

Children's Bureau Child and Family Services Reviews Equipment Fact Sheet rev. June 2016

On behalf of the Children's Bureau, the Child Welfare Reviews Project, 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.

Liability Information

State and Federal Review Team members are responsible for the proper use and safe return of all equipment to JBS.

We ask 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. We also ask 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. We provide 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 to the next scheduled onsite reviews. Stolen, lost, or damaged equipment should be immediately reported to JBS staff.

Equipment

JBS sends to each local review site all needed equipment, including laptops. See *Receipt of Equipment Before the Onsite Review*, below, for details on what is included. We ask local sites to provide the following, as available:

- A secure room to store equipment shipped to the site the week before the onsite review. The week before the review, JBS sends to each site via FedEx the equipment in locked shipping case(s). The Local Site Coordinator(s) for the review site should secure the cases until the first day of the onsite review. At that time, either the Children's Bureau or JBS staff providing onsite technical assistance (TA) will unlock the cases and distribute the equipment to the review team.
- Several power outlets in the rooms designated for use by the review team. JBS will provide power strips and extension cords.
- A high-speed Internet connection to allow all review participants to connect to the Internet. The wireless connection should be accessible in the room(s) where the review participants will work during the onsite review. If a wireless connection is not an option, multiple wired Ethernet connections must be available from the locations where the review participants will work during the onsite review. If any of these are not readily available at a local site, please inform the JBS Project Coordinator or Technology Coordinator assigned to your state, who will help to determine alternative options in advance of the review. JBS is available to coordinate with your state IT contact to test the Internet access options at each site if requested.

- Information collected during the reviews is captured in the Online Monitoring System (OMS), a Web-based application that ensures the security, confidentiality, and integrity of the review data. The security systems used in the OMS comprise a variety of integrated protections, including managerial, operational, and technical controls. If you would like more information, please let JBS know and we will provide you with full technical and security specifications and requirements.

Traditional Reviews

Receipt of Equipment Before the Onsite Review

The week before the onsite review, JBS sends to each review site two to four locked shipping cases containing a laptop for each Site Leader and reviewer pair, along with related equipment. A more comprehensive inventory accompanies the equipment. The list below is intended to provide you with an overview of what may be included in the cases:

- A/C power cords
- Laptops and carrying cases
- One detachable mouse per laptop
- Ethernet cable
- Printer
- LCD projector (for local exit conference)
- Extension cords and surge protectors
- Inventory of all equipment
- Backup laptops and equipment in the event of theft, loss, malfunction, or damage
- Additional documents to support the review team

JBS emails the State Local Site Coordinator at each local site and copies the State and Federal Review Team Leaders, indicating the number of shipping cases sent to each site, and checks to confirm receipt.

Storage Procedures

Until the start of the onsite review, the Local Site Coordinator should secure the shipping cases in a locked room at or near the site and confirm with JBS the receipt of the specified number of shipping cases. If a locked room is not readily available, the Local Site Coordinator should contact JBS 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 should only be distributed by JBS Onsite TA staff according to the procedures listed below.

Distribution Procedures

No earlier than the first morning of the onsite review, JBS Onsite TA staff opens the shipping cases, confirms the contents, and follows the enclosed instruction sheet for distributing equipment. One laptop and associated equipment are assigned to each Site Leader and each reviewer pair.

Each reviewer pair signs for their laptop and all related equipment for which they are responsible during their entire time on the review.

JBS staff work with the Local Site Coordinators to determine the use and/or storage of the remaining equipment, including Ethernet cables, printer, LCD projector, backup laptops, and

signal boosters (if applicable). Often local sites designate an IT contact for the review week, and the JBS Onsite TA staff interface with the IT contact to ensure a sufficient Internet connection and any other technical needs.

Inventory Procedures

At the end of the review week, review participants return the laptops and related equipment to the JBS Onsite TA staff member. JBS Onsite TA staff inventory the equipment; note any stolen, lost, malfunctioning, or damaged equipment or materials; and pack all equipment and materials securely in the shipping cases.

Local Site Return Shipping Procedures

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

State Team Training

JBS manages all logistics for State Team Training (STT). JBS will provide laptops for state review participants attending the STT, and ensure that the training site has adequate Internet, video/audio equipment, and any other technical specifications needed. JBS is responsible for all training expenses related to technology support.

State Conducted Case Reviews

As requested by the Children's Bureau, JBS sends needed equipment to review sites. Equipment shipped may include laptops and all related equipment and peripherals (e.g., power cords, extension cords, printer) for the federal team

JBS may be on site to provide TA and/or may assist remotely throughout the onsite review period

As with Traditional Reviews, JBS ships the review equipment the week before the onsite review. You are asked to secure the shipping cases in a locked room at or near the site and confirm with JBS your receipt of the specified number of shipping cases. The case(s) will be locked and the Children's Bureau or JBS staff will have the combination and will distribute the equipment as needed

For More Information

JBS will work with your Local Site Coordinators and state IT contact, as needed. If you have any questions, feel free to contact the JBS Project Coordinator or Technology Coordinator assigned to your state, call us at (301) 565-3260, or email cw@jbsinternational.com.