




# COMMONWEALTH of VIRGINIA

## OFFICE OF CHILDREN'S SERVICES *Administering the Children's Services Act*

Scott Reiner, M.S.  
Executive Director

### **Administrative Memo #19-04**

**To:** CSA Coordinators  
CPMT Chairs  
Members of the State Executive Council for Children's Services  
Members of the State and Local Advisory Team

**From:** Zandra Relaford, Assistant Director 

**Re:** Release of CSA Continuous Quality Improvement (CQI) Tools

**Date:** May 20, 2019

The Office of Children's Services (OCS) is pleased to announce the release of a package of Continuous Quality Improvement tools for local CSA programs to use in fulfilling statutory requirements for reviewing data and developing long-range, community-wide plans for improved services and outcomes for children and families.

CSA CQI tools include: a Data Dashboard, Documentation Template, Terms and Definitions, and Training Curriculum. They are all accessible on the OCS website at: <https://www.csa.virginia.gov/Resources/ContinuousQualityImprovement>.

We hope that all CPMTs and local CSA programs across the Commonwealth will find these resources to be especially useful and valuable tools.

Sincere appreciation and thanks are also extended to the members of the SEC workgroup who worked over the last year to help make the development of these tools a reality.

I hope you will take a look at this package at your convenience. Please contact me with any questions or for information regarding scheduling a CSA CQI training for your CPMT.