# CFSR State Contact Form

To prepare for the launch of the Online Monitoring System (OMS) Child and Family Services Review (CFSR) site for your state, please complete and return this chart to [cw@jbsinternational.com](mailto:cw@jbsinternational.com) as soon as possible. Please include information on state staff participating in your state’s CFSR. This form is also used to identify those state staff needing access to the state’s private page on the CFSR Information Portal for planning and review purposes. You may add rows by tabbing through the document.

**State:** Add name of state here.

**State Team Leader(s)**

**Description of duties in the CFSR process:**

* Responsible for overall review leadership
* Provides oversight to the state onsite review team
* Main point of contact for the Children’s Bureau onsite review team
* Participates in pre-review conference calls and in stakeholder interviews
* Typically a senior state staff person

| **Name of State Staff for State Team Leader(s)** | **E-Mail Address** | **Telephone Number Including Area Code** | **Mailing Address** | **Type of Online Monitoring System Access** | **Site** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Site Leader Access |  | Yes  No |
|  |  |  |  | Site Leader Access |  | Yes  No |

**State Local Site Leader(s)**

**Description of duties in the CFSR process:**

* Responsible for overall site leadership
* Performs quality assurance in partnership with a Children’s Bureau local Site Team Leader as part of the QA team
* Fields questions and conducts group debriefings with individuals conducting quality assurance throughout the onsite review period
* Communicates with the overall State Team Leader(s) as rating issues arise
* Participates in state-level stakeholder interviews as determined necessary

| **Name of State Staff for State Local Site Leader(s)** | **E-Mail Address** | **Telephone Number Including Area Code** | **Type of Online Monitoring System Access** | **Site** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Site Leader Access |  | Yes  No |
|  |  |  | Site Leader Access |  | Yes  No |

**State Quality Assurance Team Member(s)**

**Description of duties in the CFSR process:**

* Responsible for quality assurance
* Works directly with reviewers during case review, interviews, and ongoing

| **Name of State Staff for Quality Assurance Team Member(s)** | **E-Mail Address** | **Telephone Number Including Area Code** | **Type of Online Monitoring System Access** | **Site** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Site Leader Access |  | Yes  No |
|  |  |  | Site Leader Access |  | Yes  No |
|  |  |  | Site Leader Access |  | Yes  No |
|  |  |  | Site Leader Access |  | Yes  No |
|  |  |  | Site Leader Access |  | Yes  No |
|  |  |  | Site Leader Access |  | Yes  No |

**State Reviewer(s)**

**Description of duties in the CFSR process:**

* Completes OSRI based on a review of the case record and interviews with key case participants, including the children, parent(s), foster parent(s), caseworkers, and other professionals involved with the child and family
* Gathers and analyzes available information through the case file review and interview key participants
* Gathers and reconciles information needed to answer relevant questions using the guidance within, and supplemental to, the instrument and the support and guidance of the quality assurance team
* Accurately rates cases and properly applies federal instructions for all cases reviewed
* State staff and stakeholders

| **Name of State Staff for State Reviewer(s)** | **E-Mail Address** | **Telephone Number Including Area Code** | **Type of Online Monitoring System Access** | **Site** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |
|  |  |  | Reviewer Access |  | Yes  No |

**State Local Site Coordinator(s)**

**Description of duties in the CFSR process:**

* Ensures that all case records to be reviewed are available
* Sets up interviews
* Makes local arrangements for meeting space, meal options, lodging, and transportation as needed
* Coordinates the plan for the debriefing at the end of the review week

| **Name of State Staff for State Local Site Coordinator(s)** | **E-Mail Address** | **Telephone Number Including Area Code** | **Type of Online Monitoring System Access** | **Site** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | No access unless requested |  | Yes  No |
|  |  |  | No access unless requested |  | Yes  No |

**State IT/Technical Support**

**Description of duties in the CFSR process:**

* Ensures proper Internet access and connectivity
* Troubleshoots IT/technical issues

| **Name of State Staff for State IT/Technical Support** | **E-Mail Address** | **Telephone Number Including Area Code** | **Type of Online Monitoring System Access** | **Site** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | No access unless requested |  | Yes  No |

**State Administrator**

**Description of duties in the CFSR process:**

* Not applicable to CFSR planning

| **Name of State Staff for State Administrator** | **E-Mail Address** | **Telephone Number Including Area Code** | **Type of Online Monitoring System Access** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- |
|  |  |  | State Administrator Access | Yes  No |

**Observer(s)**

* Not applicable to CFSR planning

| **Name of State Staff for State Observer(s)** | **E-Mail Address** | **Telephone Number Including Area Code** | **Type of Online Monitoring System Access** | **Site** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Observer Access Only |  | Yes  No |
|  |  |  | Observer Access Only |  | Yes  No |

**Other Role(s):**

**Description of duties in the CFSR process:**

* Enter description of duties for “Other” role here.

| **Name of State Staff for State Other Role** | **E-Mail Address** | **Telephone Number Including Area Code** | **Type of Online Monitoring System Access** | **Site** | **State Private Page Access on CFSR Information Portal?** |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Specify if “Other” role needs Site Leader, Reviewer, or no OMS access. |  | Yes  No |