

**Citizen Review Panel Serving Outagamie County**  
**STRUCTURE AND PROCESS**  
(Revision Adopted May 4, 2016)

**Vision Statement**

Every child in Outagamie County will live in a safe, stable, permanent home nurtured by healthy families and strong communities.

**Mission Statement**

The mission of the Citizen Review Panel Serving Outagamie County is to provide opportunities for citizens to assess the child welfare system and make informed recommendations for continuous improvement that ensures the safety, permanency, and well being of children, youth, and families within the community.

\*\*The Citizen Review Panel Serving Outagamie County exists to fulfill the provisions found in the Citizen Review Panels section (2.2) of the Federal CAPTA legislation. It is the intention of this Panel to work closely with the State of Wisconsin and Outagamie County yet at the same time maintain the objectivity necessary to effectively examine the practices of these government entities. In this sense the Citizen Review Panel Serving Outagamie County maintains a clear organizational distinction from both the State of Wisconsin and Outagamie County.\*\*

**Composition**

- The Citizen Review Panel shall be composed of not less than 10 persons.
- To the extent possible members should have mediation and listening skills, community organizing experience, and knowledge of applying for grants and other funds. In addition, members should have an interest in protecting children.
- The knowledge and expertise of people from the following programs, agencies, and organizations should be considered in the makeup of the membership.
  - CPS system representatives
  - Customers
  - Partners/Stakeholders
  - Judiciary and other legal system representatives (e.g., guardians ad litem, district attorneys, corporation counsels)
  - Local elected officials (e.g., mayor, county board supervisor, legislator)
  - Community leaders
  - Professional organizations
  - Service organizations (e.g., Lions, rotary, Jaycees)
  - Provider agency representatives (e.g., medical health, mental health, AODA, developmental disabilities, domestic violence, abuse and neglect)
  - Representatives of schools

- Tribal representatives in counties in which tribes are located

### **Terms**

- Members shall serve for terms of three years arranged so the terms of one-third of the members shall expire each year.
- There is no limit to the length of time an individual can serve.

### **Structure**

- Panel Co-Chairs are selected from and by the group.
- The panel will meet at least quarterly.
- Materials will be disseminated to members prior to each meeting.
- Minutes will be recorded at all meetings.
- An annual report will be prepared and submitted to the State of Wisconsin Department of Children and Families each year. At a minimum, the report will contain a summary of the panel's activities and findings.
- An annual work plan will be established at the Annual Meeting.
- The Citizen Review Panel will address the CAPTA provision to review child fatalities through the formation and support of a separate entity known as the Outagamie County Child Death Review Team.

### **Expectations**

- To determine to what extent resources are provided to county agencies to help them meet requirements, standards, laws, etc.
- To determine to what extent requirements, policies, laws, etc. work to achieve the ends for which they were designed.
- To identify systemic issues that impact on the manner in which child welfare services are provided.
- To review how the many agencies that provide services to children and families (e.g., mental health, alcohol and other drug abuse programs, schools, law enforcement, courts) are performing their functions relative to the child welfare system (e.g., funding, policies, operations).

- To explore the current nature of the relationships among various agencies (courts, law enforcement, schools, etc.) and how those relationships might be improved.
- To identify community expectations of the child welfare system, to compare those expectations with policies, practices and standards, and to share with the community the parameters within which the child welfare system operates.
- To assist county and state policy makers in assuring the quality of the services provided by the child welfare system (e.g., policies, rules, laws).
- To utilize state standards to provide consistent information to decision makers at both the county and state levels of what is occurring in the child welfare system – what works and what doesn't.

### Goals

- To help build a constituency for child welfare.
- To help educate the public and the community about critical CPS issues, practices, philosophy, etc.
- To evaluate policy versus practice issues.
- To evaluate resource issues/capabilities.
- To evaluate and measure the impact of the relationships, philosophies, etc. of agencies external to the child welfare system in terms of their perspectives of themselves and of the child welfare system.
- To measure success/effectiveness/outcomes.
- To utilize learning and experience to affect/guide the development of the Child Abuse Prevention and Treatment Act (CAPTA) plan.

### Objectives

**\*\*These will be established annually by the workgroups.\*\***

The objectives of the Citizen Review Panel Serving Outagamie County shall be reviewed annually.

- To assist the child protection service agency to evaluate the extent to which the agency is fulfilling its child protection responsibilities in accordance with the state Child Abuse Prevention and Treatment (CAPTA) plan.
- In consultation with the child protection service agency, review other criteria considered important to ensure the protection of children.

- To prepare and submit to the Department of Children and Family Services an annual report containing a summary of the activities of the panel.
- To review the consistency of practice and compliance with state and local policies.
- To analyze trends, provide valuable insights that those working within the system may miss, and provide feedback on what is or isn't working.
- To make recommendations for policy changes.
- To provide outside validation of the successes of the system and the efforts of staff.
- To increase community understanding, ownership, and investment in child protection.
- To promote cooperation among community resources and child protection services.
- To advocate for needed resources to achieve the protection of children from abuse and neglect and ensure permanent homes for children in a timely manner.
- To evaluate other systems such as courts, law enforcement, schools, etc. in the context of the child protection services systems ability to perform its functions.