

# **Child and Family Services Reviews State Planning Package Summary of Contents and Additional Information Updated November 2014**

This summary includes a description of each of the Child and Family Services Reviews (CFSR) State Planning Package documents and their intended purposes, along with information about the CFSR Information Portal and other tools and services available to assist in review planning. Additional materials and guidance will be available to states throughout the planning process from the Children's Bureau Central and Regional Offices, the Children's Bureau website, and JBS International, Inc.'s Child Welfare Reviews Project (CWRP).

## **Procedures Manual**

Volume 1 of the *CFSR Procedures Manual* offers an overview of the purpose and structure of the reviews, as well as detailed information designed to assist Children's Bureau staff and state child welfare agencies in planning for, conducting, and participating in, a CFSR. State agency administrators are strongly encouraged to share the manual with agency staff who will play active roles in the CFSR, including Site Coordinators, state Review Team Leaders, state Site Leaders, case review staff, and others participating in the state's review.

## **CFSR Instruments, Guidance, and Forms**

The instruments and tools provided here are specific to the third round of the CFSRs. The instruments and tools in this planning package include:

- **Statewide Assessment Instrument**, which is a tool for states to use to examine their capacity and performance in improving outcomes for children and families engaged in child welfare services. Each section of the instrument is designed to enable states to gather and document information that is critical to analyzing that capacity and performance during the statewide assessment phase of the CFSR process.
- **Onsite Review Instrument and Instructions**, which is used to review both foster care and in-home services cases during the onsite review. States may use the Web-based application for reviews beginning in 2015.
- **Stakeholder Interview Guide**, which is used to conduct stakeholder interviews during the onsite review. The purpose of the stakeholder interviews is to collect information for evaluating and rating the systemic factors examined during the CFSRs.
- **Case Elimination Worksheet**, which is a tracker for states that need to eliminate cases from the CFSR onsite review sample. States are encouraged to provide this completed worksheet to inform the Children's Bureau of eliminated cases. Further guidance on the case elimination process can be found in Volume 1 of the *CFSR Procedures Manual*, Chapter 4.
- **CWRP Logistical Support Fact Sheet**, which outlines the logistical support CWRP provides throughout the review process.

- **State Contact Information Submission Form**, on which states should submit contact information for key CFSR participants in the state for inclusion in review planning calls, updates, and notifications, and for access to the portal.

## CFSR Information Portal and E-Training Platform

The CFSR Information Portal ([cfsrportal.org](http://cfsrportal.org)) is a website used by participants in the CFSRs to access general and state-specific review information. It contains both password-protected information for approved participants and information available to all interested parties.

The password-protected section of the portal provides a single point of access for state-specific review information. The CWRP assists the state with this site by:

- Providing State Review Team members with portal access
- Posting and updating state-specific content related to the reviews

Access to the state-specific section of the portal requires a username and password, which CWRP ([admin@cfsrportal.org](mailto:admin@cfsrportal.org)) provides to those identified to participate in an onsite review as well as to individuals who request an account and are approved by the Children's Bureau.

In addition to the password-protected section, CWRP updates and maintains the Resources section of the portal, which provides information and tools for planning, conducting, and participating in the CFSRs. All of the instruments and tools provided in this package can be accessed in the Resources section. The Onsite Review Instrument and Instructions, Statewide Assessment Instrument, Volume 1 of the *CFSR Procedures Manual*, and Stakeholder Interview Guide are all under CFSR Instruments, Manuals, and Guides. The Case Criteria Worksheet is under the Onsite Review Instrument and Instructions, and the CWRP Logistical Support Fact Sheet and State Contact Information Submission Form are under Other.

Finally, the CFSR E-Training Platform (ETP) is designed to provide federal and state review team members with the information and skills needed to participate in the CFSRs. The ETP serves as both a supplement to live State Team Trainings for Traditional Reviews and a critical component of state training plans developed by states conducting their own case reviews. The ETP is divided into five core sections:

1. **Online Training for States:** E-Training modules covering the Round 3 OSRI, a foster care mock case, an in-home services mock case, case-related interviews, and the CFSR Online Monitoring System. The training modules are being released in phases.
2. **Understanding the Child Welfare System:** An overview of the child welfare system designed especially for those who do not work within it on a daily basis.
3. **Continuous Quality Improvement (CQI) in Child Welfare:** An introduction and overview of CQI and its benefits to child welfare systems.
4. **Trauma in the Child Welfare System:** An overview of the effects of trauma on children in the child welfare system and methods by which agencies can create systems that are more trauma-informed.
5. **Round 2 Archives:** Archived e-training modules from CFSR Round 2 that provide background and historical information about the reviews and the review process.

As with the Resources page, the ETP is accessible to both logged-in portal users and anonymous users who do not have portal accounts. However, logged-in users have access to advanced functionality on the ETP, including a recently added Frequently Asked Questions (FAQ) page. Here, users can submit questions to the Children's Bureau and review answers provided by the Children's Bureau. A certification system will enable logged-in ETP users to obtain a Certificate of Completion and, potentially, CEUs for completing modules within the Online Training for States section.

## **CFSR Planning**

As states and the Children's Bureau prepare for the onsite reviews, a variety of tools and services are available to assist in review planning. Below is information on materials not included in the package but available to the states on the Resources section of the CFSR Information Portal:

- CFSR Round 3 Statewide Data Indicators Workbook (PDF)
- CFSR Technical Bulletin #7 and its cover letter
- CFSR Technical Bulletin #8 and its cover letter
- Criteria for Using State Case Review Process for CFSR Purposes (PDF)
- Executive Summary: Final Notice of Statewide Data Indicators and National Standards for Child and Family Services Reviews (Link)
- Federal Register Notice: Statewide Data Indicators and National Standards for Child and Family Services Reviews (Link)
- Quick Reference Items List (PDF)
- Case Rating Summary (PDF)
- Case-Related Interview Guides and Instructions (PDF)
- OSRI Quality Assurance Guide (PDF)
- Reviewer Brief—Understanding the Federal Expectations for Rating Cases (PDF)
- Supplemental for the Child and Family Services Reviews Stakeholder Interview Guide (PDF)
- Guidance on Potential Data and Information That Can Be Used To Assess Systemic Factor Functioning (PDF)
- Children's Bureau briefings to states: conference call audio files, transcripts, and PDFs

## **More Information**

For more information, or if you have questions about resources to assist in planning for the CFSR, please contact the Child Welfare Reviews Project at (301) 565-3260 or [cw@jbsinternational.com](mailto:cw@jbsinternational.com) or your Children's Bureau Regional Office. We look forward to working with you to make your CFSR a success.