This document provides an outline to organize a narrative for the Title IV-E Prevention Plan that meets Children’s Bureau requirements and articulates how the plan aligns with the jurisdiction’s strategic direction. Jurisdictions should follow Children’s Bureau’s instructions for the title IV-E Prevention Plan.

Section 1: Introduction

A. High-level summary of the state’s strategic direction
B. Specific overview of system transformation efforts toward increased prevention of child maltreatment and foster care reductions
C. Specific jurisdictional considerations related to Family First
   • Shift from Waiver to Family First (if applicable)
   • Legislative reforms (if applicable)
D. State efforts to develop a full continuum of care for preventive services
   • What partnerships are included to implement Family First and the broader prevention transformation?
   • In what ways will Family First be implemented upstream of child welfare through contracts and/or IV-E agreements?
E. How stakeholders and partners were consulted in and contributed to the development of this prevention plan
F. How the state will consult and coordinate with sister agencies, private providers, and community organizations to develop full continuum of care (pre-print section 4)

Section 2: Eligibility and Candidacy Identification (pre-print section 9)

A. Identifying candidates
   • How is imminent risk of entry defined by the state?
   • How will imminent risk be operationalized?
   • Will there be a phased approach to candidacy populations?
   • How will candidacy be determined at the child level? By who? At what point in the case process?
B. Identifying pregnant and parenting youth
C. Eligibility documentation

Section 3: Title IV-E Prevention Services (Service Description and Oversight) (pre-print section 1; Attachment III)

A. Describe the proposed services selected for inclusion, including:
• The specific adaptation or model of each proposed service; the version of the book, manual, or other available documentation that will be used and consistency with model approved by the Title IV-E Clearinghouse.
• Target population for each service
• Level of evidence assigned by the Title IV-E Clearinghouse
• Intended outcomes for each service

B. Describe the rationale for selecting each service
C. Plan to ensure that each EBP is being delivered within a trauma-informed framework
D. Implementation Plan
  • Implementation structure (optional)
  • Extent to which there will be a phased approach to implementation
  • EBP procurement processes – new or expanded EBPs (if applicable)
  • Strategies to support implementation
  • Activities to ensure fidelity and outcomes monitoring
  • How information learned from monitoring activities will be used to refine and improve service delivery

Section 4: Child Specific Prevention Plan

A. Process for developing child-specific prevention plans for candidates and prevention plans for pregnant and parenting youth
B. Process for assessing service need
C. Description of processes to ensure appropriate service referral, linkage, and oversight for prevention candidates, including redeterminations of candidacy and revisions to the prevention plan
D. Integrating the child-specific prevention plans within the CCWIS system
E. How prevention services will be coordinated with other services provided to the child/family under the IV-B plan (pre-print section 4)

Section 5: Monitoring Child Safety (pre-print section 3)

A. Description of state’s approach to monitoring and overseeing the safety of children receiving title IV-E preventive services throughout the service delivery period
B. Staff roles and responsibilities for assessing and monitoring risk throughout service delivery
C. Description of what tools will be used and protocols and timeframes for administering them

Section 6: Evaluation Strategy and Waiver Request (pre-print section 2; Attachment II)

A. Overall approach to evaluation and CQI of preventive programs
B. Theory of change/Logic Model (optional)
C. Evaluation waiver request justification, including: (if applicable)
   • Description of the strength of evidence for each EBP’s effectiveness
   • Description of each EBP’s applicability to the state’s population and/or positive impact on more than one target outcome
D. Details of CQI strategy for proposed interventions, including
• How CQI measurement will be tailored for each proposed service (timelines and monitoring mechanisms)
• How fidelity to the evidence-based model will be monitored for each program or service (fidelity instruments that will be used and approach to coordination with community-based providers and model developers)
• What are the plans to determine quality of practice and impact on intended outcomes for EBPs (key research questions; measurement framework; data collection procedures including tools or instruments, if known; data analysis plan)
• What are the plans to involve stakeholders in CQI practices and meaning-making
• How information learned from CQI will be used to refine and improve practices (e.g., description of content, audience, and frequency for regular reports/feedback)
• What are the plans to apply a race-equity lens to CQI/evaluation activities (optional)

E. Details of evaluation strategy for proposed interventions including timeline, goals, logic model, research questions, data collection strategies, sampling, and data analysis plans for each service. Includes detail on:

- Process evaluation
- Outcome evaluation
- Cost evaluation (optional)

Section 7: Child Welfare Workforce Training and Support (pre-print section 5)

A. EBP provider workforce
   • Ensuring the provider workforce is trauma-informed
   • Ensuring providers have the skills and capacities to deliver the EBPs selected, including specific plans to fulfill provider training requirements for proposed EBPs

B. Child welfare agency workforce - Training plans and strategies related to:
   • Identifying candidates and developing child-specific prevention plans
   • Conducting risk and safety assessments
   • Engaging families in the assessment of strengths, needs, and the identification of appropriate services
   • Linking families with appropriate, trauma-informed, evidence-based services to mitigate risk and promote family stability and well-being
   • Oversight and evaluation of the continuing appropriateness of the services
   • Implications for Title IV-E training plan (Optional)

Section 8: Prevention Caseloads (pre-print section 7)

A. Description of the plan for determining caseload size and type for prevention caseworkers
B. Description of how the execution of this plan will be managed and overseen

Section 9: Assurance on Prevention Program Reporting (pre-print section 8; Attachment 1)

APPENDICES/ATTACHMENTS

Required:
- State title IV-E prevention program reporting assurance – filled
• State Preprint – filled document with applicable policy/plan references and signed plan submission state certification
• Request for waiver of evaluation requirement for each well-supported practice – filled and signed document
• State assurance of trauma-informed service-delivery – filled and signed document
• State annual maintenance of effort (MOE) report – filled and signed document
Optional:
• Data that support target population and services
• Detailed services descriptions and EBP array information
• Detailed evaluation plan(s)
• Systematic review materials for each program or services for HHS consideration (if applicable)
• Prevention Plan theory of change
• Other supporting information or visuals

1 Program Instruction ACYF-CB-PI-18-09 provides instructions for the title IV-E Prevention Plan and Program Instruction ACYF-CB-PI-19-06 provides instructions on a systematic review of a program for transitional payments.