

# **Appendix J**

## **Timeframes for Child and Family Services Review Activities**



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### **9 months prior to onsite review:**

- Regional Office schedules a meeting or conference call with State to provide an overview of the review procedures and to discuss timeframes for review activities



### **8 months prior to onsite review:**

- State transmits to Regional Office an alternate source of data for use in preparing data profile for statewide assessment in the absence of AFCARS or NCANDS data
- Regional Office approves or disapproves alternate source of data
- Regional Office transmits alternate source of data to Children's Bureau (CB) data staff for use in preparing data profiles
- State identifies State members of review team who will participate in statewide assessment



### **7 months prior to onsite review:**

- CB data staff prepare data profiles for statewide assessment, including:
  - Safety profile based on NCANDS or alternate source provided by State and approved by Regional Office
  - Point-in-time permanency profile based on AFCARS data
  - First-time-entry cohort profile based on AFCARS data
- CB data staff transmit profiles to Regional Office
- Regional Office provides training/orientation on the statewide assessment to those State members of the team who will be completing the statewide assessment



### **6 months prior to onsite review:**

- Regional Office transmits data profiles and statewide assessment form to State for completion.
- State begins preparation of statewide assessment



**3–6 months prior to onsite review:**

- Regional Office collaborates with State on preparation of statewide assessment, including assisting in analysis and integration of data in the statewide assessment



**3–4 months prior to onsite review:**

- Regional Office identifies Federal members of review team
- Regional Office requests peer reviewers from contractor
- Regional Office requests draft of statewide assessment from State for review and comment prior to receiving final document



**2 months prior to onsite review:**

- State returns completed statewide assessment to Regional Office for approval
- Contractor provides names of peer reviewers to Regional Office



**45–60 days prior to onsite review:**

- Regional Office and State determine locations of onsite review sites in State
- Regional Office and State determine composition of sample of cases
- State provides listing of inhome service cases for selecting sample
- Regional Office transmits State's listing of inhome service cases to CB data staff and advises CB data staff on locations within State from which sample is to be selected
- State completes identification of State members of review team
- Regional Office requests copies of the State's policies relevant to the review for inclusion in packages to review team members
- CB data staff select sample of 150 foster care cases from the State's AFCARS data for the period under review (or other source approved by Regional Office) and 150 inhome service cases from listing of inhome cases provided by State



**30–45 days prior to onsite review:**

- CB data staff transmit sample listing to Regional Office
- Regional Office transmits sample listing to State
- State identifies sample of 30–50 cases from total sample listings of 150 foster care cases and 150 inhome service case listings and begins to set up case specific interviews and stakeholder interviews
- State and Federal members of the review team must be trained on instruments and review procedures
- Contractor provides training to peer reviewers (Note: peer reviewer training will be conducted on an annual schedule)



**30 days prior to onsite review:**

- Regional Office completes preliminary assessment, based on statewide assessment
- Regional Office transmits preliminary assessment and other information to contractor to disseminate to review team members



**2–3 weeks prior to review:**

- Contractor disseminates information packages to review team members
- State finalizes reviewer schedules that include case reviews, case-specific interviews, stakeholder interviews, entrance and exit conferences, and other scheduled meetings or activities



**Onsite Review**



**30 days following onsite review:**

- Regional Office transmits final report to State

 **90 days following written receipt of notification of nonconformity by State:**

- State submits completed Program Improvement Plan (PIP) to Regional Office
- Regional Office reviews completed PIP for approval or disapproval
- Regional Office notifies State of approval or disapproval of PIP

 **30 days following notification of disapproval of PIP by Regional Office:**

- State submits revised PIP to Regional Office