

# Family First Implementation Work Plan for Prevention Provision

For more information contact us at [FamilyFirstChapin@Chapinhall.org](mailto:FamilyFirstChapin@Chapinhall.org).

**Description:** This resource is designed to inform the establishment and defined responsibilities of common Family First workgroups. The proposed workgroups are based on implementation considerations and action items that often arise when operationalizing title IV-E prevention plans. Sample implementation plans, provided for each workgroup, outline tasks that each group is frequently charged with in Family First implementation efforts.

This document is a template that can be adapted and customized to suit the needs and contexts of individual jurisdictions. For example, jurisdictions may choose to combine workgroups to accomplish key responsibilities. (For example: Fiscal, Contracts & Technology could be combined; Practice, Policy, Communications & Training could be combined; CQI & Research could be combined). *Lessons learned and potential efficiencies are identified in italics in each section.*

**Recommended Approach:** The action items embedded within this tool focus on tasks likely completed post-Prevention Plan submission. (The Readiness Assessment Tool informs activities pre-submission). Family First lead(s) within a jurisdiction may choose to review this tool early and often to understand the work ahead; however, we recommend sharing relevant sections with the chosen implementation workgroup co-leads as they become relevant. Users are encouraged to integrate the action items into your preferred template or software and edit, delete, or add new action items to meet your jurisdiction-specific needs.

Implementation Workgroups	Key Responsibilities	Implementation Co-Lead(s)
<b>Leadership</b>	<ul style="list-style-type: none"> <li>✓ Serve as visionary leaders of Family First implementation for the state, guiding the agency's overall strategic direction and goals related to prevention and Family First</li> <li>✓ Develop Family First Governance Structure</li> <li>✓ Collaborate with workgroup co-leads to enhance and update the work plan as needed throughout implementation</li> <li>✓ Continuously monitor progress, address barriers, provide resources and capacity supports to ensure workgroup co-leads complete assigned tasks successfully</li> </ul>	Name & Title: Email: Name & Title: Email:
<b>Communications</b>	<ul style="list-style-type: none"> <li>✓ Develop internal and external communication strategy for rollout and pilot (if relevant)</li> <li>✓ Specify and ensure use of communication loops to keep all partners and stakeholders informed of progress through appropriate communication channels</li> </ul>	Name & Title: Email: Name & Title: Email:
<b>Practice</b>	<ul style="list-style-type: none"> <li>✓ Determine business processes for assessment, service selection, referral, service procurement, child-specific prevention plan, and ongoing assessment</li> <li>✓ Determine workforce capacity, caseloads, and need for additional staff</li> <li>✓ Coordinate with the provider community on identification and implementation of any new requirements to ensure alignment with Family First and prevention vision</li> </ul>	Name & Title: Email: Name & Title: Email:

	<ul style="list-style-type: none"> <li>✓ Enhance practice model as needed</li> </ul>	
<b>Policy</b>	<ul style="list-style-type: none"> <li>✓ Conduct policy scan to identify policies, regulations, and rules in need of development or updating to align with Family First and prevention vision</li> <li>✓ Update policies, regulations, and rules to align with new expectations and technical requirements related to case practice, business processes, and technology</li> </ul>	Name & Title: Email: Name & Title: Email:
<b>Training/Coaching</b>	<ul style="list-style-type: none"> <li>✓ Prepare the child welfare, juvenile justice, and/or community workforce for the changes to case practice</li> <li>✓ Develop training plan, curricula and associated materials in collaboration with appropriate stakeholders</li> <li>✓ Develop supervision and/or coaching tools and processes</li> </ul>	Name & Title: Email: Name & Title: Email:
<b>CQI</b>	<ul style="list-style-type: none"> <li>✓ Prepare the internal CQI workforce for integration of Family First requirements</li> <li>✓ Develop and implement overall Family First CQI strategy</li> <li>✓ Develop and implement CQI strategy for each EBP in Prevention Plan</li> <li>✓ Determine performance measures and data elements</li> <li>✓ Establish processes for monitoring fidelity, service provision, and EBP outcomes</li> <li>✓ Establish mechanisms and platforms for making meaning of performance data with key stakeholders</li> <li>✓ Based on data analysis, identify gaps and need for new contracts or modified contracts</li> </ul>	Name & Title: Email: Name & Title: Email:
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>✓ Implement evaluation plan for each supported or promising EBP in Prevention Plan</li> <li>✓ Implement independent systematic review for EBPs not yet rated (if applicable)</li> <li>✓ Coordinate with evaluation partners (if applicable)</li> <li>✓ Develop mechanisms and processes for using interim evaluation findings to inform practice improvement strategies</li> </ul>	Name & Title: Email: Name & Title: Email:
<b>Technology</b>	<ul style="list-style-type: none"> <li>✓ Collaborate with implementation workgroups and departments to ensure all data elements required for Family First federal reporting and claiming are included in the information system</li> <li>✓ Align current systems with the required information, especially changes to the preventive service selection and referral business process as well as the child-specific prevention plan</li> </ul>	Name & Title: Email: Name & Title: Email:
<b>Fiscal</b>	<ul style="list-style-type: none"> <li>✓ Update accounting and claiming systems to align with Family First requirements</li> <li>✓ Update fiscal reporting processes</li> <li>✓ Determine strategy for annual Family First budget request</li> </ul>	Name & Title: Email: Name & Title: Email:
<b>Contracts</b>	<ul style="list-style-type: none"> <li>✓ Determine contracting strategy for each EBP in Prevention Plan</li> <li>✓ Ensure contracts for EBPs meet Family First requirements, including fidelity monitoring and trauma-informed delivery</li> </ul>	Name & Title: Email:

# Leadership

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
1.0	<b>Create/Modify Family First Implementation Governance Structure</b>  <i>*(If these tasks were completed during the readiness phase of the work, we suggest modifying action items to UPDATE/REVISE instead of identify/determine).</i>					
1.1	*Identify and recruit members of Leadership Team ( <i>critical voices include diverse representation of parents, youth, foster parents, tribal partners, judges, court administration, lawyers, public &amp; private stakeholders, management from divisions or agencies that serve each candidacy subgroup</i> )					
1.2	*Determine meeting cadence for the Leadership Team					
1.3	*Draft goals/roles/responsibilities of Leadership Team ( <a href="#">charter template</a> )					
1.4	Revisit and enhance Family First governance structure (as needed)					
1.5	Determine array of implementation workgroups needed (may choose to combine workgroups) and charge of each					
1.6	<i>Draft Family First overview (slideshow presentation) describing the Federal opportunity, provisions, and jurisdiction specific candidate subgroups &amp; EBPs. Each implementation workgroup will use this deck to orient members during their kick-off<sup>1</sup></i>					
1.7	<i>If not already completed, oversee completion of <u>DATA ANALYSIS</u> to estimate number of eligible children and families per candidate subgroup, their demographics, need for mental health, substance abuse, and/or parenting EBPs and the location of existing EBP providers, their capacity, supervisory ratios, fidelity monitoring and existing funding—to inform EBP distribution and implementation.</i>					
1.8	Identify subject-matter expert implementation workgroup co-leads and membership					
1.9	<i>Identify process for ongoing coordination and feedback loops between Leadership Team and implementation workgroup co-leads (consider regular workgroup co-leads meeting or inviting co-leads to join Leadership Team meeting)</i>					

<sup>1</sup> Content in *italics* reflects implementation lessons learned or possible efficiencies identified in Chapin Hall’s jurisdictional partnerships.

	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Start Date</b>	<b>Target End Date</b>	<b>Actual End Date</b>	<b>Notes</b>
1.10	Determine meeting cadence for implementation workgroups in partnership with workgroup co-leads					
1.11	Oversee drafting goals/roles/responsibilities for each implementation workgroup (charter) by workgroup co-leads					
1.12	*Identify and recruit members for Advisory Committee including partners and community stakeholders to inform Family First implementation process					
1.13	*Identify goals/roles/responsibilities of Advisory Committee (charter)					
1.14	*Determine meeting cadence for Advisory Committee					

# Communications

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (consider private/public partners e.g., probation, tribal partners, DMH, DPH, community-based orgs, etc. – <i>this group will need to collaborate closely with other workgroups, especially Leadership, Practice, Policy and Training</i> )					
1.2	Kick-Off Meeting using the Family First overview (slideshow presentation) developed by the Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Modify work plan action items below making them jurisdiction specific as needed					
1.5	Finalize workgroup goals/roles/responsibilities (charter)					
<b>2.0</b>	<b>Develop Family First Communications Plan</b>					
2.1	Develop list of internal and external target audiences for Family First communications (e.g., public/private partners, judiciary, community organizations, tribal partners, workforce, individuals with lived experience, etc.)					
2.2	Identify messaging and communication vehicles to leverage					
2.3	Gather existing Family First communication materials (internal & external)					
2.4	Discuss whether/how to leverage identified vehicles (e.g., webpage, banners, EBP specific flyers, implementation dashboards, etc.)					
2.5	Review Family First communication examples from other states					
2.6	Identify and select a communication plan template					
2.7	<i>Identify other initiatives aligned with Family First/prevention to highlight</i>					
2.8	<i>Identify critical Family First communication topics (e.g., Federal opportunity, readiness assessment, pilot including lessons learned, implementation, sustainability, outcomes, etc.)</i>					
2.9	Develop key messages aligned with the jurisdiction's vision, mission, values and other key change initiatives					
2.10	Develop and implement Family First communications plan – internal stakeholders (in collaboration with Training and IT)					
2.11	Develop and implement Family First communications plan – external stakeholders (in collaboration with IT)					

# Practice

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (critical to include workers, supervisors, managers, individuals with lived experience, public/private partners – <i>this workgroup will need to collaborate with Policy &amp; Training &amp; CQI &amp; Technology</i> )					
1.2	Kick-Off Meeting using Family First overview (slideshow presentation) developed by Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Review data analysis conducted by Leadership Team					
1.5	Modify work plan action items below making them jurisdiction specific as needed					
1.6	Finalize workgroup goals/roles/responsibilities (charter)					
1.7	<i>Consider developing subgroups for each candidacy population to complete action items below</i>					
<b>2.0</b>	<b>Identify Business Processes that Need to Align with Family First Requirements</b>					
2.1	Gather existing, or develop new, business processes for each candidate subgroup					
2.2	Review existing or new business processes with subject-matter experts for each candidacy subgroup					
2.3	Identify and address Family First gaps in existing business processes ( <i>e.g.</i> , each candidacy subgroup needs an assessment to determine imminent risk, process for Title IV-E agency or agency with IV-E agreement to confirm candidacy determination, referral to service(s), development of child-specific prevention plan, ongoing safety monitoring, data management system entry, etc.)					
<b>3.0</b>	<b>Align Child &amp; Family Assessment, Planning and Monitoring with Family First Requirements</b>					
3.1	Identify/enhance/develop assessment tool for candidacy determination (note: depending on candidacy subgroups there may be different assessment tools used)					
3.2	Determine structured method for service matching ( <i>e.g.</i> , identify mental health, substance abuse & parenting skill items on each assessment used to match EBPs; EBP matching to needs must also consider age, language, race/ethnicity of child/family if culturally specific models or approved adaptations are part of service array, and model specific eligibility criteria)					

	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Start Date</b>	<b>Target End Date</b>	<b>Actual End Date</b>	<b>Notes</b>
3.3	Identify existing, or develop new, case plan tool/process for each candidate subgroup and identify gaps to share with Technology Workgroup ensuring child-specific prevention plan requirements are met (note: depending on array of candidate subgroups, consider enhancing existing plan or developing/modifying a portal)					
3.4	Assign a workgroup member to work with Technology Workgroup to contribute to the design process and help test modifications					
3.5	Determine process for updating child-specific prevention plans over time as needed					
3.6	Identify/enhance ongoing safety/risk monitoring process and assessment tool for each candidacy subgroup (note: depending on array of candidate subgroups a universal tool may be selected/in place for all users)					
3.7	Ensure data system can capture date that ongoing safety/risk assessment is completed					
3.8	<i>In coordination with CQI workgroup,</i> determine approach to monitoring families' referral, service start date, service end date, sessions completed, waitlist, redetermination of eligibility, etc.					
3.9	Develop or augment e-directory for workforce to locate prevention services across the jurisdiction and prepare for potential changes to the jurisdiction's service referral system					
3.10	Ensure coordination of Family First with jurisdiction's other key practice/prevention initiatives, including practice model					
<b>4.0</b>	<b>Determine Specific Roles for Workforce including Capacity, Caseloads &amp; Alignment with Family First</b>					
4.1	Identify which workers/systems will confirm candidate determination					
4.2	Identify who will complete the child-specific prevention plan for each candidate subgroup					
4.3	Identify who will complete the ongoing safety/risk assessment					
4.4	<i>Collaborate with Leadership Team &amp; CQI workgroup to</i> review data analysis conducted identifying where EBP providers are located, existing capacity, funding, supervisory ratios, and fidelity monitoring processes					
4.5	Determine who will provide case management and their existing caseload and supervisory ratios					
4.6	<i>Collaborate with Leadership Team,</i> review data analysis and annual estimated eligible candidates to determine workforce caseload					
4.7	<i>In coordination with Fiscal &amp; Contracts workgroups,</i> determine if new worker/supervisor/clinician or administrative positions need to be posted					

	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Start Date</b>	<b>Target End Date</b>	<b>Actual End Date</b>	<b>Notes</b>
4.8	<i>Assign a workgroup member to work with Human Resources to craft position description, posting, &amp; interview questions ensuring trauma-informed, alignment of values, and commitment to prevention vision</i>					
<b>5.0</b>	<b>Integrate Family First with Casework &amp; Supervisory Practices/Practice Model</b>					
5.1	Review, enhance, or draft agency practice model to ensure alignment with prevention vision and trauma-informed practice					
5.2	Review, enhance, or draft practice model to ensure alignment with initial and ongoing assessment tools/processes					
5.3	Review, enhance, or draft practice model to ensure alignment and matching of needs with appropriate EBPs/services, including referral and CQI tools/processes					
5.4	Ensure child and family team meetings are built into casework process					



# Policy

		Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (consider private/public partners e.g., probation, tribal partners, DMH, DPH, community-based orgs, etc. – this group will need to collaborate with Practice & Training & Contracts & CQI)					
1.2	Kick-Off Meeting using Family First overview (slideshow presentation) developed by Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Modify work plan action items below making them jurisdiction specific as needed					
1.5	Finalize workgroup goals/roles/responsibilities (charter)					
<b>2.0</b>	<b>Update Policies, Regulations &amp; Rules to Align with Family First</b>					
2.1	Identify statute or regulations to develop or enhance to support the implementation of Family First					
2.2	Develop and implement a strategy for statutory and regulatory change					
2.3	Identify policies, procedures, or SOPs that need to be developed or enhanced					
2.4	Develop and implement a strategy for policy, procedure, and practice manual changes					
2.5	Identify Memorandum of Understanding (MOU) and Data Sharing Agreements (DSA) to develop or enhance between agencies serving Family First candidates					

# Training & Coaching

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (consider individuals with lived experience, training & coaching leads from private/public partners e.g., probation, tribal partners, DMH, DPH, community-based orgs, judiciary, etc. – <i>this group will need to collaborate with Policy &amp; Contracts &amp; CQI &amp; Communications</i> )					
1.2	Kick-Off Meeting Family First overview (slideshow presentation) developed by Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Modify work plan action items below making them jurisdiction specific as needed					
1.5	Finalize workgroup goals/roles/responsibilities (charter)					
<b>2.0</b>	<b>Implement Training &amp; Coaching Modifications</b>					
2.1	Identify all potential training audiences (note: refer to workgroup membership 1.1 above)					
2.2	Determine modifications or additions to each agency's pre-service training and/or coaching tools					
2.3	Draft Family First introductory training for all veteran staff/supervisors and/or coaching tools					
2.4	<i>Collaborate with Policy &amp; Practice &amp; CQI &amp; Communications workgroups</i> to draft Family First specific training describing new or modified roles and responsibilities (note: depending on candidacy subgroups you may need to develop multiple curricula for foster care, family preservation, court personnel, intake, private agencies, and public/private partners providing case management and/or EBPs)					
2.5	<i>Collaborate with Evaluation workgroup</i> to draft Family First training with evaluators to review roles/responsibilities, data collection, and reporting (if applicable)					
2.6	<i>Collaborate with CQI workgroup and model purveyors/developers</i> to, develop training plan for each EBP identifying target audience, trainers, number of deliveries, location, certification process, fidelity monitoring tools/processes, and data management system to track all deliveries and certifications					
2.7	Ensure ongoing coaching and booster training opportunities as required by model purveyor					
2.8	<i>Collaborate with CQI workgroup</i> , monitor implementation of Family First and enhance					

	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Start Date</b>	<b>Target End Date</b>	<b>Actual End Date</b>	<b>Notes</b>
	curricula or draft booster training for staff as needed					

# Continuous Quality Improvement (CQI)

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (consider individuals with lived experience, CQI leads from private/public partners e.g., probation, tribal partners, DMH, DPH, community-based orgs, model purveyors/developers, etc. – <i>this group will need to collaborate with Policy &amp; Contracts &amp; Practice, &amp; Training</i> )					
1.2	Kick-Off Meeting using Family First Overview (slideshow presentation) developed by Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Review data analysis conducted by Leadership Team					
1.5	Modify work plan action items below making them jurisdiction specific as needed					
1.6	Finalize workgroup goals/roles/responsibilities (charter)					
<b>2.0</b>	<b>Build CQI Infrastructure</b>					
2.1	<i>Collaborate with Leadership Team to review data analysis identifying estimated number of eligible candidates with mental health, substance abuse, and/or parenting needs per subgroup and their geographic distribution in relationship to EBP providers to estimate capacity needed—to inform EBP distribution and implementation</i>					
2.2	<i>Collaborate with Fiscal &amp; Contracts workgroups, identify EBP capacity needs across state based on data analysis</i>					
2.3	Determine CQI measurement framework (including metrics, data collection methods, tools and storage) for each EBP in Prevention Plan with consultation from model purveyors/developers and ensure EBP outcomes and fidelity indicators to be monitored are aligned with those listed in Prevention Plan					
2.4	Determine overarching CQI measurement framework for the state's Family First/prevention programs (Family First Prevention CQI measurement framework; Section III of the Chapin Hall Toolkit)					
2.5	Develop CQI team(s) or governance structure to guide and carry out CQI, incorporating key stakeholders such as providers, local jurisdictional partners, sister agencies, and individuals with lived experience					
2.6	Detail ongoing CQI cycle of improvement including feedback loops; ensure alignment					

	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Start Date</b>	<b>Target End Date</b>	<b>Actual End Date</b>	<b>Notes</b>
	with existing agency and partner CQI processes					
2.7	<i>Collaborate with Contracts</i> to modify contract reporting requirements as needed to align with CQI and federal reporting requirements, develop results-oriented RFP, if applicable, and design an active contract management framework aligned with CQI					
2.8	<i>Collaborate with Fiscal and Technology</i> to assess and identify CQI staff or data management system needs to support CQI strategies and processes					
2.9	Develop Family First CQI plan outlining CQI protocols, processes, and structures					
2.10	<i>Collaborate with Training/Coaching and Evaluation</i> to form or expand a university partnership to support EBP fidelity monitoring and CQI, as well as workforce capacity and implementation (if applicable)					
<b>3.0</b>	<b>Establish Data Collection &amp; Federal Reporting Processes</b>					
3.1	Determine process for collection, tracking and monitoring of required Family First data elements related to federal reporting					
3.2	Map existing data elements and current gaps for each candidate subgroup					
3.3	Establish process for data collection on candidate subgroups					
3.4	<i>Collaborate with Technology</i> to determine programmatic reporting strategy for each candidate child					
3.5	Adjust financial reporting processes as needed to align with CB496					
3.6	Develop and implement protocols for monitoring fidelity, service participation and EBP outcomes for the jurisdiction, providers and public agencies					

## Evaluation (if applicable)

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (state research leads and/or contractual researcher, EBP providers, workforce representatives, model purveyors/developers, etc. – <i>this group will need to collaborate with Fiscal &amp; Contracts &amp; Training</i> )					
1.2	Kick-Off Meeting using Family First Overview slideshow presentation developed by Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Modify work plan action items below making them jurisdiction specific as needed					
1.5	Finalize workgroup goals/roles/responsibilities (charter)					
<b>2.0</b>	<b>Complete Evaluation Activities</b>					
2.1	If not already completed, explore and engage evaluators for relevant EBPs					
2.2	If not already completed, review/enhance overarching research questions from Prevention Plan					
2.3	If not already completed, determine/enhance performance measures and data elements needed for each relevant EBP (EBPs rated Promising & Supported by the IV-E Clearinghouse) in Prevention Plan					
2.4	If not already completed, develop/enhance evaluation plans for relevant EBPs					
2.5	Integrate evaluations with the Family First CQI process, integrating evaluation data within CQI					
2.6	Develop/enhance approach and methodology for independent systematic reviews for relevant EBPs (EBPs not yet rated by the IV-E Clearinghouse)					
2.7	<i>Collaborate with Training workgroup</i> to draft training identifying target audience and roles and responsibilities related to evaluation					
2.8	<i>Collaborate with Training/Coaching and CQI</i> to form or expand a university/research partnership to support EBP fidelity monitoring and CQI, as well as workforce capacity and implementation if applicable.					

# Technology

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (information system designers, developers, business analysts, fiscal and budget representatives, one or more frontline staff and supervisors who use the IT system) – <i>consider deploying an IT rep to the Practice, Training, Contracts, Communications, and CQI workgroups then come back to this workgroup to identify tasks, avoid redundancy, and seek finance/budget approval</i>					
1.2	Kick-Off Meeting using Family First overview (slideshow presentation) developed by Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Review data analysis conducted by Leadership Team					
1.5	Modify work plan action items below making them jurisdiction specific as needed					
1.6	Finalize workgroup goals/roles/responsibilities (charter)					
<b>2.0</b>	<b>Collaborate across Workgroups to Identify Required Data Elements and IT System Modifications</b>					
	<b>Imminent Risk/Eligibility</b>					
2.1	<i>Collaborate with CQI workgroup</i> to identify required data elements for each candidacy subgroup					
	<b>Child-Specific Prevention Plans</b>					
2.2	<i>Collaborate with Practice workgroup</i> to review existing case plans across provider systems to determine child-specific prevention plan deployment (modify existing case plan, develop/enhance provider portal, etc.)					
	<b>Assessments &amp; Service Referrals</b>					
2.3	<i>Collaborate with Practice workgroup</i> to discuss existing assessment and referral process for candidate subgroups and design data system enhancements as needed					
	<i>Collaborate with the EBP model developers and/or providers</i> to determine which data elements are currently captured during service delivery, fidelity monitoring and reporting/invoicing, and determine a process and format for sharing these data at regular intervals with the IV-E agency while preventing duplicative data entry by casework staff					
2.4	<i>Collaborate with Practice workgroup</i> to design and deploy electronic provider directory					

	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Start Date</b>	<b>Target End Date</b>	<b>Actual End Date</b>	<b>Notes</b>
2.5	Ensure data system tracks date of ongoing safety/risk assessment and referrals for all candidate subgroups					
<b>Federal Claim Reimbursement</b>						
2.6	<i>Collaborate with CQI workgroup</i> to ensure all required child-level data elements are captured and reported					
2.7	Build automated reports for 6-month ACF reporting					
<b>Evaluation</b>						
2.8	<i>Collaborate with Research workgroup</i> to design and develop data system to track randomization, service delivery, fidelity, and outcomes as needed					
<b>Training</b>						
2.9	<i>Collaborate with Training workgroup</i> to ensure staff registration, attendance, and completion of all relevant Family First training is captured for administrative reporting (EBP certification included)					
<b>Communications</b>						
2.10	<i>Collaborate with Communications workgroup</i> to design and deploy Family First communications plan, including internal/external webpage, data dashboards tracking implementation tasks, etc.					



# Fiscal

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (fiscal and budget leads for state agency(s), technology, and contracts– <i>collaborate with Training, Communications, and CQI workgroups</i> )					
1.2	Kick-Off Meeting using Family First overview (slideshow presentation) developed by Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Review data analysis conducted by Leadership Team					
1.5	Modify work plan action items below making them jurisdiction specific as needed					
1.6	Finalize workgroup goals/roles/responsibilities (charter)					
<b>2.0</b>	<b>Develop Fiscal Strategies for Family First</b>					
2.1	Orient business office to Family First fiscal requirements, opportunities, and limitations					
2.2	Estimate payor of last resort's (e.g., Medicaid, Federal grants, etc.) impact on EBP array					
2.3	<i>Collaborate with Leadership Team to review data analysis identifying number of eligible children and families with need for EBP(s) to estimate overall service costs</i>					
2.4	Estimate Family First Transition Act funding available for identify activities to fund (e.g., training, technology, staff capacity short-term, consultants, etc.)					
2.5	Determine current title IV-E claiming for Family First candidate subgroups					
2.6	Determine financing strategy for each Family First EBP, as well as other prevention services, including IV-E funds as well as other blended/braided funding streams					
2.7	Draft title IV-E lead agency agreements with public and private provider agencies					
<b>3.0</b>	<b>Update Accounting &amp; Claiming Systems</b>					
3.1	Identify needed changes to accounting and claiming for title IV-E and other funding sources					
3.2	Determine the business process for invoicing prevention services					
3.3	Determine the business process for tracking and claiming (agency management and child-level) administrative costs for agencies and providers implementing EBPs					
3.4	Determine the business process for tracking and claiming training costs for agencies and providers implementing EBPs					

	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Start Date</b>	<b>Target End Date</b>	<b>Actual End Date</b>	<b>Notes</b>
3.5	Revise estimate/random moment time study (RMTS)/accounting approaches					
3.6	Revise and submit cost allocation plan (CAP)					
<b>4.0</b>	<b>Determine Family First Budget &amp; Appropriation Requests</b>					
4.1	Determine strategy for annual Family First budget request					
4.2	Determine if appropriation/funding requests for research or additional staff are needed					
4.3	<i>Collaborate with Contracts workgroup</i> to determine existing EBP rates and/or work with model purveyor/developer to calculate new rates for each EBP					

# Contracts

	Action Items	Responsible Parties	Start Date	Target End Date	Actual End Date	Notes
<b>1.0</b>	<b>Complete Pre-work</b>					
1.1	Finalize workgroup membership (critical to include contract managers/funders for each EBP, model purveyors/developers if new or reviewing rate (caution: potential conflict of interest if EBP providers are included and an RFP is later issued) – <i>this workgroup will need to collaborate with Fiscal</i> )					
1.2	Kick-Off Meeting using Family First Overview (slideshow presentation) developed by Leadership Team					
1.3	Establish re-occurring meeting schedule					
1.4	Review data analysis conducted by Leadership Team					
1.5	Modify work plan action items below making them jurisdiction specific as needed					
1.6	Finalize workgroup goals/roles/responsibilities (charter)					
<b>2.0</b>	<b>Finalize EBP Contracts</b>					
2.1	Review, enhance, or develop contracting strategy for each EBP in Prevention Plan, including fidelity monitoring/training/support in collaboration with model purveyors/developers					
2.2	Develop RFPs/negotiate new or modified contracts for EBPs, as needed					
2.3	Review and enhance existing contracts to ensure the requirement of a trauma-informed practice approach is included					
2.4	Determine oversight of services under contract					
2.5	<i>Collaborate with CQI &amp; Technology workgroups</i> to determine contractor reporting requirements					
2.6	<i>Collaborate with Policy workgroup</i> to verify MOU/DSA needed with contractual providers are in place					
2.7	<i>Collaborate with Fiscal workgroup</i> to determine methodology for reviewing existing or calculating new rates for each EBP					
2.8	<i>Collaborate with CQI workgroup</i> to modify contract reporting requirements to align with CQI and federal reporting requirements as needed, develop results-oriented RFP, if applicable, and design an active contract management framework aligned with CQI					
2.9	<i>Collaborate with Evaluation workgroup</i> to determine contracting strategy with evaluators (if applicable)					