

Citizen Review Panels: Initial Orientation



Reach out from within.
Reach out from your heart.
Reach out from your community.
Reach out to protect children.



Orientation Contents

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Welcome message

Dear Orientation Participant:

On behalf of the Minnesota Department of Human Services and Minnesota counties, I want to welcome you to the Citizen Review Panels. As you begin your initial orientation, please know that we want to provide you with the tools and information you will need to carry out the important work.

The Minnesota Department of Human Services appreciates your involvement with the child protection system to help ensure the protection of all children in your community and throughout Minnesota. We welcome your perspectives, insights and input.

I hope you enjoy the orientation and your tenure on the Citizen Review Panel.

**Erin Sullivan-Sutton
Director, Child Safety and Permanency Division**



History of Citizen Review Panels in United States.

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that has.”

Margaret Meade



History

- **In 1960s: increased citizen oversight of government, including child protection services.**
- **1970s '80s, '90s: concern over child fatalities in child protection cases, children “languishing” in foster care and children returned to unsafe home environments.**
- **Call for increased accountability in child protection system.**
- **Foster Care Review Boards developed.**



History

- Origins of Citizen Review Panels in 1974 Child Abuse Prevention and Treatment Act (CAPTA)
- Federal law requires states to submit plan detailing compliance in order to obtain grant funds. The state plan includes:
 - **Child abuse and neglect reporting system**
 - **Provision of protective services**
 - **Confidentiality**
- CAPTA funds are used for child abuse and neglect prevention, treatment and training for staff who work in the child protection system.



History

Included in 1996 CAPTA reauthorization:

- Public disclosure in cases of fatality of near fatality.
- Mechanisms to ensure State does not require reunification of child with parent who has been found guilty of killing another child. Conviction is ground for termination of parental rights (TPR) of surviving children.
- Expedited TPR for “abandoned infants”
- Establishment of Citizen Review Panels.



History

CAPTA funding to states contingent on the establishment of Citizen Review Panels:

- Most states required to have three Citizen Review Panels by July 1999
- Some states with fewer citizens must have one or two panels.



History

- Each panel responsible to review:
 - Compliance of state and local child protection service agencies with the federal Child Abuse Prevention and Treatment Act (CAPTA) requirements (they are listed on the next slides)
 - Other criteria panel considers important such as
 - coordination with foster care and adoption programs
 - review of child fatalities and near fatalities
 - State CAPTA plan (basically any child protective services).



History

- For CAPTA compliance, child protection agencies must have:
 - Screening and investigation procedures
 - Child safety steps
 - Immunity for good faith reporting
 - Confidentiality of records
 - Child abuse and neglect reporting procedures
 - Public disclosure in fatalities and near fatalities
 - Expedited termination of parental rights (TPR).



History

- For CAPTA compliance, cont'd:
 - Cooperation of law enforcement, courts and child protection agencies
 - Appointment of guardians *ad litem* for children in child protection cases that are involved in court proceedings
 - Appeal of findings that maltreatment occurred
 - Provisions not requiring reunification of children and birth families in certain cases.



History

- The 1996 Federal CAPTA law says panels must:
 - Be composed of volunteers who are representative of community in which they operate
 - Meet at least quarterly
 - Review compliance of state and local child protection service agencies and state CAPTA plan
 - Examine policies and procedures and, where appropriate, specific cases of both state and local agencies
 - Prepare an annual report that describes the panel's activities and includes recommendations to improve the child protection system
 - Have at least one member with expertise in child abuse and neglect prevention and treatment.



History

- 2003 CAPTA reauthorization requires panels must (cont'd):
 - Evaluate practices as well as policy and procedure
 - Develop a means for soliciting public comment regarding child protection system.



History

- 2003 CAPTA reauthorization also requires:
 - child welfare agencies to respond to recommendations made in Citizen Review Panel annual reports within six months of when they are received.



History

- Panels may examine any part of child protection system, including:
 - Intake and initial screening
 - Investigation or assessment
 - Service planning, implementation, and monitoring
 - Case closure
 - Crisis intervention; emergency placement; family stabilization
 - Coordination of services
 - Staff qualifications, training and workload.



History

- Methods to evaluate include:
 - In-depth review of small number of cases
 - Broader review of cases
 - Analysis of statewide data systems
 - Review of agency policy, procedures
 - Targeted surveys
 - Shadow workers
 - Attend court hearings and review hearings.



History

- Methods include (cont'd):
 - Quality assurance reviews
 - Monitor Program Improvement Plans
 - Hold community forums
 - Interview staff, customers, service providers, mandated reporters, foster parents, others.



Citizen Review Panels in Minnesota

“So long as little children are allowed to suffer,
there is not true love in this world.”



Isadora Duncan



Citizen Review Panels in Minnesota

- Federal Child Abuse Prevention and Treatment Act (CAPTA) was reauthorized in October 3, 1996 and amended to direct the focus of the State Grant Program to one of support and improvement of state child protection systems
- Required establishment of three Citizen Review Panels in each state accepting federal CAPTA funds
- Minnesota Statute 256.01, Subd. 15, established the process in Minnesota
- Although Minnesota is required to have three Citizen Review Panels to receive CAPTA grant funds, the five counties currently with panels are participating on a voluntary basis.



State law

- Please take a few minutes to read through the Minnesota Statute that establishes the Citizen Review Panels.
- You may notice that much of the language for Minnesota's statute comes from the federal Child Abuse Prevention and Treatment Act.



Minnesota Statute 256.01, Subd. 15

Establishes these requirements for the Commissioner of the Department of Human Services:

(a) The Commissioner shall establish a minimum of three citizen review panels to examine the policies and procedures of state and local welfare agencies to evaluate the extent to which the agencies are effectively discharging their child protection responsibilities. Local social service agencies shall cooperate and work with the citizen review panels. Where appropriate, the panels may examine specific cases to evaluate the effectiveness of child protection activities. The panels must examine the extent to which the state and local agencies are meeting the requirements of the federal Child Abuse Prevention and Treatment Act and the Reporting of Maltreatment of Minors Act. The commissioner may authorize mortality review panels or child protection teams to carry out the duties of a citizen review panel if membership meets or is expanded to meet the requirements of this section.

(b) The panel membership must include volunteers who broadly represent the community in which the panel is established, including members who have expertise in the prevention and treatment of child abuse and neglect, child protection advocates, and representatives of the councils of color and ombudsperson for families.



Minnesota Statute 256.01, Subd. 15

(c) A citizen review panel has access to the following data for specific case review under this paragraph: police investigative data; autopsy records and coroner or medical examiner investigative data; hospital, public health, or other medical records of the child; hospital and other medical records of the child's parent that relate to prenatal care; records created by social service agencies that provided services to the child or family; and personnel data related to an employee's performance in discharging child protection responsibilities. A state agency, statewide system, or political subdivision shall provide the data upon request of the commissioner. Not public data may be shared with members of the state or local citizen review panel in connection with an individual case.



Minnesota Statute 256.01, Subd. 15

Minnesota Statute 256.01, Subd. 15 (cont'd)

(d) Notwithstanding the data's classification in the possession of any other agency, data acquired by a local or state citizen review panel in the exercise of its duties are protected nonpublic or confidential data as defined in section [13.02](#), but may be disclosed as necessary to carry out the purposes of the review panel. The data are not subject to subpoena or discovery. The commissioner may disclose conclusions of the review panel, but may not disclose data on individuals that were classified as confidential or private data on individuals in the possession of the state agency, statewide system, or political subdivision from which the data were received, except that the commissioner may disclose local social service agency data as provided in section [626.556](#), subdivision 11d, on individual cases involving a fatality or near fatality of a person served by the local social service agency prior to the date of death.



Minnesota Statute 256.01, Subd. 15

Minnesota Statute 256.01, Subd. 15 (cont'd)

(e) A person attending a citizen review panel meeting may not disclose what transpired at the meeting, except to carry out the purposes of the review panel. The proceedings and records of the review panel are protected nonpublic data as defined in section [13.02](#), subdivision 13, and are not subject to discovery or introduction into evidence in a civil or criminal action against a professional, the state, or county agency arising out of the matters the panel is reviewing. Information, documents, and records otherwise available from other sources are not immune from discovery or use in a civil or criminal action solely because they were presented during proceedings of the review panel. A person who presented information before the review panel or who is a member of the panel is not prevented from testifying about matters within the person's knowledge. However, in a civil or criminal proceeding, a person must not be questioned about the person's presentation of information to the review panel or opinions formed by the person as a result of the review panel meetings.



Citizen Review Panels in Minnesota

- Citizen Review Panels work with existing state, federal and county programs to ensure quality:
 - **Minnesota's Child and Family Service Reviews**
 - **Minnesota's Child Welfare Training System**
 - **Federal Child and Family Service Reviews**
- Citizen panels fit in with the Minnesota Department of Human Services' (DHS) interest in community support and involvement.
- Flexibility is provided so citizens can make a difference for children and families locally, identify statewide trends and the impact of child protection policies, procedures and practices both locally and statewide.



Citizen Review Panels in Minnesota

- **Partnership to benefit children, involving:**
 - Citizens
 - Parents
 - Community Agencies
 - County Child Protection Systems
 - Minnesota Department of Human Services.



Citizen Review Panels in Minnesota

- **Desired outcomes of Citizen Review Panels:**
 - An increase in community understanding, ownership and investment in the child protection system
 - A partnership between child protective services and members of the community
 - Increase in the use of community resources
 - Improvements in the child protection system
 - **Children are protected from abuse and neglect.**



Citizen Review Panels in Minnesota

The safety, permanency and well-being of all children will be achieved when everyday citizens invest themselves in community services and child protection.



Citizen Review Panels in Minnesota

Three counties volunteered to develop original Citizen Review Panels in October 1999: Chisago, Ramsey and Washington.

Winona County has had a Citizen Review Panel since October 2002.

Hennepin County's CRP began in 2009.



Citizen Review Panels in Minnesota

Panel Members:

- Concerned citizens
- Parents
- Community Activists
- Communities of Color
- Business/Corporate



Experience in:

- Law Enforcement
- Child/Parent attorneys
- Women's Advocates
- Foster Parents
- Education
- Indian Child Welfare Act
- Court Services
- Child Advocates
- Advocates for Mentally or Physically Disabled
- Health Professionals



Citizen Review Panels in Minnesota

Panel Member's Journey:

- Recruit panel member
- Screen and interview applicant
- Initial on-line orientation of new panel member
- Participate in monthly CRP meetings
- Meet your mentor
- Appointment by Commissioner of Human Services and County Board of Commissioners
- Join an existing or new committee
- Help identify goals and work of the CRP
- Assist with the CRP annual report
- Attend new panel member training
- Help protect children from abuse and neglect and improve the child protection system.



Citizen Review Panels in Minnesota

Let's review the requirements of the Citizen Review Panels:

- Federal law mandates panels to review compliance of state and local child protection service agencies with respect to the state CAPTA plan (provision of child protective services).
- Examine policies and procedures and, where appropriate, specific cases of both state and local agencies.
- Evaluate practices as well as policy and procedure.
- Maintain confidentiality.
- Prepare an annual report that describes the panel's activities and includes recommendations to improve the child protection system.
- Develop a means for public comment regarding the child protection system.



Citizen Review Panels in Minnesota

- Panels may also consider other criteria the panel considers important, which may include coordination with foster care and adoption programs and review of child fatalities and near fatalities.
- One member must have expertise in the prevention and treatment of child abuse and neglect



Citizen Review Panels in Minnesota

- Examples of work projects:
 - Monitor the county's and state's Child Protection Program Improvement Plans
 - Promote consistent and adequate child welfare financing
 - Advocate for Independent Living Skills resources for youth aging out of foster care
 - Research All-Family Foster Care
 - Evaluate the involvement of non-custodial fathers in child protection cases
 - Explore resources to support relative child-care-givers
 - Develop a forum to educate the public about the Child Protection System.



Minnesota Citizen Review Panels Operating Procedures



**“Make no judgments where you
have no compassion.”**

Anne McCaffrey



Operating Procedures

Please take the time to read through the Operating Procedures for the Minnesota Citizen Review Panels on the next few slides. These procedures (sometimes referred to as Bylaws) will acquaint you with the infrastructure and rules of the Citizen Review Panels.



Operating procedures

■ Appointment

- Members are appointed by the Commissioner of the Department of Human Services and the county board when appropriate.

■ Terms

- Citizen volunteers will serve a term of two calendar years beginning July 1.
- Initially, terms will be staggered to ensure continuity of membership.
- A panel member may not serve more than three consecutive terms.



Operating Procedures

■ Resignation

- The Commissioner of the Department of Human Services and the appointing county board will be informed of the resignation of any member.
- Members who fail to attend two meetings without notice may be considered to have resigned.

■ Meetings

- Each panel will not meet less than once every three months.
- Written notice of the place, date and time of the regularly scheduled meetings will be sent to the panel members prior to the meeting.
- Meeting agendas will be sent with the meeting notice.

■ Voting

- All members are voting members.
- Those with agency or advocacy group affiliation vote as individuals and are not presumed to speak for their agencies.
- A quorum will consist of a majority of members present and voting.

■ Decisions

- Approved by a simple majority of members present and voting.



Operating Procedures

■ Chairs

- Each panel will elect its own chair who will preside over all meetings.
- Each chair will oversee the preparation and make available on an annual basis a report containing a summary of the activities of the panel.
- A chair will serve a one year term beginning July 1.
- A chair may not serve more than three consecutive terms as chair.

■ Vice Chairs

- Each panel will elect its own vice chair who will preside over meetings in the chair's absence.
- A vice chair will serve a one year term beginning 07/01.
- A vice chair may not serve more than three consecutive terms as vice chair.



Operating Procedures

■ Steering Committee

- The individual panel chairs and vice chairs will form a steering committee. In addition to defining their own tasks the steering committee will:
 - Oversee the publication of the annual report that contains the activities of the panels, and when appropriate, identifies trends and makes recommendations that represent a consensus of all of the panels.
 - Jointly present the panels' annual report to the Commissioner of the Department of Human Services, and to the county agencies reviewed by the panels, the county boards, the Governor, the Legislature and the State Supreme Court.
 - Meet at least two times each year.

■ Attendance

- Regular attendance at the panel meetings is expected. If a member cannot attend a meeting he or she should notify the Department of Human Services staff person or the panel chair.



Operating Procedures

■ Reimbursement of members' expenses

- Panel members will be reimbursed for expenses reasonably incurred in the performance of their duties on the panel. Reimbursement expenses other than mileage and parking must have prior approval of the Department of Human Services panel consultant. This may include ongoing training opportunities, copies of records, postage, long distance phone calls, meals and lodging.

■ Citizen Review Panels have access to the following data for specific case reviews:

- police investigative data, autopsy records and coroner or medical examiner investigative data
- hospital, public health, or other medical records of the child;
- hospital, public health, or other medical records of the child's parents that relate to prenatal care;
- records created by social service agencies that provide services to the child or family;
- personnel data related to an employee's performance in discharging child protection responsibilities.

(Minn. Stat. §256.01, subd.15 (c)).



Operating Procedures

■ Availability

- A state agency, statewide system, or political subdivision shall provide the data upon request of the commissioner. Not public data may be shared with members of the state or local citizen review panel in connection with an individual case. (Minn. Stat. §256.01, subd.15 (c)).

■ Confidentiality

- Notwithstanding the data's classification in the possession of any other agency, data acquired by a local or state citizen review panel in the exercise of its duties are protected nonpublic or confidential data as defined in section 13.02, but may be disclosed as necessary to carry out the purposes of the review panels. The data are not subject to subpoena or discovery. (Minn. Stat. §256.01, subd.15 (d)).



Operating Procedures

■ Disclosure

- The commissioner may disclose the conclusions of the review panels, but may not disclose the data on individuals that were classified as confidential or private data on individuals in the possession of the state agency, statewide system, or political subdivision from which the data were received. However, the commissioner may disclose local social service agency data as provided in Minnesota Statutes 626.556, subdivision 11 (d), on individual cases involving a fatality or near fatality of a person served by a local social service agency prior to the date of death. (Minn. Stat. §256.01, subd. 15 (d)).

■ Confidentiality of meetings

- A person attending a citizen review panel meeting may not disclose what transpired at the meeting, except to carry out the purposes of the panel. (Minn. Stat. §256.01, subd. 15 (e)).



Operating Procedures

■ Confidentiality of Records

- The proceedings and records of the review panel are protected nonpublic data as defined in Minnesota Statutes 13.02, subdivision 13, and are not subject to discovery or introduction into evidence in a civil or criminal action against a professional, the state, or county agency arising out of the matters the panels are reviewing. (Minn. Stat. §256.01, subd. 15 (e)).

■ Relationship With Other Agencies

- The Department of Human Services is responsible to provide staff to the Citizen Review Panels and oversee its fiscal and legal operations. The Department handles requests for information and data from the review panels.
- Local social service agencies must cooperate and work with the citizen review panels.



Operating Procedures

■ Policy for Consumer Concerns

1. The Panel will not take the complaint.
2. The concerned citizen/consumer will be referred to the various and appropriate means available in requesting a review of a particular situation, when possible.
3. The individual will be referred to the county social service agency's program manager, or other appropriate county child protection staff person.
4. The agency's staff person will review the situation and determine if consultation with the Panel will be requested.
 - Approved by the Steering Committee on July 17, 2001 and adopted by all panel members.



Operating procedures

- Response by the Minnesota Department of Human Services to recommendations of Citizen Review Panels:
 - “The appropriate State agency is to respond to the panel and state and local child protective services in writing no later than six months after the panel recommendations (annual report) are submitted.”



Citizen Review Panel Objectives

“The potential possibilities of any child are the most intriguing and stimulating in all creation.”

Ray L. Wilbur



Objectives

The next few slides contain the objectives of the Citizen Review Panels. Please take the time to read through each objective.



Citizen Review Panel Objectives:

- Review policies and procedures in consultation with county and state child protection staff to ensure the protection of children.
- Examine the practices of the county and state child protection agencies to evaluate if children are protected from abuse and neglect.
- Review the consistency of social work practice and compliance with stated policies.
- Participate in the Child and Family Service Review (CFSR) process.
- Assist in the preparation, review and monitoring of the Program Improvement Plan (PIP).
- Analyze trends, provide valuable insights that those working within the system may miss, and provide feedback on what is or is not working.
- Recommend policy changes.



Citizen Review Panel Objectives:

- Advocate for resources and make recommendations to resolve the disparity of the number of children of color involved in the child protection system.
- Advocate for needed resources to achieve the protection of children from abuse and neglect and ensure permanent homes for children in a timely manner.
- Provide outside validation of the successes of the system and the efforts of the staff.
- Increase community understanding, ownership and investment in child protection.
- Promote cooperation among community resources and child protection services.
- Provide for public outreach and comment to assess the impact of procedures and policies upon children and families in the community.



Citizen Review Panel Objectives:

- Prepare a public annual report containing a summary of the activities of the panel with recommendations to improve the child protection system and keep children safe from abuse and neglect.
- Monitor the extent to which the Minnesota Department of Human Services is fulfilling child protection responsibilities in accordance with its Child Abuse Prevention and Treatment Act (CAPTA) Five-Year Plan, as required by the federal CAPTA.



Citizen Review Panel Member Volunteer Job Description

**“We must be the change
we want to see in the world.”**

Mahatma Gandhi



Volunteer Job Description

General Function:

Volunteer community members analyze trends, provide independent insights and outside validation of the child protection system, recommend and advocate for needed changes and resources, promote cooperation among community resources and child protection service agencies and increase community understanding and investment in protecting all children. They examine child protection policies, procedures and practices of the state and county child protection agencies. They evaluate the extent to which the agencies are discharging their child protection responsibilities. Panel members gather information through interviews and observations, and review records, case files and reports. The members prepare and make available to the public an annual report containing a summary of the panel's activities and recommendations to improve the child protection system.



Volunteer Job Description

■ Qualifications and skills:

- Genuine concern and compassion for those involved in the child protection service system.
- Desire to have a positive impact on the child protection service system and those involved.
- Desire to learn about the current child protection service system.
- Desire to promote needed changes in the child protection system as identified by the panels.
- Ability to articulate ideas, concerns and thoughts.
- Ability to listen, be open minded, non judgmental and constructive.
- Ability to work as part of a team.
- Willingness to make an initial commitment of two years.
- Sensitivity to cultural, ethnic and economic diversity.
- Common sense and maturity.
- May not currently be involved in a child protection, child custody dispute or criminal matter.
- May not be a current county attorney's office, district court, social or court services employee, a foster care provider or a salaried guardian *ad litem* of a county in which a panel operates.
- Must maintain confidentiality.
- Must sign releases authorizing a criminal records check and a child maltreatment records check.



Volunteer Job Description

■ Duties and responsibilities

- Maintain confidentiality.
- Complete initial orientation.
- Attend and participate in all meetings. (Panels meet monthly.)
- Submit reimbursement claims and other requested records in a timely manner.
- Gather information by conducting interviews, reviewing files, records and reports.
- Participate in educational activities to better understand the child protection system.
- Review the child protection service agency's consistency of practice and compliance with stated policies, laws and procedures.
- Assist in the analysis of the information gathered.
- Assist in the compilation of an annual report summarizing the activities of the panel.



Volunteer Job Description

■ Duties and responsibilities:

- Provide feedback on what is working well.
- Make recommendations for needed policy changes and suggest corrective actions.
- Promote cooperation among community resources and child protection service agencies.
- Increase community understanding, ownership and investment in child protection.
- Advocate for needed resources to protect children from abuse and neglect and to ensure permanent homes for children in a timely manner.



Confidentiality

“Children are our most
valuable resource.”

Herbert Hoover



Confidentiality

Having been appointed to participate on the Citizen Review Panel, I hereby acknowledge that I am an agent of the welfare system for purposes of the Minnesota Government Data Practices Act. Minn. Stat. Section 13.46, subd. 2(a) (4) (1986). As an agent of the welfare system, I understand that I may not disclose what transpired at the citizen review panel meeting, and that proceedings and records of the review panel are protected nonpublic data and/or “protected health information” under the federal Health Insurance Portability Accountability Act (“HIPAA”), 45 CFR § 164.501.

This means that I must keep all of the proceedings and records of the Citizen Review Panel meetings (hereinafter “panel meeting”) in strictest confidence, disclosing such proceedings and records only as authorized by law.



Confidentiality

I understand that I must not disclose panel meeting proceedings and records even to my own family members or friends, unless they are also panel members, or are otherwise authorized by law to receive such information. I understand that if I unlawfully reveal the panel meeting proceedings and records, I could be asked to resign my position on the Citizen Review Panel, and be held personally liable for violation of the Minnesota Data Practices Act and the federal HIPAA statute and regulations, and subject to civil and criminal penalties. I agree to indemnify and save and hold the State, its agents and employees, harmless from all claims resulting from my actions, arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions of this agreement.



What Minnesota Statute 256.01, Commissioner of human services; powers, duties. Subd. 15. Citizen review panels, says about confidential, not public and protected nonpublic data:

(c) A citizen review panel has access to the following data for specific case review under this paragraph: police investigative data; autopsy records and coroner or medical examiner investigative data; hospital, public health, or other medical records of the child; hospital and other medical records of the child's parent that relate to prenatal care; records created by social service agencies that provided services to the child or family; and personnel data related to an employee's performance in discharging child protection responsibilities. A state agency, statewide system, or political subdivision shall provide the data upon request of the commissioner. Not public data may be shared with members of the state or local citizen review panel in connection with an individual case.



What Minnesota Statute 256.01, Commissioner of human services; powers, duties. Subd. 15. Citizen review panels, says about confidential, not public and protected nonpublic data:

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What Minnesota Statute 256.01, Commissioner of human services; powers, duties. Subd. 15. Citizen review panels, says about confidential, not public and protected nonpublic data:

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Confidentiality

All panel members are required to sign the following:

“Citizen Review Panel Agreement Relating to Protected Nonpublic and Confidential Data.”

The agreement is on the next three slides.



Confidentiality

This agreement shall be interpreted pursuant to the laws of the State of Minnesota and shall apply to the Minnesota Department of Human Services (hereinafter “Department”) and the undersigned individual who is a member of the Citizen Review Panel (hereinafter “MEMBER”).



Confidentiality

WHEREAS, the **MEMBER** has been appointed to serve on the Citizen Review Panel pursuant to Minn. Stat. § 256.01, subd. 15; and

WHEREAS, pursuant to Minn. Stat. § 256.01, subd. 15, MEMBER is authorized to have access to not public data as defined by Chapter 13 of Minnesota Statutes; and

WHEREAS, pursuant to Minn. Stat. § 256.01 subd. 15, data acquired by the Citizen Review Panel in the exercise of its duties is protected nonpublic or confidential data as defined in Minn. Stat. § 13.02; and

WHEREAS, pursuant to Minn. Stat. § 256.01, subd. 15; the proceedings and records of the Citizen Review Panel are protected nonpublic data as defined in § 13.02, subd. 13; and

WHEREAS, dissemination of such protected nonpublic or confidential data other than authorized by statute may subject the **MEMBER** and/or the Department to civil or criminal sanctions as set forth in Minn. Stat. § 13.08 and 13.09 (1988);



Confidentiality

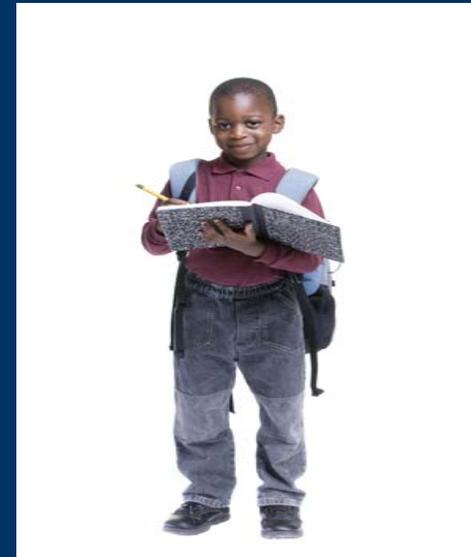
The **MEMBER** agrees:

- That no confidential or protected nonpublic data collected, maintained, or used in the course or performance of my duties as a member of the Citizen Review Panel shall be disseminated by me or at my direction, except as authorized by statute, either during my period of service on the Panel or thereafter; and
- To indemnify and save hold the State, its agents, and employees, harmless for all claims or cost arising out of resulting from, or in any manner attributable to my violation of any provision of this agreement, the Minnesota Government Data Practices Act and/or Minn. Stat. § 256.01, subd. 15, including legal fees and disbursements paid or incurred to enforce the provisions of this agreement.
- That my participation on a Citizen Review Panel makes me a part of the Welfare System for the purposes of the Minnesota Government Data Practices Act.



Annual Reports

To view the Citizen Review Panels' Annual Reports go to the Minnesota Department of Human Services Web site, click on "Children" above, then click on "Child Protection" on the left and finally click on "Citizen Review Panels" on the left side.



www.dhs.state.mn.us



Monthly meetings and county agency contacts

- Chisago County Citizen Review Panel
 - Meets the first Tuesday of the month from 3:00 – 5:00 p.m. at the Chisago County Human Services Building in North Branch, Minnesota.
 - The County contact person is:
 - Elizabeth M. (Liz) Dodge, MSW, LISW
 - Director, Social Services
 - Chisago County Health & Human Services
 - E-mail address: LMDodge@co.chisago.mn.us
 - Telephone number: 651-213-5637



Monthly meetings and county agency contact

- Ramsey County Children's Services Review Panel
 - Meets on the first Wednesday of the month from 4:30 to 6:30 p.m. at Lifetrack Resources at 709 University Ave., near Dale.
- The County contact person is:
 - Angie Taylor, Coordinator
Community Action Councils
Ramsey County Human Services Department
E-mail address: Angie.Taylor@CO.RAMSEY.MN.US
Telephone number: (651) 266-4423



Monthly meetings and county agency contacts

- Washington County Citizen Review Panel
 - Meets on the third Wednesday of the month from 5:00 to 6:30 p.m. at the Washington County Service Center on Radio Drive near Valley Creek Road in Woodbury
- The County contact person is:
 - Donald E. Pelton, Community Services Supervisor
Intake and Investigations Unit
Washington County Community Services
E-mail address: Don.Pelton@co.washington.mn.us
Telephone number: 651-430-6631
Fax number: 651-430-8340



Monthly meetings and county agency contact

- Winona County Citizen Review Panel
 - Meets on the second Wednesday of the month from 5:00 – 7:00 p.m. at the Winona County Department of Human Services building in Winona.
- The County contact person is:
 - Craig Brooks, Director
Winona County Department of Human Services
E-mail address: cbrooks@co.winona.mn.us



Minnesota Department of Human Services Contacts

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Citizen Review Panels

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Training and Quality Assurance

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The safety, permanency and well-being of all children will be achieved when everyday citizens invest themselves in community services and child protection.

Thank you for taking the time to complete this orientation.



MINNESOTA'S CITIZEN REVIEW PANELS

