# [State] Child and Family Services Review Round 3

# Program Improvement Plan

This document provides a template states may use to submit their Program Improvement Plans to the Children’s Bureau.

The state should provide the name of the state/territory below, and record the date the Program Improvement Plan (PIP) is submitted to the Children’s Bureau for approval. If the state is required to make revisions to the PIP, record the date the PIP was resubmitted. If the state is not required to resubmit, enter NA in the “Date Resubmitted” field. Upon approval of the PIP, the Children’s Bureau will specify the date the PIP is approved, the PIP effective date, the end of the PIP implementation period, and the end of the non-overlapping year. For the “Reporting Schedule and Format,” explain briefly how and when the state will report to the Children’s Bureau on PIP progress.

**State/Territory:**

**Date Submitted:**

**Date Resubmitted:**

**Date Approved:**

**PIP Effective Date:**

**End of PIP Implementation Period:**

**End of Non-Overlapping Year:**

**Reporting Schedule and Format:**

## Part One: Goals, Strategies/Interventions, and Key Activities

States are advised to discuss with the Children’s Bureau their overall strategies for improvement and an outline of an implementation plan or work plan before submitting their proposed PIP to the Children’s Bureau. An implementation or work plan is not required to be submitted to the Children’s Bureau. The identification of items, key activities, and measurement should be a joint Children’s Bureau and state effort. It is necessary for the state and Children’s Bureau to discuss the state’s context and plans over the course of the PIP implementation period.

### Goals

**Instructions:** Identify the improvement goal(s). Be sure to identify in the goal statement the specific outcomes, systemic factors, items, and statewide data indicators that are applicable and required to be addressed. This may be done by specifying the outcome, systemic factor, and items or statewide data indicator in parentheses following the goal statement. Include as many goals as necessary to address areas identified by the Children’s Bureau as needing improvement. Number the goals for ease of reference.

**Goal 1**

#### Example:

**Goal 1:** Improve risk and safety assessment/monitoring and family engagement (Safety 2, Well-Being 1)

### Strategies/Interventions

**Instructions:** Briefly describe the strategy or intervention. The strategy/intervention is the implementation of specific child welfare practices, programs, or policies that will be used to make improvements. Please note whether the strategy/intervention is an evidence-based, promising research program and whether it is part of a federal grant or title IV-E demonstration waiver project. This may be specified in parentheses following the strategy/intervention. Strategies/interventions may be directed at making improvements under more than one goal. In those circumstances, the state should identify each of goals. States may find that there are more than one strategy/intervention and multiple key activities associated with each goal. Include additional strategies/interventions followed by key activities as necessary to accommodate the state’s PIP, and number each strategy/intervention accordingly.

**Strategy/Intervention 1**

#### Example:

*Identify three strategies for a goal, using the goal identified in the previous example:*

**Goal 1:** Improve risk and safety assessment/monitoring and family engagement (Safety 2, Well-Being 1)

**Strategy 1**: Expand implementation of Family Team Meetings to in-home cases in the 10 Regions in the state

**Strategy 2**: Develop and implement a supervisory training and coaching program focused on risk/safety management and quality caseworker visits

**Strategy 3**: Implement Homebuilders (evidence-based program) for use in cases that involve substance abuse and children ages 0-5

### Key Activities

**Instructions:** Document the key activities associated with the strategy/intervention. When documenting the key activities, briefly name and describe those associated with the strategy or intervention, including a description of the target population(s) and geographic scope. Key activities are metrics such as a process measure, implementation milestone or benchmark, or interim improvement in outcomes or systemic factors. For each key activity, document the projected completion date. Include additional rows as necessary to accommodate the state’s PIP and number each key activity accordingly. Key activities help the state and Children’s Bureau determine whether the state is on track to make the required changes for implementation of the improvement.

**Key Activity 1:**

**Projected Completion Date:**

**Key Activity 2:**

**Projected Completion Date:**

**Key Activity 3:**

**Projected Completion Date:**

#### Example:

*Identify 8 key activities using strategy 1 from the example above:*

**Strategy 1**: Expand implementation of Family Team Meetings to in-home cases in the 10 Regions of the state

 **Key Activities**:

* **Key Activity 1:** FTM facilitators hired and trained in Regions 1-4

**Projected Completion Date:** MM/YYYY

* **Key Activity 2:** FTM facilitators hired and trained in Regions 5-8

**Projected Completion Date:** MM/YYYY

* **Key Activity 3:** FTM facilitators hired and trained in Regions 9 and 10

**Projected Completion Date:** MM/YYYY

* **Key Activity 4:** Supervisors and caseworkers trained in all Regions

**Projected Completion Date:** MM/YYYY

* **Key Activity 5:** Presentations/information explaining FTMprovided to key court partners (judges, parent attorneys, attorneys general, Court Appointed Special Advocates) in all Regions

**Projected Completion Date:** MM/YYYY

* **Key Activity 6:** FTM operational in Regions 1-4

**Projected Completion Date:** MM/YYYY

* **Key Activity 7:** FTM operational in Regions 5-8

**Projected Completion Date:** MM/YYYY

* **Key Activity 8:** FTM operational in Regions 9 and 10

**Projected Completion Date:** MM/YYYY

## Part Two: Measurement Plan

**Instructions:** Refer to CFSR Technical Bulletin #8A for information on identifying which items require measurement.

### Statewide Data Indicators

**Instructions:** Complete the following table for each statewide data indicator included in the PIP, adding as many tables as needed to capture all statewide data indicators requiring improvement. List the statewide data indicator and, if applicable, the companion measure in the first column. Identify the national standard for the data indicator in the second column. Identify the baseline for the statewide data indicator in the third column. Identify the improvement goal and, if applicable, the threshold for the companion measure in the fourth column. In the last row of the table, indicate data quality concerns or whether an alternative source of data is used to generate the safety-related data.

|  |  |  |  |
| --- | --- | --- | --- |
| **Statewide Data Indicator/Companion Measure** | **National Standard** | **Baseline** | **Improvement Goal/Threshold** |
| - | - | - | - |
| **Data Quality:** |

### Case Review Items

**Instructions:** Complete the following table for each case review item included in the PIP, adding as many tables as needed to capture all case review items requiring improvement *and* measurement. List the case review item in the first column. Identify the baseline for the item in the second column. Identify the improvement goal for the item in the third column. In the last row of the table, describe the data source and approach to measurement for the case review, including the time period that is represented in the baseline, the total number of cases rated (numerator) and the total number of cases rated as a Strength (denominator).

|  |  |  |
| --- | --- | --- |
| **Case Review Item** | **Baseline** | **Improvement Goal** |
| - | - | - |
| **Data Source and Approach to Measurement:** |

### Systemic Factor Items

**Instructions:** Complete the following table for systemic factor items that require improvement and a quantifiable data measure, as negotiated with the Children’s Bureau. Add as many tables as needed to capture the systemic factor items requiring improvement *and* measurement. In the first column, identify the systemic factor item. In the second column, identify the baseline for the data measure. In the third column, identify the improvement goal. In the last row of the table, describe the data sources and approach to measurement for the systemic factor item. Include in the description the time period that is represented in the baseline.

|  |  |  |
| --- | --- | --- |
| **Systemic Factor Item** | **Baseline** | **Improvement Goal** |
| - | - | - |
| **Data Source and Approach to Measurement:** |