

Activity Timeline: Family First Title IV-E Prevention Plan

The Activity Timeline guides the process for drafting the Family First Prevention Plan and preparing for the initial phases of implementation. The activities align with Chapin Hall's Prevention Plan Outline and sequences information gathering and content development across a designated time period. Each color coded activity represents a specific section of the Prevention Plan.

Month	Activities
	<ol style="list-style-type: none"> 1. Convene Family First Kickoff meeting 2. Develop Prevention Plan development strategy 3. Determine Family First governance structure (i.e., core team and/or functional groups) and identify participants 4. Secure Data Sharing Agreement and Institutional Review Board approval as needed with external partners
	<ol style="list-style-type: none"> 1. Begin planning Prevention Plan Section 1: Introduction <ol style="list-style-type: none"> a. Establish Theory of Change and strategic objectives b. Develop & implement strategy for engaging key stakeholders and partners in the development of the prevention plan 2. Begin planning Prevention Plan Section 2: Eligibility and Candidacy Identification <ol style="list-style-type: none"> a. Assess internal agency analytical capacity and resources b. Finalize Data Sharing Agreement (DSA) c. Work with Jurisdiction to obtain relevant data for candidacy analysis 3. Develop a Family First communication plan by crafting a key set of messaging points and sequential set of steps by segmented audience
	<ol style="list-style-type: none"> 1. Continue planning Prevention Plan Section 2: Eligibility and Candidacy Identification <ol style="list-style-type: none"> a. Conduct data analysis as needed to understand the size, scope and service needs of candidate population b. Identify candidacy subgroups based on available data of risks and needs 2. Begin planning Prevention Plan Section 3: Title IV-E Prevention Services <ol style="list-style-type: none"> a. Prepare to deploy Provider Readiness Assessment Survey to inform the selection of prevention services <ol style="list-style-type: none"> i. Explore any existing work done to identify EBPs and/or analyze the service array and capacity ii. Co-develop state specific Provider Readiness Assessment Survey instrument iii. Conduct instructional webinars to support provider community in the Survey process 3. Implement communication plan

Month	Activities
	<ol style="list-style-type: none"> 1. Continue planning Prevention Plan Section 2: Eligibility and Candidacy Identification <ol style="list-style-type: none"> a. Draft candidacy considerations and obtain feedback from key stakeholders 2. Continue planning Section 3: Title IV-E Prevention Services <ol style="list-style-type: none"> a. Conduct Provider Readiness Assessment Survey with the provider community b. Chapin Hall conduct survey analysis 3. Begin planning Prevention Section 4: Child Specific Prevention Plan and Section 5: Monitoring Child Safety <ol style="list-style-type: none"> a. Convene key stakeholders to develop operational case flow activities (e.g. eligibility determination, child level service/Prevention Plan, referrals, information sharing, safety monitoring, claiming)
	<ol style="list-style-type: none"> 1. Finalize candidacy considerations and draft Prevention Plan Section 2: Eligibility and Candidacy Identification 2. Continue planning Section 3: Title IV-E Prevention Services <ol style="list-style-type: none"> a. Convene key stakeholders to review provider Readiness Assessment findings and make recommendations about EBPs to be included in the plan b. Jurisdiction to review EBP recommendations 3. Continue gathering information to develop Section 4 & Section 5 <ol style="list-style-type: none"> a. Identify screening and risk and safety tools and processes b. Identify infrastructure needs related to IT, staff support, and processes to support child level reporting to CB
	<ol style="list-style-type: none"> 1. Finalize the selection of EBPs and draft Section 3: Title IV-E Prevention Services 2. Draft Sections 4 & 5 3. Begin planning Section 6: Evaluation Strategy and Waiver Request <ol style="list-style-type: none"> a. Begin developing overall approach to evaluation and CQI of prevention programs
	<ol style="list-style-type: none"> 1. Draft Section 6: Evaluation strategy and Waiver Request 2. Begin planning Section 7: Child Welfare Workforce Training and Support and Section 8: Prevention Caseloads <ol style="list-style-type: none"> a. Gather information about EBP provider workforce skills and capacity to deliver selected EBPs b. Gather information about jurisdiction workforce skills and capacity to implement the Prevention Plan c. Gather information to be able to describe how caseload size and type for prevention caseworkers will be determined
	<ol style="list-style-type: none"> 1. Continue planning Section 7 & Section 8 2. Finalize Prevention Plan Section 1: Introduction
	<ol style="list-style-type: none"> 1. Finalize information gathering and draft Section 7 & Section 8 2. Submit Prevention Plan draft for review by State leadership and other key stakeholders
	<ol style="list-style-type: none"> 1. Finalize draft of prevention plan based on feedback from jurisdiction leadership and other key stakeholder 2. Complete prevention services pre-print (ACF PI 1809 Attachment B)

Month	Activities
	<ol style="list-style-type: none"> 1. Submit state prevention plan to Children's Bureau 2. Begin drafting implementation plan 3. Begin conducting policy review to assess alignment with Family First provisions 4. Begin informing the development and implementation of CQI processes of Family First Prevention services
	<ol style="list-style-type: none"> 1. Refine prevention plan based on Children's bureau feedback and resubmit 2. Continue drafting implementation plan 3. Continue policy review to assess alignment with Family First provisions 4. Continue informing the development and implementation of CQI processes of Family First Prevention services
	<ol style="list-style-type: none"> 1. Refine prevention plan based on Children's bureau feedback and resubmit 2. Continue drafting implementation plan 3. Continue policy review to assess alignment with Family First provisions 4. Support the implementation of enhanced CQI processes
	<ol style="list-style-type: none"> 1. Finalize statewide implementation plan 2. Finalize policy review 3. Finalize tools to support the implementation of enhanced CQI processes