What are the possible next steps for the team?

Hint: The next sheets can help guide your team on next steps and things to consider.



Add to Local Improvement-Spending Plan under LOCAL IMPROVEMENT PLAN, FJCIP task

How often will your FJCIP Court team need to meet for implementation of the work you identified in your Purpose-To-Practice?

Who is in charge of planning and setting the implementation planning meetings and facilitation?

Who are the participants needed for these meetings?

What data do we want to review at our meetings?

Remember your Statewide FJCIP Team has a researcher, we can help with data!

Building your Court Partner Collaboration

Core Component 6: Cross System Collaboration

Cross system collaboration builds constructive working relationships with all parties involved in the child welfare system (e.g., child advocates, DCYF case workers, lived experts, service providers, etc.). This collaboration enhances a community's ability to improve the court system and the outcomes for children, families, and professionals. By engaging cross system partners in multi-level cross system work to find strategies for high level system improvement, they can connect youth and families with community resources.

Effective collaboration is one of the Core Components of Family and Juvenile Court Improvement Programs. Levels of Collaboration explains the four levels:

1. Networking
2. Cooperation
3. Coordination
4. Full Collaboration

*The implementation packet includes the Levels of Collaboration framework.



Is each of your cross-system groups represented at various levels? Do you have all the contact information for the individuals?

Building your Court Partner Collaboration

Take a look at your participants list that was created during Purpose-To-Practice to help complete the sections below. Identify who else should be included.

The first level of collaboration is Networking; these lists can support the FJCIP Coordinator with creating listservs to share out information and to set up meeting and workgroup invites when this structure is not already in place.

Hint: Shared contact lists in our Implementation Kit may assist with regional level partners in addition to your local partners.

Attorney General’s Office



Parent Representation – Parent Attorneys – Office of Public Defense (OPD)

Child Representation – Children’s Attorneys – Office of Civil Legal Aid (OCLA)



Department of Children, Youth, and Families (DCYF) – Regional and Local





Parents for Parents

Those with Lived Experience



Community Based Supports





Example of a way to use a Liberating Structure 1-2-4-ALL with your FJCIP Court Team.

Building your Court Partner Collaboration

Review with your FJCIP Court Team the FJCIP Team: Levels of Collaboration chart.

1-2-4-ALL is a way to engage your FJCIP Court Team to generate ideas on where your team is already working collaboratively with system partners. Below is how it could look:

Take time alone, create a list of practices that explain your current collaboration with court partners. If your FJCIP Court Team achieves its purpose, what do you want your court's collaboration to look like in a year? Create a list.

Pair up or go into small groups, and share your ideas and the why behind it. Share thoughts, stories.

Match up two set of pairs/small groups, sharing what both groups thought of. Sift through the ideas. What are your top ideas for the collaboration?


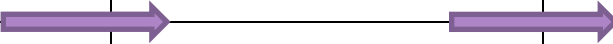
Bring the group back together and share out. Look for themes.

Can you assess where, on the Levels of Collaboration, your court is currently at? Is it varied by the work you are doing? What is working well?

You can use the following page to work together on identifying where you want your system to be in a year.

What will our system look like in a year?

What key features will our system have?

	Cooperation	Coordination	Full Collaboration 
What is it?	Partners support one another's activities but have no formal agreement in place	Partners are engaged in mutual improvement projects and initiatives, modifying their own activities to benefit the whole dependency system	With a formal agreement in place, partners work toward developing enhanced capacity to achieve a shared vision for the dependency system
Key features	<ul style="list-style-type: none"> • Somewhat defined roles • Informal and supportive relationships • More frequent communication • Limited decision-making • Little to no risk 	<ul style="list-style-type: none"> • Defined roles • Formalized links, but each partner retains autonomy • Regular communication • Shared decision-making around joint work • Low to moderate risk • Share some resources 	<ul style="list-style-type: none"> • Formalized roles which are written in an agreement • Frequent communication • Equally shared ideas and decision-making • High risk, but also high trust • Pooled resources
What will our system look like?			



Remember your state team can help support your FJCIP Coordinator and FJCIP Court Team, just ask!!

Getting Started, Building Collaboration with Your Partners

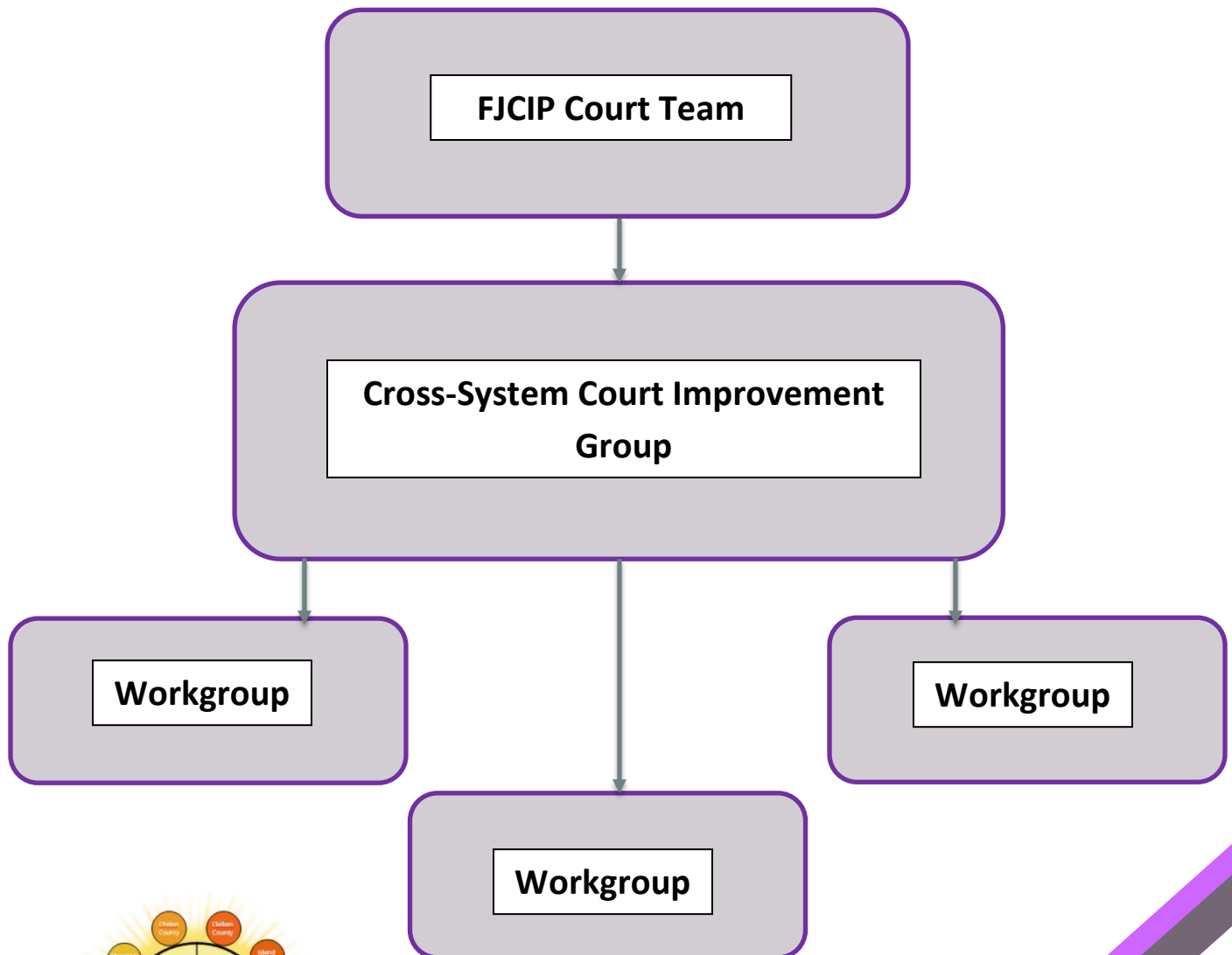
As a team, develop a plan for your first meeting to get information out on being an FJCIP Court, define the mission and purpose for the FJCIP Court Team, and build excitement and commitment to joining the work.

Add to Local Improvement-Spending Plan under LOCAL IMPROVEMENT PLAN, FJCIP task

Hint: Liberating Structures are a great way to help groups come together and work on how to help their systems to adapt and address change. The FJCIP state team can help you develop a storyboard to plan your initial meeting, if requested.

Planning your Court's Structure

Example



Family & Youth Justice Programs, Administrative Office of the Courts

Need help planning the meeting? Let's talk about data. We are here to help.

Building your Court's Structure with Cross-System Partners

Some of the key features of collaboration include frequent communication, formalized roles, equally shared ideas and decision making, high trust, and pooled resources.

Review with your FJCIP Court Team the structures your FJCIP Court Team identified in Purpose-To-Practice. Looking at themes for meetings and workgroups, review the ideas that were shared.

In your first meeting with cross-system partners, share your work as the FJCIP Court Team, your purpose, and your mission. At your next cross-system meeting, work through the next steps for planning the development of structures to do this work.

Keep in mind Core Component 4's key points:

- Cross-system efforts to assess the dependency system performance and identify priorities for improvement
- Facilitation of cross-system workgroups
- Shared effort for accuracy of data that is collected and shared
- Monitoring the effectiveness of court improvement projects

Hint: Documenting the outcome of your meeting will be helpful in completing your next Local Improvement Plan for FJCIP. The following pages give some areas you may want to cover.



Do you already have a system in place? Will you be able to use or build off what you already have?

Define the purpose for your Cross-System Court Improvement Group.

Who will you invite to join this group? Are others not in the room needed?



Add to Local Improvement-
Spending Plan under LOCAL
IMPROVEMENT PLAN, FJCIIP
task

Set up the logistics for the FJCIIP Court Partner Group:

Who will build the agenda, set the meeting invites, and facilitate the meeting?

Where will you meet? When? How Often?

What will you name your group?



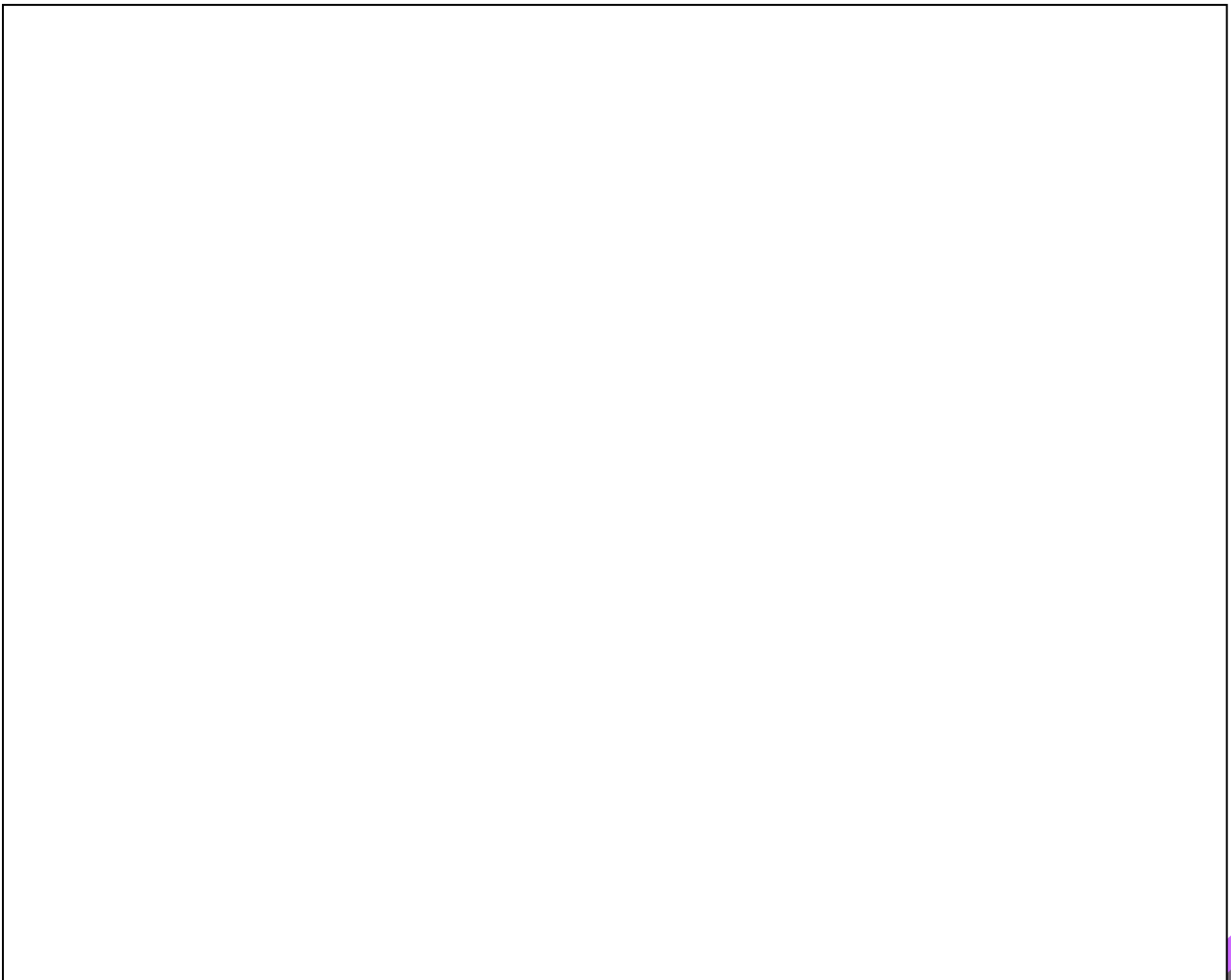
Add to Local Improvement-Spending Plan under LOCAL IMPROVEMENT PLAN, FJICIP task

How will this group create workgroups to work on identified projects?

Getting started, how will you share information about the group and invite other system partners that were identified?

Your Court's Meeting and Workgroup Structure

Hint: Page 24 shows an example of a structure. Using your work, what is the structure designed for your court?



Family and Juvenile Court Improvement Coordinator Model Job Description

General Job Statement:

The FJCIP Coordinator is a catalyst for improving dependency court operations and case outcomes for children and families involved in child welfare. Using data, research, and the experience of peer courts across the state, the FJCIP Coordinator convenes local system partners to identify opportunities for improvement, undertake meaningful practice change, and assess the effectiveness of their efforts. The FJCIP Coordinator works with court and system leaders to foster a court culture that is trauma-responsive, equitable and respectful of families, community members and system professionals.

Examples of Typical Work for an FJCIP Coordinator:

General Duties:

1. Regularly collect, assemble and distribute data to court leadership and system partners.
2. Serve as a point of communication with court partners for dependency operations.
3. Manage and facilitate cross-system meetings and workgroups focused on understanding and continuously improving court programs and processes to achieve better outcomes for families and professionals.
4. Develop relationships and work collaboratively with the court, system partners, and community supports to implement court programs, processes and system changes.
5. Assess the needs of families, caregivers and court partners engaged in the dependency and family court systems.
6. Coordinate with the court and partner agencies to ensure that court and community resources are understood by and easily assessable to court participants and judicial officers.
7. Support and promote judicial and cross-system training opportunities.

Data/research:

8. Research and analyze dependency court case management data and related indicators. Use the research to identify and propose changes that will better enable the court to meet the needs of the families and youth involved with the dependency court process.
9. Foster a learning environment for court staff, system partners, and community members.
10. Coordinate with the clerk's office on dependency case linking and coding as determined by dependency statistical data needs.
11. Utilize continuous quality improvement principles.

12. Collaborate with DCYF and court partners to identify and address areas in the system where there are inequitable outcomes and disproportionate impacts on BIPOC families and youth.

Tasks specific to the FJCIP Program:

13. Coordinate training for judicial officers, ensuring that judicial officers meet training requirements and have access to effective educational resources.
14. Participate in continuing education programs, sponsored by AOC and others, focused on subjects relating to families and youth in the child welfare system, and the legal and court rule requirements of family and juvenile court.
15. Identify areas in need of improvement, training and programs to improve efficiencies and provide input in the monthly FJCIP Community of Practice Meetings.
16. Facilitate scheduling, filing, and reporting of genetic testing of children and alleged fathers in dependency cases as part of the “Finding Fathers” program.
17. Produce periodic reports for the Administrative Office of the Courts, including but not limited to spending and local improvement plan, semi-annual reports, and the expenditure report.
18. Assist with statewide court improvement efforts.

KNOWLEDGE AND ABILITIES found to be effective in FJCIP Coordinators:

Knowledge of:

1. Relevant Washington State laws, court rules, policies, and procedures pertaining to the operation of courts with a preferred emphasis in family and dependency court
2. Effective problem-solving and facilitation techniques
3. Case management skills and techniques
4. Best practices and trends in social services and family law
5. Judicial and criminal justice systems
6. Database systems to collect and analyze complex data

Ability to:

1. Solve problems, resolve conflict, and mediate disputes
2. Maintain organization of documents, schedules, and records
3. Identify operational changes and enhancements to improve court services and access for all
4. Collaborate with a team yet work independently
5. Express ideas and recommendations effectively orally and in writing
6. Establish and maintain effective working relationship with clients, families, public and private officials and the general public
7. Apply abstract principles, guidelines, and concepts to concrete work situations
8. Work with persons from a variety of backgrounds
9. Collect and analyze complex data and present conclusions and recommendations to stakeholders
10. Use advanced Microsoft Office word processing, spreadsheets, and database applications

TRAINING AND SUPPORT FOR FJCIP COORDINATORS:

1. Dependency Data Training
2. FJCIP peer learning, including FJCIP Community of Practice Meetings and Coordinator Collaborative Lunch Meetings
3. Facilitation Training
4. Legislative and caselaw updates
5. Access to WSSCR and FYJP staff for individual technical assistance and research support.
6. Professional trainings and conferences such as Children's Justice Conference, Judicial Training Academy and FYJP webinars.

Core Component 1: Dedicated Judicial Leadership

The success of FJCIP courts is directly related to the leadership provided by dependency court judicial officers. Judicial officers lead the formation of a FJCIP court team that engages the local community in ongoing work of court communities for developing and maintaining programs that serve children and their families. Specialized training and experience help guide the judicial officer's leadership within the court.

Core Component 2: Judicial and Cross System Learning

The FJCIP court team supports and promotes ongoing, cross-system learning opportunities. FJCIP dependency judicial officers participate in specialized judicial training and in educational events with local system partners. In collaboration with court partners, the FJCIP creates a learning environment to engage the local system in acquiring new skills and changing practice with the goal of improving outcomes for children, families and the professionals who support them.

Core Component 3: FJCIP Local Coordinator

The FJCIP Coordinator is dedicated to improving dependency court operations and case outcomes for children and families involved in child welfare. Using data, research, and the experience of peer courts across the state, local FJCIP Coordinators work closely with their judicial officers to convene local system partners to identify opportunities for improvement, undertake meaningful practice change, and assess the effectiveness of their efforts. The FJCIP Coordinator works with court and system leaders to foster a court culture that is trauma-responsive, equitable and respectful of families, community members and system professionals. The coordinator actively participates in trainings, state-wide communities of practice, and state-wide system change efforts, to expand their job specific knowledge and skillset and contribute to a state-level knowledge base.

Core Component 4: Court Commitment to Continuous Quality Improvement

The FJCIP court team and court partners work together to ensure that accurate data informs the work of cross-system efforts that assess the court's performance and identify priorities for improvement. This includes soliciting feedback from families served by the system. The FJCIP Coordinator has primary responsibility for facilitating cross-system workgroups, collecting and sharing data and monitoring the effectiveness of court improvement projects. This enables court partners to actively participate in and contribute to system improvement work. FJCIP courts can request CQI training and technical assistance from the AOC's Statewide FJCIP Team and the Family & Youth Justice Programs.

Core Component 5: Community of Practice and Peer Learning

FJCIP coordinators participate in a regular Community of Practice, facilitated by the Statewide FJCIP Team from the Administrative Office of the Courts (AOC), to learn from each other, share best practices and innovative ideas, ask questions, and work together toward continuous quality improvement. Regular Community of Practice meetings enable the coordinators to stay informed about the Department of Children, Youth and Families (DCYF), court, legislative and case law updates, and provide the AOC with insight into the needs of local courts. The Statewide FJCIP Team also helps to evaluate what works and share it with other courts and audiences.

Core Component 6: Cross system collaboration

Cross system collaboration builds constructive working relationships with all parties involved in the child welfare system (e.g., child advocates, DCYF case workers, lived experts, service providers, etc.). This collaboration enhances a community's ability to improve the court system and the outcomes for children, families, and professionals. By engaging cross system partners in multi-level cross system work to find strategies for high level system improvement, they can connect youth and families with community resources.

Core Component 7: Create a culture of system change

An overarching goal of the FJCIP is to research, develop and implement strategies and approaches that yield statewide benefit. Through partnership with different workgroups and communication with the legislature, the FJCIP is building and sharing effective, data-driven solutions with other specialty courts and court programs in the state. This information exchange enables AOC staff to bring local court perspectives into statewide decision-making spaces and impact policy decisions.

Core Component 8: Trauma-Responsive Support

The FJCIP recognizes that families who become involved with the dependency system have experienced significant trauma and adversity in their lives. FJCIP communities are educated about what it means to be a trauma-responsive system and the role of each member in creating a safe and healing environment for the children, youth and families they serve. FJCIP communities engage people with lived experience to improve local research, programs and practices. FJCIP continuously assess their effectiveness and take steps to better serve our families and children.

FJCIP Team: Levels of Collaboration

Effective collaboration is one of the **Core Components** of and a prerequisite for the success of the FJCIP teams. The following chart¹ describes **four levels of collaboration**: 1) networking, 2) cooperation, 3) coordination, and 4) full collaboration. According to this model, the collaboration process exists across a continuum with four stages differing based upon purpose, how decisions are made and the type of leadership.

As effective partnerships evolve, they may move from autonomy to interdependence, individual decision making to joint decision making, enhanced communication and systems integration. Review this information with your FJCIP team to determine your current level of involvement with court dependency partners², as well as options for deepening this relationship over time. If you have any questions, contact the FJCIP statewide team.

	Networking	Cooperation	Coordination	Full Collaboration
What is it?	Partners share information and talk with one another for their mutual benefit	Partners support one another's activities but have no formal agreement in place	Partners are engaged in mutual improvement projects and initiatives, modifying their own activities to benefit the whole dependency system	With a formal agreement in place, partners work toward developing enhanced capacity to achieve a shared vision for the dependency system
Key features	<ul style="list-style-type: none"> Loosely defined roles Loose relationships Informal communication Minimal decision-making No risk 	<ul style="list-style-type: none"> Somewhat defined roles Informal and supportive relationships More frequent communication Limited decision-making Little to no risk 	<ul style="list-style-type: none"> Defined roles Formalized links, but each partner retains autonomy Regular communication Shared decision-making around joint work Low to moderate risk Share some resources 	<ul style="list-style-type: none"> Formalized roles which are written in an agreement Frequent communication Equally shared ideas and decision-making High risk, but also high trust Pooled resource
What does it look like?	<ul style="list-style-type: none"> Partners share what they are doing to address common dependency community issues at interagency meetings Partners discuss existing programs, activities, or services with other organizations/agencies 	<ul style="list-style-type: none"> Partners publicize one another's programs and services Partners co-sponsor trainings or professional development activities Partners exchange resources, such as technology expertise or meeting space Partners attend one another's meetings and events 	<ul style="list-style-type: none"> Partners serve together on event planning committees, workgroups, and advisory boards Partners implement programs and initiatives together Partners have a shared understanding of the dependency issues 	<ul style="list-style-type: none"> Partners sign a memorandum of understanding with each other Partners develop common data collection systems Partners participate in joint fundraising efforts Partners pool fiscal or human resources Partners create common workforce training systems

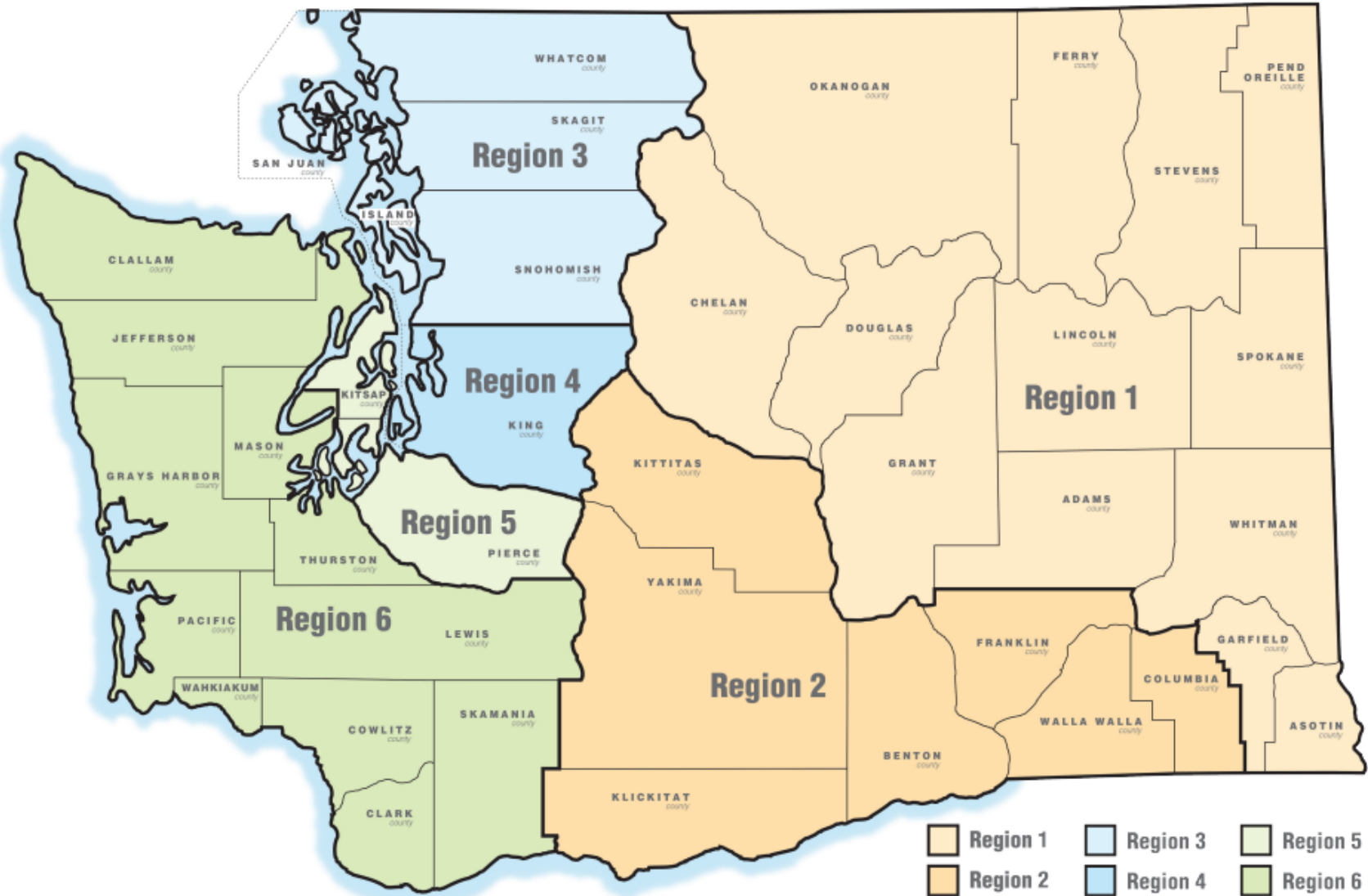
¹ Frey, B. B., Lohmeier, J. H., Lee, S. W., & Tollefson, N. (2006). Measuring collaboration among grant partners. *American Journal of Evaluation*, 27(3), 383–392.

² Key stakeholders include different individuals from the Court, Judicial officers, Clerk's office, CASA/GAL, Parent and Child representation, Office of Public Defense, Attorney General Office, DCYF and any others who play a role in your dependency court process.

Department of Children, Youth, and Families Regional Structure



WASHINGTON STATE
Department of
Children, Youth, and Families



Who is Who... Who can help you identify other partners in your work locally and regionally.

Region

Other FJCIP Courts in your region:

FJCIP Coordinator:

FJCIP Coordinator:

DCYF Regional Administrator:

DCYF Deputy Regional Administrator:

DCYF QA/CQI Manager:

Attorney General's Office:

OPD Parent Rep Managing Attorney:

Children's Representation, Office of Civil Legal Aid:

INTERAGENCY AGREEMENT ICA [Click here to enter contract number.](#)
BETWEEN THE ADMINISTRATIVE OFFICE OF THE COURTS
AND [Click here to enter name of county.](#) **COUNTY SUPERIOR COURT**
FOR THE SUPPORT OF THE
FAMILY AND JUVENILE COURT
LOCAL IMPROVEMENT PLAN/SPENDING PLAN
[Click here to enter a date.](#)

The following information is provided on behalf of [Click here to enter name of county.](#) County Superior Court to maintain compliance with the contract for services between the Administrative Office of the Courts and [Click here to enter name of county.](#) County Superior Court for the **2022-2023** fiscal year.

ASSIGNMENT OF A CHIEF JUDGE FOR THE FAMILY AND JUVENILE COURT FOR A MINIMUM TERM OF TWO YEARS.

[Click here to enter name of chief judge and how long they have presided over FJCIP.](#)

[\(From Implementation Guide, Building your FJCIP Court Team, Chief Judge.\)](#)

HIRE A FJCIP COORDINATOR

[Click here to enter name of FJCIP coordinator, how long they have been in that position, and any relevant information.](#)

[\(From Implementation Guide, FJCIP Coordinator. When were they hired. Key responsibilities and priorities set for the position. Can attach the job description.\)](#)

JUDICIAL OFFICERS SERVING IN THE COUNTY’S FJCIP PROJECT HAVE COMPLETED 30 HOURS OF EDUCATION REQUIRED UNDER RCW 2.56.230.

[Click here to enter judicial officers names and whether they have completed the minimum 30 hours of specialized training. If not, list how many hours have been completed and what the plan is for completing 30 hours.](#)

[\(If you need a list of upcoming dependency judicial trainings or on-line trainings reach out, we have lists\)](#)


SPENDING PLAN: All funds received through the FJCIP Grant funds shall be used for the salary and benefits of the FJCIP Coordinator with the exception of:

- Up to \$5,000 for start-up costs to provide the FJCIP Coordinator with the technology and office furniture needed to ensure that the FJCIP Coordinator has the tools they need to

conduct data analysis, facilitate virtual and in person meetings, and perform other tasks required for continuous quality improvement.

- Up to \$3,000 for expenses related to hosting an implementation retreat for Keeling Families Together Law (HB 1227).

LOCAL IMPROVEMENT PLAN:



Example: Cross-System Dependency Court Improvement Group

- a. Core Component 6, cross system collaboration and Core Component 7: Create a culture of system change.
- b. The FJCIP Judicial Officer and Coordinator will co-facilitate the Cross -System Dependency Group. The Membership includes members from ... The group will meet quarterly with a focus on the overall dependency court system and roles and responsibilities. The group will talk about the system and assign work through the formation of workgroups.
- c. Barriers to the workgroup, the group is new and learning roles of members. The coordinator is new and learning how to facilitate and bring the data to the group that can work on system improvement and process change.
- d. Attendance will be monitored through sign in sheets and reviewed to ensure the various cross-system groups are represented. Quarterly reports on the timeliness measures and measures set by the group will be shared each quarter with the group during the meetings and a report will be provided to the full dependency cross-system partner email chains.

1. **Example from guide for first year: Building collaboration and support from system partner**
 - a. What Core Component does this address: Core Component 6, cross system collaboration.
 - b. Define what you plan for your first meeting to get out the information on being an FJCIP, purpose of your work, and what is planned to get support and commitments to join the work.
 - c. Barriers or concerns your team or system partners have shared.
 - d. A measurable outcome could be as simple as sign in sheets or tracking attendance of meetings and workgroups. Monitoring participation and ensuring the various agencies represented in the courtroom and work are represented.
2. Click here and enter title of FJCIP task/project/program.
 - a. Click here to enter core component(s)
 - b. Click here to enter brief description of task/project/program..
 - c. Click here to enter potential barriers to implementation.
 - d. Click here to enter measurable outcomes.
3. Click here and enter title of FJCIP task/project/program.
 - a. Click here to enter core component(s)

- b. Click here to enter brief description of task/project/program..
 - c. Click here to enter potential barriers to implementation.
 - d. Click here to enter measurable outcomes.
4. Click here and enter title of FJCIP task/project/program.
- a. Click here to enter core component(s)
 - b. Click here to enter brief description of task/project/program..
 - c. Click here to enter potential barriers to implementation.
 - d. Click here to enter measurable outcomes.

(Examples for the first year may be the FJCIP Coordinator’s tasks starting the FJCIP in your court such as: start-up and facilitation of your cross-system meeting(s) and workgroups, how the coordinator will gather and analyze data and share out to local dependency stakeholder groups, activities and projects to build relationships and collaboration with system partners.)

Plan to identify those children who have been in foster care for at least 15 of the past 22 months

Click here to enter plan.

Examples below:

FJCIP Coordinator reviews the iDTR quarterly to review the cases that termination petitions or good cause for the 15-month timeliness measure are coming due or are past due. This list is provided to the Kitsap Lead for the Attorney General’s Office. Helping identify cases approaching the due dates and those past due. The DCYF Social Worker’s court reports identify the length of time a child has been in out of home placement and is reviewed by the judicial officer and the dependency court team prior to hearings. Assisting with conversations on permanency at the hearings.

OR

The Interactive Dependency reports identify cases where children have been in foster care 15 of the last 22 months. The FJCIP Coordinator uses this information to search for timely filed Termination Petitions or Good Cause Finding (GCF) Codes if a Termination has not been filed. The FJCIP coordinator will contact the Clerk’s office if a case is miscoded, or another issue has prevented the GCF from being recognized. Efforts to reduce out-of-compliance cases is regularly staffed with dependency stakeholders on a monthly basis.

OR

The DCYF case worker’s reports identify children who have been in out of home care for at least 15 of the past 22 months. Additionally, an improvement was made in which the GALs, and Child Advocate reports include a section pertaining to the child’s placement and indicate if the child is placed with n relative placement, with fictive kin or in foster care. Lastly, the Interactive Dependency Timeliness Report may also be utilized to identify children who have been in foster care for at least 15 of the past 22 months.

FJCIP Q&A BINGO

Get to know court staff & partners by introducing yourself & asking questions:

- 1.) What is your role in the dependency court system?
- 2.) What is the most rewarding part of your job?
- 3.) How do you collect or use data to inform the work you do?

Depend- ency Clerk	Who makes room reservations	Assistant Attorney General	Parent Attorney	Children Attorney
Guardian Ad Litem	Parents for Parents Coordinator	Community Conenction	Service Provider	Parent
Social Worker	Area Administra- tor	FREE SPACE!	FTC Coordinator	ECC Coordinator
Court Admin.	Depend- ency Judicial Officer	Court Security Officer	Court Receptionist	Family Law Facilitator
Tribal Partner/Rep resentative	Volunteer Guardian Ad Litem	Social Worker Supervisor	Family Time Visitation Supervisor	Interpreter

Get a Bingo & tell the FJCIP Statewide team to win a book!