



DATA & INFORMATION SYSTEMS: THE FUEL THAT DRIVES THE FDC BUS

WEBINAR DISCUSSION GUIDE

From Training to Practice

After viewing the video presentation, “*Data and Information Systems – The Fuel that Drives the FDC Bus*,” use this Discussion Guide to facilitate further conversation within your Family Drug Court Team. Feel free to discuss the questions that are most relevant to your program. At the conclusion of the Discussion, formulate and assign specific action steps as a way to turn training into desired changes in practice and policy in your FDC program.

What Should FDCs Be Collecting

1. What performance measures is your FDC currently tracking? Do these outcomes speak to all the stakeholders and provide a clear picture of status of children, adults and families involved in our substance abuse, child welfare and court systems?
2. Does your FDC collect baseline data by which to measure progress? What outcomes has the FDC historically tracked?
3. Of those 23 (SAMHSA mandated) performance indicators presented in the webinar, which are the most important to your FDC? Your systems?
4. What challenges has your FDC encountered in the selection process? Overall, what is level of support for performance monitoring in your FDC?

Accessing & Sharing Data

1. What is the most important missing data in our FDC program? What steps can you take to get it?
2. What kind of knowledge base do you have about partner agencies’ data system?
3. What are the current barriers (i.e. resources, expertise, cost, time) to accessing needed data and reporting on the core performance measures? What will it take to overcome these challenges?
4. How does your FDC address confidentiality issues related to sharing client level information or collecting client specific data for performance measurement reporting?
5. What agreements or Memoranda of Understandings (MOUs) are in place to facilitate the linking of or access to data from respective information systems in order to share client level information to measure outcomes and performance management indicators?
6. Do you have the human and financial resources needed to collect all the selected data elements required to calculate the measures? How are you sustaining your data collection/reporting efforts?
7. Has your FDC completed a **Data Profile**? This tool offers a process of seeking data from child welfare and substance use treatment data systems and often reveals critical information about the extent of collaborative practice in the jurisdiction. Data can be collected from local or national

(e.g. the Adoption and Foster Care Analysis and Reporting System [AFCARS], State Automated Child Welfare Information System [SACWIS], National Child Abuse and Neglect Data System [NCANDS], SAMHSA Treatment Episode Data Set [TEDS]). The collected data can be used to conduct a **Drop-off Analysis** as well as a **Data Dashboard** of the most important indicators of a collaborative's progress measured across rather than within agencies.

Utilizing Data

1. Presently, how data driven is your FDC? How is your FDC utilizing data? How are you using it to inform leadership, decision-making, system improvements, and sustainability? What steps can your FDC take to be more data-driven? In what ways was the 5-Step approach presented in the webinar helpful?
2. Does your FDC use the outcome data to ensure accountability and success? Does your FDC review evaluation results and make needed changes?
3. Can you track CWS clients from intake through referral and enrollment in treatment, with the capacity to report on both treatment and CWS outcomes for those clients (e.g., drop-off analysis)?
4. Has your Oversight or Steering committee developed a process to regularly (e.g., monthly or quarterly) monitor or obtain feedback on program performance (e.g., performance dashboard on process and outcome indicators)? Are these outcomes used to modify the program?
5. Do members and stakeholders of your FDC feel shared accountability for "moving the needle" in a measurable way, in both project and the larger system? Has your FDC considered utilizing a **Data Dashboard**? This could be one of the data documents that is reviewed by the Steering Committee.
5. How effective is the flow of information about results at the client, project and system level? Is this process formalized through information sharing agreements? Is there a level of trust and accountability between partners and creates new information flows and increases accountability for results?
6. What needs to happen for CWS, Treatment, and the Court to be able work together to generate an ongoing flow of data that would help inform policy and assess whether your FDC program is effective?
7. Has your FDC conducted a **Drop-off Analysis**? The goal of a Drop-off Analysis is to determine the points in the process where your FDC must create or modify interventions to better engage parents and families. A Drop-off Analysis is intended to answer at least three key questions: 1) What are the steps associated with the current screening, assessment and referral process in your State/Tribe/County/community?; 2) How many parents/children/families are involved in each step of the process?; and, 3) At what point(s) in the process does your program experience a significant "drop-off" in the number of parents/children/families?

Next Steps & Resources

1. Read *Recommendations 3 & 10 – Create Effective Communication Protocols for Sharing Information and Evaluate for Shared Outcomes and Accountability* in the [Guidance to States: Recommendations for Developing Family Drug Court Guidelines \(2015\)](#). Then take the FDC Self-Assessments as a Team to determine what progress you have made in key FDC strategies in sharing information and developing shared outcome measures to guide the work of your FDC. Your responses will be along the following continuum:
 1. Not yet considered
 2. Exploration – *identified the need; begun to assess organizational capacities*
 3. Installation – *beginning the process, including securing resources, engaging stakeholders, aligning systems, and identifying barriers*
 4. Initial implementation – *new practices, skills, and processes have begun to emerge*
 5. Full implementation – *integration into service, organizations, and system settings*
 6. Sustained practice – *rules have changed; permanent way of doing business drawing from shared resources to achieve shared outcomes*
2. What are the suggested priority next steps as a result of viewing the webinar, your team discussion, and Self-Assessment? What do you need to do to raise your capacity for collecting, accessing, and utilizing data? What content, type of training and other workforce development is needed by your FDC to support successful data collection, sharing, analysis and outcomes reporting?

Below is summary of potential activities and resources that may be helpful as your Team considers its next steps:

Activities or Resources (attached to this Discussion Guide)	Contact Information
Take the FDC Self-Assessment – to determine what progress you have made in implementing key FDC strategies in sharing information and collecting and utilizing data to evaluate shared outcomes and ensure accountability.	If you would like further information on these activities or resources, or if you have any further questions, feedback, or need further assistance, please contact us: fdc@cffutures.org
Which of the following TA tools would be of interest or value to your FDC team? <ul style="list-style-type: none"> • Data profiles • Drop-Off Analysis • Systems Walkthrough • Data Dictionary • Data Driven Process (5-Steps) 	