**DDC Site Interview Protocol**

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<th>Interviewers</th>
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**Program Model**

1. Please describe your program model in detail. (Process, issues addressed at hearings, information collected and shared, primary focus on child/parent/both, etc.)

2. What does your program put in place to ensure that children’s needs are being met?

3. Please explain the rationale used to determine your program of sanctions and incentives.

4. What specific evidence-based practices does your DDC use in providing services to DDC clients?

**Program Access and Eligibility**

5. How is your program’s capacity and eligibility for participation determined? Please explain the rationale used to determine your program’s exclusionary criteria.
Please describe the process for identifying, referring and assessing eligible participants and enrolling them in the program? (timing, agencies/staff involved, waiting list management, screening and assessment instruments utilized, family characteristics, etc.)

6. Do you serve only parents of children in out of home care, or do you also serve parents whose children have not been removed and parents whose allegations have not been substantiated?

7. How do participants learn about your program? Can they self-refer?

Program Evaluation

8. What data do you collect, and how do you use it?

9. What evaluation practices do you have in place?

Treatment and Supportive Services

10. What criteria are used for contracting with community treatment providers? Are contracts in place specifically to ensure that treatment slots are available for DDC participants?

11. How is the quality of treatment assessed and/or reported to the DDC policy team?

12. Is there any difference in the time it takes for child welfare clients to access treatment in your county when comparing DDC clients to non-DDC clients?

Program Structure and Funding

13. What is the role of the DDC or Program Coordinator? Where is this position housed?

14. What funding sources are utilized to fund your DDC, including coordinator and services?
15. Please provide as much information as possible regarding overall program budget and cost, cost per client/family, cost of DDC-specific treatment services, and any other information that would be helpful to inform the State legislature about costs related to operating a DDC.

16. Does your program publish an annual cost analysis as part of an evaluation report? Does your cost data enable you to project the funding required to expand the core and supportive services of the DDC to new clients? Do you break out supportive services and the contracts you have with partner agencies for services to DDC clients? What is the average cost [or range of costs] for a DDC client in your program?

17. If you operate an aftercare component, please describe what it entails and how it is funded.