

Kinship Engagement Unit Communication Plan

Project Information

Project Name:	DS Settlement 4.10 Kinship Engagement Unit
Date:	8/31/2023
Project Ownership:	Kinship Project
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Version Control

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Approved By: _____ Date: _____

Stakeholder Communication Strategies

Stakeholder Group	Goal	Message	Communication Method	Timing & Frequency	Responsible
Child Welfare Caseworker of class members	Update caseworker on status of their case	Provide any updates surrounding additional identified kin and the support role they would like to play.	Update case notes and send caseworker and email alerting to the update	As needed	Kinship Search and Engagement Coordinators
Program Manager	Report status of work by KEU Pilot staff	Number of caregivers connected with this reporting period. Number of class members placed with kin. number of caregivers licensed. Update based on conversation with Jeannie B on May 9 th .	Excel report sent via email.	Weekly	Kinship Search and Engagement Coordinators
DS Settlement Status Report	TBD based on negotiation	TBD based on negotiation	TBD based on negotiation	TBD based on negotiation	KEU Program Manager
Kin of children in the class	Information on connecting with various supports	Based on our conversations you may find these resources beneficial. Identify additional kin	Phone and email	As needed	Kinship Search and Engagement Coordinators
Parents or Guardians of children in the class	Information on connecting with various supports	Based on our conversations you may find these resources beneficial. Identify additional kin	Phone and email	As needed	Kinship Search and Engagement Coordinators
Children in the class	Discussions with Kinship Search and Engagement Coordinators and Caseworkers to identify kin connections	How are things going? Identify needs of child. Identify additional kin	Phone and in-person meeting Zoom, facetime, texting, messenger	TBD based on caseload	Kinship Search and Engagement Coordinators

Stakeholder Communication Strategies (Continued)

Stakeholder Group	Goal	Message	Communication Method	Timing & Frequency	Responsible
DCYF Staff	Provide updates on overall progress in DS Settlement as report outs are happening to plaintiffs	Explain what the KEU is. Identify target locations and staff. Updates on status/ outcomes of the KEU Pilot	Email, Foundations of Practice, Newsletter	Twice a year, or as needed	KEU Program Manager
DCYF External Website (general public)	Provide updates on overall progress in DS Settlement as report outs are happening to plaintiffs	Explain what the KEU is. Identify target locations and staff. Updates on status/ outcomes of the KEU Pilot	Website updates	TBD	Communications
Tribal Partners	Provide updates on overall progress in DS Settlement as report outs are happening to plaintiffs	Explain what the KEU is. Identify target locations and staff. Updates on status/ outcomes of the KEU Pilot	ICW Subcommittee Meetings	Twice a year, or as needed	Program Manager