

Appendix F

Review Information Package Contents

The Federal and State members of the Child and Family Services Review team are expected to prepare for an onsite review by reading specific review-related information about the State under review. The Child Welfare Review Projects¹ distribute a Review Information Package to each review team member approximately 2 weeks before the onsite review. The Review Information Package contains:

- The Statewide Assessment
- The Preliminary Assessment
- The State Policy Submission Form completed by the State
- Information regarding the local site (county, region, district) if provided by the State²
- A review fact sheet, which is developed by the Child Welfare Review Projects and includes:
 - The names of, and contact information for, the Team Leaders and Local Site Leaders
 - The names of, and contact information for, the State agency’s Local Site Coordinators
 - The names, addresses, and telephone numbers of the local site offices and driving directions to the offices
 - The times and dates of select review-related activities (for example, the entrance and exit conferences) and the addresses and telephone numbers of their locations
- The Federal and State Review Team member pairings chart, which includes the names and site assignments for review team members
- A preliminary schedule of review week activities developed by the State

¹The Child Welfare Review Projects support the Children’s Bureau in administering the Child and Family Services Reviews.

² Information regarding the local site is not required to be provided, but is sometimes prepared by the State to orient reviewers to the local office.