

Child and Family Services Reviews Update

Volume 8, Issue 1, January 2016

In This Issue:

[2015 Reviews](#)

[2016 and 2017 Reviews](#)

[CFSR Procedures Manual: Updates](#)

[Onsite Review Instrument and Instructions: Updates](#)

[JBS: CFSR Reviewers and QA/Note-Taking Specialists](#)

2015 Reviews

Eight states completed the onsite review process for the Round 3 Child and Family Services Reviews (CFSRs) in 2015. Vermont and Massachusetts participated in Traditional Reviews. Delaware, Georgia, North Carolina, Kansas, New Mexico, and Arizona participated in State Conducted Case Reviews. The Children's Bureau is issuing Final Reports for each state. A state determined not to be in substantial conformity must submit a Program Improvement Plan to the Children's Bureau for approval within 90 calendar days from the date the state receives written notification from the Children's Bureau that it is not operating in substantial conformity.

Requirements and information for Program Improvement Plans can be found at 45 CFR § 1355.35, Program Improvement Plans, and Technical Bulletin #8A, issued May 13, 2015 ([https://training.cfsrportal.org/resources/3105#CFSR Technical Bulletins and Related Information](https://training.cfsrportal.org/resources/3105#CFSR%20Technical%20Bulletins%20and%20Related%20Information)). See also *CFSR Procedures Manual*, at [https://training.cfsrportal.org/resources/3105#CFSR Procedures Manual](https://training.cfsrportal.org/resources/3105#CFSR%20Procedures%20Manual).

2016 and 2017 Reviews

States undergoing CFSRs in 2016 include Connecticut, South Dakota, Indiana, Oregon, Oklahoma, Minnesota, Florida, Arkansas, California, Texas, Idaho, Kentucky, New York, District of Columbia, Wyoming, and North Dakota. Indiana, New York, District of Columbia, Wyoming, Kentucky, Minnesota, and North Dakota are participating in Traditional Reviews. The following is the current schedule for Traditional Reviews in FY 2016:

Indiana—the week of June 6

New York—the week of June 13

District of Columbia—the week of June 27

Wyoming—the week of July 11

Kentucky—the week of July 25

Minnesota—the week of August 8

North Dakota—the week of September 12

The Children's Bureau has approved the remaining FY 2016 states to conduct their own case reviews for CFSR purposes. For these states, case review activities typically begin in April and continue throughout the 6-month case review period, completing by September 30, 2016. The Children's Bureau is working closely with each of the 2016 states to review statewide assessments, observe case review and quality assurance processes, and schedule and conduct stakeholder interviews.

Nebraska, Pennsylvania, Montana, Ohio, Tennessee, Hawaii, West Virginia, Colorado, New Jersey, Maine, Alaska, Missouri, Virginia, and South Carolina are scheduled for review in 2017. Each of these states has been asked to submit a letter of intent, indicating whether the state would like to conduct its own case review for CFSR purposes, to the state's Children's Bureau Regional Program Manager by July 15, 2016.

CFSR Procedures Manual: Updates

The updated *Child and Family Services Reviews Procedures Manual* (November 2015) is now available at [https://training.cfsrportal.org/resources/3105#CFSR Procedures Manual](https://training.cfsrportal.org/resources/3105#CFSR%20Procedures%20Manual).

The manual includes comprehensive guidance on the CFSR and program improvement planning processes, along with a guide that provides an implementation framework for states and the Children's Bureau to use when working jointly on the development and implementation of the Child and Family Services Plan and the CFSR ("A Guide for Implementing Improvement Through the CFSP and CFSR"). It also includes templates to assist states with the development of the Program Improvement Plan and Program Improvement Plan Progress Report.

Onsite Review Instrument and Instructions: Updates

The Onsite Review Instrument and Instructions (OSRI), available within the Online Management System (OMS) and the CFSR Information Portal, was revised at the beginning of 2016. The revisions offer additional instruction and clarification on how to fill out tables, calculate time in care, determine concerted efforts, and appropriately apply the instrument. Features currently available in the OMS OSRI that have been added to the hardcopy of the OSRI include the option for rating overrides and additional space to document item applicability determinations. The latest hardcopy version is available at <https://training.cfsrportal.org/resources/3105>.

JBS: CFSR Reviewers and QA/Note-Taking Specialists

The Children's Bureau requires three types of "agile staff" for participation in the reviews: CFSR Reviewers, QA Specialists, and Note-Taking Specialists. They participate in Traditional Reviews or State Conducted Case Reviews. Both types have an onsite review component that requires travel to the state. A joint federal-state team conducts the onsite review of each state's child welfare program.

- CFSR Reviewers use the federal Onsite Review Instrument and Instructions to conduct case record reviews and interviews with case participants. Reviewers are only needed for Traditional Reviews.
- QA and Note-Taking Specialists are typically more experienced CFSR Reviewers who are trained to participate in quality assurance activities for the case reviews and/or take notes during interviews with stakeholders such as agency staff and managers, courts, foster and adoptive parents, and parents and youth served by the child welfare agency. These specialists are needed for both Traditional Reviews and State Conducted Case Reviews.

JBS International, Inc.'s Child Welfare Reviews Project has recruited and developed a pool of agile staff to support the federal team in conducting CFSRs for the next 3 years to complete Round 3. Although the pool has been finalized, JBS continues to accept application packets. Upon receipt of complete application materials, JBS confirms that applicants meet the minimum qualifications and keeps their information on file for future consideration. If interested in applying, please e-mail JBS at cw@jbsinternational.com for more information on how to apply.