

Service Array Data Inventory Sample Worksheet



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Capacity Building
CENTER FOR STATES

Introduction

This “Service Array Data Inventory Sample Worksheet” (Worksheet) is a companion tool to *A Data-Driven Approach to Service Array Guide* developed by the Capacity Building Center for States. To use the Worksheet, you can print it out and fill in the blank squares, or use the questions as a guide. To access these resources, please visit: <https://capacity.childwelfare.gov/states/focus-areas/cwis/data-driven-service-array>

This Worksheet contains examples of basic questions to guide the service array assessment process that are specific to different service or program areas and can be modified to meet the needs of the jurisdiction. For each set of questions, the Worksheet captures:

- ▶ Whether or not the question has been selected as a key question
- ▶ Titles of existing reports that provide the information to answer the question
- ▶ Whether there are plans to develop a report to capture the related information (if there are no existing reports)
- ▶ Possible or actual data sources to answer the question
- ▶ Population being reported on
- ▶ General report logic (the methodology and ideas that form the foundation for the data and analysis in the report)

The Worksheet also offers one example of how a jurisdiction might organize this information. If the jurisdiction has an existing methodology to collect and organize this kind of information, the example questions in the tool can be integrated into the existing process and used to initiate conversation among service array assessment teams. The jurisdiction may choose to include these questions in a spreadsheet or another format that can be adapted and modified as the process continues.

Any findings related to data quality, recommendations for modifications to reports, or changes to the information system should be included in the jurisdiction’s existing process and documentation methodology for the Comprehensive Child Welfare Information System (CCWIS) or other case management system.

The jurisdiction may choose to assess service array agencywide; at the regional, county, or local office level; or based on some other geographic or focus area. Ensure that the geographic area—as well as focus area and scope—are well defined when formulating and addressing the key questions and next steps.

The Service Types page includes a nonexhaustive list of service types that could be included in a broad assessment of the service array. Alternatively, a jurisdiction could decide to focus on a particular type of service either from this list or one that it has otherwise identified. The questions provided in the Worksheet are intended to be sample questions with which the jurisdiction should begin. The first column in each table provides examples of key questions that can be discussed, answered with data, and tracked. For the tool to be most effective, the questions and terminology used should be modified to be specific to the agency’s needs.



Service Types

The Worksheet is subdivided into six broad categories: Intake Services; Investigation Services; Placement Prevention Services/Safety-Related Services/In-Home Services; Foster Care/Placement Services; Transitional Services; and Adoption Services. The service types listed below are provided as examples of the core services the jurisdiction could include in a broad service array assessment, or it may choose to focus on specific service areas. All of these service types apply to each of the categories listed (except Intake Services).

- ▶ Education services
- ▶ Employment and training services
- ▶ Healthcare
- ▶ Behavioral health services
- ▶ Mental health services
- ▶ Trauma-informed services
- ▶ Substance use disorder treatment services
- ▶ Domestic/intimate partner violence services, including batterer services
- ▶ Housing services
- ▶ Services for children and youth with disabilities or special needs
- ▶ Foster care support services
- ▶ Lesbian, gay, bisexual, transgender, and questioning support services
- ▶ Human trafficking identification and treatment/support services
- ▶ Court services
- ▶ Independent Living services
- ▶ Socialization/mentoring services
- ▶ Financial literacy services
- ▶ Legal services
- ▶ Parent/caregiver support services, including in-home services for families (parenting skills, household management, family preservation, advocacy, transportation, safety-related services)
- ▶ Translation services
- ▶ Transportation
- ▶ Culturally appropriate services
- ▶ Coordination of services

Service Array Data Inventory Sample Worksheet

Intake Services

What are the current needs of children and families served?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|--|---------------------------------|---|----------------------|
| Of the intakes received during the report period, what were the demographics and family composition? | | Monthly intake report (example) | Intake data system or child welfare information system (example) | | | |
| Of the intakes received during the report period, how many were received for each of the basic allegations, by allegation type? | | | Report needs to be developed | | Intakes with begin and end dates that match the report period (example) | |
| Of the intakes received during the report period, what were the contributing factors relating to a need for investigation or other services, by factors? | | | | | | |
| Of the intakes received during the report period, how many resulted in children being placed in out-of-home care, by placement type and age? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions: | | | | | | |

What services are being provided currently to children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the intakes received during the report period, how many families were referred to investigation services, by geographic service area? | | | | | | |
| Of the intakes received during the report period, how many families were referred to services other than investigation, by geographic service area? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What are the unmet needs of children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the intakes received during the report period, what service needs were identified that could not be addressed by referral due to lack of available services, by service type? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

Investigation Services

What are the current needs of children and families served?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| During the report period, what were the demographics of the subjects of investigation? | | | | | | |
| During the report period, how many investigations were completed by allegation type, substantiated/not substantiated? | | | | | | |
| How many investigations closed during the report period resulted in voluntary services, legally mandated services, or voluntary safety-management services (associated with in-home or out-of-home safety plan)? | | | | | | |
| Of the investigations opened during the report period resulting in legally mandated services, safety-related services, and voluntary services, how many demonstrated a need for services, by types of service and total number of families per service type? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What services are being provided currently to children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| How many investigations opened during the report period resulted in referrals to in-home prevention services, placement services, safety-management services, and other services, by service type? | | | | | | |
| Of the investigations closed during the report period, what services were provided during the investigation process, by service type? | | | | | | |
| Of the investigations closed during the report period resulting in legally mandated services, safety-related services, and voluntary services, what were the types of service and total number of families referred by service type? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What are the unmet needs of children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the investigations active during the report period, what contributing factors could not be addressed through safety-related or other service provision, by factors? | | | | | | |
| How many substantiated investigations during the report period had a prior substantiated investigation resulting in services to the family, by service types? | | | | | | |
| Of the investigations opened during the report period, what general needs were identified as unmet during the investigation process, by need? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

Placement Prevention Services/Safety-Related Services/In-Home Services

What are the current needs of children and families served?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| On the last date of the reporting period, how many in-home service cases were open for services? | | | | | | |
| Of the in-home cases open during the report period, what were the demographics of the families? | | | | | | |
| Of the in-home cases open during the report period, what safety-related and other service needs were identified to prevent out-of-home placement, by needs? | | | | | | |
| During the report period, what is the total number of children identified as candidates to enter foster care who did and did not enter foster care during the report period? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What services are being provided currently to children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|--|---------------------------------|-------------------|----------------------|
| Of the in-home cases open during the report period, what services were being provided to prevent out-of-home placement, by service type? | | | GIS report to map service providers with color code for type (example) | | | |
| Of the services being provided to prevent out-of-home placement, how many were being provided by agency staff, a contracted agency, or referral to community resources? | | | | | | |
| Of the services being provided to prevent out-of-home placement, which ones rank highest in quality of service provision to meet client needs? | | | | | | |
| Of the family preservation services or programs provided during the report period, how many have been provided for the following lengths of time: Less than 3 months, 3 to 6 months, 6 to 12 months, and greater than 12 months? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What are the unmet needs of children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the in-home cases open during the report period, what needs were identified that could not be addressed due to lack of services, by needs? | | | | | | |
| Of the in-home cases closed during the report period, how many and what percentage were closed due to children being placed in out-of-home care? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

Foster Care/Placement Services

What are the current needs of children and families served?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| On the last date of the reporting period, how many children were in out-of-home placement, by placement type? | | | | | | |
| Of children in placement during the report period, what were their demographics? | | | | | | |
| Of the children in placement during the report period, how many had a case plan goal of reunification or other case plan goals? | | | | | | |
| Of the children in placement during the report period, what needs were identified as barriers to reunify children with their families, by needs? | | | | | | |
| Of the children in placement during the report period, what family needs were identified to reunite children with their families, by needs? | | | | | | |
| Of children in placement during the report period, how many were assessed as having special needs, by need type? | | | | | | |

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the minors formally assessed during the report period for a type of residential/congregate placement, how many were determined to be in need of residential/congregate care and how many were not? | | | | | | |
| Of children in placement during the report period, how many had siblings in care? | | | | | | |
| Of the children placed during the report period, what contributing factors were associated with their removal? | | | | | | |
| Of the active foster parents during the report period with at least one placement, what were their identified needs, by need? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What services are being provided currently to children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of children in placement during the report period, what services were being provided to the family in order to reunite children with their families, by service type? | | | | | | |
| Of the children in placement during the report period with siblings, how many were placed with at least one sibling? | | | | | | |
| Of the children in placement during the report period, what services were being provided to address the contributing factors associated with their removal, by factors? | | | | | | |
| Of the children in placement during the report period, how many received a monthly visit from their worker at least once during a month? | | | | | | |
| Of the children in placement during the report period with diagnosed behavioral or emotional needs, how many were placed in therapeutic foster homes? | | | | | | |
| Of the active foster parents during the report period with at least one placement, what services were provided in support of the placement, by service? | | | | | | |

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What are the unmet needs of children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of children in placement during the report period, what is the average length of stay per child, by age and placement type? | | | | | | |
| Of children in placement during the report period, how many had two placements, and how many had three or more placements, by current placement type? | | | | | | |
| Of the children in placement during the report period, what unmet needs have been identified, by need type? | | | | | | |
| On the last day of the report period, how many foster home open beds were available for placement, by foster home type? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

Transitional Services

What are the current needs of children and families served?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|--|-------------------|----------------------|
| Of the youth in placement during the report period, how many were eligible for transitional services, by demographic information? | | | | | | |
| Of the youth in placement eligible for transitional services during the report period, what were their identified needs, by need? | | | | Transitional living assessment (example) | | |
| Of the youth in placement eligible for transitional services during the report period, what were their permanency goals, by goal? | | | | | | |
| Of the youth in placement eligible for transitional services and with a goal of reunification during the report period, what family needs were identified to reunite youth with their families, by needs? | | | | | | |
| Of the youth in placement eligible for transitional services during the report period, how many were assessed as having special needs, by need type? | | | | | | |
| Of the youth in placement eligible for transitional services during the report period, what contributing factors were associated with their removal, by factor? | | | | | | |

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What services are being provided currently to children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the youth in placement during the report period, how many were eligible for transitional services and received at least one service, by demographic information? | | | | | | |
| Of the youth in placement eligible for transitional services during the report period, what services were being provided, by service type and by provider type? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What are the unmet needs of children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the youth in placement eligible for transitional services during the report period, what were their unmet service needs, by service type? | | | | | | |
| Of the youth in placement eligible for transitional services during the report period, how many did not receive at least one transitional service? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

Adoption Services

What are the current needs of children and families served?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|--|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the children in placement during the current report period, how many had a permanency goal of adoption, by demographics? | | | | | | |
| Of the children in placement during the current report period with a permanency goal of adoption, how many were legally free for adoption and not, by needed action (mother/father termination)? | | | | | | |
| Of the children in placement during the current report period and legally free for adoption, what were their special needs, by special need type? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What services are being provided currently to children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of the children in placement during the report period and legally free for adoption, how many were in an adoptive placement, by placement type? | | | | | | |
| Of the children in placement during the report period and legally free for adoption, what services were being provided, by service type? | | | | | | |
| Of children in placement during the report period and legally free for adoption, how many are listed on an adoption photo listing, by listing type? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |

What are the unmet needs of children and families?

| Questions for Data to Answer | Key? | Existing Report That Provides Information | Plan for Report Development | Possible or Actual Data Sources | Report Population | General Report Logic |
|---|------|---|-----------------------------|---------------------------------|-------------------|----------------------|
| Of children in placement during the report period and legally free for adoption, how many were not listed on an adoption photo listing, by listing type and reason for not listing? | | | | | | |
| Of the children in placement during the report period with a goal of adoption, what were the unmet needs, by need type? | | | | | | |
| Of the children in placement during the report period and legally free for adoption, what was the average length of stay per child, by age and placement type? | | | | | | |
| Additional findings related to data quality, recommendations for modifications to reports, or changes to the information system | | | | | | |
| Additional questions | | | | | | |