

# Children's Bureau Child and Family Services Reviews Equipment Fact Sheet

March 2024

On behalf of the Children's Bureau, the Child Welfare Reviews Project (CWRP), managed by JBS International, Inc. (JBS), provides equipment for use at each federal Child and Family Services Review (CFSR). The following provides information about the receipt, use, and return of the equipment.

## CB-Led Reviews

### State Team Training

State Team Training (STT) for each state occurs approximately 2 weeks before the onsite review. CWRP manages all logistics for STT. CWRP contracts for meeting space at a location of the state's choosing to accommodate the training. CWRP provides laptops for state review participants attending the STT, ensures that the training site has adequate internet and video/audio equipment, and addresses any other technical needs for the training. CWRP also provides A/C power cords, laptop protective sleeves, one detachable mouse per laptop, and extension cords/surge protectors.

### Onsite Review Week

CWRP provides laptops for use by the federal team (CWRP consultants/agile staff, CWRP staff, and CB), as well as additional equipment such as A/C power cords, extension cords/surge protectors, MiFis, and printers to support the federal team during the review week. CWRP also sends equipment to support stakeholder interviews. Equipment shipped may include laptops (for note-takers), MiFis, and all related equipment and peripherals (e.g., power cords, extension cords) for the federal team.

### Receipt and Storage of Equipment Before and After the Onsite Review

- The week before the onsite review, CWRP sends to each review site one or two locked shipping cases containing laptops for the federal team, along with related equipment. CWRP separately ships a printer that will remain on site following the completion of the review. At the time of shipping, CWRP emails the Local Site Coordinator at each site and copies the State and Federal Review Team Leaders, indicating the number of shipping cases sent to each site, and follows up to confirm receipt.
- Upon receipt of the cases, each site's Local Site Coordinator must secure the shipping cases in a locked room at the site and confirm with CWRP the receipt of the specified number of shipping cases. If a locked room is not readily available, the Local Site Coordinator should contact CWRP in advance to discuss alternative storage options. ***Equipment cases are not intended to be opened until the morning of the first day of the review. Equipment is distributed by CWRP Onsite Technical Assistance (TA) staff.***

- After the onsite review, CWRP Onsite TA staff affix the return shipping labels, schedule the pick-up, and coordinate with the Local Site Coordinator to secure the shipping cases until they are collected by the shipper. CWRP tracks the shipment after it has been picked up.

## **State-Led Reviews**

As requested by the Children's Bureau, CWRP sends equipment to support stakeholder interviews. Equipment shipped includes MiFis, and all related equipment and peripherals (e.g., power cords, extension cords) for the federal team.

As with CB-Led Reviews, CWRP ships the review equipment the week before the onsite review. The Local Site Coordinator is asked to secure the shipping cases in a locked room at the site and confirm with CWRP receipt of the specified number of shipping cases. The case(s) are locked, and CWRP staff have the combination and distribute the equipment as needed.

## **Liability Information**

State and Federal Review Team members are responsible for the proper use and safe return of all equipment to JBS. CWRP asks State and Federal Review Team members to follow the instructions provided in this document and in any materials provided at the time of the review. CWRP also asks State and Federal Review Team members to take all reasonable precautions to secure equipment from theft, loss, or damage during the onsite review. Equipment must be maintained to allow review teams to conduct and complete the review over multiple days while on site. CWRP provides backup equipment for use at each review site to ensure timely replacement of equipment, as needed.

Equipment provided to review teams must be returned to JBS in working order and in a timely manner to help ensure that the equipment can be provided for the next scheduled onsite reviews. Stolen, lost, or damaged equipment should be immediately reported to CWRP staff.

## **For More Information**

CWRP will work with Local Site Coordinators and the state IT contact to ensure that all needs are addressed. If you have any questions, feel free to contact the CWRP Project Coordinator assigned to your state by emailing [cw@jbsinternational.com](mailto:cw@jbsinternational.com).