# [State] Child and Family Services Review Round 3

# Program Improvement Plan—Progress Report

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

The state should provide the name of the state/territory below and, in the “Reporting Period Date or Range” field, record the date or date range that the Program Improvement Plan (PIP) progress report is submitted to the Children’s Bureau. Copy the PIP effective date, end of PIP implementation period, and end of non-overlapping year from the approved PIP, and enter these dates in the respective fields below.

**State/Territory:**

**Reporting Period Date or Range:**

**PIP Effective Date:**

**End of PIP Implementation Period:**

**End of Non-Overlapping Year:**

## Part One: Strategies/Interventions and Key Activities Report

### Goals

**Instructions:** Copy the goal(s) from the approved PIP, maintaining the same numbering sequence.

**Goal 1:**

### Strategies/Interventions

**Instructions:** Copy the strategies/intervention(s) from the approved PIP, maintaining the same numbering sequence. Following each strategy/intervention, summarize overall progress, if applicable.

**Strategy/Intervention 1:**

**Progress:**

### Key Activities

**Instructions:** Complete the following table. Insert as many tables as required to address all the key activities for each strategy/intervention in the approved PIP. For each reporting period, add the most recent state progress in completing the key activities. If key activities are not completed in accordance with the schedule, or if sufficient progress is not being made, explain the steps the state is taking to address the concerns and ensure improvement is made within the required time frames. In the first column, insert the name of each key activity. In the second column, insert the target completion date. In the third column, select the status from the options provided. If the status is “Completed,” enter the date the activity was completed in the MM/YYYY format. If the status is on or ahead of schedule, select “On/ahead of schedule.” If the activity is delayed or behind schedule, select “Behind schedule.” A key activity that the state has completed or renegotiated in a prior reporting period is no longer applicable for the most recent progress period. If the activity is no longer applicable, select “No longer applicable.” No additional progress notes are needed for activities after they are determined not applicable. In the fourth row of the table, provide a description of the successes, challenges, and next steps. If sufficient progress is not being made, provide an explanation of the steps the state is taking to address the concerns and ensure improvement is made within the required time frames. Include sufficient information to explain the status of each key activity and, as applicable, refer to the relevant section in the Child and Family Services Plan or Annual Progress and Services Report. In the remaining columns, indicate key activities that the state has completed or renegotiated in a prior reporting period as no longer applicable for the most recent progress period. No additional progress notes are needed for such activities once they are determined to be not applicable.

| **Key Activity** | **Target Completion Date** | **Most Recent Status (current report date)** | **Most Recent Progress** | **Prior Report Status (prior report date)** | **Prior Progress** |
| --- | --- | --- | --- | --- | --- |
| - | - | [ ]  Completed MM/YYYY[ ]  On/ahead of schedule[ ]  Behind schedule[ ]  No longer applicable | - | [ ]  Completed MM/YYYY[ ]  On/ahead of schedule[ ]  Behind schedule[ ]  No longer applicable | - |

## Part Two: Measurement Report

Performance on statewide data indicators is jointly monitored and evaluated by the Children’s Bureau and the state using data profiles. The state is not required to include information on state performance on the indicators in its PIP Progress Reports. For case review and systemic factor items, the Children’s Bureau may request additional supporting details to inform evaluation discussions with the state or when making a final determination of goal achievement. Additional supporting details may include but are not limited to case review result reports, distribution of Strength ratings by sites, and copies of information management reports.

### Case Review Items

**Instructions:** For each case review item requiring improvement, complete the *Case Review Item Information* table below*.* Identify the case review item and the improvement goal for that item. Complete a *Performance* table for each case review item. To complete the table, enter the current data period in the first row beginning with the baseline period and update the table with information from the corresponding data period. Insert as many columns as needed to cover all of the reporting periods. Provide the total number of cases rated as a Strength in the second row; provide the total number of applicable cases for the item in the third row; and calculate the state’s performance by dividing the number of cases rated as a Strength by the total number of applicable cases and insert this percentage in the fourth row. The state may add progress notes in the fifth row to provide additional information. Insert as many items and tables as required to address all the case review items requiring improvement in the approved PIP.

#### Case Review Item Information

**Case Review Item:**

**Improvement Goal (%):**

#### Performance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **-** | **Baseline** | **Reporting Period 1** | **Reporting Period 2** | **Reporting Period 3** | **Reporting Period 4** |
| **Data Period(insert date or range)** | **-** | **-** | **-** | **-** | **-** |
| **Number of Cases Rated as a Strength** | **-** | **-** | **-** | **-** | **-** |
| **Number of Total Applicable Cases** | **-** | **-** | **-** | **-** | **-** |
| **Performance (%)** | **-** | **-** | **-** | **-** | **-** |
| **Progress Notes:** |

### Systemic Factors

**Instructions:** For each systemic factor item requiring improvement and quantifiable measurement in the approved PIP, complete the S*ystemic Factor Information* section*.* Identify the systemic factor item, the improvement goal for that item, and the data measure being used to evaluate improvement. Complete a *Performance* table for each systemic factor. To complete the table, enter the data period being reported on in the first row beginning with the baseline period. During each reporting period, update the table with information from the corresponding data period using the approved measurement plan. If applicable, provide the numerator in the second row; provide the denominator in the third row; and calculate the state’s performance by dividing the numerator by the denominator, then insert that percentage in the fourth row. You may add progress notes to provide additional information. Add as many systemic factor information sections and tables as needed to report on all systemic factor items with quantifiable measurement requiring improvement.

**Systemic Factor Information**

**Systemic Factor Item:**

**Improvement Goal (%):**

**Data Measure:
(List the data measure being used to evaluate improvement)**

#### Performance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **-** | **Baseline** | **Reporting Period 1** | **Reporting Period 2** | **Reporting Period 3** | **Reporting Period 4** |
| **Data Period** | **-** | **-** | **-** | **-** | **-** |
| **Numerator**  | **-** | **-** | **-** | **-** | **-** |
| **Denominator** | **-** | **-** | **-** | **-** | **-** |
| **Performance (%)** | **-** | **-** | **-** | **-** | **-** |
| **Progress Notes:** |