



Federal and State Requirements

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The checklists and fact sheets included in this section are provided as examples of the standards and responsibilities to which foster care staff are held accountable for federal and state review and requirements.



Foster Care Case Management Timeline

- IMMEDIATE**
 - Hold Family Partnership Meeting (FPM) if one wasn't held prior to removal (2.9.1)
 - Place a child in their First and Last placement (6.3) with siblings (6.4). If siblings are not placed together, document reasons why (6.4.2)
 - Track/Document efforts regarding Indian Child Welfare status (3.9.2.2)
 - Consider Relative Foster Home Placement/Initiate Emergency Approval process (6.13)

- WITHIN 72 HOURS**
 - Ensure child receives medical evaluation, when child has urgent health/medical/mental health/substance abuse needs (4.9)
 - Submit written notification to the school principal and superintendent of need to immediately enroll student (6.10.3)
 - Conduct Best Interest Determination (BID) (12.12/Joint Guidance)
 - Arrange for transportation/payment for child to remain in school or ensure the child is enrolled in new school (Joint Guidance/ 12.10.2)

- WITHIN 5 DAYS**
 - Document case opening and case information (4.3.1)
 - Complete Interim Application for Child Support Enforcement & Absent Parent form (4.7.2)
 - Develop Visitation Plans for child with parents and siblings (4.8.1) (6.4.5)
 - Search for and notify relatives, grandparents, parents, parents of siblings of child's removal and document, when feasible, otherwise within 30 days (2.3)
 - Arrange for and conduct initial visit with family and child (8.3)

- WITHIN 10 DAYS**
 - Complete Title IV-E Medicaid Eligibility Form and any new information affecting eligibility (4.5.1)

- WITHIN 30 DAYS**
 - Complete and document medical examination completed (4.9)
 - Administer Casey Life Skills Assessment on youth 14+ (13.5.3)
 - Request search of the birth father registry for unknown father (2.5)

- WITHIN 45 DAYS**
 - Hold FPM or CFTM (Child and Family Team Meeting) prior to filing of service plan (15.3) Hold CFTM monthly thereafter as long as goal is return home
 - File Service Plan with the court (15.6)

- WITHIN 60 DAYS**
 - Administer Initial VEMAT (18.2.4)
 - Ensure child receives dental exam if the child has not received exam within past 6 months (4.9)
 - Complete Transition plan within 30 days of Independent Living Needs Assessment (13.7.3.1)

- EVERY 3 MONTHS**
 - Complete Reassessment of VEMAT for scores 28+ (18.2.2.6)
 - Reassess placement for siblings who are not placed together (6.4.4)

- EVERY 6 MONTHS**
 - Conduct review of the child's case through a Court Hearing or Administrative Panel Review (16.4)
 - Submit Adoption Progress Reports for cases with goal of adoption (16.5)

- Immediate notification required for the following:**
- Death of foster child (notify CPS, VDSS Regional Director, child's parents) (17.14)
 - Foster youth that is missing/runaway (notify law enforcement, parents, GAL, NCMEC) (17.12)

- First 1-2 weeks:**
- Complete Permanency Planning Indicator (7.4.1)-opt.
 - Complete Concurrent Planning/ Early Relative/ Permanency Assessment (7.4.1)
 - Determine resources/ assess eligibility and complete referrals for all other benefits (4.11)

- Monthly:**
- Complete worker visits with foster youth (17.7.2)
 - Document how safety, permanency, well-being were addressed in visit (17.7.7)
 - Complete worker visits with birth parents (17.9)
 - Complete worker visits with resource parent/placement provider when child is receiving VEMAT (18.2.5.1)
 - Submit payments to Service provider (4.12)
 - Conduct Supervisory Conference (17.6.1)
 - Complete face to face visit with child on trial home placement (8.6.6)

EVERY 12 MONTHS

- Reassessment of VEMATs with scores below 28 (18.2.2.6)
- Submit annual clothing allowance (18.3)
- Re-administer the Independent Living Needs Assessment (13.5.3)
- Update Transition Plan (13.7.3.1)
- Provide and document credit reports at no cost to Youth (13.9)
- Give youth 14+ document outlining rights (13.7.4)

PLANNING FOR PERMANENCY

Reunification:

- Hold FPM (2.9.1)
- Continue search and exploration of potential relative options (7.4)
- Determine whether current placement supports permanency (6.7.1)
- Prepare child and family for transition toward permanency (6.7.1)

Relative Custody/KinGAP:

- Complete Background checks/Home Visit/Safety Assessment (8.6.5)
- Plan for school enrollment, medical needs, transition of services, etc (8.6.1)
- Start trial home visit (8.6.5)
- Complete initial face-to-face with child and family within 72 hours after child returns home (8.6.6)
- Begin visitation (10.4.4)
- Discuss and assess custody transfer without KinGAP (10.4.2)
- Identify/Approve prospective relative custodians as foster parents (10.4.1)
- Plan for school enrollment, medical needs, transition of services, etc and place child in home (10.6)
- Start KinGAP process 6 months after placement

Adoption:

- Petition the court for TPR, If child has been in care for 15 out of the last 22 months and no progress has been made on reunification (9.4.4)
- Request 2nd search of the birth father registry if father unknown (9.4.4.3)
- Notify child support after TPR (4.7.9)

PLANNING FOR OLDER YOUTH

- Hold FPM to develop 90 day transition plan for youth turning 18 (13.14)
- Implement Fostering Futures for Youth who are 18 on or after 7/1/16 (14B)
- Provide youth with certain documents prior to exiting care (13.14)

CASE CLOSURE

- Discharge youth from placement within 5 business days of child leaving care (4.3.1) (19.2)
- Document final case contact reflecting case disposition, summary of services in place at termination, child and family adjustment, overall case progress, and summary of final court hearing (19.9.1)
- Notify the eligibility worker immediately in writing that the child is no longer in custody of LDSS and date of discharge (19.3)
- Return to SSA all unspent funds paid to child from Social Security (SSA) and placed in special welfare account. For SSI/SSA or other benefits, the worker shall inform the source of benefits about the change of address for child. All unspent funds, other than saved SSA/SSI benefits, must be paid to child/legal guardian (19.5-6)
- Terminate all maintenance payments once child leaves care. Terminate all payments for services that will not continue after return home (19.4)

Ongoing:

- Maintain child's connections (2.4) (17.15)
- Ensure child receives periodic screenings (well-child visits) at regular intervals based on Virginia's EPSDT schedule (12.11.2)
- Ensure child receives routine dental exams based on established guidelines (12.11.2)
- Hold FPM prior to any change of placement for child (2.9.1)
- Complete BID prior to placement changes or within 72 hours of placement change. (Joint Guidance/6.10.3)
- Document Child's Placement & Funding Changes within **5 days** (6.10)
- Notify all parents with residual rights/prior custodians in writing of any changes to visitation, placement, and communication changes within 10 days (6.10.3)
- Hold FPM prior to the development of foster care plan for the court review and permanency planning hearings (2.9.1)
- Provide youth 14+ with opportunity to choose up to 2 members of planning team who are neither foster parent nor caseworker (2.4)
- Document all IL Services that are offered/provided on IL Screen within 30 days(13.15)
- Initiate IL Services at age 14 (13.6)

Foster Care Monthly Worker Visit Checklist

	Worker Responsibilities	Sample questions to ask the foster parent:	Sample questions to ask the child/youth:
Safety	<p>Assess child/youth's safety and risk (including identification of safety threats, vulnerabilities, and protective capacities) by considering the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does the child/youth appear safe and comfortable in the place of residence? <input type="checkbox"/> Does the child/youth appear to be free of any physical injuries/or bruising? If not then formal action is required. <input type="checkbox"/> Observe what is happening in the home. <input type="checkbox"/> Observe the child/youth's bedroom. <input type="checkbox"/> Identify any concerns, changing circumstances, and challenges. <input type="checkbox"/> Ensure there is one on one time with the foster parent and with the child/youth to provide ample opportunity to discuss any concerns privately. 	<ul style="list-style-type: none"> <input type="checkbox"/> Does the child/or youth appear safe and comfortable in your home? <input type="checkbox"/> Who provides supervision to the child/youth when you are not home? <input type="checkbox"/> Do you know who the child/youth's friends are? <input type="checkbox"/> Do you have any concerns/challenges with the youth's use of social media? <input type="checkbox"/> Has the child/youth fallen, gotten hurt/injured since the last worker visit? <input type="checkbox"/> How does the child/youth get to/from school and/or work? <input type="checkbox"/> Does the child/youth know what to do if there is an emergency? 	<ul style="list-style-type: none"> <input type="checkbox"/> Do you feel safe/comfortable in the foster home? <input type="checkbox"/> Who watches you when the foster parents are not home? How do you feel when you are with this person? <input type="checkbox"/> Do you visit friends or have friends visit you here? <input type="checkbox"/> Have you fallen, gotten hurt/injured since the last worker visit? <input type="checkbox"/> How do you get to/from school and/or work? <input type="checkbox"/> Do you know what to do if there is an emergency?
Permanency	<p>Assess progress toward permanency and child/youth's readiness by considering the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The child/youth's and placement provider's understanding of the permanency plan using the foster care plan and case documents. <input type="checkbox"/> Case goals, progress toward goals since the last visit, and actions needed—in language that all participants including the youth can understand. <input type="checkbox"/> Upcoming court dates, FPM/TDM, Child Family Team Meetings, FAPT. <input type="checkbox"/> Changes in primary/secondary FC goals. <input type="checkbox"/> Child/youth concerns or questions regarding the foster care plan and permanency plan. <input type="checkbox"/> Changes in academic progress, behavioral issues, suspension, BID/IEP meetings. <input type="checkbox"/> Changes in community service/probationary issues. <input type="checkbox"/> Changes in visitation with birth family, prior custodian, siblings, and other significant relationships. 	<ul style="list-style-type: none"> <input type="checkbox"/> What are the goals for this child/youth and their family? How to you feel about them? <input type="checkbox"/> How are the visits between the child/youth and their family? <input type="checkbox"/> Does the child/youth have the opportunity to see other members of the family (siblings, grandparents, etc.)? <input type="checkbox"/> Do you have any questions about the permanency goal or concurrent goal and what that means for this family? <input type="checkbox"/> What is it like for this child/youth at school? Are there any challenges that you need to share? <input type="checkbox"/> Do you understand the purpose of any upcoming meetings (FPM, TDM, child and family team meeting, FAPT) or court dates? <input type="checkbox"/> What are the things that you need to support this child/youth achieving permanency? 	<ul style="list-style-type: none"> <input type="checkbox"/> How are the visits with your family? What do you do during visits? <input type="checkbox"/> What contact do you have with your family outside of visitation? <input type="checkbox"/> Do you see other members of your family (siblings, grandparents, etc.)? <input type="checkbox"/> If everything is the way you want it be, what would it look like and how can we help you get there? <input type="checkbox"/> Do you have any questions about your permanency goal or concurrent goal and what that means for you and your family? <input type="checkbox"/> What is it like at your school? Are there any challenges that you would like to share with me? <input type="checkbox"/> Do you understand the purpose of any upcoming meetings (FPM, TDM, child and family team meeting, FAPT) or court dates? Who would you like to invite to support you during these meetings?

Foster Care Monthly Worker Visit Checklist

Well-Being	Worker Responsibilities	Sample question to ask the foster parent:	Sample questions to ask the child/youth:
	<p>Assess the child/youth's well-being by considering the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Changes in child's behavior, loss/gain of privileges, activity level, eating habits, sleep patterns. <input type="checkbox"/> Changes in interactions between child/youth and placement provider. <input type="checkbox"/> Changes in physical/health/nutrition requiring medical attention. <input type="checkbox"/> Changes and responses to prescribed medication/or over the counter medication. <input type="checkbox"/> Changes in mental health/psychiatric hospitalizations. <input type="checkbox"/> Extracurricular, enrichment, cultural, and social activities for the month (Normalcy). <input type="checkbox"/> Changes in monthly allowance. 	<ul style="list-style-type: none"> <input type="checkbox"/> What has it been like to care for this child/youth? <input type="checkbox"/> What has been the effect on your family having this child/youth placed in your home? <input type="checkbox"/> What are the services the child/youth is receiving and what do you think and feel about those services? <input type="checkbox"/> What activities does the child/youth like to do? What opportunities have been provided since the last worker visit (normalcy)? <input type="checkbox"/> What are the things that you need to support your continued care of this child/youth? <input type="checkbox"/> Have there been any changes in the child/youth's behavior, loss/gain of privileges, activity level, eating habits, sleep patterns? <input type="checkbox"/> Are there any cultural considerations that you need assistance with? <input type="checkbox"/> Have there been any changes in the physical/health/nutrition requiring medical attention? <input type="checkbox"/> Have there been any changes in medications (prescription or over the counter)? <input type="checkbox"/> Have there been any changes in the child/youth's mental health including hospitalizations? <input type="checkbox"/> Is the youth receiving a monthly allowance? Does the youth have opportunities to practice managing money? How does the youth get money needed for social, recreational, or extracurricular activities? 	<ul style="list-style-type: none"> <input type="checkbox"/> What is it like to live here? <input type="checkbox"/> Who else lives here with you and what is that like? <input type="checkbox"/> How do you feel about the caregivers? How do you think they feel about you? <input type="checkbox"/> Are you able to be yourself (ie-sexual orientation, gender identity, gender expression)? <input type="checkbox"/> Are there things that you can and can't do while living here? <input type="checkbox"/> What are the rules here and what happens when you break a rule? <input type="checkbox"/> Who can you talk to if you get angry or upset about something? <input type="checkbox"/> If you need to get in touch with me, do you know how to do that? How? <input type="checkbox"/> What do you like to do for fun? Do you have opportunities to do those things (normalcy)? <input type="checkbox"/> Have you been to the doctor/dentist or seen a counselor since my last visit? <input type="checkbox"/> Are you taking medication? Do you know what the medication is for? <input type="checkbox"/> Do you receive a monthly allowance?

Foster Care Monthly Worker Checklist Instructions

The Foster Care Monthly Worker Visit Checklist can be used when the LDSS is completing monthly worker visits in the child/youth's place of residence. (See Foster Care guidance 17.7.1.) The focus of the worker visits should be on the child/youth's safety, progress to permanency, and well-being. This checklist replaces the Home Visitation Guidance tool previously posted on Fusion and now is comprised of three components: worker responsibilities, sample questions to ask foster parents, and sample questions to ask the child/youth. The assigned worker is not required to ask every question under each component as not every practice item applies to each case (age, developmental level). This checklist can be used as a general outline to help the field with developing quality contacts, strengthening case documentation, supporting the use of transcription services, and improving outcomes for children and families.

CHILD WELFARE CASE REVIEW CHECKLIST

CPS Investigation/Family Assessment

- Was the investigation/family assessment (FA) completed and approved in OASIS timely (60 days)?
- If prior question was no, was an extension documented in OASIS within 60 days (60 day extension, 90 day extension or suspended)?
- For the family assessment/investigation, was the first attempted/completed contact made within the initial response priority level assigned?
- For the family assessment/investigation, was the victim's(s) initial face to face interview(s) completed or attempted within the response priority level assigned?
- Did the agency complete the SDM intake tool within 3 working days of the report?
- Did the agency complete an SDM initial safety assessment?
- Did the agency complete an SDM risk assessment?
- Did the agency complete an initial safety plan and a copy placed in the file if conditionally safe or unsafe based on the safety assessment?
- Did the agency interview all victims, abusers, siblings and caregivers/parents?
- If the case is an investigation, was the alleged victim's interview recorded?
- Did the agency open an associated services case based on the identified risk level as being high or very high or justification of why a case was not opened?
- If a case was opened, was a CPS Ongoing or Foster Care case opened?

CPS Ongoing

- If the case was opened for 30 days or more, was a Family Strengths and Needs Assessment completed?
- Was the Family Strengths and Needs Assessment completed prior to the service plan?
- If the case was opened for 30 days or more, does the case have a current service plan in OASIS?
- Were monthly worker visits fully documented between FSS and all required participants in the case?

Foster Care

The item italicized is in reference to the CPS investigation/family assessment that resulted in opening the Foster Care ongoing case.

- If the child entered foster care as a result of CPS, did the agency case connect in OASIS if the case was opened from an investigation/family assessment (FA)?*
- Documentation to confirm ICWA status has been entered in the OASIS contact screen with the purpose of visit as Indian Status?
- Does the case have a current foster care service plan with a goal and concurrent goal?

- Documentation in the case file of Person Locator tool to confirm relative searches for both maternal and paternal relatives have been made?
- Copies in the case file of letters sent to both maternal and paternal relatives?
- Were monthly worker visits between FSS and child fully documented in OASIS?
- Did the foster child have a physical within 30 days of entry into foster care in the case file and documented on the health provider screen in OASIS?
- Did the foster child have a dental within 60 days if the child has not had a dental exam within the last six months in the case file and documentation on the health provider screen in OASIS?
- If the child did not remain in the school of origin was a Best Interest Determination made upon the child's entry into foster care in the file and completed the educational screen in OASIS?
- If the youth is over the age of 14, was an Independent Living Assessment completed within 30 days of entry into foster care or youth's 14th birthday as evidenced by documentation in OASIS on the IL/Info screen?
- If the youth is over the age of 14, was a Transitional Plan completed within 30 days of the IL Assessment as evidence by documentation in OASIS on the IL/Info screen?

Foster Care Funding Validation

- The initial AFDC determination; application and the evaluation forms
- Child's birth certificate, social security card, 501's and appropriate system checks
- Copies of all initial title IV-E applicable/required court orders – petitions, affidavits, initial order granting agency custody (ERO, PRO, CHINS, etc.)
- Current OASIS generated reports: Foster Care Face Placement Sheet, Client Funding Report and Summary of Hearings
- Provider documentation (for initial placement) the date the child was removed from the home
- If residential placement – copy of facility's license to cover the entire time of child's placement
- If placed through a Child Placing Agency – a copy of the license for the Child Placing Agency, Certificate of Approval for the foster home, and letters from the agency verifying dates of criminal and CPS background checks on the foster parents
- If placed in an agency approved foster home – Checklist and Certificate of Approval that covers the entire period of child's placement(s) to date. The checklist should document dates of criminal and CPS background checks on the foster parents
- Copy of all Entrustment/Voluntary Placement Agreements, if VPA placement

Title IV-E Ongoing Review Checklist

Ongoing Judicial Activity (Reasonable Efforts to Finalize the Permanency Plan)

- Was the child in foster care 12 months or more before last day of the Period Under Review (PUR)?
 - If yes, is requirement met for judicial finding of reasonable efforts to finalize the permanency plan? See *Annual Judicial Review Tracking Sheet*
http://spark.dss.virginia.gov/divisions/dfs/iv_e/index.cgi

Placement in Licensed Foster Care Settings

- Documentation confirmed in OASIS for every foster care placement(s) where the child resided during the PUR.
- Documentation confirmed in OASIS of dates of child's stay in placement(s).
- Documentation confirmed in OASIS of type of placement(s): Foster family home, Group home, Public institution, Private institution, Supervised IL, Other.
- Were all foster care provider(s) fully licensed during child's placement(s) that falls within PUR?
- Is there a placement agreement for each placement during the PUR in the case file?

Safety Requirements

- If foster family home was newly licensed before October 1, 2008, was a CRC completed satisfactorily on the foster parents?
- If foster family home was newly licensed on or after October 1, 2008, was a fingerprint-based CRC of National Crime Information Databases (NCID) completed satisfactorily on foster parents?
- If child's placement during the PUR was with a LCPA Foster Home is there a copy of the LCPA's license, Foster Family's Certificate of Approval and Non-Conviction Letter in the case file?
- If child's placement during PUR was a childcare institution, were safety requirements completed satisfactorily for caregiver staff of institution?
 - *Satisfactorily meeting safety requirements includes having a copy of the Facility License(s) in the case file.*

Other

- Documentation confirmed in OASIS of Funding screen for PUR?
- Documentation confirmed in OASIS of Hearing Screen for PUR?
- Did the agency provide child care justification?
- Did the agency have a license for the child care payments during the PUR?
- Did the agency provide copies of invoices/receipts for child care purchases?
- Documentation of change in payments on the Financial Agreement?
- Documentation of change in payments on the Notice of Action?
- Did the agency complete a timely VEMAT (annually or 90 days for scores over 28)?
- Did the agency provide copies of invoices/receipts for clothing purchases?
- Did the agency provide a copy of the Best Interest Determination (BID) form to support transportation costs for education?

Fact Sheet

for LEGISLATURES

HISTORY of the REVIEWS

The 1994 Amendments to the Social Security Act authorize the U.S. Department of Health and Human Services to review state child and family service programs to ensure conformity with the requirements in titles IV-B and IV-E of the Act. The Children's Bureau, part of the Department of Health and Human Services, administers the review system, known as the Child and Family Services Reviews.

In 2000, the Children's Bureau published a final rule in the Federal Register to establish a process for monitoring state child welfare programs. Under the rule, states are assessed for substantial conformity with federal requirements for child welfare services.

All 50 states, the District of Columbia, and Puerto Rico completed their first review by 2004 and their second review by 2010. After each review cycle, or "round," no state was found to be in substantial conformity in all of the seven outcome areas and seven systemic factors. States developed and implemented Program Improvement Plans after each review to correct those areas not found in substantial conformity.

The third round of reviews runs from 2015 to 2018.



PURPOSE

The Child and Family Services Reviews enable the Children's Bureau to: (1) ensure conformity with federal child welfare requirements; (2) determine what is actually happening to children and families as they are engaged in child welfare services; and (3) assist states in enhancing their capacity to help children and families achieve positive outcomes.

The reviews are structured to help states identify strengths and areas needing improvement within their agencies and programs. Ultimately, the goal of the reviews is to help states improve child welfare services and achieve the following seven outcomes for families and children who receive services:

Safety

- Children are, first and foremost, protected from abuse and neglect.
- Children are safely maintained in their homes whenever possible and appropriate.

Permanency

- Children have permanency and stability in their living situations.
- The continuity of family relationships and connections is preserved for families.

Family and Child Well-Being

- Families have enhanced capacity to provide for their children's needs.
- Children receive appropriate services to meet their educational needs.
- Children receive adequate services to meet their physical and mental health needs.



The Child and Family Services Reviews also assess the following seven systemic factors that affect outcomes for children and families:

- statewide information system
- case review system
- quality assurance system
- staff and provider training
- service array and resource development
- agency responsiveness to the community
- foster and adoptive parent licensing, recruitment, and retention

A RESOURCE *for* OVERSIGHT

Local accountability for the achievement of positive outcomes in child welfare is an issue for all states, especially those with systems that are county-administered. While most states and counties in county-administered systems are interested in improving communication, coordination, and decision-making, both states and counties may lack the resources to do so or to provide oversight. The Child and Family Services Reviews require that states and counties renew their efforts to work together as partners to make lasting systemic improvements. The reviews offer states a way to manage their child welfare systems by focusing on continuous quality improvement. The reviews can provide a valuable source of information for legislators through:

- **National benchmarks:** The reviews offer a set of national standards against which state child welfare agencies' performance is assessed.
- **Comprehensive results:** The reviews provide a comprehensive picture of state systems through statewide assessments of the child welfare data; onsite reviews of individual case records; and interviews with stakeholders, caseworkers, parents, and children.
- **Results and process:** The reviews provide information about both the outcomes for children and families and the underlying systemic factors that influence those outcomes.
- **Framework for reform:** The Program Improvement Plan notes strengths and areas needing improvement that were identified during the review, and provides a structured and targeted plan for improving conditions for children and families served by state child welfare systems. Program Improvement Plans are monitored to determine whether each state has made adequate improvements.

HOW LEGISLATORS CAN SUPPORT *the* REVIEWS

In addition to obtaining information about their state's performance from the previous rounds of reviews, state legislators should be aware of how their state child welfare agency is preparing for the upcoming review and involving counties in the planning process. Legislators may work with their state child welfare agency on legislation that is needed to support the state's Program Improvement Plan. For example, some states are moving toward continuous improvement and a results-based accountability system by providing counties with flexible funding and other financial incentives. In many states, implementing such a system may require legislation.

MORE INFORMATION

Additional information on the reviews is available on the Children's Bureau's website at <http://www.acf.hhs.gov/programs/cb/monitoring/child-family-services-reviews> or from the Child Welfare Reviews Project, JBS International, Inc., 5515 Security Lane, Suite 800, North Bethesda, MD 20852; 301-565-3260; e-mail: cw@jbsinternational.com. Round 3 resources are available at <https://training.cfsrportal.org/resources/3105>.



Child and Family Services Reviews Quick Reference Items List

OUTCOMES

Safety Outcome 1: Children are, first and foremost, protected from abuse and neglect.

Item 1: Were the agency's responses to all **accepted child maltreatment reports initiated**, and **face-to-face contact** with the child(ren) made, within time frames established by agency policies or state statutes?

Safety Outcome 2: Children are safely maintained in their homes whenever possible and appropriate.

Item 2: Did the agency make concerted efforts to provide services to the family to **prevent** children's **entry into foster care or re-entry** after reunification?

Item 3: Did the agency make concerted efforts to **assess and address the risk and safety** concerns relating to the child(ren) in their own homes or while in foster care?

Permanency Outcome 1: Children have permanency and stability in their living situations.

Item 4: Is the child in foster care in a **stable placement** and were any changes in the child's placement in the best interests of the child and consistent with achieving the child's permanency goal(s)?

Item 5: Did the agency establish **appropriate permanency goals** for the child in a **timely manner**?

Item 6: Did the agency make concerted efforts to **achieve reunification, guardianship, adoption, or other planned permanent living arrangement** for the child?

Permanency Outcome 2: The continuity of family relationships and connections is preserved for children.

Item 7: Did the agency make concerted efforts to ensure that **siblings in foster care are placed together** unless separation was necessary to meet the needs of one of the siblings?

Item 8: Did the agency make concerted efforts to ensure that **visitation between a child in foster care and his or her mother, father, and siblings** was of sufficient frequency and quality to promote continuity in the child's relationships with these close family members?

Item 9: Did the agency make concerted efforts to **preserve the child's connections** to his or her neighborhood, community, faith, extended family, Tribe, school, and friends?

Item 10: Did the agency make concerted efforts to **place the child with relatives** when appropriate?

Item 11: Did the agency make concerted efforts to promote, support, and/or maintain **positive relationships between the child in foster care and his or her mother and father** or other primary caregivers from whom the child had been removed through activities other than just arranging for visitation?

Well-Being Outcome 1: Families have enhanced capacity to provide for their children's needs.

Item 12: Did the agency make concerted efforts to **assess the needs** of and **provide services** to **children, parents, and foster parents** to identify the services necessary to achieve case goals and adequately address the issues relevant to the agency's involvement with the family?

Item 13: Did the agency make concerted efforts to involve the **parents and children** (if developmentally appropriate) **in the case planning** process on an ongoing basis?

Item 14: Were the **frequency and quality of visits between caseworkers and child(ren)** sufficient to ensure the safety, permanency, and well-being of the child(ren) and promote achievement of case goals?

Item 15: Were the **frequency and quality of visits between caseworkers and the mothers and fathers** of the child(ren) sufficient to ensure the safety, permanency, and well-being of the child(ren) and promote achievement of case goals?

Well-Being Outcome 2: Children receive appropriate services to meet their educational needs.

Item 16: Did the agency make concerted efforts to assess **children's educational needs**, and appropriately address identified needs in case planning and case management activities?

Well-Being Outcome 3: Children receive adequate services to meet their physical and mental health needs.

Item 17: Did the agency address the **physical health needs** of children, including dental health needs?

Item 18: Did the agency address the **mental/behavioral health needs** of children?

SYSTEMIC FACTORS

Statewide Information System

Item 19: How well is the **statewide information system** functioning statewide to ensure that, at a minimum, the state can readily identify the status, demographic characteristics, location, and goals for the placement of every child who is (or within the immediately preceding 12 months, has been) in foster care?

Case Review System

Item 20: How well is the case review system functioning statewide to ensure that each child has a **written case plan** that is developed jointly with the child's parent(s) and includes the required provisions?

Item 21: How well is the case review system functioning statewide to ensure that a **periodic review** for each child occurs no less frequently than once every 6 months, either by a court or by administrative review?

Item 22: How well is the case review system functioning statewide to ensure that, for each child, a **permanency hearing** in a qualified court or administrative body occurs no later than 12 months from the date the child entered foster care and no less frequently than every 12 months thereafter?

Item 23: How well is the case review system functioning to ensure that the filing of **termination of parental rights (TPR)** proceedings occurs in accordance with required provisions?

Item 24: How well is the case review system functioning to ensure that foster parents, pre-adoptive parents, and relative caregivers of children in foster care are **notified of, and have a right to be heard** in, any review or hearing held with respect to the child?

Quality Assurance System

Item 25: How well is the **quality assurance system** functioning statewide to ensure that it is (1) operating in the jurisdictions where the services included in the Child and Family Services Plan (CFSP) are provided, (2) has standards to evaluate the quality of services (including standards to ensure that children in foster care are provided quality services that protect their health and safety), (3) identifies strengths and needs of the service delivery system, (4) provides relevant reports, and (5) evaluates implemented program improvement measures?

Staff and Provider Training

Item 26: How well is the staff and provider training system functioning statewide to ensure that **initial training** is provided to all staff who deliver services pursuant to the Child and Family Services Plan (CFSP) that includes the basic skills and knowledge required for their positions?

- Item 27: How well is the staff and provider training system functioning statewide to ensure that **ongoing training** is provided for staff that addresses the skills and knowledge needed to carry out their duties with regard to the services included in the CFSP?
- Item 28: How well is the staff and provider training system functioning to ensure that **training** is occurring statewide for current or prospective **foster parents, adoptive parents, and staff** of state licensed or approved facilities (that care for children receiving foster care or adoption assistance under title IV-E) that addresses the skills and knowledge needed to carry out their duties with regard to foster and adopted children?

Service Array and Resource Development

- Item 29: How well is the service array and resource development system functioning to ensure that the following array of services is **accessible** in all political jurisdictions covered by the Child and Family Services Plan (CFSP)?
1. Services that assess the strengths and needs of children and families and determine other service needs;
 2. Services that address the needs of families in addition to individual children in order to create a safe home environment;
 3. Services that enable children to remain safely with their parents when reasonable; and
 4. Services that help children in foster and adoptive placements achieve permanency.
- Item 30: How well is the service array and resource development system functioning statewide to ensure that the services in item 29 can be **individualized** to meet the unique needs of children and families served by the agency?

Agency Responsiveness to the Community

- Item 31: How well is the agency responsiveness to the community system functioning statewide to ensure that, in implementing the provisions of the Child and Family Services Plan (CFSP) and developing related Annual Progress and Services Reports (APSRs), the state engages in **ongoing consultation** with Tribal representatives, consumers, service providers, foster care providers, the juvenile court, and other public and private child- and family-serving agencies and includes the major concerns of these representatives in the goals, objectives, and annual updates of the CFSP?
- Item 32: How well is the agency responsiveness to the community system functioning statewide to ensure that the state's services under the Child and Family Services Plan (CFSP) are **coordinated with services or benefits of other federal or federally assisted programs** serving the same population?

Foster and Adoptive Parent Licensing, Recruitment, and Retention

- Item 33: How well is the foster and adoptive parent licensing, recruitment, and retention system functioning statewide to ensure that **state standards** are applied to all licensed or approved foster family homes or child care institutions receiving title IV-B or IV-E funds?
- Item 34: How well is the foster and adoptive parent licensing, recruitment, and retention system functioning statewide to ensure that the state complies with federal requirements for **criminal background clearances** as related to licensing or approving foster care and adoptive placements, and has in place a case planning process that includes provisions for addressing the safety of foster care and adoptive placements for children?
- Item 35: How well is the foster and adoptive parent licensing, recruitment, and retention system functioning to ensure that the process for ensuring the **diligent recruitment** of potential foster and adoptive families who reflect the ethnic and racial diversity of children in the state for whom foster and adoptive homes are needed is occurring statewide?
- Item 36: How well is the foster and adoptive parent licensing, recruitment, and retention system functioning to ensure that the process for ensuring the effective use of **cross-jurisdictional resources** to facilitate timely adoptive or permanent placements for waiting children is occurring statewide?