

Outline Template: Family First Title IV-E Prevention Plan

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.ⁱ

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 on 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 I*)

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

ⁱ [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.