

## State Checklist for Annual Progress and Services Report (APSR)

(Based on PI-08-03)

**Applications are due JUNE 30, 2008; no exceptions.** By this date, please:

- Email your APSR to the Regional Office Program Manager (*or mail a copy on a disk*)
- Mail your signed, original CFS-101s to the Regional Office Program Manager (*or email a PDF file*).

The APSR must include all of the following items. Missing or incomplete information will result in the withholding of funds for the programs affected, until such time as approval can be granted by the Administration for Children and Families.

√	<b>REQUIREMENT :</b>	<b>Location in PI 08-03</b>	<b>Comments/Location in State APSR:</b>
	CFS-101 Parts I, II, and III for FFY 2009 (title IV-B, subparts 1 & 2, CFCIP, ETV, and CAPTA).	pg 15 & Att C	
	Revised CFS-101 Parts I and II for FFY 2008 (to relinquish funds or request reallocated funds).	pg 15 & Att C	
<b><i>1. Program Service Description.</i></b> The APSR must address title IV-B, subpart 1 Child Welfare Services, title IV-B, subpart 2 Promoting Safe and Stable Families, CAPTA State Grants, CFCIP, and ETVs. For each of these programs:			
	Report on the specific accomplishments and progress achieved to date in the past fiscal year toward meeting each goal and objective in the CFSP including improved outcomes for children and families, as well as providing a more comprehensive, coordinated, and effective child and family services continuum.	pg 5	
	Describe the steps the State agency will take to expand and strengthen the range of existing services and develop and implement services to improve child outcomes. Explain planned activities, new strategies for improvement, and method(s) to measure progress in the upcoming year.	pg 5	
	Explain any revisions to existing goals and objectives.	pg 5	

√	<b>REQUIREMENT :</b>	<b>Location in PI 08-03</b>	<b>Comments/Location in State APSR:</b>
	Update the goals and objectives to incorporate areas needing improvement that were identified in a CFSR, title IV-E, AFCARS, or other improvement plans. If the current CFSP does not have a goal or objective that addresses the area needing improvement, the goal/objective must be added to the APSR.	pg 5	
	Describe the services to be provided in FY 2009, highlighting any changes or additions in services or program design and how the services will assist in achieving program purposes.	pg 5	
<b>2. Collaboration</b>			
	Describe activities in the ongoing process of coordination and collaboration efforts conducted across entire spectrum of the child and family service delivery system.	pg 5	
	Update the State's description of substantial, ongoing, and meaningful collaboration between the child welfare agency and the courts with regard to the development of the APSR and any CFSR or title IV-E program improvement plans.	pg 5	
	The current administration has identified major initiatives in areas that it believes will benefit children, adults, and society. The initiatives include the Department's Healthy Marriage, Responsible Fatherhood, Youth Development, Rural, and Faith-based and Community Initiatives.	pg 5-6	
<b>3. Program Support</b>			
	Discuss updates to the training plan including staff development plans paid for by the caseworker visit funding.	pg 6	
	Discuss the State technical assistance provided to counties and other local or regional entities that operate State programs.	pg 6	

√	<b>REQUIREMENT :</b>	<b>Location in PI 08-03</b>	<b>Comments/Location in State APSR:</b>
	Discuss the technical assistance the State anticipates receiving as it implements current or new Federal requirements.	pg 6	
	Discuss the child and family programs research, evaluation, management information systems, and quality assurance systems that will be updated or implemented in the upcoming fiscal year.	pg 6	
<b>4. Tribal Consultation</b>			
	Provide an update, developed after consultation with Tribal organizations, of the specific measures taken by the State in the past year to improve or maintain compliance with each of the five major components of the Indian Child Welfare Act (ICWA).	pg 6	
	Provide a description of the understanding, gathered from State consultation with Tribes, as to who is responsible for providing the assurances for Tribal children delineated at Section 422(b)(8) of the Act, whether children are in State or Tribal custody, for each Tribe in the State.	pg 7	
	Provide information regarding consultations with Indian Tribes, specifically as they relate to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care under the Chaffee Foster Care Independence Act.	pg 7	
<b>5. Consultations with Physicians or Appropriate Medical Professionals</b>			
	Provide an update regarding ongoing efforts by the State agency to actively involve and consult physicians or other appropriate medical professionals in assessing the health and well-being of foster children and determining appropriate medical treatment .	pg 7	
<b>6. Disaster Plans</b>			
	Provide an updated State Disaster Plan, highlighting any significant revisions made in the past year.	pg 7	

√	<b>REQUIREMENT :</b>	<b>Location in PI 08-03</b>	<b>Comments/Location in State APSR:</b>
<b>7. Monthly Caseworker Visit Data and State Plan Requirements</b>			
	States that did not calculate the FFY 2007 baseline caseworker data in a manner consistent with the program instructions are required to re-submit their baseline caseworker visit data to reflect the corrected data collection methodology, reporting period, and/or child population. Prior to making the determination to resubmit, States must consult with their Regional Office State Liaison.	pg 7-9	
	States must provide target data percentages for the percentage of children in foster care who were visited during each and every calendar month to be reached for each of fiscal years 2008 through 2011.	pg 9	
	States must also include an outline of the steps they will take to ensure that, by October 1, 2011, 90 percent of children in foster care are visited by their workers on a monthly basis, and that the majority of the visits occur in the residence of the child.	pg 9	
<b>8. CAPTA State Grants</b>			
	Include the information required under 1. Service Description above as it relates to CAPTA.	pg 5	
	An update on the program areas selected for improvement from one or more of the 14 program areas.	pg 10	
	Identify the activities that the State intends to implement with CAPTA State grant funds and any changes in the past fiscal year.	pg 10	
	Describe any updates to the services and training to be provided under the CAPTA.	pg 10	
	Describe substantive changes, if any, in State law that could affect eligibility, including an explanation from the State Attorney General as to why the change would or would not affect eligibility.	pg 10	

√	<b>REQUIREMENT :</b>	<b>Location in PI 08-03</b>	<b>Comments/Location in State APSR:</b>
	Submit a copy of annual report(s) from citizen review panels and a copy of the State agency's most recent response(s) to the panels and State or local child protective services agencies.	pg 10	
	Describe any changes to the State's provisions and procedures for criminal background checks identified in the State's CFSP for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household.	pg 10	
<b>9. Chafee Foster Care Independent Living Services Program (CFCIP)</b>			
	Include the information required under 1. Service Description above as it relates to Chafee.	pg 5	
	A report on specific accomplishments achieved and progress made in the previous fiscal year and planned activities for the upcoming fiscal year for each of the five purpose areas.	pg 11	
	Report service collaboration activities carried out in the previous fiscal year and planned for upcoming fiscal year with other Federal or State programs for youth.	pg 11	
	Provide information on specific training conducted during the previous fiscal year and planned for upcoming fiscal year in support of the goals and objectives of CFCIP.	pg 11	
	Update the service design and delivery of a new or changed trust fund program for States that established a trust fund program for youth receiving independent living services or transition assistance.	pg 11	
	Describe any activities undertaken to involve youth (up to age 21) in State agency efforts such as the CFSR/PIP process and agency improvement planning efforts.	pg 12	
	Describe, if applicable, how the State utilizes, or plans to utilize, the option to expand Medicaid to provide services to youth ages 18 to 20 years old who have aged out of foster care.	pg 12	

√	<b>REQUIREMENT :</b>	<b>Location in PI 08-03</b>	<b>Comments/Location in State APSR:</b>
	Describe the results of the Indian Tribe consultation, specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care.	pg 12	
<b>10. ETV</b>			
	Include the information required under 1. Service Description above as it relates to ETVs.	pg 12	
	Describe the specific accomplishments and progress to establish, expand, or strengthen the State's postsecondary educational assistance program to achieve the purpose of the ETV program.	pg 12	
	Indicate how the ETV program is administered, whether by the State child welfare agency in collaboration with another State agency or with an outside entity.	pg 12	
<b>11. Financial and Statistical Information Reporting</b>			
	For the purpose of applying for FFY 2009 funds, States must indicate specific percentages of title IV-B, subpart 2 funds that the State will expend on planning and service coordination and on actual delivery of family preservation, community-based family support, time-limited family reunification, and adoption promotion and support services.	pg 12	
	Utilizing the CFS-101-Part III, the State must compare FFY 2006 actual expenditures with FFY 2006 estimated expenditures in each category for the title IV-B programs and, at State option, the CFCIP and ETV program. Provide an explanation for any differences in the APSR narrative.	pg 13 & Att C	
	Provide State and local share expenditure amounts for title IV-B, subpart 2 for FFY 2006 for comparison with the State's 1992 base year amount as required to meet the non-supplantation requirements.	pg 13	

√	<b>REQUIREMENT :</b>	<b>Location in PI 08-03</b>	<b>Comments/Location in State APSR:</b>
	At State option, provide actual expenditures of CFCIP allocated funds for FFY 2006 (final) and FFY 2007 (year-to-date). Identify the amount of CFCIP funds used to provide room and board for youth ages 18-21 in the last fully reportable year.	pg 13 & Att C	
	Identify the number of youth who received ETV awards. Identify number of youth who received an award for the first time.	pg 13	
	Identify the estimated number of youth the State plans to award ETV vouchers to in FY 2009.	pg 13	
<b><i>Section D. Supporting Information</i></b>			
	Juvenile Justice Transfers	pg 14	
	Inter-Country Adoptions	pg 14	
	Child Welfare Demonstration Projects	pg 14	
	Foster and Adoptive Parent Recruitment	pg 15	
	Adoption Incentive Payments	pg 15	

\*\*\*Please note: This checklist was developed to help States ensure their APSR submission includes all required elements. Items on the checklist have been shortened; see the Program Instruction for a complete description.\*\*\*