

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 2: Administration of Child Welfare	Effective Date: July 1, 2013
	Section 18: Reflective Practice Survey (RPS)	Version: 2

POLICY [REVISED]

The Indiana Department of Child Services (DCS) Reflective Practice Survey (RPS) provides a qualitative analysis of intervention and/or case management services. The RPS tool uses field observation and an FCM interview to review assessments, (including institutional assessments), and on-going cases, in order to evaluate the FCM's practice skills.

The RPS will be completed quarterly. Assessments and on-going cases selected for the RPS are done so randomly by the Office of Data Management (ODM). Only one (1) assessment or on-going case is selected per FCM for the RPS. The selected assessments or on-going case and RPS tool is accessed through the Management Gateway for Indiana's Kids (MaGIK) by clicking the 'MaGIK Intake' icon.

The RPS pull for assessments consists of open assessments assigned during the quarter.

The RPS selected cases consists of cases with an open status within the previous six (6) months from the selection date. The period under review begins with the selected date and reflects back one year. Each case will be reviewed for quality standards established through the Quality Service Review (QSR) Protocol and best practice standards set forth through Teaming, Engaging, Assessing, Planning and Intervening (TEAPI) training.

DCS will use the information obtained from the RPS to identify regional trends.

Code References

N/A

PROCEDURE [REVISED]

The FCM Supervisor will:

1. **[REVISED]** Shadow the FCM on any part of the assessment, a home visit or Child and Family Team Meeting (CFTM) for the selected case to gather field observations;
2. Interview the FCM after the shadowing the assessment, home visit, a CFTM using the RPS Indicator questions;
3. **[REVISED]** Score the assessment or case in MaGIK using information obtained from the field observations and FCM interview; and
4. Provide feedback to the FCM.

Note: The FCM Supervisor will use case summary questions at the end of the RPS, to identify trends.

5. **[REVISED]** Submit a summary of trends to the DCS Local Office Director (LOD) or the Deputy Director of Placement Support and Compliance, if the trends are for institutional assessments.

The DCS LOD will submit a list of county trends to the Regional Manager (RM).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS [REVISED]

[RPS Tool](#)- Available in MaGIK

RELATED INFORMATION

N/A