

**Children's Bureau
Child and Family Services Reviews
Instructions for Completing the
State Policy Submission Form**

Prepared by the Child Welfare Review Projects

State child welfare agencies planning for the onsite component of the Child and Family Services Reviews (CFSRs) are responsible for preparing a summary of State policies related to the reviews. The summary will be distributed to Federal and State Review Team members for use in preparing for and participating in the onsite review.

State agency staff should complete the attached State Policy Submission Form by inserting State policies where applicable; they also should note the location where reviewers may find case-related documentation (for example, in Section A of the child's case record). They then submit the completed form to their Children's Bureau Regional Office contact at least 4 months before the onsite review. Below is guidance for States in determining which policies should be included for each outcome/item under review during the CFSRs.

Safety Outcome 1, Item 1

- A summary of the State policy related to Safety Outcome 1, Item 1 (timeliness of initiating investigations of reports of child maltreatment) should include:
 - An explanation of the terminology used (for example, substantiated/founded/indicated)
 - The State's requirements and timeframes for initiating investigations of abuse or neglect (for example, by telephone or face-to-face contact)
 - A statement about the priorities given to initiating investigations of abuse or neglect based on the assessed level of risk
 - A statement about the State's requirement to have face-to-face contact with the child alleged to have been abused/neglected
 - A description of how the State handles reports of new incidences of abuse/neglect received on cases currently open for services (for example, the State may assign an intake worker or the ongoing caseworker to investigate the allegation)

Safety Outcome 1, Item 2

- A summary of the State policy related to Safety Outcome 1, Item 2 (repeat maltreatment) should include:
 - A statement as to whether or not the State has an alternative response system in place and, if so, a description of how the system works (including whether under the alternative response system if cases may be opened for services by the agency or by a private provider under contract with the agency to address concerns relevant to safety).

Permanency Outcome 1, Item 7

- A summary of the State policy related to Permanency Outcome 1, Item 7 (permanency goal for child) should include:
 - A statement as to whether or not the State has instituted concurrent planning and an explanation of how concurrent case goals are documented in the case plan or specified in the case file; e.g., whether the case plan indicates a primary and then concurrent goal.

Permanency Outcome 1, Item 10

- A summary of the State policy related to Permanency Outcome 1, Item 10 (other planned permanency living arrangement) should include:
 - A statement that describes the method used by the State to formalize agreements regarding the permanent living arrangements for children in foster care; e.g., a formal signed agreement, a court order, or another method of formalizing the agreement.

Permanency Outcome 2, Item 13

- A summary of the State policy related to Permanency Outcome 2, Item 13 (visiting with parents and siblings in foster care) should include:
 - The State’s timeframes for frequency of visitation between parents and their children
 - The State’s timeframes for frequency of visitation between children in foster care and their siblings who are also in foster care

Permanency Outcome 2, Item 15

- A summary of the State policy related to Permanency Outcome 2, Item 15 (relative placement) should include:
 - A description of the State’s policy regarding placing children with their relatives

Well-Being Outcome 1, Item 19

- A summary of the State policy related to Well-Being Outcome 1, Item 19 (caseworker visits with child) should include:
 - The State’s requirements and timeframes for frequency of visitation between the caseworker and children in in-home and out-of-home placements
 - The State’s policy regarding contacts between other service providers and children (for example, the State policy may allow contacts by service providers to substitute for the required caseworker contacts)

Well-Being Outcome 1, Item 20

- A summary of the State policy related to Well-Being Outcome 1, Item 20 (caseworker visits with parent[s]) should include:
 - The State’s policy regarding contacts made between other service providers and the parents (for example, the State policy may allow contacts by service providers to substitute for the required caseworker contacts)

Well-Being Outcome 2, Item 21

- A summary of the State policy related to Well-Being Outcome 2, Item 21 (educational needs of the child) should include:
 - The State’s policy on assessing and addressing the educational needs of children in in-home and out-of-home placements

Well-Being Outcome 3, Item 22

- A summary of the State policy related to Well-Being Outcome 3, Item 22 (physical health of the child) should include:
 - The State’s requirements and timeframes that ensure that children in out-of-home placements receive an initial physical health screening
 - The State’s requirements and timeframes that ensure that children in out-of-home placements receive ongoing physical health screenings
 - The State’s policy on assessing and addressing the physical health needs of children receiving in-home services

Well-Being Outcome 3, Item 23

- A summary of the State policy related to Well-Being Outcome 3, Item 23 (mental/behavioral health of the child) should include:
 - The State’s requirements and timeframes (if applicable) that ensure that children in out-of-home placements receive an initial mental/behavioral health screening
 - The requirements and timeframes (if applicable) that ensure that children in out-of-home placements receive ongoing mental/behavioral health screenings
 - The State’s policy on assessing and addressing the mental/behavioral health needs of children receiving in-home services

**Children's Bureau
Child and Family Services Reviews
State Policy Submission Form**

March 2008

State Agency Name:		
Date of Review:		
Name of Person Completing this Form:		
Telephone:		
The following table provides a summary of the [Name] State policies related to the Children's Bureau Child and Family Services Review:		
Outcome/Item	Summary of State Policy Requirements	Location of Related Information in Case File
<p>Safety Outcome 1: Children are, first and foremost, protected from abuse and neglect</p> <ul style="list-style-type: none"> • Item 1: Timeliness of initiating investigations of reports of child maltreatment 		

Outcome/Item	Summary of State Policy Requirements	Location of Related Information in Case File
<p>Safety Outcome 1: Children are, first and foremost, protected from abuse and neglect.</p> <ul style="list-style-type: none"> Item 2: Repeat maltreatment 		
<p>Permanency Outcome 1: Children have permanency and stability in their living situations.</p> <ul style="list-style-type: none"> Item 7: Permanency goal for child 		
<p>Permanency Outcome 1: Children have permanency and stability in their living situations.</p> <ul style="list-style-type: none"> Item 10: Other planned permanent living arrangement 		

<p>Permanency Outcome 2: The continuity of family relationships and connections is preserved for children.</p> <ul style="list-style-type: none"> Item 13: Visiting with parents and siblings in foster care 		
Outcome/Item	Summary of State Policy Requirements	Location of Related Information in Case File
<p>Permanency Outcome 2: The continuity of family relationships and connections is preserved for children.</p> <ul style="list-style-type: none"> Item 15: Relative placement 		
<p>Well-Being Outcome 1: Families have enhanced capacity to provide for their children's needs</p> <ul style="list-style-type: none"> Item 19: Caseworker visits with child 		

<p>Well-Being Outcome 1: Families have enhanced capacity to provide for their children's needs</p> <ul style="list-style-type: none"> Item 20: Caseworker visits with parent(s) 		
Outcome/Item	Summary of State Policy Requirements	Location of Related Information in Case File
<p>Well-Being Outcome 2: Children receive appropriate services to meet their educational needs</p> <ul style="list-style-type: none"> Item 21: Educational needs of the child 		
<p>Well-Being Outcome 3: Children receive adequate services to meet their physical and mental health needs</p> <ul style="list-style-type: none"> Item 22: Physical health of the child 		

<p>Well-Being Outcome 3: Children receive adequate services to meet their physical and mental health needs</p> <ul style="list-style-type: none">Item 23: Mental/behavioral health of the child		
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