Research Specialist V: Writing Exercise

# **Introduction:**

When children cannot live safely at home with their own families, Child Protective Services (CPS) in Texas may ask the court to remove them from their homes and temporarily place them under the conservatorship (custody) of the state. Through the Conservatorship (CVS) program, CPS works to find these children safe and permanent homes via reunification with their families, placements with relatives, or adoption.

CPS utilizes its Purchased Client Services (PCS) division to perform functions related to client use or benefit, support services, and services purchased or negotiated using State Office contracts. In the CVS program, PCS is responsible for contracting with residential care facilities to provide living arrangements for children in state custody.

# Data Set Description:

I have attached an Excel file with listing data from July 2019. You will not need any other information for this exercise. Please do not use any data that is not included in the file. The following descriptions provide you with some contextual information regarding various categories of data:

* **Placement Region**
  + To best serve children and families across the state, CPS is split into different geographic areas known as regions. Each region number (001-011) corresponds to a different area of the state (see attached map). The Placement Region is where the child is currently placed.
* **Legal Region**
  + The Legal Region is the home region of the child where their legal case began (see attached map).
* **CVS Unit**
  + Each region has multiple units, each containing several caseworkers that perform planning and placement tasks for children entering the CVS program. Each unit corresponds to a different code (Ex. 2, C7, D8, etc.) which contains a number and sometimes but not always a letter.
* **Facility Types**
  + Children in state custody may be placed into different types of facilities/placements based on their individual needs. The following is a list of acronym descriptions that may help you:
    - **CPA**: Child Placement Agency
      * A Child Placing Agency manages a collection of foster family homes.
    - **GRO- BCC**: General Residential Operation- Basic Child Care
      * A GRO- BCC is a congregate care setting which services lower needs children.
    - **GRO- ES**: Emergency Shelter
      * A GRO- ES is a short-term congregate care setting which assists with transitioning a child into a more permanent placement.
    - **GRO- RTC**: Residential Treatment Center
      * A GRO- RTC is a congregate care setting which specializes in therapeutic interventions for high needs children.
    - **IPTP**: Intensive Psychiatric Treatment Program
      * An IPTP is a congregate care setting which specialized in psychiatric interventions
    - **SIL**: Supervised Independent Living
      * SIL provides housing for children who have aged out of foster care (18+).
* **Authorized Level of Care (ALOC)**
  + The types of services children in state custody receive is based on their determined level of care. The level increases based on needed level of supervision, behavior intervention, therapeutic interventions, and treatment services as well as the child’s age and development. For example, a basic needs child has few specialized needs and does not require any services beyond the norm. Specialized and Intense children often need specialized therapeutic placement and more intensive services and interventions. The following is a list of ALOC codes ordered from lowest to highest level that may help you:
    - 210 – Basic
    - 220 – Moderate
    - 230 – Specialized
    - 240 – Intense
    - 250 – Intense+

# **Assignment:**

As a Data Analyst you will routinely be asked to provide information, answers to critical questions and recommend programmatic actions based your analysis. Below is your assignment:

**Scenario:** *Two contractors have agreed to each open new Residential Treatment Facilities (RTCs), each with a capacity of 20 children. The contractors agreed to open the facilities in whichever geographical regions the state deems most in need and have no restrictions on where they will be located.*

Please make a recommendation on where the state should open the RTCs based on the population profiles of an RTC child and the capacity and needs of each region.

Please provide your recommendations in a single spaced memo, no more than two pages in length. Use whatever visuals or graphics you feel appropriate (visuals will be counted towards the two page limit).

Please provide a copy of your supporting data work, whether that be in excel or from a statistical program. *This* ***will not*** *be counted toward the two pages.*

**Attached are two data sets and a map. Both data sets can be found in the attached excel documents, but split into two tabs. Use only the data provided in the document for analysis and recommendations.**

# This assignment is due back by Monday 23rd at 10:00 a.m.