

**STATE OF ALABAMA**  
**DEPARTMENT OF HUMAN RESOURCES**  
**ANNUAL PROGRESS AND SERVICES REPORT**  
**2005**



**State of Alabama  
 Department of Human Resources  
 Consolidated Child and Family Services Plan  
 Annual Progress and Services Report  
 FY 2005**

<b>I.</b>	<b>STATE AGENCY ADMINISTERING THE PLAN</b>	<b>4</b>
<b>II.</b>	<b>ORGANIZATION AND STRUCTURE OF THE CHILD WELFARE SERVICES PROGRAM – FAMILY SERVICES DIVISION</b>	<b>5</b>
<b>III.</b>	<b>VISION STATEMENT</b>	<b>29</b>
<b>IV.</b>	<b>PLANNING PROCESS INVOLVEMENT AND CONSULTATION</b>	<b>31</b>
<b>V.</b>	<b>ANNUAL PROGRESS AND SERVICES REPORT FY 2005</b>	<b>39</b>
<b>A.</b>	<b>PRINCIPLES OF OPERATION</b>	<b>39</b>
	<b>ADOPTION AND SAFE FAMILIES ACT, MULTI ETHNIC PLACEMENT ACT, INDIAN CHILD WELFARE ACT</b>	<b>42</b>
<b>B.</b>	<b>OUTCOME AREAS</b>	<b>44</b>
	<b>1. Safety</b>	<b>44</b>
	<b>(a) Child Protective Services</b>	<b>44</b>
	<b>(b) Child Abuse Prevention and Treatment Act (CAPTA)</b>	<b>58</b>
	<b>(c) Family Preservation and Support/Promoting Safe and Stable Families</b>	<b>73</b>
	<b>2. Permanency</b>	<b>99</b>
	<b>(a) Foster Care</b>	<b>100</b>
	<b>(b) Chafee Foster Care Independence Program</b>	<b>137</b>
	<b>(c) Adoption</b>	<b>137</b>
	<b>(1) Adoption Services</b>	<b>137</b>
	<b>(2) Safe and Stable Families/Adoption Promotion and Support</b>	<b>153</b>
	<b>(d) Interstate Compact on Placement of Children</b>	<b>160</b>
	<b>(e) Intercountry Adoptions</b>	<b>162</b>

<b>3.</b>	<b>Well Being</b>	<b>164</b>
(a)	Family Capacity to Meet Children’s Needs	164
(b)	Education	166
(c)	Physical and Mental Health	167
<b>C.</b>	<b>PROGRAMMATIC AND ADMINISTRATIVE SUPPORT</b>	<b>171</b>
1.	Quality Assurance	171
2.	Policy	181
3.	Training	185
4.	Data Use and Support	191
5.	Child Welfare Consultation	193
6.	Office of Child Welfare Eligibility	198
7.	Office of Financial Resource Management	200
<b>VI.</b>	<b>ASSURANCES</b>	<b>203</b>
<b>VII.</b>	<b>FINANCIAL REPORT CFS 101</b>	<b>204</b>
<b>VIII.</b>	<b>APPENDICES</b>	<b>210</b>
1.	Family Assistance Division	211
2.	APSR Focus Group Participants	213
3.	APSR Focus Group Summary	215
4.	Response to 2004 State QA Committee Recommendations	218
5.	State QA Committee 2005 Report	222
6.	Statewide Family Options Report FY 04	225
7.	Statewide Family Options Report October 04 – March 05	230
8.	Statewide Quarterly Report of Family Preservation and Support Services for Last Quarter of FY 04	235
9.	Chafee Foster Care Independence Program	239
10.	State QA Compliance or Sustainability Reviews June 1, 2004 – May 31, 2005	283
11.	Other Program Training	285
12.	Child Welfare Training Costs	287
13.	Training Activities/Events Checklists	290
14.	AEIS-DHR CAPTA Referral Form	309

**State of Alabama**  
**Department of Human Resources**  
**Consolidated Child and Family Services Plan**  
**Annual Progress and Services Report**  
**FY 2005**

**I. STATE AGENCY ADMINISTERING THE PLAN**

The Alabama Department of Human Resources (DHR) is designated by the Governor as the agency to administer the Social Services Block Grant (Title XX), Title IV-B and Title IV-E Programs. DHR administers the IV-B, subpart two, Promoting Safe and Stable Families plan and supervises services provided by the Department and purchased through community service providers.

The Family Services Division (FSD), with oversight from the Deputy Commissioner for Children and Family Services, has primary responsibility for the social service components of the Title IV-E plan and program that include: A) Independent Living Services, B) the Title IV-B plan and programs for children and their families funded through the Social Services Block Grant, and C) the Child Abuse Prevention and Treatment Act (CAPTA). As the scope of the child welfare program has grown significantly with full implementation of the R.C. vs. Walley Consent Decree, a reorganization of the Department's child welfare functions and programs has recently occurred to provide increased resources and focus to specific child and family outcomes and service delivery model/approaches. The new structure provides for additional involvement from other key offices within the Department under the Deputy Commissioner for Quality Assurance and Information Services including 1) the Office of Resource Management that is responsible for regulatory and residential licensure functions, procuring/contracting services for the child welfare continuum, utilization review, data management and analysis, and 2) the Policy, Planning, and Research Division that is responsible for coordinating the issuance and dissemination of child welfare policy and federal and state planning. The reorganization is critical to supporting and sustaining the recent achievement of statewide conversion of child welfare operations in all 67 counties in order to comply with the settlement requirements of a 1988 child welfare lawsuit known as the R.C. Consent Decree.

Alabama meets the Maintenance of Effort (MOE) requirement and does not supplant any state funds. The Substantial Portion of Funds requirement for Promoting Safe and Stable Families is met with the following allocation of funds: Family Preservation 25%, Family Support 30%, Time-Limited Reunification 25%, Adoption Promotion and Support 20%.

## **II. ORGANIZATION AND STRUCTURE OF THE CHILD WELFARE SERVICES PROGRAM – FAMILY SERVICES DIVISION**

### **Director**

The Director is responsible for the overall administration of the Division with support from two Deputy Directors and two additional child welfare administrators. A number of specific child welfare programs and initiatives are managed within the Division. In addition, there are other offices or units within the Division that provide an infrastructure to support the overall child welfare mission. The Director's scope of responsibility includes oversight for the provision of a range of administrative supports to county departments in the areas of policy development, program training, resource development, consultation and technical assistance, budgeting, automation, quality assurance, and also some direct client services to children and families. The Director plays a key role, in cooperation with other DHR administrators, in fulfilling the mandates of the R.C. vs. Walley Consent Decree. The Director sets the vision for the Division in establishing an infrastructure to support service delivery and the capacity for ongoing sustainability of these systemic improvements across all 67 county departments. Coordination with the Commissioner, Deputy Commissioners, the in house Legal staff, other Division Directors, and County Directors takes place on a regular basis. The Director represents the Division with other state and federal agencies, advisory groups, legislators, Governor's Office personnel, and advocacy groups. Direct supervision is provided to the Deputy Directors, two newly assigned child welfare administrators, and a secretary.

### **Deputy Directors**

One Deputy Director assists the Director in overall administration of the Division and has primary responsibility for work toward the successful exit from the 13-year-old

R.C. vs. Walley Consent Decree. This Deputy is responsible for monitoring progress toward the Department's R.C. Strategic Plan for completion of the mandates of the Decree. Toward that end, this Deputy also monitors financial supports through flexible funding throughout the state. County resource needs are assessed and these findings are shared with the Office of Resource Development and Management throughout the year. This person also supervises the overall management of the Office of the Interstate Compact for Placement of Children. This Deputy plans ongoing professional development of the Division's Management Team. The Office of Records Management is also a responsibility of this Deputy. The Deputy Director further serves as a liaison to represent the Family Services Division in internal agency meetings involving the Commissioner, Deputy Commissioners, and the State Legal Office, and in extra-agency training, task forces, work committees, and other groups.

The other Deputy Director is responsible for assisting in the overall administration of the Division and for providing direct supervision of the managers of the Offices of Child Welfare Eligibility, Financial Resource Management as well as the Special Projects Coordinator (who assists in coordinating federal plans and reports, special events, and the Division's review and comment on legislation). This Deputy Director is responsible for planning and administrative activities including, but not limited to, representing the Division/Department on various interagency and Departmental committees, and supporting the integration of all program related plans into a goal directed, collaborative approach to the management of family services. The Deputy Director oversees the development and submission of the Consolidated Child and Family Services Five Year Plan as well as the Annual Services and Progress Report. This Deputy serves as the Federal Child and Family Services Review Coordinator and is responsible for directing all Review activities including the Statewide assessment, onsite review, and Program Improvement Plan development, measurement of progress, and reporting. The Deputy Director further serves as a liaison to represent the Family Services Division in internal agency meetings involving the Commissioner, Deputy Commissioners, and the State Legal Office, and in extra-agency training, task forces, work committees, and other groups.

## Administrators

Responsibility for oversight of other offices within Family Services has shifted with the addition of the two Administrators. These Administrators bring to Family Services a wealth of experience in county administration as well as state office experience. One Administrator has responsibility for Safety and Well-Being. This includes the Offices of Child Protective Services, Child Welfare Policy, and Child Welfare Training. The other Administrator has responsibility for Permanency. This includes the Offices of Foster and Out of Home Care (including Independent Living), Adoption, Child Welfare Consultation (including specialized staff for Severely Emotionally and Behaviorally Disordered children), and Quality Assurance. The Administrators are directing activities toward increasing responsiveness to county needs considering the increasing complexity issues facing families and resulting workload demands on front line staff. Both Administrators participate in program planning and coordination with the Commissioner, Deputy Commissioners, Legal Office, as well as other program areas involved in the provision of child welfare services.

## Office of Child Welfare Policy

The Office of Child Welfare Policy (OCWP) is responsible for developing child welfare policy required by the R.C. Consent Decree, the Federal Program Improvement Plan, and developing and revising all other policies as directed by each child welfare program, (e.g., CPS, Foster Care). This office is also responsible for coordinating revisions to the Minimum Standards for Child Care Facilities (Institutions and Group Homes), Foster Family Homes and Child Placing Agencies, and incorporating, as much as possible, the best practice goals and principles described in the R.C. Consent Decree. This unit partners with Program staff to develop and assist in training county and state staff on new policies to be implemented.

The policy development and revision process includes:

- Assessing policy needs and issues.
- Planning approaches to policy development.
- Completing state of the art literature research.
- Collaborating with experts and professional resources.
- Writing policy drafts.

- Involving relevant stakeholders (e.g., county staff, County Director's Policy Advisory Committee, Quality Assurance Policy Advisory Committee and other appropriate individuals and groups in the draft review process.
- Managing the review, comment, and final drafting process through the Department and external stakeholders.
- Securing administration's approval of the proposed final draft.

For policies required by the R.C. Consent Decree, there is a written policy development protocol with established timeframes for review, feedback, negotiations, and approval whereby DHR and Plaintiffs' Counsel reach agreement.

Duties of the office also include:

- Providing "policy intake" rotated between OCWP staff to interpret and clarify policy for county and state DHR staff.
- Reviewing federal and state regulations and legislation to determine policy needs.
- Maintaining a log and master copy of all administrative letters related to child welfare practice originating both within and outside the Division.
- Maintaining a historical file on policy development/revision documentation and policies implemented.

Child Welfare Policy staff presently consists of one Program Manager and two policy developers. The program manager takes an active role in policy development. As much as possible, policy assignments are made based on the policy developer's knowledge base and experience.

## **Office of Child Protective Services**

The Office of Child Protective Services (CPS) is responsible for program development of child protective services. This Office provides consultation to County Departments having identified needs with their child protective services program. Family Preservation and Support Services has been transferred from the CPS. The Office continues responsibility for Administrative Record Review, Child Abuse and Neglect (CAN) Central Registry, Basic Child Abuse and Neglect Grant and Children's Justice Grant are managed in this office.

The Office of Child Protective Services is responsible for managing and conducting administrative record reviews when persons allegedly responsible for child abuse and neglect do not agree with a substantiated finding. Staff in this Office work in partnership with County administrative staff in conducting record reviews, including any information submitted by the alleged perpetrator, to determine if there is sufficient evidence to support an indicated (i.e., substantiated) finding of abuse or neglect. Staff of this Office is also responsible for providing training to county staff on these reviews.

Staff in this Office continue to represent the Family Service Division in a DHR team effort to review child deaths. These in-depth reviews are separate from the state mandated child death reviews. The focus of the self-assessment reviews is to evaluate cases in which the Department has had previous child welfare involvement within the last twelve months to determine if changes or improvements in policy, procedures, training and supervision, etc., are needed.

The management of the Central Registry on Child Abuse and Neglect is the responsibility of this Office. Information contained in the Central Registry can prevent child abuse and neglect of children through the clearance of potential childcare providers. Child care institutions, day care centers, school systems, voluntary agencies, child placing agencies, etc., can clear prospective employees or volunteers who work with children through the Central Registry. This information bank also assists County Departments in intervention services by providing data necessary for a thorough family assessment.

Consultant staff within the Office of CPS provide case consultation to county department staff in the areas of child welfare intake, child abuse/neglect assessments and ongoing child protective services. This staff is also evaluating data from each county in an effort to target areas needing to be strengthened and to recognize the areas that are performing well.

Other support provided by this Office is the Department's board representative on the State Fatality Review Teams. These Teams are legislatively mandated and review child deaths that are determined to be "unexpected or unexplained." Other responsibilities include: working as a team member on the development of child

protective services policy, reviewing legislation related to child protective services, state liaison to the Children's Bureau, Office on Child Abuse and Neglect, the Department representative on the Child Abuse and Neglect Prevention Board which administers the Children's Trust Fund as well as other groups involved with child abuse.

## **Office of Interstate Compact on Placement of Children**

The Office of Interstate Compact on Placement of Children (ICPC) reviews, approves/disapproves and processes correspondence concerning the placement of children for foster care and residential placement. This office also approves/disapproves and processes correspondence for children to enter or leave the state for the purpose of adoption. The Compact is a uniform law that has been enacted by all 50 states, the District of Columbia and the U. S. Virgin Islands. Placement of children through ICPC ensures protection and services to children who are placed across state lines for foster care or adoption and also establishes orderly procedures for the interstate placement of children. This office arranges travel for caseworkers and children for out-of-state placements. Recognizing the increased volume of the ICPC workload following implementation of ASFA, the Office of ICPC has expanded to include two staff for Adoption ICPC and two staff for Foster Care ICPC. Other staff of this office includes a manager and an administrative assistant.

## **Office of Foster Care/Out of Home Placement**

The Office of Foster Care and Out of Home Placement currently consists of a program manager, three foster care consultants, a Foster Home Liaison specialist, a vacant program supervisor position, and two ILP consultants. An Administrative Support Assistant helps manage the reports and correspondence being tracked, as well as manages the Independent Living Resource Library and the Division Library. She also serves as full-time back up to the Division switchboard.

The Office of Foster Care was created to provide focus for services to children in out of home care, whether this is a relative's home, foster home, group home, or residential placement. It is to provide consultation to the counties on issues related to children in DHR custody, to be certain that the requirements of the Adoption and Safe Families Act (ASFA) are followed and to help focus permanency efforts for all

children in care. The four foster care consultants' roles and responsibilities are designed to specifically address permanency for children in out of home care. Trends are being monitored to better understand why children are coming into care and what additional in home services may allow children to remain at home safely. Consultants have extensive knowledge of ASFA and MEPA. They are expected to provide case consultation, to conduct record reviews, and to participate in ISPs to offer guidance in difficult cases. As part of Alabama's Program Improvement Plan, the foster care consultants track data within their assigned counties and target their consultation visits to counties showing excessive numbers of young children (under age four) in care for extended periods of time. They also target counties with children in care over 15 months with no compelling reason identified and no petition filed to terminate parental rights. A county MEPA compliance review was completed in 2004.

Each foster care consultant is available to their assigned counties by telephone and field visits to provide training and case consultation. In addition to their focus on permanency, one consultant serves as the liaison to the Alabama Department of Youth Services (DYS) for discharge planning for children leaving DYS who are dependent and in need of additional treatment or services. Another foster care consultant serves as the Liaison to Tutwiler Prison for Women. This is in addition to her permanency consultation responsibilities. The Liaison to the prison serves as a link between inmate mothers and their children in agency custody as well as assist pregnant inmates in making responsible decisions concerning their unborn children. This consultant visits the prison twice per month to meet with prison staff and inmates, facilitate visitation between inmate mothers and their children, when consistent with the permanency goal, and help facilitate reunification of the mother to the community.

The Foster Home Liaison serves as the liaison to the Alabama Foster and Adoptive Parents Association (AFAPA) and meets quarterly with the AFAPA. She also attends the AFAPA Regional Meetings. She is knowledgeable about the foster home approval process, the Group Preparation and Selection Process (GPS) provides other supports important to the foster family. She also manages the Foster Care Trust Fund, which is available for foster children to allow them to participate in activities or have needs met that are not covered by other funding sources.

The Office of Foster Care provides input on policy development and the Minimum Standards for Foster Family Homes. This office will also participate in training for county staff on new policies as they are issued. The Office of Foster Care has recently supported Statewide joint training of judges, attorneys and DHR staff on provisions of ASFA around permanency, including concurrent planning, court hearings and court orders. It actively partners with the legal community to improve timeliness of permanency for children in care. The Office of Foster Care will continue to meet with Judges and attorneys on IV-E and ASFA requirements.

The Independent Living consultants are responsible for providing consultation to each county office. They are responsible for an annual review of the IL program in the seven largest counties in the State. The review consists of an assessment of the county program, considering the county's provision of a program that provides youth with an opportunity to have a sense of control over their future, a sense of competency, a sense of usefulness, and permanence. Consultants will work with all counties to provide training related to ILP, to assist the county offices in identifying the best use of their ILP funds, and in developing Youth Advisory Councils. Consultants are also responsible for monitoring of the Alabama Education and Training Voucher (ETV) Program. The Orphan Foundation of America administers the Alabama Education and Training funds to Alabama's youth. The ETV Program provides funds to youth currently in foster care and former foster youth to attend accredited colleges, universities, vocational and/or technical training institutions.

## **Office of Child Welfare Training**

The Office of Child Welfare Training is responsible for training social work and supervisory staff of county departments in the basic child welfare skills curriculum, **Alabama Child Welfare Training (ACT I)**. Trainers are located in Montgomery, Mobile, Huntsville and Birmingham and deliver training in cities throughout the State. ACT is based on five foundation concepts: the belief that people can change; respecting the family's culture, joining with families; building partnerships with birth families and foster/adoptive families in parenting; and working with families in an ecological (Systems) framework.

ALABAMA CHILD WELFARE TRAINING (ACT I) is a seven-week, skill based training designed for new child welfare employees. The training consists of three (four-day)

residential weeks and four on-the-job-training (OJT) weeks. For maximum benefit, participants should attend *ACT* three to six months after beginning employment with the Department. The OJT weeks are designed with specific practice activities to allow for implementation of skills learned in training. OJT also serves as a tool for workers to receive guidance and feedback from their supervisors.

*ACT I* develops skills needed for the Individualized Service Plan (ISP) process, from the initial contact with the family through case closure. Protection and permanence for the children is stressed as dual goals of all work with families. Through *ACT*, staff are taught to involve children and their families and foster/adoptive parents as partners in assessing, planning and utilizing services that the family's planning team has identified and agreed upon. *ACT* provides a foundation for practice in keeping with the principles of practice Alabama has adopted.

*ACT* prepares agency staff to ensure safety, permanency, and well being for the children and families the Department serves. The following core skills and abilities are presented, modeled, and practiced in *ACT*.

**Foundation Concepts and DHR Mission:** The participants learn the principal foundation concepts in which the agency believes to be able to help families.

**Interpersonal Helping Skills:** Participants learn how to engage and join with families so that they will be willing to work with the agency. They learn skills necessary for interviewing family and team members including dealing with anger or resistance. Participants also learn the basics of keeping themselves safe.

**Assessing Safety:** Participants learn the process and skills for assessing safety of children from the point of the intake call through closing the case. Included in this material are the ability to assess and make a determination of whether abuse or neglect occurred and the caregiver's protective capacities. Participants are taught to assess and identify strengths and needs of the families throughout the life of the case to assist in planning and providing appropriate services.

**Individualized Service-Planning (ISP):** Participants learn how to prepare for, facilitate, implement, monitor and update the family's plan within the ISP process.

**Crisis Intervention:** Participants learn how to assess the level of crisis and intervention techniques for crisis situations.

**Comprehensive Family Assessment (CFA):** Participants learn how to assess families and family systems to identify strengths and needs related to abuse and/or neglect. Included in the assessment is gathering historical information as well as identifying underlying conditions for the abuse and/or neglect. Participants are taught how to gather information, analyze it, draw conclusions and make decisions based on the assessment.

**Assessing and Planning For Needs Of Children:** Participants are taught about the needs of children based on their abuse and/or neglect and strategies to meet those needs. They also learn about issues of loss, separation, grief, and attachment for children who are in out-of-home placements. Included in assessing and meeting children's needs are interdependent living skills which are necessary for any child age 14 or older in DHR custody to prepare them to live interdependently when they are emancipated.

**Permanency Planning:** Participants learn about different permanency options and how to plan for the most appropriate permanency plan in a timely manner.

**ACT II** is made up of stand-alone curricula, which support each other and build on the foundations of ACT I, which is a prerequisite for taking all ACT II curricula. They are as follows:

**ACT II: MEETING FAMILIES UNDERLYING CONDITIONS** provides workers with skills to analyze information about families with regard to underlying causes of risks, safety issues, patterns within the family's behaviors, and assessing the possibility of maintaining a child in the family's home safely (3-day training). The *Underlying Needs* Training strengthens the child welfare worker's critical skills in looking beyond family members' behavioral surface symptoms, in order to recognize, address, and plan for helping the family change their deeper issues which have resulted in child maltreatment.

Child welfare workers are provided the tools to assist them in effectively identifying the underlying needs in a situation where maltreatment has occurred, or is likely to

recur, so that risks to children are eliminated, or significantly reduced for the long-term.

The Core Abilities of *Underlying Conditions* Training are:

- **Core Ability 1:** Recognize and empower families through the process of change.
- **Core Ability 2:** Gather and analyze information to determine the underlying needs being expressed by the family member's behaviors.
- **Core Ability 3:** Identify major danger threats and areas of resiliency (strengths) families are experiencing.
- **Core Ability 4:** Communicate with the family and their team about the assessment process and reach agreement on the causes of maltreatment.
- **Core Ability 5:** Use the assessment information and empower families to determine multiple options for meeting their needs.
- **Core Ability 6:** Develop an individualized plan to meet the causes of maltreatment.

On the last day of the *Underlying Conditions* Training, the workers' supervisors come to the training to coach and model with their workers toward the steps necessary to help them uncover the underlying conditions with the family.

**ACT II: THE INDIVIDUALIZED SERVICE PLANNING PROCESS FOR FAMILIES WHO EXPERIENCE SUBSTANCE ABUSE** trains workers on the dynamics of working with families involved in substance abuse (4-day training). The *ISP Process with Families Who Experience Substance Abuse* training was designed to cover the major steps in handling substance abuse and the resulting child abuse and neglect.

A high percentage of families where there is child abuse and neglect have substance abuse occurring in the home. This training builds on *ACT I* which provides the basic ground work for child welfare workers regarding the ISP process, while *ACT II* provides further training in areas of special concern to child welfare workers. This training explores the child welfare worker's role and responsibility in helping parents and children who are addicted or dependent on substances.

The *Substance Abuse* training will develop the following core abilities:

- **Core Ability 1:** Identify substance abuse as a disease that affects the entire family. Be able to assess strengths and danger threats of individuals and families experiencing substance abuse.
- **Core Ability 2:** Be able to identify signs and symptoms of substance abuse and specific drugs. Including new drug trends, such as Oxycotin and Crystal Meth.
- **Core Ability 3:** Identify the child welfare worker's role and responsibilities as a team member in assessing and treating families who experience child maltreatment and substance abuse; i.e. how to empower families rather than enabling the substance abuse to continue.
- **Core Ability 4:** Identify the immediate danger threats and long-term effects of substance abuse on family members. Treatment modalities are explored. Identify community resources that treat the effects.
- **Core Ability 5:** Examine the recovery/relapse process experienced by a person who is addicted; i.e. how to work with a family and their team in developing an effective ISP and how to monitor the recovery process.

**ACT II: CPS (PRACTICAL CHILD PROTECTION SERVICES)** is a 5 day training that was originally developed by the National Child Advocacy Center and has since been updated by the Office of Child Welfare Training. This training enables workers to acquire skills to:

- a. Distinguish between abuse and accidental injury.
- b. Achieve immediate crisis stabilization during investigations.
- c. Recognize emerging safety/removal factors.
- d. Assign priorities with regards to risk and safety.
- e. Assess level of risk in a family in various situations.
- f. Assess ability/willingness of non-offending parent to protect child in the family's home.
- g. Assess probability of recurring safety issues through the assessment of underlying causes of abuse. (5-day training)

The objective of *Child Protection Services Training (CPS)* is to empower the child protective social workers with the tools and skills required to provide services related to family preservation and protection of abused, neglected and sexually abused children.

*CPS* is an individualized program to help child welfare workers make informed decisions. Topics covered in this course include:

- Knowledge of the values of child welfare practice, including the families' self-determination, permanence, family preservation, preservation of parents' and children's rights, and respect for individual differences.
- How to accurately identify physical, emotional and behavioral indicators of abuse, neglect, and sexual abuse in children who have been abused and their families.
- Knowledge of how child abuse and neglect are presenting symptoms of family dysfunction, and how to assess individual, family, and environmental contributors to abuse, neglect, and sexual abuse.
- Knowledge of what data must be gathered from reporters, case records, and other sources to thoroughly assess alleged abuse or neglect.
- How to identify the factors that must be evaluated when assessing present danger threats, determining whether abuse/neglect occurred and determining impending dangers, strengths, and other risks in the family.
- How to determine when abuse or neglect is indicated; and when complaints are unsubstantiated, yet should be referred for community services.
- Knowledge of the responsibilities of the child protection agency and caseworker, including investigating complaints of maltreatment, providing ongoing, in-home service, providing temporary substitute care placements, and providing permanent homes for children.
- Knowledge of the proper roles and responsibilities of other community agencies in the child protective service process and how we can collaborate with these agencies and practitioners to develop case plans and to provide services.
- Understanding the concept of cultural competence; knowing how one's own culture affects behavior and values; and how cultural and ethnic differences may affect the delivery of child welfare services.

**ACT II: PRACTICAL CHILD SEXUAL ABUSE INTERVENTION** was developed by the National Child Advocacy Center. Practical CSA is specialized training on the investigation of child sexual abuse and working with families that are impacted by

child sexual abuse. This includes information regarding the dynamics of child sexual abuse (5-day training). The Practical Child Sexual Abuse training is a competency based curriculum designed to provide the child welfare worker with a foundation for identifying and assessing child sexual abuse.

The training offers a multidisciplinary approach to the identification, investigation, validation and prosecution of alleged child sexual abuse. An overview of this session includes investigation techniques; developmental considerations of child interviewing; medical assessment of an alleged victim of child sexual abuse; offender typology; dynamics of victims and families; and cultural considerations.

- **Core Ability 1:** Understand legal definitions of sexual abuse, child welfare practice standards, and other related laws in Alabama.
- **Core Ability 2:** Become aware and desensitized to language children may use in naming their body parts and describing sexual activity.
- **Core Ability 3:** Identify survivor, sibling, offender and non-offending parent dynamics.
- **Core Ability 4:** Gain knowledge of interviewing techniques for use with the child, offender, siblings, and the non-offending parent.
- **Core Ability 5:** Recognize personal reactions to cases involving child sexual abuse and ways to prevent burnout and compassion fatigue.
- **Core Ability 6:** Identify steps necessary to complete a child sexual abuse case according to policy and best practice.
- **Core Ability 7:** Determine safety plans, case management and treatment issues.
  
- **Core Ability 8:** Understand the child sex offender, their motivations, denial and distortions, and assess attitudes toward child molestation.
- **Core Ability 9:** Identify advantages of a multidisciplinary approach to CSA investigations and increase understanding of roles and responsibilities of each discipline.
- **Core Ability 10:** Understand when reunification may be considered and increase knowledge of necessary preconditions.

**ACT II: SUPERVISORS TRAINING** for supervisors is offered and covers basic skills for supervisors (6-day training, plus an OJT component - - 3 days classroom,

followed by OJT weeks in the field, followed by 3 more classroom days). *Supervisors Training* provides the foundation for supervisory practice in Child Welfare. It describes the roles and responsibilities of the Child Welfare supervisor, and provides practice-oriented demonstrations of how to carry out supervisory responsibilities.

The pervading theme of the *Supervisors Training* is that the paramount role of the supervisor is to enable front line staff to meet the needs of families and children and to fulfill the mission of the agency. In a large sense, supervisors within the agency are the "Guardians of Practice."

Two overarching roles are stressed within the 6 days of training: building the foundation for and maintaining unit effectiveness, and developing and maintaining individual staff capacity. Supervisors are given opportunities to practice within the classroom setting, and after completing an On-The-Job (OJT) training assignment in their respective counties, the trainers provide coaching and modeling to the supervisors related to their experiences with OJT. OJT is completed between the first and second weeks of training and is done in conjunction with the supervisor's regular daily activities.

Supportive practice is modeled and encouraged during the training along with specific guidelines from the Supervisory Standards (developed as a step in Alabama's CFSR PIP) with practice techniques for creating a positive tone within the supervisor's unit to enhance worker productivity. Conversely, corrective action is also demonstrated as part of supervisory practice.

Roles as negotiator and mediator between units and upper management is another major focal point, stressing the role of supervisor in delivering both internal and external policies and procedures to line workers, and then monitoring to ensure policy is being followed.

The goal of *Supervisors Training* is to provide supervisors with basic skills and knowledge to be effective and to subsequently become a leader within the agency.

**ACT II: CONCURRENT PERMANENCY PLANNING TRAINING** is designed to show social workers the path to permanency for children (3-day training). It discusses the

developmental needs of children for timely permanency, barriers to permanence for children, and the opportunities available through newer laws to achieve permanency for children. Practical tools are shared which will help social workers in making case goal decisions with parents and their team. Specific case management practices to help prevent foster care drift are examined. Participants will have opportunity to:

- Enhance their understanding of concurrent planning concepts and practices.
- Increase their understanding of how to work with the legal process to achieve safety and permanency for children.
- Expand their knowledge and skills of full disclosure and casework practices necessary to expedite permanency.
- Increase differential assessment skills and the ability to assess case prognosis.
- Enhance professional competence in helping families engage in the process of change.
- Expand knowledge of techniques to use to address child well being in the areas of maintaining connections and preparing children for adoption.
- Practice integration of permanency concurrent planning concepts into the ISP team meeting.

The Office of Child Welfare Training also provides **Leader Certification Training in Group Preparation and Selection (GPS) for Prospective Foster/Adoptive Parents** to county staff and foster parents and to qualified staff of licensed child placing agencies who will lead groups of foster/adoptive applicants through the process leading to licensure or approval. Leader certification sequences consist of two weeks of classroom training focusing on GPS curriculum and leader facilitation skills. The Office of Child Welfare Training also partners with other certified "Trainers of Leaders" to deliver the leader certification training. Two additional curricula designed for use with foster/adoptive families are delivered by the Office of Child Welfare Training. **Deciding Together** is a foster/adoptive preparation and selection process designed for use with individuals/families whose geographic location or circumstances of employment prohibit attendance at the 10 weeks of group meetings included in GPS. **Sharing in Permanence (SHIP)** is training designed to give approved foster families the theory, philosophy, and practice concepts of GPS while recognizing and utilizing the expertise these families have gained through experience. Since almost all of our parents have now either had GPS or SHIP, we no

longer have a great need for the SHIP program and only use it "as needed." GPS and its related programs, when implemented in counties, prepare foster/adoptive parents to be fully functioning team members who contribute to planning and decision making for children and families and who appreciate and work to maintain and strengthen birth family connections during a child's placement.

The unit currently consists of 8 Trainers, 1 Manager, 1 Supervisor and 1 Administrative Support Assistant.

The Office of Child Welfare Training partners with ILP, QA, OCWC, Policy and other units in the Division to help develop curriculum and assist with training in most areas of Family Services. The training unit plays an important role in consulting and partnering with other units to meet overall Division training needs. The Office also continues to partner with the Office of Child Welfare Consultation to provide Underlying Conditions training for county staff.

The Office of Child Welfare Training serves as a "clearinghouse" for training needs within the Division. In some areas it will serve in a consulting role to help other units in the Division develop curricula that is outcome based and fits within the adult learning mode. In other areas, it may do more partnering by helping to deliver the training with staff. It also serves in a consulting role for the counties as they are enabled through train-the-trainer programs to produce and present some of their own training.

## **Office of Adoption**

Major efforts of the Office of Adoption are directed toward: 1) identifying adoptive resources for children when the goal of non-foster parent adoption becomes the case plan; 2) placement of children in the Department's permanent custody; 3) initiating and participating in recruitment efforts for children without an identified resource; 4) training and consultation to county departments to ensure the timely movement toward finalization; 5) servicing adult adoptees; 6) coordination and supervision of Post Adoptive Services funded through Safe and Stable Families; 7) producing monthly adoption subsidy payrolls; and 8) policy and program development.

The Office of Adoption has responsibility for general recruitment activities along with the Office of Foster Care. The State's recruitment effort is known as Families 4 Alabama's Kids. Ongoing child specific recruitment efforts include featuring children on Adopt US Kids, on the Department's Website as well as in a quarterly newsletter.

The Office of Adoption is responsible for the development, supervision and coordination of the Department's post adoption service program, Alabama Post Adoption Connection (APAC). Five regional sites are located across the state with core services of information and referral, a lending library, buddy families, support groups and sponsorships of adoption related conferences/camps.

Current staffing in the Office of Adoption consists of the Program Manager, Program Supervisor, the Deputy Compact Administrator for Interstate Compact Association on Medical Assistance (ICAMA) who also is the Intake Consultant, a Recruitment and Retention Specialist, and four Consultants who have recruitment, placement, and consultation responsibilities. Additional staff includes a consultant who provides services to Adult Adoptees, a Subsidy Consultant, and the Post Adoption Services and Special Events Coordinator, an Office Secretary and a Legal Clerk. The Legal Clerk is responsible for responding to Probate Courts on all petitions to adopt filed in the State (on children who are not in the custody of the Department).

## **Office of Child Welfare Consultation**

The Office of Child Welfare Consultation (OCWC) is responsible for supporting and enabling counties to implement and sustain child welfare reforms as a result of the R.C. Consent Decree. The focus of the reform is system-wide with change occurring at all levels of the child welfare system, including staff competency and capacity, system values, services array and composition, support systems, infra-structure and financing.

The consultation model has shifted focus from primary consultation only in counties that have not asserted conversion to onsite consultation for all 67 counties. This was necessary as the State System of Care moves to the demonstration of sustainability and continuity of practice. A consultant is assigned to each county with each consultant having two to six counties (five consultants are assigned to Jefferson County due to size and unique county issues.) to provide onsite support and guide

them in the change process. This includes but is not limited to:

- Assist in developing strong child welfare practice as expressed by the 51 indicators assessed in Quality Assurance Reviews and by the Federal Child and Family Services Reviews.
- Assessment of data, outcomes, and system indicators.
- Engage counties in self-assessment of their systems.
- Coach and model best practice in the areas of safety, permanency, and well being to assure best outcomes.
- Teach and train policy and practice.
- Increase counties' capacity in working with foster youth to achieve the skills and education necessary to live productively as adults.
- Provide coaching, modeling, and feedback to increase counties ability to support productive ISP development and family engagement.
- Support counties in organizational and strategic planning.
- Provide case consultation, assessment and child abuse reports received, of timely first victim contact and timeliness in the completion of an assessment/investigation.
- Support counties in decisions regarding placement of children and provide concurrence for placement in restrictive settings.

One consultant specializes in providing the consultation described above specific to severely emotionally and/or behaviorally disturbed children and their families. This consultant also focuses on building capacity in line caseworkers and supervisors, and other consultants. This involves identifying and accessing resources that can provide technical assistance and training.

An Intake Consultant is accessible to all 67 counties for emergencies, consultation, policy questions, etc. and also handles constituent/consumer problems, complaints, concerns, etc. The Intake consultant works with the Child Welfare Consultation staff to ensure that child welfare staff and families served throughout Alabama receive a level of consistent support when they need assistance at the state level.

## **Office of Quality Assurance**

The Office of Quality Assurance (QA) provides technical assistance to counties through QA specialists assigned to work with individual counties by providing information, consultation, etc. It does so in a variety of ways/areas including: training staff and QA committee members; providing consultation on QA committee membership, functions and activities; conducting reviews of county performance; and, assisting other consultants in the Family Services Division (FSD) in providing instruction and guidance in practice areas identified by onsite reviews as needing improvement.

As of June 1, 2005, there were eight staff in the Office of Quality Assurance, as follows: a Program Manager, six Program Specialists and an Administrative Support staff person. Additionally, it should be noted that a Program Supervisor has been hired, though the transfer (from another Office within the Family Services Division) will not take effect until June 25, 2005. Also, permission has been granted to hire another Program Specialist.

### **Office of Child Welfare Eligibility**

The Office of Child Welfare Eligibility was transferred to Family Services in April 2005. OCWE was established in 1991, in response to the State's need for accurate determinations of IV-E eligibility. Since that time, the OCWE has added the responsibility of determinations of state sponsored Medicaid and the administration of the Emergency Assistance Program currently funded through the TANF Block Grant and Title XX.

### **Office of Financial Resource Management**

As part of re-organization in April 2005, the Office of Financial Resource Management was transferred to Family Services. This office is responsible for updating policy, training social work and supervisory staff of county departments in the policy and claiming responsibilities for the Medicaid Rehabilitative Program and the Targeted Case Management (TCM) Program.

Training on Medicaid Rehabilitative services that qualify as medically necessary which are designed to treat and/or rehabilitate a child with a mental illness is provided in county offices and at Regional Training sites on an as-needed basis. STAC training is

provided to reinforce Medicaid Rehabilitative policy and to provide instructions on how to correctly claim reimbursement for services provided to Medicaid-eligible children. For the first part of FY04, STAC training was offered at least quarterly on a regional basis. For the remainder of FY04 and in the future, plans are to search for alternative ways in which to provide this training whenever possible.

Training on Case Management Services that assist an individual in gaining access to needed medical, social, education and other services which are targeted to custodial children and adults receiving protective services is provided at Regional Training Centers by county and/or state office trainers. This training consist of a four-hour session which is offered bi-monthly or quarterly on a regional basis depending on identified needs. Additionally, TCM services are included the Department's ACT training program.

The objective for Medicaid Rehab and TCM training is to provide the knowledge base from which county staff can make informed decisions regarding available services, the best way in which to offer services by qualified practitioners, and how to seek reimbursement for services provided.

1. Training for Medicaid Rehabilitative services consist of a one-day session which focuses on the definition of eligible services, who is qualified to provide the service, when the services should be authorized, how to authorize the needed service, and the documentation required by the Medicaid Agency. STAC training includes the following:
  - Reinforces the need for county staff to complete the Intake Evaluation and the Treatment Plan Review for each child in care.
  - Discusses at what point in time it is appropriate to claim reimbursement; i.e., protective service and safety plan vs. an open case.
  - Covers the importance of claiming reimbursement for services authorized on the Individualized Service Plan (ISP).
  - Identifies which services can be claimed if not authorized on the ISP.
  - Explains the importance of establishing Medicaid eligibility and understanding the impact on claiming reimbursement.

- Instructs on the need to use the correct SSN and (Medicaid) name in STAC.
  - Explains MSIQ and MSED (Medicaid Eligibility screens) and how to read these screens.
  - Identifies the services that can be provided to an adult on behalf of a Medicaid eligible child and how to get this entered in the system.
  - Explains the difference between what's a reimbursable Medicaid service and what is needed to track for other expenditures paid out of Flex Funds.
  - Discusses County Reports and the need to review Rejected and Denied reports so that errors are corrected and reimbursement can be claimed.
  - Reviews options for County Procedures on how to ensure that adequate Progress Notes on services provided are received from the vendor provider prior to payment of the invoice.
  - Discusses the need for case to be registered on ACWIS or FSS prior to claiming on STAC.
  - Explains the need for EPSDT screening and its impact on claiming Medicaid reimbursement.
  - Explains HIPPA privacy codes, number of units and unit rate of services that can be authorized.
2. Staff complete an Online Target Case Management Core Services which consists of curriculum which includes the following:
- Identification of the target group members
  - Criteria for an encounter that is reimbursable
  - Core elements of a TCM service
  - Documentation requirements
  - Freedom of Choice
  - Testing

## **ORGANIZATIONAL CHANGES – OFFICES SUPPORTING CHILD WELFARE**

## **Office of Resource Management**

The Office of Resource Development and Management was transferred in April to become a unit in the Office of Resource Management. This office reports to the Deputy Commissioner for Quality Assurance and Information Services. The unit continues to be responsible for providing support services and technical assistance to County Departments of Human Resources and various program providers in the delivery of services to families and children. This unit provides assistance in the areas of resource development, as well as monitoring service providers including residential facilities and Therapeutic Foster Care (TFC). The overall mission of this office is to provide technical assistance and support to county Departments and providers in the creation of resources which are individualized, family focused and community-based. An additional mission is to ensure that outcomes for families are being achieved through effective service delivery through an organized monitoring program, which includes quality of life issues, standards issues and contractual issues.

The primary activities of resource development staff are to provide technical assistance for development of community-based and individualized services, maintaining data on needs forecasted by County Departments and services utilized, the development of foster care resources which therapeutically serve children in the least restrictive and community-based placements and the monitoring of providers to determine safety and outcome achievement. Other activities include providing consultation regarding training needs for providers, providing technical assistance to County Departments in the creation, development, and monitoring of individualized services in order to achieve outcomes for families and children, reviewing the program narrative in the contract/vendor process for County Departments and developing and Issuing Requests for Proposals (RFP) for contracted services. Promoting smooth transition of children to adult services systems is supported through consultation with providers who operate transitional living programs. The abilities to assess service provision for identified outcomes and to adequately craft services for families and children are identified needs for county staff. The Family Preservation and Support Services unit has been added to the Office of Resource Management, and the additional duties of monitoring and training Family Service

Centers and Family Options based on the Homebuilders Model has been incorporated into the duties of consultant staff in this Office.

The primary mission of Resource Management in support of the Therapeutic Foster Home Care program is to provide consultation and technical assistance to County Departments and providers for the development of therapeutic foster homes, to direct the implementation of a Statewide plan for therapeutic foster homes and the implementation of a Statewide plan for therapeutic foster home care. Activities include site visits to existing programs, technical assistance regarding development of requests for proposals for therapeutic foster home care, attending and/or arranging quarterly network meetings and training for providers, participation in the development of policy and standards for therapeutic foster home care, maintaining statistical records for evaluation purposes and participating in meetings to identify barriers in development of programs and strategies for addressing the barriers, providing support to the partnership between the programs and County Departments as the programs provide a no reject and unconditional approach, and providing technical assistance to maximize federal funding for children served. Resource Management will also continue to look for innovative service to support TFC programs, such as step-down, in-home support service for families whose children are in TFC placements, etc.

This office has the responsibility to license childcare institutions, group homes, and child placing agencies, the Office of Contracts and Federal Claiming and the Office of Resource Development and Management has merged to form the Office of Resource Management. Included in the Office of Resource Management are units for licensing, as mentioned above, and Service Utilization Review. Consultation is provided to facilities to support their efforts to provide quality services. Annual site visits are made by consultants to all residential facilities to evaluate quality-of-life issues. Outcome measures are collected from residential providers who serve severely emotionally or behaviorally disordered (SEBD) children. Training, evaluation and consultation is provided by ORDM to clarify and support providers in meeting the specialized needs of children.

## **Office of Data Management Support**

Many of the functions of the Office of Data Management and Support have been transferred to the Office of Resource Management, Utilization Review Unit. This office will continue to provide data needs for Family Services, including Quality Assurance Reporting. Legacy system maintenance/changes are now coordinated with the ASSIST team. With the restructuring of the ASSIST Project, the former manager of ODMS is now the Functional Project Manager for ASSIST. The ASSIST Project reports to the Deputy Commissioner for Children and Family Services. A state merit Project Director has been named as well as a state merit Technical Project Manager.

### **III. VISION STATEMENT**

The Department of Human Resources (DHR), as the designated Title IV-B agency, administers this Plan based on the philosophy that children should be protected from abuse and neglect and, whenever possible, families should be preserved and strengthened in order to nurture and raise children in safe, healthy and stable environments. Service interventions are based on a set of beliefs about outcome-based practice that is both strength-based and family focused, underscoring the importance of comprehensive assessments and individualized planning on behalf of the children and families that come to the attention of the Department.

At the core of these beliefs are the following tenets:

- *Children belong with their families whenever they can safely live at home.*
- *Child maltreatment is an expression of an underlying, unmet need.*
- *Most parents love their children and want to care for them.*
- *All individuals have worth, deserve respect, and are capable of change.*
- *All children need to experience permanency in their lives; and when children cannot continue to live at home, they still need their family as well as meaningful relationships and enduring community connections.*

A workshop lead by representatives of Child Welfare League of America was conducted in June 2005. This workshop brought together executive, administrative and management staff designees who work with child welfare related issues. One purpose of the workshop was to develop an easy to understand vision statement that can be used to clearly communicate the purpose of Alabama's system of care. After

discussing shared values, a draft statement was formulated as follows: "Alabama's DHR will help families receive the least disruptive services they need, when they need them, and for only as long as they need them in order to maintain children in a safe, stable home." Further work was also done directed to issues of out of home care. This effort will continue with a smaller group to refine the vision statement, get input from county departments and providers, and to identify next steps for action.

The state child and family services plan for abused, neglected and at-risk children and their families is intended to operationalize beliefs through developing goal-directed services that are individualized and needs-based and achieve the following:

- Treat families as partners in parenting and protecting their children.
- Respect parents and their children and focus on the family as a whole and on the family's strengths.
- Are matched to meet identified needs and vary in levels of intensity needed to keep children safe and assure their well being.
- Are coordinated between service provider and agencies to meet the multiple needs of children and their families.
- Are delivered in culturally sensitive ways.
- Are accessible to children and families.
- Address systemic barriers to accessing needed services.
- Support families through services and to strengthen families so they may safely care for their children.

The vision of the Division as it relates to priorities and connections to organizational outcomes includes:

- Being in agreement on vision, priorities, and plans for moving forward.
- Being clear on organizational responsibilities and mandates.
- Developing an organizational structure along with processes that can best support the work.

- Being clear on how to achieve partnerships between units and with counties.
- Presenting a unified view of practice, program mission, and priorities.

Central to the organizational structure within Family Services is the creation of a management team comprised of managers and supervisors from all of the offices in the Division. This team of staff members serves as the leadership body of the Division and has responsibility for carrying out the overall vision through its ownership of the goals, priorities, and desired outcomes. The management team meets biweekly to monitor progress towards the completion of targeted action plans and the attainment of specific benchmarks and outcomes. The team also re-examines and assesses organizational strengths and needs on a regular basis in order to address areas warranting improvement. These meetings provide a regular forum for re-visiting the vision statement and for building consensus to support change management. The Division Director and the two Deputy Directors consistently utilize the management team structure to link and integrate the R.C. Consent Decree implementation plan with all ASFA provisions, the Annual Child and Family Services Plan and the Program Improvement Plan resulting from the April 2002 Child and Family Services Review. It is Family Services' vision that to the fullest extent possible, all child welfare initiatives and activities should be connected rather than regarded as separate and distinct pieces of the overall child welfare system. As part of this effort, the Division has benefited from technical assistance over the course of the last year from the National Resource Center for Organizational Improvement. In the last twelve months, the management team has demonstrated strengthened capacity in utilizing data to evaluate programmatic outcomes and overall Statewide system performance and have greater ownership of all of the Division's plans and priorities.

#### **IV. PLANNING PROCESS INVOLVEMENT AND CONSULTATION**

##### **Consultation with Community Stakeholders through Quality Assurance**

The Alabama Department of Human Resources has implemented an ongoing process for community consultation through its quality assurance operations. This occurs in two ways.

First, each County Department of Human Resources supports a community quality assurance committee that routinely reviews cases handled by the Department, using a standard review protocol, and makes recommendations back to the Department. These committees consist of community representatives from various backgrounds, which could include citizens, public and private agency representatives, advocates, foster and birth parents, educators and university staff, and others. Over the course of time, the committees are able to make recommendations to the Department reflecting concerns that go beyond case-specific issues, such as needs for services, additional resources, procedural changes and so forth. The Department takes the consultation that these volunteers provide seriously and uses them to make needed adjustments where appropriate. Currently, there are community quality assurance committees operating in all 67 counties in the State.

Second, the Office of Quality Assurance at the State Department of Human Resources (SDHR) routinely conducts reviews of County Departments for the purpose of evaluating the quality of services delivered and outcomes achieved by children and families. The onsite reviews also serve as a means of monitoring the Department's conformity with the principles of the R.C. vs. Walley Consent Decree. In addition to reviewing cases onsite, evaluating aggregate data on the status of child welfare services in the counties and interviewing DHR staff, the onsite reviews include interviews with community stakeholders to evaluate systemic functioning in key areas. The community stakeholders who are interviewed in each county typically include: juvenile court judges; juvenile probation officers; representatives of other public agencies such as mental health, providers (therapists, etc.), public health and education; foster families; members of the county's quality assurance committee; staff of Family Resource Centers, which are partially funded by the State's IV-B Part 2 allocation; attorneys and Guardians Ad Litem (GAL); law enforcement and staff of Child Advocacy Centers; and others in the community who can provide a perspective on the Department's functioning and needs.

The information obtained from the community representatives is used not only to guide recommendations for resource development and practice improvements in specific counties, but to identify Statewide needs and establish priorities for Departmental planning. From June 1, 2004 – May 31, 2005, the Office of Quality Assurance has conducted 13 full and/or targeted onsite reviews. Based on these

reviews, listed below are a few examples of how this ongoing consultation process has influenced decision-making within the Department and has led to improvements in the Department's capacity to serve children and families.

- The need for improvements/refinements in case planning skills around the Individualized Service Planning Process was often identified in the counties reviewed. The Family Services Division continues with its emphasis on strengthening its basic training curriculum for staff and is focusing on achieving greater consistency in its county consultation process to help counties address the case planning issues more effectively.
- The need to strengthen/refine, within the case planning process, the assessment process of identifying the needs of children and families, including their underlying needs, was cited as a priority need in a number of the counties reviewed. The Family Services Division is continuing with the implementation of the advanced training module that was developed to enable staff to become better adept at identifying/addressing the underlying needs of children and families.
- FSD has continued an emphasis on addressing the need for Statewide availability of therapeutic foster care, so children will have access to this as a part of the placement continuum regardless of where they live in the State. Results of this emphasis can be seen in the increase in therapeutic foster homes. The number of TFC foster homes has risen to approximately 1,450 in mid-FY 2004. All counties now have at least one TFC foster home within their county. The Office of Resource Development and Management continues to work with TFC providers in expanding the services to areas of greatest need in the State, including the assessment of additional services needed to develop a continuum of care for children in the care, custody or planning responsibility of the State.
- Permanency issues have continued to receive some attention as priority needs. This information is being used to assist the Department in its curriculum planning efforts to offer a permanency planning curriculum to staff who provide foster care services in the Department and in development of automated tracking reports to address length of stay and Adoption and Safe Family (ASFA) timelines.

In recognition of the vital role that stakeholders provide through participating in program planning discussions and providing input for various program decisions/directives, the State Quality Assurance Committee has maintained its previous expansion, including the work of subcommittees. This expansion gives a broader representation of community representation. Subcommittees allow a greater in-depth focus on particular areas of work where stakeholder participation is particularly critical. These steps significantly strengthen the range and depth of participation of community stakeholders. The full committee has been introduced to the R. C. Court Monitor, Dr. Ivor Groves. Dr. Groves has strongly emphasized the role of this stakeholder group for continuing to fulfill a role of monitoring child welfare practice and outcomes, particularly when the consent Decree is terminated in order to assure sustainability of the system reforms that have been achieved.

### **Other Ongoing Involvement/Consultation in Planning**

In addition to the regular and in-depth involvement of internal and external parties in Quality Assurance, Family Services Division relies on a range of individuals and groups to assist in providing input into the ongoing planning and service delivery system.

The Child Welfare policy development process involves both internal and external individuals and groups to provide input as new policy is formulated and existing policy is revised. The Policy Development Protocol requires draft policies be reviewed by county directors and the Quality Assurance Policy Subcommittee. Various agencies are represented on advisory boards for revising minimum standards for Child Placing Agencies and Foster Family Homes. In developing policy on the Indian Child Welfare Act (ICWA), the Office of Child Welfare Policy has involved the Poarch Creek Indian Tribe and the county department in which the tribe is located to incorporate into Statewide policy an agreement of how the Department and the Tribe will work together. The QA Policy Subcommittee, composed largely of juvenile court judges, has looked at several issues of particular interest to its members (e.g., Safety Plans) and made recommendations. The Office of Child Welfare Policy is working with the National Resource Center for Organizational Improvement (NRCOI) and the Child Welfare Policy and Practice Group on a plan for organizing the state's

child welfare policies so that they are more manageable, easily accessible for local county departments.

Resource Development utilizes a number of groups and individuals in planning. These include directors of a number of child care institutions, the Alabama Association of Child Care Agencies (AACCA), the network of therapeutic foster care providers (FFTA), the Alabama Foster and Adoptive Parent Association, county DHR workgroups and members of other State and local agencies or providers. These representatives serve on a Statewide workgroup to access the continuum of care for children's services, to identify gaps in these services and to develop specific services to meet these gaps.

In addition to the policy project, NRCOI is helping Family Services to look at work requirements for county staff in an effort to streamline or eliminate processes to allow staff to make better use of their work time.

The Family Services Division has a strong relationship with the Administrative Office of Courts, especially with the staff of the Court Improvement Project, designed to improve the processing of dependency cases so that abused and neglected children may be placed in safe and permanent homes as quickly as possible. DHR representation is common on committees, work groups, and court-sponsored projects. Likewise, staff at AOC frequently partner with State DHR to train, develop policies and procedures, or devise long-range plans for implementation of state and federal child welfare legislation. The relationship between State DHR and AOC has been vital to successful training and operationalizing of best practice in Alabama. Family Services and CIP collaborated with each other on respective Program Improvement Plans. A number of joint site visits were made during the past year to meet with court and county DHR staff to discuss required court order language for IV-E eligibility. Both CIP and DHR have felt this approach to be very beneficial.

The Adoption Advisory Committee (Policy Workgroup) is comprised of county staff, adoptive parents and foster parents, a representative of the Alabama Adoption Coalition (private, licensed child placing agencies) and Alabama Foster and Adoptive Parent Association. This workgroup had an ongoing role in working with the Office of

Adoption on the revision to and development of Termination of Parental Rights and Adoption policy.

The Department's post adoption services program, Alabama Post Adoption Connections (APAC), utilizes a Statewide Consumer Council consisting of adoptive parents and children that supports all aspects of the resource center including planning, feedback on the quality, appropriateness, and accessibility of services, liaison with other adoptive families and publicity. Community Stakeholder Councils in each of the five regions include professional therapists, DHR workers, school representatives, and representatives of religious and civic organizations reflective of the community's diverse citizenry. Their roles include participating in needs assessments, identifying resources, planning, determining outcome indicators and publicity.

Collaboration continues with the Alabama Foster and Adoptive Parent Association to ensure that they maintain current information on adoption issues on an ongoing basis. The Office of Adoption's liaison to the Association attends its quarterly meetings, share pertinent information and addresses issues that arise. The Office of Foster Care Recruitment and Retention Specialist is the liaison to the Association for foster care.

The Office of Adoption represents the Department on the Alabama Adoption Coalition, an association of licensed child placing agencies throughout the state. The Coalitions focus is education, advocacy and promotion of adoptions.

An initiative was begun in June 2001 called Project Respect. In April 2005, this initiative was renamed State Advisory Committee. This is a committee of approximately twenty-five members made up of foster parent representatives and limited county and state staff to build the relationship between DHR staff and foster parents. Areas of concern have been identified and work continues to improve communication and responsiveness to each other. Periodic meetings are held to prioritize areas of concern. Foster Parent Advisory Councils meet with County Directors to identify issues of local concern and strategize ways to improve established relationships. The Problem Solving Mediation Process is a formalized method to resolve conflicts and improve communication both locally and at the state

level. We are also working to develop a Respite Program for foster parents in order to provide a needed opportunity to revitalize their energy and to avoid burnout and disrupted placements. We expect that these combined efforts will aid in retention of our much needed foster homes.

FSD also participates in initiatives that reach out to all children in the state. From this input we are able to advocate for children served in protective services and foster care. The Covering Kids and Families initiative, administered by the Office of Children's Health Programs, Alabama Department of Public Health, is a community involvement program that allows the FSD to have input into assuring that children and families are reached who need health insurance. The Covering Kids and Families initiative is funded by a Robert Wood Johnson Foundation grant to determine and remove barriers to health insurance for all families and children. State and county DHR staff have participated on committees in collaboration with DPH staff to support efforts to achieve stable and affordable health coverage for the uninsured; to gain an understanding of how the uninsured population is changing over time; and to understand characteristics of the uninsured in the state while assessing for attitudes and support of a variety of options. Two additional goals of the Covering Kids and Families initiative are the simplification and coordination of health coverage programs. FSD is also exploring another resource offered by DPH, ALL Kids Plus. Discussions are planned to determine how this health care resource may benefit children DHR serves.

FSD is a part of an initiative known as OUR KIDS that is the result of a strong collaboration and shared funding effort between the Commissioners of DHR, the Department of Mental Health/Mental Retardation, and the Director of the Department of Youth Services, along with support of the Department of Children's Affairs. An announcement of this opportunity for funding up to three million dollars in new services was sent to every DHR county director to encourage their collaboration with their counterparts in the other agencies and with their local Children's Policy Councils in developing proposals for needed services in their communities. The request for proposals was aimed at serving a target population of children at risk of becoming or currently deemed as having multiple needs. The intent was to address gaps in the service continuum in order to deliver more of a front end service approach to prevent restrictive out of home placements or to step a child down successfully to enable

him/her to live within their own community. Several awards were made to programs developed by the Children's Policy Councils, county DHR departments, other county providers which will meet the needs of the "gap children" identified in this effort.

During the site visit conducted by the Family Preservation/Family Support (FP/FS) Coordinator or the FP/FS State Facilitator following a program's peer review, the feasibility and practicality of all suggestions including those from focus groups are discussed. Every effort is made to ensure that feedback is seriously considered.

Family Services has joined with Family Assistance Division, Child Support Division, and the Children's Trust Fund to fund (through TANF dollars) thirty-six (36) local projects to serve non-custodial fathers and adolescent males. See Appendix 1 for a listing of other projects on which FSD is collaborating with the Family Assistance Division.

As a result of an invitation from Executive Director, Children's Trust Fund (CTF), the Family Services Deputy Director responsible for the CFSR, the Program Manager responsible for CAPTA, and the Program Supervisor responsible for Family Preservation and Support Services met to discuss current programs and projects of CTF, current interagency collaboration, and possibilities for additional collaboration between the two agencies. It was agreed that expansion of our coordination efforts can help reduce gaps in services to families and/or overlapping efforts thus making better use of available funding. Future discussion will take place to further this effort.

The Office of Child Protective Services has worked closely with the multidisciplinary team members of the Children's Justice Task Force on the assessment of needs to improve the child protective services system, as well as, collaborative planning projects.

The Family Services Director, Deputy Directors, Administrators, and several other staff participated in the June 2005 Workshop conducted by CWLA to begin to refine the vision for the revamped delivery system and specify the ultimate goals that will support the vision.

As part of the formulation of this APSR, a stakeholders meeting was convened to review current goals, status of work to achieve goals and to provide input. A wide range of stakeholders were represented including service providers, QA Committee representatives, county staff, other state agencies, etc. (see Appendix 2 for further information on stakeholder participants). The entire group was given an overview of the ASPR process as well as a summary of the final Quarterly Report for the CFSR PIP. The group was divided into separate focus groups to look at safety, permanency, well being and systemic factors. The Family Services Management Team participated in these discussions with one member serving as lead for each group and a county representative serving as co-lead. See Appendix 3 for a summary of focus group discussions.

## **V. ANNUAL PROGRESS AND SERVICES REPORT FY 2005**

### **A. PRINCIPLES OF OPERATION**

The Department of Human Resources and its Family Services Division are responsible for developing, operating, and sustaining a system of child welfare services in accordance with the goals and principles of the R.C. vs. Walley Consent Decree that are outlined as follows:

1. Children will be protected from abuse and neglect.
2. Children will live with their families whenever possible and when that cannot be achieved through the provision of services, children will live near their homes in the least restrictive environment that can meet their needs.
3. Children will achieve stability and permanency in their living situations.
4. Children will achieve success in school. Children will become stable, gainfully employed adults.

The principles of the Consolidated Child and Family Services Plan are consistent with the operating goals, principles, and standards of the R.C. Consent Decree. The Consent Decree was entered in 1991 after a settlement was reached in a class action filed in 1988 on behalf of emotionally and behaviorally disordered children in the Department's care. Since that time,

the Department has worked steadily to improve practice and demonstrate the capacity to support improved outcomes in all 67 counties.

The initial goal was to implement the reform in a select group of counties that comprised a representative 15 percent of the total Statewide foster care population. In this phased-in approach to creating a new system of care, the Department planned for seven stages of county groupings in order to achieve full completion of the necessary reforms by the court-mandated deadline of October 1999. Currently, all 67 counties have asserted conversion, with the concurrence of the Court Monitor and the Plaintiffs. The Department is currently demonstrating capacity to sustain the reform with the goal of being released from further court monitoring.

In order to support advanced practice and outcomes, a consultant model has been designed by Family Services that will create greater opportunities Statewide for better outcomes for children and their families, as well as ongoing county staff development. A group of 20 Program Specialist (consultant) staff will serve the 67 counties based on the existing districts of the Alabama Association of County Directors of Human Resources. Those nine districts will receive consultation from this unit, which will include:

- Onsite consultation in each county to support strong child welfare systems.
- Expertise in assessment of outcomes, data.
- Expertise in safety, permanency, and well being.
- Expertise in individualized service planning for families and organizational, strategic planning for counties.
- Implementation of IV-B, PIP, and Consent Decree mandates in each county.
- Thorough knowledge of Family Services for access of additional consultation as needed.

The following caseload standards have been set out for child welfare caseloads as per a January 1998, federal court order:

New Reports alleging abuse/neglect (CANs)	13.5 reports per worker per month
Ongoing child protective service cases (families)	18 per worker
Foster Care cases (children)	18 per worker
Adoption cases (children in adoptive homes)	22 per worker
Foster/Adoptive Resource Families	40 per worker

These standards set out a maximum number of cases per worker based on the type of case, giving consideration to the responsibilities that are inherent to particular staff positions. There is also a standard set out for the staff position that involves handling the incoming cases, inquiries, and reports of abuse and neglect from the community that is typically referred to as intake. Each county is allocated a percentage of staff's time for the responsibility of receiving and screening calls and referrals for agency services. It is the county's population that determines the allocation of staff with a half-time staff position allotted for every county that exceeds 50,000 residents. Thereafter, increases in staff are given based on increases in population. Additional staffing resources are allocated to counties to fulfill resource development and quality assurance functions in each county department. These positions along with the caseload standards are designed to provide the program and administrative support to enable counties to convert practice in accordance with the goals and principles of the Consent Decree. The Court Monitor reviews the staffing levels and caseloads on a quarterly basis and the Department is required to make the necessary changes to assure that the caseload standards are implemented in all 67 county departments. The implementation of caseload standards marks a significant reform in child welfare operations in Alabama that distinguishes the state from many others in the region, and it indicates a substantial commitment to quality child welfare practice.

Central to the reform is the individualized service plan (ISP) which is developed in the context of a partnership between the children, families, and stakeholders. The ISP is based on the creation of a child and family planning team that participates in the development of a plan that is directed toward achieving the goals of the Consent Decree and the Consolidated Child and Family Services Plan. The individualized service plan is driven by an assessment of the strengths and needs within the family along with the

conditions that need to be changed in order for the children to live safely with their family, to be safely reunited, or to be provided a permanent, safe and stable living situation. Multi-level planning is the hallmark of the current approach to changing child welfare operations. The effective use of these collaborative planning processes can result in both 1) partnerships in parenting and protecting children, and 2) reforms in all levels of child welfare practice (State and counties) in accordance with the R.C. Consent Decree goals and principles. Moreover, the indicators of progress that are tracked in all of the above processes monitor positive child and family outcomes, including decreases in occurrences of serious harm, decreases in entries into care, decreases in multiple placements and length of foster care stay, for example, as well as increases in successful reunification with family, placements in permanent homes, expanded service arrays, and appropriate school placements, to list a few more examples.

This collaborative system of care can only be operationalized with the support of community-based, goal-directed services that are individualized, needs-based, culturally sensitive, and family-focused while also being accessible and well coordinated. Family preservation and support services are integral components of the Department's emerging system of care for children and families served through the Department's child welfare programs.

### **ADOPTION AND SAFE FAMILIES ACT (ASFA), MULTI-ETHNIC PLACEMENT ACT (MEPA) COMPLIANCE, AND INDIAN CHILD WELFARE ACT (ICWA)**

There has been a continued focus on the ASFA Task Force work done in conjunction with the Administrative Office of Courts. This group, under the leadership of the Manager of the Office of Foster Care, has been meeting to discuss legislative issues, status and support for Alabama's Program Improvement Plan, the revised consultation model, permanency, and other related topics. Ongoing work continues toward reinforcing policy and training provided to staff regarding ASFA and MEPA. The Task Force and Family Services staff have explored ways to emphasize ASFA and MEPA as best practice by weaving the principles throughout training, consultation, tracking of data, and policy development. The QA Reviews help to assess conformity

in these areas. Also, data is reviewed to see if there is evidence of transracial placements and matching of resources without regard to ethnicity or race. Ongoing work with the Administrative Office of Courts (AOC) (training for Judges, attorneys and Guardians Ad Litem) has been directed toward strengthening compliance with ASFA. Standard Order are available on the AOC Website and a social worker legal checklist was developed and included in packets provided at recent training. Child Welfare training curricula have been updated as a result of the CFSR PIP to strengthen areas related to ASFA/permanency.

Although Alabama continues to have relatively few occasions to ensure compliance with ICWA, work has continued throughout the reporting period on strengthening collaboration with the Poarch Band of Creek Indian Representatives and on formulating DHR policy to reflect the provisions of ICWA. The DHR Legal Office has assisted in policy development to ensure that measures are taken to include provisions of all relevant laws. Family Services is preparing to release, in accordance with established protocol, the first draft of DHR's ICWA policy. It is anticipated that the final policy will be released for implementation in early 2006. The current procedure is for counties to contact their designated Child Welfare Consultant for assistance as needed in regard to ICWA. Child Welfare Consultants would seek guidance from DHR's Legal Office, as needed. State DHR's Child Welfare Intake has received only one inquiry (extra-agency) pertaining to Indian children in the last year. Information and guidance were provided. Escambia County is the home of the Poarch Band of Creek Indians. The Escambia DHR staff work cooperatively with them when an inquiry or report is received.

Although DHR's Office of Interstate Compact on the Placement of Children (ICPC) has not received any inquiries regarding children of Native American heritage in the last year, the office has procedures in place. When an inquiry is received, ICPC staff contact the DHR Legal Office, APHSA, and the Bureau of Indian Affairs for guidance. ICPC has a designated contact person with the local Bureau of Indian Affairs.

A former DHR County Director has assumed the role of Director of Family Services for the Tribe. Although she was not able to attend the Stakeholders Focus Group held recently, communication continues and she is interested in maintaining discussions with the Department concerning ICWA and related issues. In a recent phone contact she stated that she plans to focus intensively on preventive measures and services with the Tribe, since their protective services caseloads are smaller in proportion to the tribal population as compared to caseloads of DHR. She expressed a desire to remain an active participant in future collaborations.

A county MEPA compliance survey was completed by the Office of Foster Care in 2004. No exceptions were found in this county at the time of the survey.

## **B. OUTCOME AREAS**

### **1. SAFETY**

#### **(a) Child Protective Services Goal and Objectives for FY 2005-2009**

##### **PROTECTIVE SERVICES LONG RANGE GOAL**

The principal goal for child protective services is to ensure that children are protected from abuse and neglect. While safety of children is paramount, whenever possible, families should be preserved and strengthened so that children will have a safe, nurturing, healthy and stable environment.

In collaboration with the child safety focus group, the following objectives were determined as a plan of action for the next five years in an effort to reach the above noted goal. The participants of the focus group included representatives from a variety of community partners, e.g. Department of Public Health, Troy State University, Family Guidance, Department of Children's Rehabilitative Services, County Department Staff, Children's Trust Fund etc. The focus group also identified training needs, including domestic violence and cultural issues,

as well as, better utilization of Children’s Rehabilitative Services as areas needing to be strengthened.

**PROTECTIVE SERVICE OBJECTIVES**

**1. OBJECTIVE**

Decrease the number of child abuse reports requiring longer than 90 days to be completed, i.e., investigated, recorded and approved by the supervisor.

FY 2005	3%
FY 2006	3%
FY 2007	3%
FY 2008	3%
FY 2009	3%
Total	15%

In past reports the data for this objective has been measured by the ACWIS report reflecting the status on October 1, of each year (Quality Assurance Indicators-Child Safety). This item reflects the number of cases completed in greater than 90 days which includes cases that have been referred for due process and to law enforcement (LEA) or other state agencies (OSA). Once referred, the Department no longer has total responsibility for the timeliness of the assessment. Many reports are not completed for a year or more. In FY 2003, 49.8% of reports disposed were pending longer than 90 days. This percentage was established in last year’s Five Year Child and Family Service Plan as the baseline for measuring this objective. The ACWIS report reflecting the status on October 1, 2004 indicates there were 9,807 reports representing 14,844 children, which were pending more than 90 days. This includes all reports in suspended status i.e. pending due process

or referral to law enforcement or other state agencies. For FY 2004, 51% of the reports disposed were pending greater than 90 days. Using this method to analyze, the goal to decrease the number of reports pending > 90 days by 1% was not met.

For the past two years, the focus group participants have recommended that the Department consider a more accurate method to measure this data so as to eliminate the LEA/OSA and due process cases from these yearly totals. In order to follow this recommendation, Safety Data Thresholds, which were established during the third quarter of FY 2004, will be used in the future to provide a measurement for this data. This data more accurately reflects the number of cases for which DHR has responsibility and provides a consistent Departmental measure for this objective.

The Office of Child Protective Services will establish a new baseline, using Safety Threshold Data to evaluate and measure this objective, when the first complete year of threshold data is available (October 1, 2005). The same goal percentages for improvement for years 2005 to 2009 will remain the same. The Safety Threshold for CAN reports pending greater than 90 days is defined as any County Department that has 20% or more of their CAN reports pending greater than 90 days in any given quarter of the fiscal year.

The method for obtaining the Safety Threshold Data for this objective will be obtained from the ASSIST report, Quality Assurance Indicators, Child Safety. In order to determine the percentage per county, the reports pending DHR Assessment > 90 days is divided by the number of Reports Pending DHR, then the cases pending

> 90 days are averaged. Reports in suspended status will not be included, i.e. LEA/OSA, Administrative Record Reviews or Administrative Hearings. The elimination of suspended reports in this data provides a more accurate count of pending reports for which the Department has total responsibility.

As noted earlier, in the 3<sup>rd</sup> quarter of FY 2004, the Safety Data Thresholds were implemented. In that quarter, 17 counties were identified as having 20% or more CAN Assessments pending > 90 days. Percentages pending ranged from 72.9% -22.2%. Statewide 28.5% of CAN Assessments pending were pending greater than 90 days. Twenty-three (23) counties exceeded this threshold during the 4<sup>th</sup> quarter of FY 2004. Percentages ranged from 21.2%-65.5% Statewide 28.6% of DHR Pending Cases were pending > 90 days.

For the 1<sup>st</sup> quarter of FY 2005, 21 counties exceeded the safety threshold. Percentages of cases > 90 days ranged from 21.2%-77.7%. Statewide 23.77% of pending cases were greater than 90 days. Sixteen counties exceeded this threshold during the 2nd quarter of FY 2005 with percentages ranging from 21.2%-67.2%. The statewide average was 19.5%. These percentages do not include any case in suspended status, i.e. due process or LEA/OSA, and appear to give a more accurate representation of work pending DHR work.

Each county who exceeds this Quarterly Safety Threshold provides a detailed explanation and where necessary a corrective action plan to the Office of Child Welfare Consultation (OCWC). The OCWC with the support of the Office of Child Protective Services are

available to assist the counties in identifying areas needing improvement and developing and implementing corrective action plans.

The automated computer system (ASSIST) implemented a new phase in February 2005. This enhancement is expected to increase worker ability to maneuverability and increase ability to complete cases more timely. This should also decrease the number of cases completed in > 90 days.

**2. OBJECTIVE**

For children previously known to the Department due to child abuse or neglect reports within the past twelve (12) months, decrease the number of child fatalities due to maltreatment.

FY 2005	1%
FY 2006	1%
FY 2007	1%
FY 2008	1%
FY 2009	1%
Total	5%

The ACWIS Report, QA Indicator-Child Safety status as of October 1 of each year, will be used to measure this objective. As of October 1, 2003, 25% (5 of 20 children) of child fatalities were previously known to the Department due to a report of abuse or neglect. This percentage will be used as the baseline data to measure this objective. For FY 2004, twelve children reported to the Department died as a result of abuse or neglect. Only one of the children (<1%) had contact with the Department within the past twelve months. Based on this data, this objective has been met and number of

child deaths due to abuse and neglect of children known to the Department has continued to decrease.

At the time of this report, FY 2005 data is not available. The Alabama Department of Forensic Sciences continues to have a backlog of cases with final autopsies often taking a year or more to complete. Therefore the disposition of the report may not occur in the same fiscal year in which the report was received.

Each county department has a Child Death Review Committee, which evaluates cases involving child fatalities, including DHR licensed child care facilities and day care homes/facilities, in which the child has had previous child welfare contact. The purpose of the review process is two fold: to strengthen the global understanding in the System of Care and its capacity to serve children and their families, and increase our sense of local accountability and county capacity to serve children and their families. The committee consists of County QA Coordinator, County QA Member (Community Representative), Regional State Office Staff, i.e. Office of Child Protective Services; Office of Child Welfare Consultation, Administrative Record Reviewer and adjunct members who will be used on an as needed basis. There are plans to revise the Child Death Review Reporting Document this fiscal year. The database for child deaths is being upgraded so that data is more easily extracted for reporting purposes.

The State Child Death Review System, which is a legislative mandated review process for unexpected/unexplained deaths of children also reviews cases in their local multidisciplinary teams. The manager of the Office of Child Protective Services

represents the Department on the State Child Death Review Board.

**3. OBJECTIVE**

Increase the percentage of face to face contacts with children in CAN reports within the policy timeframe.

FY 2005	1%
FY 2006	1%
FY 2007	1%
FY 2008	1%
FY 2009	1%
Total	5%

The ACWIS report, Quality Assurance Indicators, will be used to monitor this objective. In FY 2003, 88% of initial contacts were made within the policy guideline of five calendar days. This percentage will be used as the baseline data to measure this objective. For FY 2004, 93% of the initial contacts with children were made within the policy time frames. The goal for this objective has been met.

The Department has established Safety Thresholds in regard to child contact to provide consistency throughout the Division. The goal is that 100% of the children alleged to be abused or neglected be seen within the policy guidelines; however, it is understood there are legitimate reasons which might prevent a child from being seen within the timeframe e.g. family moves and address not known, child visiting out of state, child in intensive care medical facility etc. Therefore, 85% of the children receiving a face to face contact was established as the Safety Threshold for this objective. Beginning with next year's report, data will be taken

from ASSIST Report PSASB118A, CAN Central Registry Summary and used to determine the baseline for future measurement of this objective. The yearly percentages for improvement will remain the same as noted above. The evaluation of this objective will be completed quarterly. Counties do not meet the threshold if the percentage of child contact is below 85% for two consecutive months during the quarter, including the last month of the previous quarter. The county is notified of their failure to meet the threshold. As stated above, each county who exceeds this threshold must provide a detailed explanation and where necessary a corrective action plan within 90 days of receipt of the notice. Office of Child Welfare Consultation and the Office of Child Protective Services continuously monitor this data and work with the counties on corrective action plans.

Using the Safety Data, counties have received four quarters of data. For the 3<sup>rd</sup> Quarter of FY 2004, 14 counties were below the 85% threshold for two consecutive months for child contacts within 5 days of CAN reports received. Percentages ranged from 69.2%-83.7%. For the 4<sup>th</sup> Quarter FY 2004, 6 counties were below the threshold, with percentages ranging from 50% -84%.

During the 1<sup>st</sup> Quarter of FY 2005, 7 counties were below the threshold of 85%. The percentages were between 33.3%-83.3%. Nine counties failed to meet the thresholds for the 2<sup>nd</sup> Quarter FY 2005. The percentages for the 2<sup>nd</sup> Quarter ranged from 33.3%-83.3%. Data also indicates that statewide the percentage of child contacts within policy timeframes have ranged from 91.5%-89.5%. The threshold

information suggests that the majority of the 67 counties meet this objective of face to face contacts with policy time frames. It is also evident that in smaller counties, the inability to locate one or two children can greatly impact the data for the threshold.

**4. OBJECTIVE**

Decrease the number of children being subjected to repeat maltreatment within the past twelve months.

The Quality Assurance Indicators Report will be used to monitor this objective. The baseline data for FY 2003 reports that 5.4% of the children with previous dispositions of indicated, were subject to repeat maltreatment within a twelve month period. This percentage is below the national average of 6.1. The focus group thought this important objective should continue to be monitored in order to ensure that this threshold is being maintained.

FY 2005	0%
FY 2006	0%
FY 2007	0%
FY 2008	0%
FY 2009	1%
Total	1%

Data from this report indicates the number of children with repeat maltreatment during the past twelve months. The repeat maltreatment is not limited to the same person allegedly responsible for maltreatment or same circumstances of maltreatment. Using this method for FY 2004, the percentage decreased to 5.0%. This is 0.4% decrease from the previous year. This objective was met for FY 2004. Further analysis indicates that for

first six months of FY 2005, the number of children being subjected to repeat maltreatment is 4.6%. At the same time last year, the percentage was 5.0%.

Beginning with next year's reporting, the Safety Thresholds established for repeat maltreatment will be used for evaluating this objective and a new baseline will be established. This data is also obtained from the Quality Assurance Indicators Report – Child Safety. Counties fail to meet this threshold if the percentage of repeat maltreatment is 6.1% or higher for 2 quarters, to include the current and previous quarter. In order to determine percentages per county, the number of children with repeat maltreatment in the past twelve months is divided by the number of children with indicated dispositions.

Using the Safety Threshold data information currently available, during the Third Quarter FY 2004, 11 of 67 counties exceeded the threshold of 6.1% for two consecutive quarters. The percentages ranged from 6.2%-33.3%. For the 4<sup>th</sup> quarter of FY 2004, six counties exceeded the threshold with percentages ranging from 7.4% -33.3%. At the end of the 1<sup>st</sup> quarter FY 2005, five counties exceeded the threshold with percentages ranging from 8.3%-19.4%, with the state average being 5.1%. In the 2<sup>nd</sup> Quarter FY 2005, 4 counties exceeded the threshold with percentages ranging from 6.3%-14.3%. The state average was 4.7%.

There continue to be concerns regarding reports of suspected abuse and neglect not being accurately reported in ongoing CPS cases. This was a need identified in CFSR review. The Office of Child Welfare

Consultation and the Office of Child Protective Services continuously monitor Safety Data Thresholds and work with counties on corrective action plans where applicable. The focus of consultant intervention is to ensure child abuse and neglect reports in open cases are treated as such, accurately documented and addresses all safety concerns for the children. The objective is also part of the Quarterly Quality Assurance Report submitted by each county. The Quality Assurance Committee in each county also monitors this data.

Another issue related to more accurate data for this objective has been related to the method of linking cases in the automated computer system, ASSIST. With the February 2005 implementation of the new phase, the method to link cases has been improved. At the present time, there is not enough data available with the ASSIST updates to determine if the capability to link cases more appropriately will have any impact in the overall data.

**5. OBJECTIVE**

Increase the capacity of staff to adequately address and identify all risks of harm to children living in their own homes or in out of home placements and improve the effectiveness of family preservation services to protect children in their own home.

The Federal CSFR conducted in April 2002 found that preventative services provided were not always appropriate for reducing risks of harm to children or that when appropriate services were provided, DHR is inconsistent in monitoring families to assess whether

services are effective in reducing harm. The outcome was achieved in only 69.4% of the cases. This was the previously established baseline.

In FY 2004, the Department renegotiated with ACF the baseline and goal to be achieved by the end of the PIP for this objective. The new goal is 44% and the new baseline is 42%, which was based on the Department's QA data. Also renegotiated with ACF was the decision to use data from the Quality Assurance reviews as the method of measurement. To show the level of progress being made, SDHR Quality Assurance reviews, rate family preservation in *appropriate* county cases reviewed. Forty percent of the cases reviewed in Calendar Year 2004 (January 1, 2004-December 31, 2004) found evidence that appropriate family preservation services were provided to the family to reduce threats of harm to the children. The current Rolling Year data (April 1, 2004-March 1, 2005) indicates of the cases reviewed, 50% had evidence of appropriate family preservation—services and service monitoring. The goal for this objective is currently being met. The percentages for improvement will remain the same as noted below.

FY 2005	1%
FY 2006	1%
FY 2007	3%
FY 2008	3%
FY 2009	3%
Total	11%

Although not included in the above data, additional analysis is provided by each county Quality Assurance

Committee reviewing cases and rating the family preservation through the use of appropriate services.

Consultants from both the Office of Child Welfare Consultation and the Office of Child Protective Services continue to work toward increasing supervisor capacity around assessing threats of harm. Much of this work has been done in conjunction with the Safety Management training that is described in Objective 6.

The Family Preservation Unit continues to work with targeted counties whose utilization of Family Preservation Services was low. Counties are encouraged to include a Family Preservation Specialist, in all pre-removal staffings. This enables workers to review preservation services that have been provided to the family.

The Office of Child Protective Services and the Office of Child Welfare Consultation are currently working on a plan to review cases to determine appropriate use of family preservation services. ISPs and provider progress notes will be reviewed to determine if the services identified are appropriate and if the family's identified goals are being met.

**6. OBJECTIVE**

Increase the staff's capacity to develop and monitor safety plans for effectiveness in managing identified risk of harm.

The Federal CFRS reviewers also found that the Department was inconsistent in adequately addressing or identifying all risks of harm when a child is placed in the home and at times in out of home placements.

Services are not provided consistently or monitored for effectiveness and safety plans are not used effectively or consistently to manage identified risks. This was rated a strength in 76% of the time. In 2004 the baseline and goal for this objective were renegotiated with ACF as 78% and 81% respectively for the State's PIP. It was also renegotiated to use the State's Quality Assurance county review data as measurement indicators. For the current rolling year (April 1, 2004- March 31, 2005), 79% of cases reviewed safety was considered a strength. Using the renegotiated baseline of 78%, the goal of increasing this measurement by 1% is currently being met.

The percentages for improvement will be changed as reflected below:

FY 2005	1%
FY2006	1%
FY2007	1%
FY 2008	1%
FY 2009	1%
Total	5%

The overall five year goal for this objective will be increased from 82% to 83%

The Department has contracted with the National Resource Center on Child Maltreatment to provide Safety Management Training for ongoing CPS and Foster care staff, including supervisors and program staff. Twenty- five sessions are being conducted throughout the state. This 3-day training focuses on safety assessment during the first four months of an open CPS case and safety assessment during reunification. Thus far 365 county and state staff have participated in the

training. The sessions will continue through September 8, 2005. The Department has also purchased the training package from the Resource Center. The material will be integrated in the current ACT I curriculum and the consultants from the Office of Child Protective Services are trained to continue providing the training when the contract is completed

The Child Protective Services Consultants have identified counties whose staff have completed the training and will continue to work with those counties using actual county cases. Participants must bring one case per worker and participants will review Safety Plans and ISP as a group and provide peer feedback in order to help strengthen practice. Other SDHR staff such as Child Welfare Consultants, QA Consultants and CPS Policy staff, have been trained and provide coaching and modeling to county staff.

**(b) Child Abuse Prevention and Treatment Act (CAPTA)**

The plan for CAPTA funds for the next five years continues to be to support the due process requirement of CAPTA by administering the administrative record review process. The limited remaining funds will be used to support pilot projects or resources for County Departments in order to strengthen the child protective services program.

The administrative record review program is a joint partnership between the county departments and the state office. State office administrative record reviewers and the County Director or designee review the case record and any information submitted by the alleged perpetrator to determine if the record supports a finding of abuse or neglect. The alleged perpetrators are given written notice of their right to an administrative record review. They are informed the review

process will be completed by a DHR independent panel, who are not directly involved in the case and have authority to overturn the decision of the worker/supervisor if the record does not support the finding of abuse or neglect. This program improves the child protective services system by establishing procedures for appealing and responding to appeals of substantiated reports of abuse and neglect. It was implemented June 1, 1999.

CAPTA funds are currently being used to staff three state level administrative record reviewers. The amount of funds to be used for Fiscal Year 2005 to support this program is approximately \$189,229. From May 15, 2004 to May 15, 2005, a total of 1,498 requests have been received involving 1,781 children. Of this total number of children, the reviewers upheld and agreed with the decision of the county worker/supervisor in 74% of the child cases.

The Administrative record review process continues to generate a lot of interest from alleged perpetrators' attorneys. Much of the correspondence and telephone calls involve explaining the process. There have been lawsuits and continuing threats of legal action. A district federal court's ruling on one case has upheld the constitutionality of the administrative record review process. However, the process continues to be legally challenged, in particularly the Mobile region of the state. The administrative record review staff continues to work closely with the Department's legal staff regarding these legal issues.

In an effort to guard against further lawsuits in Mobile County and jeopardize establishing a Statewide law, the Department's Commissioner changed the policy in January 2004, on administrative record review in this county only. The alleged perpetrator continues to be offered an administrative record review; however, should the alleged perpetrator or his/her

attorney challenge the process and request a hearing, an administrative hearing with the Attorney General's Office is provided to the person. There is program concern about this process becoming so legalized to the detriment of protecting children. In the hearings held before the administrative law judge with the Attorney General's Office, children must testify (unless a mental health determination is made for younger children that it would cause harm to the child) before their parents and is very much a court process. The Department has the burden of proving the case in the hearing procedure. Many times children, collaterals, reporters, and other persons with knowledge of the abuse/neglect are reluctant to get involved to this extent.

The necessity of adequate record documentation continues to be emphasized with staff and is supported by the policy. Statewide documentation training was planned for last year, but due to other assignments for staff, it was not offered on a Statewide basis. Administrative record review staff did provide informal documentation training for a few County Departments, upon request. There continues to be plans of revising the documentation training to incorporate the new CPS policies and forms and will be made available to county staff upon completion. The administrative record review process continues to provide increased credibility to the child protective services program.

Staff in this unit continue to work on revising the protocol for the internal child death review process. During the review of child deaths with prior DHR involvement, it was identified that there needs to be a stronger feedback procedure developed. There was not a formalized method of ensuring that recommendations made by the child death review team were acted upon. The revised protocol will strengthen this procedure by providing a feedback loop to and from the respective county

directors and program areas. Another concern in regard to the internal child death review process has been expressed by our Legal Division. The review form has actually been subpoenaed by plaintiff attorneys and its content used against the Department in court. Staff are presently working with the Legal Division to revise the report form to accomplish the goals of the review, while being mindful of the information available to the plaintiff attorneys.

In addition to the job duties of the administrative record reviews and participation in the internal child death review procedures, staff in this unit are involved in the team approach to assisting counties in improving their child protective services program. They work closely with the two full-time CPS consultants by providing support and helping to identify strengths and needs of the counties' CPS program.

Wayne Holder, through the services of the National Resource Center on Child Maltreatment, provided child safety training to a select group of CPS ongoing service supervisors in 2003. The intent was for these supervisors to train their individual social worker staff. The Department has found that this model is not effective, due to the inexperience of the supervisors, their other job assignments and lack of time to conduct the training. Also, from this experience it was learned that the needed content to develop competency could not be covered effectively in two days. Therefore, in partnership with a local University, a contract with Action for Child Protection was obtained to provide 25 sessions of training for CPS ongoing and foster care staff. This three-day training is currently being conducted and is planned for completion in September 2005. This training focuses on a conceptual framework for child safety intervention, identifying threats to child safety, increasing and decreasing provisional protection, measuring progress, and conditions for return. It is anticipated approximately 700 staff will receive

this training. The training has received very positive evaluations to date. ACTION for Child Protection provided child safety training in 2003 to CPS investigative staff. This additional training to CPS ongoing services and foster care staff will help ensure the continuum of safety services, workers will have the same knowledge base and safety will be assessed in a consistent manner. The amount budgeted from the CAPTA Grant to provide this training is \$234,163. The training curriculum will be included in the purchase of this training so it may be provided in the future by the Department's training staff. This will be critical since there continues to be a high turnover of staff.

The plan to develop informational child abuse/neglect pamphlets and posters has progressed slowly due to other program requirements and assignments. A CPS practice consultant has been meeting with a committee of county staff to finalize a draft of an informational booklet to be provided to the families receiving CPS services through the Department. The committee has one additional meeting, after which time the booklet will be ready for review by the Department's Legal Division. All materials produced will be made available in English and Spanish. The amount of CAPTA funds that have been budgeted for this project is \$20,000.

In last year's IV-B Plan, CAPTA monies were budgeted for Calhoun County's demonstration project of joint investigations with a mental health specialist. The amount of CAPTA funds budgeted for this project was \$60,000. The goals of the project were to assess mental health and substance abuse as contributing factors in abuse and neglect situations, conduct joint investigations in cases where mental health and/or substance abuse and child abuse are suspected, expedite access to appropriate treatment services, reduce the number of children placed on an emergency basis in foster care, and

provide consultation and training for staff on mental health and substance abuse related issues. The Calhoun County Director worked with community stakeholders in identifying a community provider for this project. The County Director has submitted a program description for the project. The plan was to contract with the local Sheriff Department's Program called LINC to provide the above noted services and the local University to provide consultation. The program narrative was approved and steps were underway to complete the contract process. The County Director in December 2004, decided this was not the most pressing need in his county and chose not to implement the program.

With the concurrence of the ACF regional consultant, the monies previously planned for the above project have been diverted to another project in Lee County. This project will target a mentor program for supervisors and workers. Lee County has a high turnover rate of staff. One of the needs expressed by staff leaving the Department is a need for more support to meet the demands of the very difficult job and the decisions to be made. The Lee County Director is eager to learn if a mentor program will provide the following positive outcomes:

- Reduce staff turnover and increase retention
- Staff development
- Improve staff morale
- Decrease errors in subjective decision making
- Enhance child safety, permanency, and well-being

The plan is to hire a knowledgeable staff mentor who will work with supervisors and individual workers in modeling and coaching best practice casework, supervision and serve as a role model. This project is in the early stage of development and a resource for a contract is being explored by the County

Director. The County Director is confident she will be able to locate the appropriate person for this pilot program. This community does have the resources of a prominent college, which has a School of Social Work. If a small amount of additional CAPTA funds is needed for this project, savings from prior approved projects will be used to increase the amount of this budget.

Currently CAPTA funds are being used to help support the administration and development of the telemedicine program in Baldwin County, called Southwest Alabama Abuse Network (SWAAN). Two retired physicians were instrumental in starting this program. One of the doctors is a pediatrician who has examined abused children for many years. The other doctor is a general physician who has expertise in computer technology. The total amount budgeted from CAPTA funds for this project during FY 2005 was \$60,000. CAPTA funds have been used to fund a director position to help develop and expand this project. The program has outgrown its volunteer support and needed increasing time devoted to the project. SWAAN is presently working in eight rural counties, Baldwin, Washington, Choctaw, Clarke, Wilcox, Monroe, Conecuh, and Escambia, in developing a telemedicine network. This networking has been developed in conjunction with community leaders in order to address the individual needs and draw upon the strengths of each county.

SWAAN began monthly video conferences in July 2002. Members from all the identified counties are invited to participate. Currently they have over 50 participants, located in eleven counties in Alabama and one county in Florida participating in the video conferences. Cases of sexual and physical abuse are presented and discussed by other participants, including physicians, members of DHR, the Child Advocacy Centers, Law Enforcement, and the District Attorney's

office. These sessions are used for peer review, consultation, store and forward, and training. Dr. Whitworth, a noted telemedicine expert from Florida, provides expert consultation and training during the video conferences.

At this time SWAAN is using telemedicine equipment that is on loan from the University of South Alabama in Mobile. The equipment is currently located in South Baldwin Regional Medical Center in Foley, and Thomas Hospital in Fairhope. There is also equipment located in Brewton, Monroeville, and Evergreen. SWAAN has developed a committee to develop procedures for improving the data collection. Due to the high expense of telemedicine equipment and lack of feasibility of using the only for examinations of sexually abused children, SWAAN is exploring other ways the equipment can be used. In July 2004, one of the local physicians in Brewton, Alabama received a small grant that has been used to provide mental health counseling using the telemedicine equipment. This is a rural area and normally the parents and children would have to leave work and school for a day to travel to Birmingham to see the appropriate mental health professional. Dr. Vaughn, in Birmingham, has donated one day a month to interview the local pediatrician's mental health patients through the telemedicine equipment. SWAAN has received positive feedback from the children, parents, and Dr. Vaughn. The Department of Mental Health has expressed interest in the project and may be a source of future funding for the project. SWAAN is also working on breaking barriers in physicians' willingness to participate in the examinations of abused children. One barrier identified by physicians is that they don't have the time to testify in court. Several doctors have agreed to participate if they can testify through teleconference. SWAAN is working with the Alabama District Attorneys Association and Office of Prosecution Services to attempt to get the district attorneys to buy-in to the teleconference concept

for court testimony. SWAAN personnel will be speaking at the annual District Attorneys meeting in July 2005, regarding this issue.

The long-term goal for the telemedicine program was to develop three regional programs across the states to assist in the physical examination of sexually and seriously physically abused children. SWAAN personnel are providing technical assistance in the development of the Statewide plan. While the program has been successful in developing physicians' interest in conducting sexual abuse examinations of children in some rural areas of the state, the use of telemedicine equipment has not proven to be productive. The expense of the computer lines and the complexity of setting up the system have produced barriers. It is also new technology that medical doctors and facilities have been reluctant to embrace. It is believed this project's goals will be more reachable in a few years when this technology is less expensive and commonplace. SWAAN is actively seeking future funding through grants to maintain and expand this program.

With the concurrence of the ACF regional consultant, approximately \$9,000 of CAPTA funds were used during FY 2005 to purchase a microfilm reader-printer for the State Central Registry on Child Abuse. This Department provides clearances of the State Central Registry on Child Abuse and Neglect for employment working with children. While the more current child abuse information is on the computer system, the older material is microfilmed. In order to retrieve the history reports of abuse and neglect, a new microfilm reader-printer was needed.

The position of a State Office program specialist to provide background clearances from the State Central Registry on Child Abuse and Neglect has been funded with the use of CAPTA

funds this past year. It is anticipated that by the end of this fiscal year, \$56,540 of CAPTA funds will be used for this purpose. From October 1, 2004 through April 2005, a total of 20,323 requests have been received from employers working with children to screen applicants for employment and applicants for foster and adoptive parents. The program specialist reviews every report with a substantiated disposition to ensure that the report meets current standards for policy and provides the written feedback to the potential employer. This service increases the safety of children by potentially preventing child abuse.

CAPTA funds were also used during FY 2005 to fund the expenses of the program manager to attend the state liaison's meeting and the 15<sup>th</sup> National Conference on Child Abuse and Neglect. The program manager participated in conducting a workshop on implementing a statewide model for child safety assessments.

The CAPTA requirement of three citizen review panels is met by the county and state quality assurance committees. The RC Consent Decree requires the development of a local quality assurance (QA) committee to monitor and evaluate the child welfare program within each County Department. The QA committees are composed of volunteers within the local community. This committee reviews case records, interviews stakeholders in the community to evaluate the child welfare delivery system and outcomes for the children and families. The committee has the authority to make case and county specific recommendations, as well as Statewide system recommendations. Alabama has one citizen review panel for each of the 67 County Departments. The quality assurance committees are functioning at different levels of development. It is expected that these committees will continue to grow in their development.

There is also a State level volunteer QA committee that receives and monitors the reports of county QA reviews. The State QA Committee is being provided with information from the county QA reports. Quarterly and annual Statewide reports are compiled from the quarterly QA reports and are provided to the State QA Committee and also are available to the public. The State QA Committee has continued to be active this year and continues to grow in its development. The State QA sub-committee on policy has been very involved in the development of policy regarding the length of time allowable for an out of home, non-foster care safety plan. Consensus has been reached with this committee and this policy is in revision status at this time. The Department's response to last year's recommendations from this Committee is included in Appendix 4 of this document. Also, Appendix 5 is the year's annual report from the State QA Committee. The State QA Committee is serving as a useful means of improving the State's child welfare system.

Alabama has been meeting the CAPTA requirement for criminal background checks for prospective foster and adoptive parents and other adults in the home for many years. The foster care policy manual (revised in 1993) stated, "all foster family home applicants (including boarding homes, related homes, and free homes) after May 17, 1985, and members of their household 19 years and older, must have a criminal record check." In 1992, state legislation was passed that clearly authorized the Department of Public Safety to release information to approved requestors with the required written permission of the individual. This legislation also established a fee for this service. Further state legislation was passed in 2000 which made it mandatory that all licensed child and adult care facilities, and child placing agencies request criminal history background information checks on licensees and license

applicants, volunteers, employees and prospective employees of licensed or approved child and adult care facilities and certain Department of Human Resource employees, and for foster homes and adoptive homes approved by child placing agencies or the Department of Human Resources. This legislation was very comprehensive and a new unit was established within the Department to handle these background checks.

The Office of Child Protective Services/Administrative Review has completed a referral process and a training program in order to implement the requirements for young children under CAPTA Sect. 106 (b) (2) (C).

CAPTA policy requires that DHR make a referral for early intervention services for children who have an indicated CA/N and have not reached their third birthday.

DHR's Office of Child Protective Services staff worked extensively with the staff of Alabama Early Intervention Services (AEIS) to develop procedures and training to facilitate the delivery of services to this target group, children from birth to age three. AEIS staff provided information and training for State DHR staff from OCPS and Office of Child Welfare Consultants. AEIS staff conducted training sessions at the district resource development meetings. AEIS continues to be available to conduct training for state and county staff on request.

A referral form, AEIS-DHR CAPTA Referral Form, DHR FCS-2121 was developed and implemented in June 2004. See Appendix #14. County DHR staff submit this form to State DHR Office of Child Protective Services. When this function becomes available on ASSIST, the process will become automated, but until then, the referrals are sent from county staff to OCPS,

which sends them to AEIS. The AEIS State Coordinator assigns the cases to their district representatives.

The SDHR Office of Child Protective Services Supervisor tracks the referrals on a spreadsheet. When the ASSIST function becomes available, automated reports will be generated. Reports are currently made available manually when requested. The OCPS Supervisor meets regularly with AEIS to discuss issues, assess needs, and plan training.

### **CAPTA FY 2006**

CAPTA funds for FY 2006 will continue to be used to assist in the financial demands of administering the administrative record review process. This will improve the child protective services system by establishing procedures for appealing and responding to appeals of substantiated reports of abuse and neglect (CAPTA, Sect.106 (a) (2) (B9) (I)). CAPTA funds will be used to continue to staff three state level administrative record reviewers.

In addition to conducting administrative record reviews, this staff will continue to be involved in a DHR team effort to self-evaluate child deaths in which DHR has had prior child welfare involvement within the past twelve months from the child death. The goal of this self-assessment is to determine if changes or improvements are needed in child protective services system, e.g., policy, training, supervision, caseload management etc. These reviews will improve the child protective services system in the intake, assessment screening, and investigation of reports of abuse and neglect, as well as, case management and delivery of services provided to children and their families. The amount of CAPTA funds budgeted for FY 2006 to support the administrative record review program is \$194,759.

It is proposed that CAPTA funds be used to fund a new pilot project to address the problems experienced by staff in seeking successful outcomes for families involved with substance abuse. The supervisor with the Office of Child Protective Services attended a national conference in which she learned of a successful substance abuse project in Cleveland, Ohio in which a substance abuse par-professional is partnered with a child protective services social worker to provide services to substance abusive families. This paraprofessional is a successfully recovered drug abuser who has been drug free for many years. This project works on the premise that this paraprofessional can more easily identify the issues needed for successful treatment and be more accepted by the participants. The program will be modeled after the Cleveland, Ohio program. The proposed amount to be budgeted for this project is \$80,000. This program will improve the child welfare system in the investigation of reports of abuse and the case management and delivery of services provided to children and families.

It is recommended that CAPTA funds be used for FY 2006 to provide comprehensive forensic child interview training to county and state program staff. The Children's Justice Task Force proposed to use some of the Children's Justice Grant Funds during FY 2006 to provide a four or five day training to multidisciplinary investigative team members. This funding source will not be nearly sufficient to train the majority of the social worker staff presently conducting child abuse investigations. It is proposed that CAPTA funds be used to supplement additional training slots for DHR child welfare staff. The funding sources will be maintained separately. Most of the Department's investigative staff receive very little training on child interviewing and no training on forensic interviewing. By partnering with the Children's Justice Task Force, an increased

number of DHR's 1,000+ child welfare staff will be able to receive this needed training. The proposed amount budgeted for this training is \$101,809. This training will strengthen the child protection system by improving the skills of individuals providing services to children and families.

It is proposed to use CAPTA funds in FY 2006 to purchase four color printers for the administrative record review staff. Staff are increasingly receiving photographs via the computer as part of the evidence during the record review process. The ability to print these in color is becoming an increased need. The amount budgeted for these printers is \$600. This will improve the child protective services system by improving the assessment and investigation of reports of abuse and neglect.

The State Central Registry on Child Abuse and Neglect is used widely by potential employers, who work with children, to screen applicants for employment and for the screening of foster and adoptive parents. During FY 2004, 34,250 authorized requests for background checks were received in the State's Central Registry. Of this amount, 391 were substantiated reports. From October 2004 through April 2005, 20,323 authorized requests have been received. Due to the high volume of requests, it is necessary for a full-time program specialist to review the substantiated child abuse/neglect reports and respond to the requests. This is a critical position that requires balancing child safety with liability issues. It is proposed that CAPTA funds continue to be used to fund this program specialist position. The projected cost of this position for FY 2006 is \$59,071. This service increases the safety of children by possibly preventing child abuse. The child protective services system is strengthened by improving the delivery of services provided to children and their families.

CAPTA funds will be allotted for state program staff to attend HHS sponsored meetings and other child abuse specific conferences or meetings. These trainings will improve the child protective services system by developing, strengthening and facilitating training opportunities for individuals overseeing and providing services to children and their families.

**CAPTA BUDGET  
FY 2006**

Administrative Record Review Staff	\$194,759
Forensic Interview Training	\$101,809
Program Specialist, Central Registry on Child Abuse/Neglect	\$59,071
Substance Abuse – Paraprofessional and Social Work Partnership Program	\$80,000
Color Printers for Administrative Record Review Staff	\$600
Meetings and Training State Program Staff	<u>\$4,000</u>
TOTAL	\$440,239

**(c) Family Preservation and Support / Promoting Safe and Stable Families**

**FP/SS LONG RANGE GOAL 2005-2009**

Enhance the ability of families and communities in Alabama to create safe, stable, and nurturing environments that promote healthy child development and enable families to resolve crises and connect with necessary and appropriate services in order to remain safely together in their homes whenever possible.

**1. OBJECTIVE**

Maintain previously established integrated and coordinated family service center sites, and establish

new sites as funding allows, that vary in intensity to meet the needs of children and families for family support and preservation services under the Promoting Safe and Stable Families portion of the Adoption and Safe Families Act.

- Provide level funding, or an increase as funding allows, for the Family Service Centers currently funded in Houston, Jefferson, Hale, Montgomery, Baldwin, Russell, Calhoun, Talladega, Lowndes, Tuscaloosa, and Chambers Counties and the Healthy Families program, a family support home visitation program service in Huntsville in Madison County, and add additional Family Service Centers as funding allows.
- As funding allows, expand services as needed in the Family Service Centers to include “front-end” family preservation services, designed to meet the needs of families served by DHR child welfare staff, as identified by each county DHR.

The Family Service Centers listed above received at a minimum level funding in FY 2005, and continue to provide the same quality services. Six of twelve Family Service Centers (Sylacauga and Talladega), Baldwin, Tuscaloosa, Russell, and Chambers counties) are eligible to receive increased funding in FY 2006 as a result of outstanding performance as measured through an evaluation of the Family Service Centers using the Family Service Center Standards.

A total of 22,962 unduplicated families and/or individuals received family support services through the Family Service Centers and Healthy Families in

Fiscal Year 2004 and 11,082 unduplicated families received services from October 2004 through March 2005. The following chart shows numbers of unduplicated families and/or individuals served through one or more of the programs offered by each Family Service Center and Healthy Families during these time periods:

	FY 2004	FY 2005 – Mar.
Alfred Saliba Family Services Center (Houston County)	2805	1351
HERO Family Resource Center (Hale County)	3096	976
The Center for Families-Montgomery (Montgomery County)	644	294
Family Service Center – Bay Minette (Baldwin County)	1358	523
The Children and Family Connection (Russell County)	2535	656
The Family Services Center of Calhoun Co., Inc. (Calhoun County)	3538	1623
F.I.R.S.T. Family Service Center of Talladega (North Talladega Co.)	2259	1641
SAFE Family Service Center (South Talladega Co.)	759	240
Circle of Care Center for Families (Chambers County)	1887	1033

The Center for Families – Jefferson County (Jefferson County)	241	210
Family Service Center of Lowndes County (Lowndes County)	170	195
Tuscaloosa Family Resource Center (Tuscaloosa County)	3459	2208
Healthy Families North Alabama (Madison County/ Home Visitation Only)	211	132
TOTAL	22,962	11,082

During fiscal year 2004, the Family Service Centers were asked to track specific outcomes for program participants. The following outcomes were achieved by these twelve Family Service Centers across the state:

- 81% of families reported more stability after services.
- 470 individuals obtained jobs.
- 82 individuals received a GED.
- 2,569 parents attended parenting classes.
- 1,821 counseling sessions were provided.
- 557 individuals attended literacy classes.
- 51 individuals learned to read.
- 13 individuals left abusive relationships.
- 12 individuals completed substance abuse treatment programs.

During FY 2004, the Healthy Families program reports the following outcomes for participants:

- 89% of children served were protected from child abuse and neglect.
- 98% of teen mothers served avoided a repeat pregnancy (state rate = 80%).
- 66% increased knowledge of child development.
- 75% increased knowledge of effective responses to inappropriate behavior from their children.
- 58% of non-custodial dads reported interacting with their children at least 3 times per week.
- 92% of non-custodial dads avoided fathering another child.
- 2 teen mothers graduated from high school; 9 are still attending.

The Family Options Aftercare Program is only operational in one site (Calhoun County). Due to low rates of utilization, the program was discontinued at the remaining sites at the end of FY 2003. The Calhoun site continues to be well utilized.

Family Service Centers were again evaluated according to the Family Service Center standards implemented in fiscal year 2001. This process continues to be extremely beneficial in assuring that the services provided to families meet minimally acceptable standards and in determining levels of funding by more objective criteria. Four Family Service Centers received increased funding in FY 2005 due to outstanding performance on the Standards. This fiscal year changes were made in the process in an effort to provide increased objectivity and consistency among reviewers. This year's evaluations have been completed and at least six of twelve Family

Service Centers are eligible for increased funding in FY 2006.

In addition to the Family Health Clinic, Community Career Development Center, Early Head Start Program, Survival Skills Programs, Parenting Classes, Parent Project and many other services provided in Houston County by the Alfred Saliba Family Services Center, this fiscal year the Center implemented an innovative program called "Diversity Schoolhouse". This program helps frontline social service workers in the community improve their communication with and understanding of various ethnic, cultural, religious, and other socially diverse groups in the community.

The Center for Families in Jefferson County expanded services this fiscal year to add money management seminars and computer skill classes offered in both English and Spanish. Community- and school-based youth seminars for the purpose of substance abuse, anger management, and violence prevention were also added to the service array.

The Center for Families – Montgomery began implementation of "Morning Star" during FY 2004. This therapeutic community program for families referred by DHR due to substance abuse issues offers a complete range of services to families living in several apartments in a contained and protected area of a housing project. While off to a slower than expected start due to strict eligibility criteria imposed by the Montgomery Housing Authority, the program is currently serving four families from Montgomery, Elmore and Pike counties. A team of professional intervention staff provides individual, group, and family counseling on a daily basis. Parents attend a

family education group, relapse prevention group, social support group, and AA/NA group throughout the week. Regular drug screens are conducted on site. Families also participate in parenting classes offered at the Center for Families and receive case management services to resolve past legal issues and to assist with household items, day care, early learning services, utilities, educational/vocational needs, etc. We are hopeful that once the barriers to admission are resolved, the program will be filled to its capacity of fifteen families.

Overall, the Family Service Centers remain well respected and provide quality services in their communities. The variety of quality assurance processes in place indicates that the overwhelming majority of the Centers are meeting community needs and enabling families to become safe and stable.

**FY 2006**

- This objective will be continued.

**FY 2007**

- This objective will be continued.

**FY 2008**

- This objective will be continued.

**FY 2009**

- This objective will be continued.

It will be evident that this objective has been achieved if existing programs continue to be funded and new programs are developed as funding allows.

**2. OBJECTIVE**

Maintain intensive family preservation services and family reunification services, and expand as need

dictates and funding allows, under the Promoting Safe and Stable Families portion of the Adoption and Safe Families Act.

- Fund service delivery, with expansion as need dictates and funding allows, in the intensive family preservation and family reunification programs (Family Options) currently funded in all sixty-seven counties throughout the state.

The Statewide Family Options Reports, which include both intensive family preservation services and time-limited family reunification services, with statistics on each Family Options program for Fiscal Year 2004 and FY 2005 from October 2004 through March 2005, are attached to this report as Appendix 6 and Appendix 7.

- Explore the efficacy of service delivery models such as Family Options Reunification Assessment and Family Options Mental Health, and as funding allows, need dictates, and evaluation supports, expand these and other models into other parts of the state.

Four Family Options programs that were chosen based on need to be pilot sites for a reunification assessment model that includes a comprehensive, in-home assessment to determine if reunification is indicated, and two programs piloting a mental health model that focuses on preservation and reunification services for adolescents with mental health problems and facilitates the step-down of children to less restrictive placements, continue to operate. Approximately 239 children from 121 families received the services of the Family Options Reunification Assessment programs and 123 children from 69 families received the services of the Family Options Mental Health pilot programs during FY 2004.

Onsite evaluation visits are completed annually to assist in decisions about needed changes.

Due to funding limitations, these two models have not been expanded. Upon evaluation and feedback from the counties served by the pilot programs, the Mental Health model was discontinued in the East Central Alabama Family Options Program. The Mental Health model will be continued as long as the demand supports in the two remaining pilot sites, but will not be expanded at this time. Upon evaluation of demand and survey data received across the state, it was determined that the Reunification Assessment model will be expanded into other parts of the state at such time as funding allows.

- Maintain monthly statistical reports on families and children served.

Each program site submits monthly reports to the FP/SS State Coordinator or Facilitator. These statistics are then compiled into a Statewide report, which contains the following information, for both preservation and reunification: number of referrals received, accepted, declined, and declined due to no vacancy; number of children served; number of interventions and assessments completed; number of families remaining together at the end of the intervention; and overall unit case utilization rate. In addition, statistics are given on each family served regarding reason for referral, decline reason, number of face-to-face service hours provided, length of intervention, recommendation at termination, etc. Family preservation or successful reunification percentages at 3, 6, 9, 12, 18 and 24 months after the intervention are also tracked and reported. With this detail of information provided, data to assist in

monitoring a program's progress toward goals and compliance with program criteria is readily accessible. The Statewide Family Options reports for Fiscal Year 2004 and for October 2004 through March 2005 are included as Appendix 6 and Appendix 7.

During FY 2004, the Family Options programs served 3038 children from 1247 families. Approximately 94% of these families were safely preserved and approximately 90% were safely reunified as of the end of the Family Options preservation or reunification intervention. After the Family Options Mental Health intervention, approximately 83% of families were safely preserved and approximately 86% were safely reunified. Statistics for the first six months of FY 2005 show a 94% success rate for preservation for 970 children from 333 families served, an 91% success rate for reunification for the 403 children from 151 families served, a 92% success rate for Family Options Mental Health-Preservation for the 19 children from 12 families served, and a 82% success rate for Family Options Mental Health-Reunification for the 22 children from 11 families served. Additionally, for 62 families involving 131 children in out-of-home care, an intensive assessment was completed to assist DHR in determining the appropriate permanency plan for these children. Many were successfully reunified with the assistance of the Family Options Reunification program.

- As funding allows and need dictates, expand the Reunification Assessment model into other parts of the state.
- Maintain monthly statistical reports on families and children served.

**FY 2006**

- This objective will be continued.

**FY 2007**

- This objective will be continued.

**FY 2008**

- This objective will be continued.

**FY 2009**

- This objective will be continued.

It will be evident that this objective has been achieved if existing programs continue to be funded and programs are expanded as need dictates and funding allows.

**3. OBJECTIVE**

Coordinate service delivery and provide training under the Promoting Safe and Stable Families portion of the Adoption and Safe Families Act.

- Continue to facilitate the relationship between County DHR family support and preservation liaisons and program sites as the primary point of contact and service coordination between the community, family service center or Family Options provider and the child welfare and public assistance programs, through inclusion of the DHR liaison in FP/SS Partner Trainings, peer reviews, and site visits.

Family Options supervisors meet at least quarterly with the liaisons, supervisors, directors and other child welfare staff in each county served to discuss programmatic issues. Liaisons also participate in FP/SS Partner Trainings and when trained, as a member of the peer review team for their county's program. The liaisons are responsible for arranging orientation for FP/SS staff to child welfare and family assistance

services, as well as coordinating attendance by these staff at ISP (Individualized Service Planning) and other relevant training by the Department. The emphasis continues for all Family Options Programs to improve their relationship with child welfare staff in each county, by conducting focus groups, in-services, and information exchanges. These activities continue to be very instrumental in strengthening this relationship. Additionally, beginning in fiscal year 2004 a special focus group for DHR referring workers and supervisors is held following each Family Options Program's Peer Review, Programmatic Site Visit, and Administrative Site Visit. Conducted by the program's State-level Consultant, the purpose is to gather feedback regarding the county's satisfaction with the services, level of communication, participation in ISPs and pre-removal staffings, and outcomes achieved by the families. Any issues that arise are addressed following the visit with the program and the county in an effort to improve the relationship and increase referrals.

- Conduct peer reviews of all FP/SS programs; administer consumer satisfaction survey instruments and use results for quality improvement in all programs for one week on two different occasions; and collect, compile, analyze, and use for evaluation and quality improvement purposes, quarterly statistical reports.

As of the end of March in FY 2005 peer reviews have been conducted in the following sites: Northwest Alabama Family Options, Southeast Alabama Family Options, Tuscaloosa Family Resource Center, F.I.R.S.T. Family Service Center, Family Service Center of Lowndes County, Jefferson/Shelby Family Options, and Northeast

Alabama Family Options. Peer reviews are scheduled in the following sites for the remainder of FY 2005: S.A.F.E. Family Services Center, Montgomery County Family Options, H.E.R.O. Family Resource Center, Tuscaloosa Hub Family Options, Madison/Limestone Family Options, and East Alabama Family Options. All programs whose sites have been reviewed have reported the value of the feedback received and have implemented many of the suggestions made.

Consumer Satisfaction Surveys were administered by all programs in October 2004 and April 2005. The number of the returned surveys varied across sites with a total of 750 responses in October 2004. The results have been overwhelmingly positive and indicate that families are being seen at convenient places and times, are getting the help they feel they need, are being treated with respect, and find it helpful to talk to their worker. Ninety-seven percent (97%) of families responding indicated that they would refer their neighbors to the program and 85% responded that their family is more stable as a result of participating in the program.

The implementation of the database has continued with the help of The University of Alabama. Statistical data on services provided, demographics of families served, goal achievement, etc., is being collected by all programs. The Statewide quarterly report of Family Preservation and Support Services for the last quarter of FY 2004, which includes all programs, is included as Appendix 8. The final report from FY 2004 indicates that a total of 6216 unduplicated families were provided core services ranging from support to preservation throughout the state. There is continued effort to change and improve the web-based evaluation system to make

it more accurate and more user friendly. This evaluation system has more checks and balances and allows programs, and selected department and state officials to find out information about individual programs or all programs with a few keystrokes and a password at an internet site. The Website may be viewed by logging on at [www.al.fpss.com](http://www.al.fpss.com).

- Ensure that community needs are met through FP/SS programs, through utilization of feedback received from focus groups during peer review process and through involvement of DHR FP/SS liaisons in periodic site visits and peer review process.

During the site visit conducted by the FP/SS Coordinator or the FP/SS State Facilitator following a program's peer review, the feasibility and practicality of all suggestions including those from the focus group are discussed. Every effort is made to ensure that feedback is seriously considered. DHR FP/SS liaisons continue to be invited to participate in quarterly site visits and also participate in the peer review process. If trained, the liaison serves as a member of the peer review team and all liaisons are interviewed as a part of the process. This has proven to be valuable for both the liaison's understanding of the program services and providing the opportunity to verbalize unmet community needs that the program might address. Additionally, beginning in fiscal year 2004 a special focus group for DHR referring workers and supervisors is held following each Family Options Program's Peer Review, Programmatic Site Visit, and Administrative Site Visit. Conducted by the program's State-level Consultant, the purpose is to gather feedback regarding the county's satisfaction with the

services, level of communication, participation in ISPs and pre-removal staffings, and outcomes achieved by the families. Any issues that arise are addressed following the visit with the program and the county in an effort to improve the relationship and increase referrals.

- As funding and travel restrictions allow, participate in Southeast Regional Intensive Family Preservation Network, through attendance by Department and contract staff at the Annual Training Institute, assistance in accessing trainers, and coordinating and hosting the Annual Training Institute.

These conferences were discontinued due to budget constraints and travel restrictions experienced by all the states involved. In June 2005, Kentucky is hosting the Annual Training Institute; however, due to late notice, Alabama is unable to participate.

- Enable Family Options staff to receive specialized training in the basic Homebuilders Model and beyond; specifically basic training for line staff and supervisors, working with substance affected families within the intensive family preservation intervention, critical thinking skills for family preservation workers, domestic violence issues within the family preservation intervention, and others designed to address specific areas of need.

Two sessions of basic Homebuilders training, advanced Homebuilders training for Family Options Supervisors regarding integrating the North Carolina Family Assessment Scale and the North Carolina Family Assessment Scale for Reunification into the assessment and service plan, motivational interviewing, critical

thinking skills, interactive assessment and goal setting, domestic violence issues, and working with drug affected families will have been provided to Family Options staff, Family Options Aftercare staff, and supervisors from both programs by the end of the fiscal year.

- Enable family support programs to receive technical assistance and training.

Technical assistance was provided by the FP/SS State Coordinator and the FP/SS State Facilitators to providers, program staff and county staff regarding programmatic and contracting issues. With assistance from the county DHR liaison to each program, the FP/SS Coordinator and Facilitators coordinated training activities for providers. Training was provided on the Family Preservation/Support Services Act and Promoting Safe and Stable Families legislation, Alabama's FP/SS 5-Year Plan, DHR's role and relationship to FP/SS providers, and county DHR programs and services. State and county DHR consultants again provided training and coaching to family service center staff on the individualized service planning process. Alabama Certification Training (the child welfare training curriculum) has been provided to a small number of staff of FP/SS programs this fiscal year.

Again this fiscal year we offered three eighteen-hour training sessions for Family Service Center staff and all Directors on Family Support skills and effective supervisory skills for Family Service Center Directors and Supervisors. One curriculum was developed by the Child Welfare League of America and presented by various FP/SS and state-level staff who had expertise in each specific training topic. The other two trainings

were designed around topical areas in which participants had expressed an interest and/or need and were presented by FP/SS and outside agency staff with expertise in each area. Approximately 25 Directors and Supervisors and 35 front-line staff were trained this year. Evaluative feedback was extremely positive.

- Maintain the capacity to train Department and contract staff in the Homebuilders Model and provide onsite consultation to programs through IFD-trained Alabama trainers.

The FP/SS State Coordinator and one FP/SS State Facilitator are fully trained to deliver basic Homebuilders line staff training. Both the State Coordinator and two of the three Facilitators have also completed the training process for onsite consultation through the Institute for Family Development. So far this fiscal year, these four trainers have provided two-day onsite consultation visits on four occasions to four programs.

- Facilitate regularly scheduled network meetings of Family Options Directors and Supervisors.

Regular meetings of all Family Options supervisors plus the Family Preservation and Support Services State Coordinator and State Facilitators have been held in fiscal year 2005. These meetings provide a valuable opportunity for technical assistance, planning, problem solving, and peer support as well as training on various programmatic issues. Family Service Center Directors are meeting together as needs arise for the same purposes.

- Enhance through technical assistance the capacity of staff to utilize natural and creative resources toward the goals of family preservation and support.

The FP/SS State Coordinator and Facilitators provide individualized technical assistance with planning and problem solving, monitoring and support functions to the twelve Family Options programs, twelve Family Service Centers and Healthy Families Program. The State Coordinator and Facilitators conduct regularly scheduled site visits to each program in order to provide technical assistance, consultation, and monitor progress toward goals. The State Coordinator and Facilitators are accessible to each supervisor between visits for needed consultation.

In addition, mentoring and peer support between sites was facilitated through "Family Preservation and Support Services Partners" provider trainings. The FP/SS Partners includes program and provider staff and DHR liaisons to the programs, with trainings being held a minimum of quarterly or as needs arise. Again this year the meeting focus has been geared to a training-oriented format.

- Evaluate progress and utilization of each program in order to change and adapt programs as needed.

As the FP/SS State Coordinator or FP/SS State Facilitator receives the monthly and quarterly reports from each Family Options program and the quarterly report from each Family Service Center and Healthy Families he/she is assigned to monitor, utilization rate and other program statistics are noted. As site visits are conducted, the State Coordinator or Facilitator will

address any concerns with the Director/Program Supervisor and/or provider. Technical assistance is provided by the Coordinator or Facilitator to help improve utilization or address other issues. These statistical reports are utilized as plans are made for the following fiscal year in terms of funding, staffing or other necessary programmatic changes.

**FY 2006**

- This objective will be continued.

**FY 2007**

- This objective will be continued.

**FY 2008**

- This objective will be continued.

**FY 2009**

- This objective will be continued.

It will be evident that this objective has been achieved if the activities listed above have been completed.

**4. OBJECTIVE**

Through the provision of family support services under Promoting Safe and Stable Families, improve child safety for children in families served.

- Improve ratings of safety for children referred due to child safety issues as reported by the referring worker from the county DHR office.

The Statewide quarterly report for the first quarter of FY 2005 indicates improved ratings of safety for children referred due to safety as reported by the referring worker from the county DHR office. Safety was rated on a scale of zero to five, with five being the safest. In all families where safety concerns prompted the referral to the program, 100% had an increase in the safety rating

at the end of the intervention of one or more increments. Fifty percent (50%) had final safety ratings of three, four or five on a five-point scale.

- Document progress toward goals established by families in their work with family support programs related to family stability as rated by families at regular intervals.

The Statewide quarterly report for October 2004 to December 2004 indicates progress toward goals related to family stability as rated by families at regular intervals. Goals were rated on a scale of zero to five, with five representing maximum improvement. Fifty-five percent (55%) of goals rated showed progress of one or more increments. Eighty-five percent (85%) had final ratings of three, four or five on a five-point scale.

**FY 2006**

- This objective will be continued and the same indicators listed will continue to be tracked as they are necessary to measure progress toward this objective.

**FY 2007**

- This objective will be continued and the same indicators listed will continue to be tracked as they are necessary to measure progress toward this objective.

**FY 2008**

- This objective will be continued and the same indicators listed will continue to be tracked as they are necessary to measure progress toward this objective.

**FY 2009**

- This objective will be continued and the same indicators listed will continue to be tracked as they are necessary to measure progress toward this objective.

It will be evident that this objective has been achieved if safety ratings and goal ratings show improvement on the Statewide quarterly report.

**5. OBJECTIVE**

Through the provision of intensive family preservation services, time-limited family reunification services, and home visitation services under Promoting Safe and Stable Families, increase the numbers of children served by intensive family preservation and home visitation services enabled to live safely with their families.

- Maintain no greater than 5% of reports of child abuse and neglect on children while being served through Family Options or Healthy Families that result in children being removed from their families and placed in state-funded care.

The Statewide quarterly report for the first quarter of FY 2005 indicates that the overwhelming majority of children served by Family Options and Healthy Families were enabled to live safely with their families. During this period, less than 1% of families served had an indicated child abuse/neglect report that resulted in state-funded placement. Even these few placements into state-funded care are not considered failures by the Family Options Program since the overriding goal of Family Options is child safety.

Also of note, children referred due to safety as reported by the referring worker from the county DHR office were rated on a scale of zero to five, with five being the safest. Seventy-seven percent (77%) of families served had an increase in the safety rating at the end of the intervention of one or more increments. Ninety-one percent (91%) had final safety ratings of 3, 4 or 5 on a five-point scale.

- Document progress toward goals established by families in their work with Family Options programs or Healthy Families related to child safety as rated by families at regular intervals or at the end of the Family Options intervention.

The Statewide quarterly report for October 2004 through December 2004 indicates progress towards goals related to child safety as rated by families. Goals are rated on a scale of zero to five, with five being optimal progress. Seventy-six percent (76%) of goals were rated by the families as having improved by one or more increments. Of all goals rated, 86% had a final rating of three, four or five on a five-point scale.

- Increase numbers of families safely remaining together at 3 months, to no less than 80%, at 6 months, to no less than 75%, at 9 months, to no less than 70%, and at 12 months, to no less than 65%, after intensive family preservation (Family Options) intervention.

The following table indicates the family preservation percentages for completed interventions for FY 2004 for each program.

**Families Remaining Together Post  
Family Options Preservation Intervention**

	<u>3 mo.</u>	<u>6 mo.</u>	<u>9 mo.</u>	<u>12 mo.</u>	<u>18 mo.</u>	<u>24 mo.</u>
Central Alabama	<b>96%</b>	<b>196%</b>	<b>100%</b>	<b>94%</b>	<b>100%</b>	<b>100%</b>
East Alabama	<b>95%</b>	<b>91%</b>	<b>98%</b>	<b>97%</b>	<b>93%</b>	<b>93%</b>
East Central Alabama	<b>97%</b>	<b>91%</b>	<b>90%</b>	<b>79%</b>	<b>71%</b>	<b>87%</b>
Jefferson/Shelby	<b>97%</b>	<b>97%</b>	<b>100%</b>	<b>97%</b>	<b>92%</b>	<b>90%</b>
Madison/Limestone	<b>100%</b>	<b>94%</b>	<b>100%</b>	<b>91%</b>	<b>85%</b>	<b>86%</b>
Montgomery	<b>72%</b>	<b>71%</b>	<b>80%</b>	<b>72%</b>	<b>87%</b>	<b>100%</b>
Northeast Alabama	<b>93%</b>	<b>88%</b>	<b>86%</b>	<b>97%</b>	<b>91%</b>	<b>91%</b>
Northwest Alabama	<b>97%</b>	<b>90%</b>	<b>100%</b>	<b>75%</b>	<b>69%</b>	<b>83%</b>
Southeast Alabama	<b>98%</b>	<b>92%</b>	<b>98%</b>	<b>98%</b>	<b>97%</b>	<b>94%</b>
Southwest Alabama	<b>89%</b>	<b>94%</b>	<b>80%</b>	<b>85%</b>	<b>86%</b>	<b>84%</b>
Tuscaloosa Hub	<b>92%</b>	<b>94%</b>	<b>100%</b>	<b>89%</b>	<b>84%</b>	<b>88%</b>
West Central Alabama	<b>96%</b>	<b>97%</b>	<b>100%</b>	<b>90%</b>	<b>93%</b>	<b>95%</b>
<b>AVERAGE</b>	<b>94%</b>	<b>91%</b>	<b>94%</b>	<b>89%</b>	<b>87%</b>	<b>91%</b>

All programs but one significantly exceeded the mandated placement prevention rate, and this program only fell below at two intervals by eight percent and four percent respectively.

- Increase numbers of families safely remaining together at 3 months, to no less than 70%, at 6 months, to no less than 65%, at 9 months, to no less than 60%, and at 12 months, to no less than 55%, after the successful completion of family reunification interventions (Family Options).

The following table indicates the successful reunification percentages for completed interventions for FY 2004 for each program.

**Families Remaining Together Post  
Family Options Reunification Intervention**

	<u>3 mo.</u>	<u>6 mo.</u>	<u>9 mo.</u>	<u>12 mo.</u>	<u>18 mo.</u>	<u>24 mo.</u>
Central Alabama	93%	100%	88%	84%	100%	76%
East Alabama	98%	82%	80%	89%	100%	80%
East Central Alabama	87%	63%	80%	96%	91%	94%
Jefferson/Shelby	95%	100%	100%	81%	100%	90%
Madison County	98%	100%	89%	74%	74%	98%
Montgomery County	97%	95%	100%	100%	82%	100%
Northeast Alabama	95%	100%	100%	93%	88%	94%
Northwest Alabama	90%	84%	68%	86%	84%	80%
Southeast Alabama	98%	93%	90%	99%	96%	89%
Southwest Alabama	93%	86%	100%	83%	84%	100%
Tuscaloosa Hub	100%	94%	100%	92%	94%	81%
West Central Alabama	95%	77%	78%	89%	95%	82%
AVERAGE	95%	90%	89%	89%	91%	89%

All programs except one significantly exceeded the mandated successful reunification rate, and they fell short at only one interval by only 2%.

**Families Remaining Together Post  
Family Options Mental Health Preservation Intervention**

	<u>3 mo.</u>	<u>6 mo.</u>	<u>9 mo.</u>	<u>12 mo.</u>	<u>18 mo.</u>	<u>24 mo.</u>
East Central Alabama	100%	100%	100%	100%	100%	55%
Northeast Alabama	88%	88%	67%	95%	88%	100%
Northwest Alabama	81%	95%	92%	78%	86%	84%
AVERAGE	90%	94%	86%	91%	91%	80%

**Families Remaining Together Post  
Family Options Mental Health Preservation Intervention**

	<u>3 mo.</u>	<u>6 mo.</u>	<u>9 mo.</u>	<u>12 mo.</u>	<u>18 mo.</u>	<u>24 mo.</u>
East Central Alabama	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>80%</b>
Northeast Alabama	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>78%</b>	<b>100%</b>	<b>88%</b>
Northwest Alabama	<b>73%</b>	<b>75%</b>	<b>83%</b>	<b>45%</b>	<b>63%</b>	<b>80%</b>
AVERAGE	<b>58%</b>	<b>58%</b>	<b>61%</b>	<b>74%</b>	<b>88%</b>	<b>83%</b>

For FY 2005 through March statistics show that 96% of children remain out of state-funded care at three months after the family preservation intervention, 94% of children remain out of state-funded care at three months after the family reunification intervention, 100% of children remain out of state-funded care at three months after the mental health-preservation intervention, and 100% of children remain out of state-funded care at three months after the mental health-reunification intervention.

- Maintain no less than 90% of families remaining safely together at the end of the intensive family preservation or family reunification intervention.

The following chart indicates the percentages of families who remained safely together at the end of the intensive family preservation, family reunification, mental health preservation, or mental health reunification intervention for Fiscal Year 2005 through March for each Family Options program.

**Families Remaining Safely Together  
Following Intervention**

<b>Family Preservation</b>	<b>Family Reunification</b>	<b>Mental Health Preservation</b>	<b>Mental Health Reunification</b>
----------------------------	-----------------------------	-----------------------------------	------------------------------------

Central Alabama	<b>100%</b>	<b>100%</b>	<b>N/A</b>	<b>N/A</b>
East Alabama	<b>86%</b>	<b>89%</b>	<b>N/A</b>	<b>N/A</b>
East Central Alabama	<b>100%</b>	<b>100%</b>	<b>N/A</b>	<b>100%</b>
Jefferson/Shelby	<b>92%</b>	<b>69%</b>	<b>N/A</b>	<b>N/A</b>
Madison/Limestone	<b>95%</b>	<b>89%</b>	<b>N/A</b>	<b>N/A</b>
Montgomery County	<b>100%</b>	<b>100%</b>	<b>N/A</b>	<b>N/A</b>
Northeast Alabama	<b>70%</b>	<b>77%</b>	<b>75%</b>	<b>0%</b>
Northwest Alabama	<b>96%</b>	<b>83%</b>	<b>100%</b>	<b>88%</b>
Southeast Alabama	<b>95%</b>	<b>89%</b>	<b>N/A</b>	<b>N/A</b>
Southwest Alabama	<b>100%</b>	<b>100%</b>	<b>N/A</b>	<b>N/A</b>
Tuscaloosa Hub	<b>95%</b>	<b>100%</b>	<b>N/A</b>	<b>N/A</b>
West Central Alabama	<b>100%</b>	<b>100%</b>	<b>N/A</b>	<b>N/A</b>
<b>AVERAGE</b>	<b>94%</b>	<b>91%</b>	<b>88%</b>	<b>63%</b>

It is important to note that in some cases children may be removed from the home upon recommendation of the Family Options program. While this does not meet the objective of preventing out-of-home placement, it meets the priority goal of family preservation which is child safety.

As a result of the Federal Child and Family Services Review, tasks were included in Alabama's Program Improvement Plan related to Family Preservation and Support/Promoting Safe and Stable Families. During Fiscal Year 2004, FP/SS consultant staff have conducted record reviews in five counties (Madison, Limestone, Autauga, Dallas, and Montgomery). Counties selected were those served by Family Options programs with the lowest utilization. Records selected for review were those in which children were placed in out-of-home care without a referral to Family Options. Consultation was provided to counties to build staff capacity and encourage the use of Family Options services to prevent removal and to facilitate reunification. Counties are also

being encouraged to include Family Options as part of the pre-placement staffing. These tasks were put in place to address the outcomes "children are safely maintained in their own home whenever possible" and "children in care will have appropriate permanency goals established and achieved in a timely manner." Several issues arose from these reviews and subsequent discussions with county staff has been or are in the process of being addressed by the Family Options Programs who serve these counties. It is hoped that these changes will result in an increase in referrals to Family Options. Data will be monitored over the next year to determine if this does happen.

The FP/SS Team was also responsible for organizing the delivery of training for child welfare staff on coaching in order to support families with weak bonding between the parents and children. The training has been developed and will be delivered to county DHR child welfare supervisors as part of their required Supervisory training. The first session that includes this material will begin in May of 2004. This was done to address the outcome "the continuity of family relationships and connections is preserved for children" in the Program Improvement Plan.

**FY 2006**

- This objective will be continued and the same indicators listed above will continue to be tracked as they are necessary to measure progress toward this objective.

**FY 2007**

- This objective will be continued and the same indicators listed above will continue to be tracked as they are necessary to measure progress toward this objective.

**FY 2008**

- This objective will be continued and the same indicators listed above will continue to be tracked as they are necessary to measure progress toward this objective.

**FY 2009**

- This objective will be continued and the same indicators listed above will continue to be tracked as they are necessary to measure progress toward this objective.

It will be evident that this objective has been achieved if these indicators maintain the above listed percentages on the Statewide quarterly and monthly reports.

**2. PERMANENCY LONG RANGE GOALS FY 2005-2009**

Permanency for Alabama's children is a priority for our agency. Better outcomes for children will be accomplished in a streamlined manner through sustaining the improvements achieved through the implementation of the R.C. Consent Decree, the Federal Child and Family Service Review process, the IV-B planning process, and ongoing state- and local-level Quality Assurance in counties.

These and other specific tasks have been and will be fundamental to achievement of permanency for more children. One very specific part of our plan involves a renewed commitment to onsite county consultation. This consultant model was formally implemented in May 2004. These consultants will focus on permanency by strengthening practice.

Intake, ongoing services, entries into care, reunification, or TPR as needed must be stressed as a continuum of practice. The consultants' primary role will be to assist the county in recognizing the interrelated nature of each of these components of practice with families. The recent policies, procedures, and tools for assistance to the counties as

identified above will be essential to improved outcomes, and counties need time for instruction and feedback around many of these newly developed pieces.

A significant amount of work has occurred over the last 18 months toward addressing the issues identified in our own review process, the CFSR Review, and assessment of ongoing data. It is crucial that one understands the context of this work, as it directly impacts and guides the planning for permanency in the years to come. Further, most of this work will be the foundation for ongoing assessment, measurement of outcomes, and resources for teaching and coaching county staff.

**(a) FOSTER CARE**

The State of Alabama Department of Human Resources is responsible for the Statewide foster care population. There are currently 5,751 children in out of home care. There are 4,246 in temporary custody, 1,086 in permanent custody of the state, 106 in care on an Agreement for Foster Care signed by their parent or custodian, 140 on a summary removal, and 170 children in the custody of another agency who are reflected in these numbers. Of the children in out of home care, 2,935 are male and 2,816 are female. The vast majority of children in care enter care due to neglect, with abuse being the second most frequent reason for entry into care. The most common permanency goal is return to parent and FSD knows that most children in care do return to their families. In FY 2004, 1,688 children were discharged from care to their parent, 522 were discharged to relatives, 349 were discharged to adoption, 252 were discharged with a permanency goal of Long Term Foster Care now Another Planned Permanent Living Arrangement (APPLA), and 6 were discharged to adult custodial care. DHR is striving to help children achieve permanency within the guidelines of ASFA and consistent with our Program Improvement Plan.

	<u>March 2001</u>	<u>March 2002</u>	<u>March 2003</u>	<u>March 2004</u>	<u>March 2005</u>
Total Children in Out of Home Care	4,778	5,044	5,312	5,560	<b>5,571</b>
African American	2,412	2,642	2,736	2,860	<b>2,881</b>
Caucasian	2,137	2,350	2,510	2,597	<b>2,805</b>
Am. Indian	5	12	10	15	<b>13</b>
Hispanic	50	59	70	106	<b>98</b>
Asian	?	8	11	12	<b>7</b>
Unknown	9	10	15	24	<b>12</b>

**1. GOAL**

**Children will have permanency and stability in their living situations.**

**1. OBJECTIVE**

**Reduce the length of time a child remains in out of home care.**

Alabama has seen a slow but steady decrease in the length of time a child remains in out of home care over the last several years. This may be attributed in part to implementation of ASFA and emphasis on achieving positive outcomes for children in care.

One tool that has been requested by the counties is a revised foster care chapter. This is a recognized need and the Office of Foster Care and the Office of Child Welfare Policy will work cooperatively to complete this. A first draft should be completed by July 31, 2005.

FSD will also continue to support permanency through our Child Welfare Consultant model and with targeted consultation from the Office of Foster Care Consultants.

The Office of Foster Care is completing Quarterly Permanency Profiles to share with County Director's, local Quality Assurance Coordinators, Juvenile Court Judges and others concerning their county's performance in achieving permanency in a timely manner. Thresholds have been established of acceptable timeframes based on ASFA guidelines. Any county exceeding the accepted threshold will receive an alert at the end of the quarter. They will be expected to provide an explanation or a corrective action plan to address the specific threshold.

Targeted consultation is provided by the Office of Foster Care to those counties exceeding thresholds for children in care in excess of 15 of the last 22 months. Information from state and local QA reviews will also target consultation on permanency goals.

Consultation will also target those children under age four who have been in care over 12 months during their lifetime. Consultation will continue to be provided to address barriers to reunification or other permanency goals.

Based on cohort data the median length of time a child has spent in foster care over the last five years is listed below. This includes children who exit care to all permanency goals.

YEAR	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
MEDIAN # OF DAYS	352	365	387	366	349	282

Based on data reflective of the entire foster care population, the average length of stay in foster care is 32.29 months. This figure is obtained from ACWIS report PSCWB186A. FSD will track this number over time looking for a downward trend.

**FY 2005 32.02 months (1<sup>st</sup> 2 quarters of year)**

FY 2004	32.29 months
FY 2005	31.75 months
FY 2006	31.25 months
FY 2007	30.75 months
FY 2008	30.25 months

The number of children who re-enter the foster care system has been declining since 1995. The cohort data provided below illustrates that this continues to be the case:

**RE-ADMISSIONS INTO FOSTER CARE**

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Two Admissions	11.2%	11.2%	10%	7.1%	4.8%	5.3%
Three Admissions	0.8%	1.5%	0.7%	.3%	.3%	.1%
Four or more	.3%	2%	1%	0%	0%	0%

Training of foster care workers has been identified as a need. This training should be a follow-up to ACT. This training should be available to all social workers with foster care

responsibilities. It is recommended that new workers go through ACT and then have some time working at their job before coming back to an ACT II curriculum that is Basic Child Welfare Foster Care Practice. For experienced workers or workers transferring from one area of practice to foster care; this training should initially be offered regionally. This training should be "how to" experiential foster care training. It should address how to support consistency in casework as well as how to capture and preserve a child's history. FSD heard from our stakeholders that permanency is often delayed because many workers will repeat a previous worker's activities.

FSD will seek guidance from the National Resource Center for Foster Care and Permanency Planning to develop training to improve practice in foster care.

**2. OBJECTIVE**

**Reduce the number of moves children experience while in care.**

The ACWIS data for March 2005 reflects an average of 3.12 foster care placements per child based on their most recent entry into care. This compares with an average of 3.05 for March 2004. With an expanded continuum of care, and with adequate resources in each category, children should experience fewer moves. FSD has revised our Minimum Standards for Foster Family Homes to include 15 hours of annual training to maintain approved status. FSD hopes to see more stability in foster home placements

with improved training of our foster parents. FSD is exploring the possibility of a special training curriculum to be available to new and experienced foster parents to prepare them to parent teens. This may have the added benefit of increasing the number of foster homes willing to accept teens into their homes.

Our goal is to do an early assessment of need and secure a placement with appropriate support services to eliminate the need for additional moves and/or disruptions.

It should be noted that Alabama's entry into care level is 5.3% per 1,000 population compared to the national average of more than 8% per 1,000 (source Dr. Ivor Groves, Alabama Court Monitor, R.C. Consent Decree). Recognition is given to the fact that if children come into care in Alabama, it is likely that they and their families have greater needs, and they are likely to be more difficult to serve. Permanency will be more difficult to achieve in a timely manner when the population in care requires such challenging interventions.

**3. OBJECTIVE**  
**Reduce the length of time to achieve reunification with parents or placement with relatives.**

Of those children achieving permanency through reunification with parents the Statewide average for the 2<sup>nd</sup> Quarter 2005 was 10 months and 20 days. This compares with 11 months and 7 days

for the 2<sup>nd</sup> Quarter of 2004. The Statewide average for placement with relatives during this same timeframe was 1 year 4 months and 12 days. This compares with 1 year 3 months and 25 days for the same time frame last year. The Office of Foster Care will continue to consult with counties on their progress in this area. FSD will track this data by county on a quarterly basis and then the cumulative total for the fiscal year.

**4. OBJECTIVE**  
**Make Permanency Hearings more productive and outcome focused.**

Work will continue with the ASFA Task Force and the Court Improvement Project to develop strategies to improve outcomes in this area. The information FSD has received from our stakeholder meetings and consultation with counties is that a better understanding is needed by workers, attorneys, and judges that these hearings must evaluate progress toward the permanency goals. Parties must be accountable to demonstrate efforts to achieve goals and clearly identified timelines must be stated. Consultants are providing information concerning specific jurisdictions where permanency hearings are not held in a timely manner or where petitions to terminate parental rights are not scheduled or heard in a timely manner. The ASFA Task Force will continue work to assure consistent implementation of the ASFA timelines. A series of meetings have been held with Judges, Attorneys, and County DHR Staff to improve the

quality of permanency hearings. Much of this work has been coordinated with AOC.

Other recommendations from our stakeholder meetings include a strategy to advocate for Court Liaisons to be identified in each county to improve working relationships between the Department and the Juvenile Court. Additionally, consideration will be given to conducting a special study of court systems that are working well to see how they are achieving desired results.

**5. OBJECTIVE**

**Require Guardians ad litem to be trained in ASFA timelines and agency policies on permanency.**

Stakeholders suggested that the Department and Court Improvement Project work with Juvenile Court Judges to obtain their support in requiring training for any GAL they appoint to represent children in care. The judges should hold GALs accountable to know and adequately represent children in care. In coordination with AOC, statewide training has been provided to Attorney's, Judges, and DHR Staff.

**6. OBJECTIVE**

**Establish appropriate permanency goals and reduce the use of Another Planned Permanent Living Arrangement (APPLA) as a permanency goal.**

The Office of Foster Care is tracking the use of APPLA as a permanency goal. FSD recognizes that this goal has been over-used in the past. At our CFSR, Alabama was found to have 62.5% of the cases reviewed where other more desirable permanency goals had been explored prior to establishing long term foster care (now re-named and re-defined as APPLA) as a goal. Alabama has recently obtained the approval of the ACF Regional Office for technical assistance from the National Resource Center for Foster Care and Permanency Planning to target work with teens toward achieving permanency.

**2. GOAL**

**The continuity of family relationships and connections will be preserved for children in care.**

**1. OBJECTIVE**

**Increase visitation between children in care and family members toward achieving the identified permanency goal.**

FSD knows that visitation is critical to supporting connections, but visitation is also a valuable tool to increase the likelihood of reunification with parents or placement with relatives. Policy has been released to include visitation plans in the Individualized Service Plan when working toward a goal of reunification or relative placement. A system is in place to track contacts between children and parents/relatives. A monthly report via the Electronic Report Distribution (ERD) is available for state and county staff to track and

monitor compliance with the visitation policy. These reports are available for supervisors to review with staff to ensure that visits are occurring consistent with the permanency goal.

**2. OBJECTIVE**

**Place with relatives whenever safely possible to minimize disruptions in children's lives.**

Continued emphasis is placed on this critical area, not only to place children with those people with whom they already have connections, but also to prevent entry into foster care. Policies are being expanded to require parents to identify absent parents and all other viable relatives early in the case so that children will not linger and develop attachments with non-relatives, only to face the trauma of separation at a later date. FSD is also working with the Administrative Office of Courts to gain the assistance of the local courts in supporting parents to provide a complete list of relatives, including addresses, at the initial hearing when a child is brought into care.

**3. GOAL**

**Increase the number of approved foster homes by 10 % by FY 2008. There are currently 1,903 DHR approved foster homes. Our goal is to increase this to 2,103 by FY 2008.**

**1. OBJECTIVE**

**Implement the  
Recruitment/Retention plan above.**

There have been modest increases in the total number of approved foster homes.

**2. OBJECTIVE**

**Be prepared to respond to the AdoptUSKids Campaign in a timely manner including arranging training for applicants.**

A contract is in place with Children's Aid, and a Recruitment Response Team Leader is located at SDHR.

**3. OBJECTIVE**

**Alabama will have a family-friendly and efficient response system at the state and county levels.**

The Recruitment Response Team Leader is available for services and consultation to SDHR and county office staff. County offices display posters and provide brochures with information and contact numbers in addition to conducting local recruitment activities. They also sponsor special functions to show support and appreciation for foster and adoptive parents/families

**4. GOAL**

**Increase the number of approved Hispanic foster homes from less than 1% of our**

**approved homes to 5% of approved traditional foster homes by FY 2008.**

**1. OBJECTIVE**

Targeted recruitment of Hispanic homes utilizing resources developed by AdoptUSKids "Answering the Call Campaign."

- Update: A Needs Assessment Workgroup met last year to study how counties can meet the needs of the immigrant population.
- Jefferson Co., Alabama's largest county, conducted a preparation training class (GPS) with the assistance of an interpreter for a Hispanic family.
- There are plans to recruit a person from either Alabama Latin American Association or the Hispanic Interest Coalition of Alabama to join our Recruitment/Retention Task Force. Bilingual personnel on staff can provide assistance in the interim.
- We are in the early stages of reviewing strategies to address the Hispanic market for our website and hotline.
- We are identifying resources for assistance in translating various recruitment documents. We have identified a Spanish radio station in the Birmingham area that may support our efforts.
- We are researching faith and community-based organizations that may be of assistance in reaching out as well as responding to members of the Hispanic Community who may be interested in fostering/adopting in Alabama.

- Translated "Family Pocket Guides" from AdoptUSKids have been ordered for distribution. All literature is now available in Spanish.
- AdoptUSKids has a Spanish website and a Spanish toll free number.
- The Ad Council has had a nationwide intensive media campaign with a public service announcement targeting need for Hispanic foster and adoptive families. All state and county DHR staff have been made aware of this need and know how to respond to inquiries.
- The Recruitment and Retention Task Force, composed of staff from SDHR, AdoptUSKids, and various counties, have established Hispanic family recruitment as a priority.
- DHR has a contract for interpreter services for use whenever the need arises.

**5. GOAL**

**Increase the number of approved foster homes willing to accept teenagers.**

**1. OBJECTIVE**

DHR currently does not have a report indicating the number of foster homes willing to accept teens. A programming request will be required to get baseline data. FSD knows that 54% of children over the age of 14 are living in family settings including therapeutic foster care and 27.4% are living in related homes and traditional foster family homes. FSD would like to increase the number of teens living in family settings by 5% by FY 2008.

Update: Office of Foster Care staff are currently in the process of working with CIS staff to develop a programming request to identify the most appropriate method to determine the measurements and to obtain baseline data. A report will be generated from information gained from this request.

**2. OBJECTIVE**

Expand the use of the Positive Youth Development curriculum and make this training available to all foster parents caring for or considering parenting teens. Make this curriculum available for currently approved foster families and those just completing GPS. This will help those experienced homes feel more confident and willing to try to parent teens. It may also encourage new foster parents to consider teens. This is a targeted recruitment approach utilizing an existing pool of resources.

Update: The Positive Youth Development curriculum has been incorporated into the "Interdependent Living " curriculum, and is an ongoing training resource. All appropriate county staff were trained as of April 2004. Independent Living Program Consultants provide training for foster parents at their conferences or association meetings. This consists of condensed or excerpted training sessions from the full curriculum.

**6. GOAL**

**Increase the number of approved foster homes willing to care for medically fragile foster children.**

FSD currently does not have a data base of approved, medically fragile homes, so it is not possible to immediately measure an increase in this number. FSD does know that there is a growing need for such homes, and our goal is to develop a means to identify these homes in order to better support counties when they have a need for a particular type of home.

**1. OBJECTIVE**

Modify the ACWIS system to include a category of Medically Fragile foster home.

Update: See Goal 5, Objective 1. This category will be included in the programming request.

**2. OBJECTIVE**

Complete a programming request to obtain a quarterly report of Medically Fragile homes by county.

Update: See Goal 5, Objective 1. This category will be included in the programming request.

**3. OBJECTIVE**

Work with county offices and medical communities, i.e. hospitals, universities,

etc. to recruit Medically Fragile Foster Homes.

Update: The Office of Foster Care has developed a task force specifically to recruit foster homes for medically fragile children. Training for staff and other members of the task force is scheduled for October 2005.

**7. GOAL**

**To decrease the number of foster family homes that close by 5% from 2004 to 2008.**

**1. OBJECTIVE**

Programming Request completed to accurately report homes that close and the reasons they close.

**Update: Although a tracking system was set**

**up to capture information on closure of foster homes, there are problems with the resulting data. The Office of Foster Care is working with systems staff to correct these problems so that reliable data is available for program planning purposes.**

**2. OBJECTIVE**

Continue to survey foster parents who exit to assess why they leave the program.

**3. OBJECTIVE**

Develop retention strategies based on exit surveys and other identified issues in

conjunction with county directors & staff as well as foster parent stakeholders.

**4. OBJECTIVE**

Develop a plan for all foster care workers to attend GPS in order for them to hear the same message that foster parents are hearing concerning partnerships, roles, etc. Foster parents and stakeholders have expressed that one source of conflict between foster parents and staff is the difference in expectations.

**Other Foster Care Program Initiatives**

• **Kinship Care**

Family Services in collaboration with Family Assistance developed Kinshare, a kinship care program that provides services and benefits to certain relative caregivers and the children in their care. Kinshare was implemented in Mobile County in October 2000, and preliminary results indicated significant cost savings by preventing foster placements. Funding is provided through Welfare Reform Initiatives/TANF. Kinship Care services have been available in all 67 counties since July 2003. As of March 30, 2005, there were 395 cases serving 741 children. Negotiations are underway between Family Services and Family Assistance to streamline the program to more effectively meet the needs of families and relatives on a broader base through the intake process.

Kinshare provides services and benefits for those vulnerable families who are caring for a related child or children other than their own in order to facilitate, maintain and/or stabilize the child's placement. The program provides support to grandparents and other relatives who come

forward when a child's parents are unwilling or unable to provide the child's physical or emotional needs. Services are specific and short-term and are not designed to provide long-term, routine assistance. Kinshare provides these relatives assistance for needs, which result from taking additional children into their homes.

The designated Kinshare worker is responsible for providing case management for the family. In addition, support services are available through Kinshare, including child care, respite care, special needs payments of up to \$500 per twelve-month period, and emergency intervention expenses including counseling, assistance with utilities, car repairs, transportation and JOBS Support Services. During fiscal year 2002, assistance with court costs in obtaining custody were also provided through the program. One of the most utilized services (childcare) was dropped from the program during fiscal year 2003. A service, which was added to help relatives with guardianship or custody, was the assistance with legal fees.

- **Foster Family Homes**

The Recruitment/Retention Specialist housed in the Office of Adoption serves a dual role as coordinator for the State's Recruitment effort related to Foster Family Homes. Each of the 67 County Departments have identified at least one staff person to be the primary contact for receiving referrals of families in their county who are interested in becoming foster parents. After initial response and orientation packets are provided to the interested families, the family's information is provided to the county Department for follow-up. Follow-up includes inviting the family to an orientation for GPS and then an invitation to participate in GPS. As of December 2004, all but four County Departments had the capacity to conduct it's own Pre-Service Preparation training

and assessment of potential foster homes. Of course, staff turnover (especially in small counties) has an affect on the capacity and, therefore, it changes from time to time. The SDHR Recruitment/Retention Specialist is also a trained GPS co-leader and Deciding Together facilitator and is available as a source of information and technical assistance to the county resource staff who have this responsibility.

Information about how to become a foster family appears on the agency's website. An orientation packet was also developed this year. The packet is dual-purpose (foster care and adoption) and is provided to every family who makes an inquiry to the SDHR about becoming a foster family.

Information about becoming a foster parent is also included in the State's Foster/Adoptive Parent Association's quarterly publication, "*Connections*."

The number of approved traditional foster homes has generally showed a steady increase each year. From 1999, the numbers increased from 1,747 approved homes to 1,965 with an additional 218 provisionally approved homes in 2003. As of March 2004, there has been a decrease of 95 homes with the total number of approved traditional foster homes being 1,870 with 124 provisional homes. As of March 31, 2005, there were 1,874 approved foster homes, indicating a possible end to the decline in homes. It is hoped that as the state's recruitment and training capacities are built back up, this number will increase. At the same time the number of traditional foster homes have declined, the number of therapeutic homes have increased slightly.

The chart below reflects the changes in the number of foster homes and the racial makeup of these homes over the last five years.

	<b><u>2001</u></b>	<b><u>2002</u></b>	<b><u>2003</u></b>	<b><u>2004</u></b>	<b><u>2005</u></b>
Total Approved Foster Family Homes	1,819	1,916	1,965	1,870	1,927
African American	890	942	988	946	913
Caucasian	896	948	991	934	985
American Indian				2	2
Hispanic				1	0
Unknown				1	4

The vast majority of our therapeutic homes are approved by child placing agencies and are not included in this summary.

As of March 31, 2005, there were 5,751 children in out-of-home (foster) care in Alabama. The chart below shows a demographic breakout of the children in care:

#### **Children in Out of Home Care**

African American	2,881
Caucasian	2,805
American Indian	13
Asian	7
Pacific Islander	4
Hispanic	98
Unknown	12

The number of Latino children entering care has leveled off in 2005, but likely will increase in the future. While 1.91% of the foster children are Hispanic, less than 1% of our foster parents are identified as Hispanic. This is an area for targeted recruitment. A Latino Study has recently been completed for all areas of the Department as it is known that this population is growing in our overall state census. DHR wants to be aware and respond to needs in this community.

The number of children in out of home placement over age 14 is also increasing. As of April 30, 2005, there were 2,412 children in care over age 14. Placement of teens in lesser restrictive placements continues to be difficult, and a higher proportion of them are currently in more restrictive settings such as group homes and institutions. Recruitment for foster and adoptive homes for teens has been identified as another need.

Over the past several years, Alabama has been concerned about the number of homes that are opting out of the program. As we have become more adept at tracking and interpreting data, we have learned that our computer system was capturing all homes that had been closed, regardless of their approval status. We learned that if a home was registered on the ACWIS system as an "inquiry" or an "applicant" and the home was later closed without having ever been approved, that home would show up as a closed foster home. We have requested a programming change in order to get a more accurate count of the true number of homes that have been approved and kept children and reasons these homes have closed. We believe that this will provide much better information on how we are doing with our retention efforts. The revision of the

ACWIS report of homes closed and reasons for closure (PSCWb275A) has been completed. The report will run monthly. At the time the program request was completed, the reports for monthly period dating back to October 2004, were run. According to these reports, from October 1, 2004 through April 30, 2005, four foster family homes closed. All were closed at the request of the providers. There is currently no statewide survey being done of the providers of these homes to glean any additional detail about a more detailed reason for requesting their home be closed.

In October 2003, we sent out a survey to all current foster parents and to all foster homes that had been closed within the last 12 months. We had 141 surveys completed and returned from closed foster homes and 1,156 surveys returned from currently approved foster homes. We obtained some good information and the responses were more positive than anticipated. The results are being studied to develop a retention strategy. We also have the support of the Alabama Foster and Adoptive Parent Association and Project Respect to assist in this task. The Recruitment/Retention Specialist coordinates the efforts of a Recruitment/Retention Task Force. The Task Force is made up of both state and county staff as well as some foster/adoptive families. The task force has examined the general results of the survey to identify areas where training and staff development activities are needed. Additionally, the statistical results from the surveys were shared with the task force. In October 2004, the task force worked with consultants from the AdoptUSKids National Resource Center, using two onsite training/technical assistance days, in order to develop a cohesive recruitment/retention plan for the state. The issues identified by the surveys were included in the material

utilized in establishing priority areas for the goals and strategies to be included in this plan.

### **Recruitment initiatives and methods**

DHR resumed sole responsibility for recruitment and training of foster/adoptive homes at the end of August 2003 after a contract with Family Finders was terminated as a cost-cutting measure. Without a fully developed media strategy, there currently is an average of 140 inquiries per month for foster and adoptive resources as well as inquiries for adult foster care. Adoption-only inquiries will receive follow-up on from the Intake Consultant in the Office of Adoption. Foster/Adopt inquiries are to be followed-up by the Recruitment/Retention Specialist housed in the Office of Adoptions. Adult foster home inquiries are forwarded to the Adult Protective Services consultant. For FY 2004 there has been no full-developed media/marketing strategy. As stated previously, information provided through the DHR website and State/County offices conduct a variety of foster care awareness activities, particularly in May, but all year long.

Families who are interested in learning more about becoming a foster and/or adoptive family make inquiries through calling a toll-free hotline or submitting an inquiry form through the DHR website. For FY 2004 an average of 118 families were responded to each month by either the Recruitment/Retention Specialist or the Recruitment/Response Team (RRT) Leader. The RRT leader is housed at SDHR. She is a foster/adoptive parent and is currently employed with Children's Aid Society, funded through the "Answering the Call" campaign of AdoptUSKids.

A dual-purpose recruitment orientation packet was developed and has been revised over the past year. When families make an inquiry, the packet is provided to them along with county-specific contact information. The families name and contact information also provided to the designated resource staff person or supervisor in the family's county of residence. Steps are currently underway to assess the status of all the referrals made to county offices during the past 15 months.

**General Recruitment Methods:**

- Via website, with online inquiries available for both potential foster and adoptive parents.
- Via toll-free recruitment hotline, answered by Recruitment & Retention specialist. Available for both foster and adoptive parents. Adoption-only inquiries are referred to the Office of Adoption's Intake Consultant for follow-up. Foster-only or foster/adoptive inquiries are responded to by Office of Foster Care's Recruitment/Retention Specialist
- 67 County DHR offices have at least one designated staff person in Child Welfare to be a contact for SDHR to make referrals for potential foster and adoptive parents and to conduct local recruitment efforts. DHR is participating in the AdoptUSKids "Answering the Call" initiative. Children's Aid Society in Birmingham has signed a contract with AdoptUSKids to operate the Recruitment Response Team for the project. DHR is providing office space along with computer, phone and supply support to the RRT Leader, who is a foster/adoptive parent and a former foster child. The recruitment designees in the 67 county offices will also be a part of the RRT.

**Response plan for inquiries including:**

### **Telephone response system**

Toll-free number is 1-866-4-Al-Kids. Answered initially by voice mail. Messages retrieved and routed to appropriate consultant (Recruitment/Retention Specialist for Foster Care and Adoption Intake Consultant for Adoption Inquiries).

### **Orientation Plan, including materials given to parents**

Both the Offices of Foster Care and Adoption have developed printed orientation packet. There is a dual-purpose printed orientation packet. Basic information is also available on SDHR website: [www.dhr.state.ala.us](http://www.dhr.state.ala.us) As a part of the RRT for "Answering the Call" the orientation packet will be revised. A generic packet that will address both foster & adoption questions is being developed. Additional handouts that contain information about "other ways to help" will also be a part of the packet. A Frequently Asked Questions (FAQ) document about the requirements for approval as a foster parent, adoptive parent, or both is currently under development.

### **Pre-Service Training program**

Group Preparation and Selection (GPS) is required of all foster and adoptive parents in Alabama. This is a ten week, 30 hour pre-service process that familiarizes interested foster or adoptive parents with the agency, the types of children needing homes, and allows the applicant to make an informed decision of their capacity to care for this population. Most of the 67 County offices currently have the capacity (have both a staff and foster/adoptive parent co-leader) to conduct pre-service training themselves. Other counties are in the process of getting staff and foster/adoptive parents trained as co-leaders). A survey has been completed that assessed counties' capacity to provide pre-service training and approval. Only one county has no

one to do pre-service training. Three counties are in need of a foster parent co-leader. Small rural neighboring counties are partnering to do joint pre-service training. SDHR Office of Foster Care Recruitment Specialist aids in coordinating these efforts. A GPS and Deciding Together workgroup has been formed to assess the time foster/adoptive families spend waiting – from the time of their initial inquiry to the time they are approved as a resource. The workgroup’s purpose is to identify strategies for decreasing this wait time as it is affected by GPS and/or Deciding Together availability in the counties.

### **Home Study/Assessment Process**

Home Studies and Assessment will be done utilizing the Family Consultation portion of the GPS process.

### **Foster and/or adoption approval requirements and process**

The Minimum Standards for Foster Family Homes and adoptive approval standards “Home Study” section of the Adoption Policy Manual are in place for use by county staff and child placing agencies. A large number of our foster family homes are dually approved as adoptive resources.

### **Involvement of community in recruitment**

The State of Alabama Department of Human Resources has 67 county offices in addition to a State Office in Montgomery. The county offices organize and implement recruitment activities in their local communities through churches, service/civic organizations and public festivals (i.e., arts and craft shows, county/regional fairs, etc. Counties utilize printed material from a foster care and/or adoption orientation packet as handouts during these presentations. Other marketing and print materials are currently under development.

### **Involvement of resource parents in recruitment**

The overall recruitment/retention plan for foster/adoptive parents in Alabama is being developed. Those who are being asked to be a part of the response team for *Answering the Call* will be a part of the development and implementation of this plan. Stakeholders being invited to participate include the Alabama Foster/Adoptive Parent Association as well as representatives from several private child-placing agencies who recruit adoptive resources for foster children/youth being served by their agencies. The Leader of Alabama's Recruitment Response Team is a foster/adoptive parent and former foster youth. Of course, Group Preparation and Selection requires that a social worker/foster-adoptive parent co-leader model be used for the classroom instruction portion.

Alabama's Foster/Adoptive Parent Association was the recipient of the FY 2005 Parent Support Group Mini-Grant from AdoptUSKids. The proceeds from the grant are being used to fund development of a recruitment presentation (on Power Point) and then expense for training of a speaker's bureau, which is made up of foster/adoptive families. The members of the speaker's bureau will partner with county staff in making presentations to community and faith-based organizations about the need for more foster and adoptive families.

### **Public relations and media relations strategies**

Planned Activities Include:

- Alabama's First Lady has agreed to be a spokesperson for recruitment activities.

- PSAs and print materials are being developed, updated, and included in the Child Welfare Strategic Plan as completed.
- DHR website features information about how to become a foster/adoptive family. The site has included information from time-to-time specific to foster care (during May) and adoption (during November). There are plans to feature positive, heart-warming stories from both foster and adoptive families about their experience parenting our children. The plans are to feature a different story each month on the site.
- The Recruitment/Retention Task Force is looking at additional ways to utilize the website and newspapers around the state in both general awareness and recruitment activities.
- We will ask the 67 county offices (particularly those in television and metro newspaper areas) to identify public interest stories that can be aired in Alabama's media outlets simultaneously with the National spots. County & State office staff will conduct follow-up with local and regional media outlets related to the "Answering the Call" campaign to be change to that was released in June 2004. The Recruitment/Retention Task force will next look at strategies for utilizing the Spanish "Answering the Call Campaign" released in the Spring of 2005 by AdoptUSKids.

Specific Activities for Statewide Recruitment During May as National Foster Care Month:

SDHR coordinates with the Governor's Office in planning events with Alabama's First Lady to recognize May as Foster Care Month through hosting a press event on the lawn of the Governor's Mansion. County DHR offices also held Blue Ribbon rallies in their local cities & towns. Annually, the

Governor issues a foster care month proclamation. The photo is placed on both the Governor's office & SDHR websites. Counties throughout the state also conduct a variety of appreciation events for their foster parents and obtain local media coverage of the events. A number of counties also have local interest stories about foster parenting in their local and regional newspapers. The State's Foster/Adoptive Parent Association held a Blue Ribbon Rally as the main event at the opening ceremony for their 2005 Statewide training conference. The Department's Commissioner appeared on local morning television shows to broaden the public's awareness about foster care during Foster Care Month.

**Staff allocation and job specifications for recruitment, licensing and parent training functions**

The Office of Adoption will continue with a full-time staff person designated to recruitment and retention efforts. The Recruitment/Retention Specialist previously housed in the Office of Foster Care was transferred to the Office of Adoption in September 2004. This change was done to facilitate more child-specific adoption recruitment activities. However, this staff person continues to do conduct/coordinate activities related to general foster care awareness and foster home recruitment. They do this through front-line initial contact and then refer potential parents/resources to the appropriate staff person in the County office serving their geographic area.

As has been mentioned earlier DHR is providing office, computer and phone support to the Recruitment Response Team leader who has been hired through a contract between Children's Aid Society and AdoptUSKids.

The Office of Child Welfare Training has training staff who conduct leader training for Group Preparation and Selection. Staff from Office of Foster Care are also becoming "trainer certified" in order to assist in the preparation of pre-service co-leaders in the counties.

The county offices have designated staff that performs various functions in recruitment, licensing and parent training. SDHR will continue to assess county capacity in this area.

Beyond the Department of Human Resources there are numerous child placing agencies in Alabama who recruit and train families for traditional and therapeutic foster care as well as adoption.

#### **Staff training plan**

A Recruitment/Retention task force has been developed and includes a representative from each of the Family Services 9 Regions. These staff will be trained in the use of the campaign materials (Answering the Call, Blue Ribbon Campaign, and other recruitment materials). They will be asked to go back to their regions and train their colleagues in surrounding counties.

#### **Recruitment budget and special contracts**

The Office of Adoption is utilizing some Adoption Incentive Funds to purchase recruitment items to be used in recruitment of both foster and adoptive resources. IV-E funds are used for training and placement activities.

#### **Recruitment evaluation process and reports**

Counties and child placing agencies register new resources in Alabama's Child Welfare Information System. Inquiries, responses and referrals to/through the SDHR Recruitment/

Retention Specialist are also tracked. The DHR Information Systems office will be consulted to help design a database that will help us more easily track incoming calls that are generated by *Answering the Call*, the *Blue Ribbon Campaign* and the *Families 4-Alabama Kids* hotline and website that are already in place in Alabama.

A Recruitment and Retention Task Force has been formed. A survey of foster parents who left the system of care last year was conducted. In conducting the survey we learned that our "closed" numbers were not being generated correctly by our Computer Information System. All those who inquired and applied, but did not follow-through or they selected out, were also being included in the numbers. A programming request to revise this report has been submitted to CIS. The revision of the ACWIS report of homes closed and reasons for closure (PSCWB275A) has been completed.

Since 2001 we have worked with a group of foster parents who form "Project Respect" Committee. In 2005 this committee was renamed the State Advisory Committee. This committee will look at the document and its issues and proposed action steps.

April 20, 2004 Governor Riley signed into law the Foster Parent Bill of Rights. The Act went into effect July 1, 2004. Currently policies are being revised to incorporate the provisions of the Act as appropriate. One of the policies that has been developed is the State-level Grievance Committee. Foster Parents may elevate unresolved issues from the county level to the State for mediation. Another policy is the Respite Care policy. This policy allows foster parents to receive up to seven paid days per year. Respite is viewed as a valuable service to provide temporary relief

to foster parents and related caregivers with the benefit of improving satisfaction and retention of approved foster homes. Also, these policies were generated to further our progress in adhering to the provisions of the Foster Parent Bill of Rights. Input on the development of these new policies were received from foster parents, the Alabama Foster and Adoptive Parent Association and County Directors.

- **Therapeutic Foster Care**

Therapeutic Foster Care has continued to grow during the past several years. All 67 counties have access to a variety of providers and are able to match children to TFC families according to the needs of the child. Each county in the state now has at least one therapeutic foster home within its borders. There are currently 17 Licensed Child Placing Agencies and 3 county DHR departments in Alabama operating 42 therapeutic foster care programs. These programs have approximately 1,400 foster homes, which are able to provide a therapeutic setting for children requiring a more structured environment than traditional foster care. The department, along with the therapeutic providers, has identified within the contractual agreement the core services that are to be provided on an individual need basis.

The Office Resource Management maintains the oversight of the Therapeutic Foster Care programs by making annual site visits at each program location throughout the State. If programs are not meeting the requirements established by the Department, corrective action plans must be developed. The *Therapeutic Foster Care Manual*, was updated in December 2004. The Request for Proposals which is to be issued in FY 05 will require TFC programs to include an in-home work with biological family to encourage quicker step-down and/or return to family.

A Resource Directory has been created and sent to counties for all out-of-home care for children and youth. The Office of Resource Management will maintain the directory, which includes TFC and Assessment Foster Home resources. The Online Residential Resource Directory will also be maintained by the office.

A step-down protocol was implemented Statewide in December 2004. The protocol allows for a child to step-down within a TFC program with reduced services and rates. The protocol was available for all TFC agencies in the first quarter FY 05. A tool to evaluate for step-down (the Multi-dimensional Assessment Tool based on the Child Assessment for Needs and Strengths) is being piloted for Statewide use during FY05.

- **Residential Licensing**

The licensing of child care facilities, including child-placing agencies, shelters, group homes and child care institutions is now located outside Family Services in the Office of Resource Management. The Office of Resource Management will work jointly with Family Services in identifying needed resources, approving program narratives for licensing and approving the program narratives for contractual agreements. Resource Management will also serve as the programmatic arm for issuing Requests for Proposals for a variety of child welfare and family services, including offering technical support to county staff in developing contracts for specific county needs. Resource Management will also assist in maintaining connections with the Alabama Association of Child Care Agencies (AACCA) by attending meetings.

- **Seriously Emotionally and/or Behaviorally (SEBD) Children**

This was formerly a separate unit known as the Seriously Emotionally Disturbed (SED) Children unit. It has now been incorporated into the Office of Child Welfare Consultants in which one staff person is assigned to consultation for this population. An Advisory Committee was formed in January 2003 to assist in planning, training, and developing practice guidelines and working on the definition for the tracking system. The Committee revised the definition for this population and changed the name to add "Behaviorally" to the title. Practice guidelines were developed in October 2003. The guidelines are currently being revised with assistance from the National Resource Center for Family Centered Practice to look at the entire system approach and to begin identifying and addressing mental health needs of children from the point of entry into the system. The focus of the tracking system has changed from the restrictive placement to the severity of the functioning of the child due to emotional or behavioral disorders. Many children with severe impairment in functioning are being maintained in the community with extensive services. Currently there are about 150 children who are being tracked who are in a home setting. Approximately 550 children are being served in the restrictive residential settings.

- **Multi-Needs Children**

The department continues to participate in serving Multiple Needs Children. This category of child was defined legislatively by 12-15-1(19) and 12-15-71(h), Alabama Code 1975. The legislation provides a system for planning for children who may require the services of two or more agencies to order to better coordinate services. The Department of Youth Services, the Department of Education, the Department of Mental Health/Mental Retardation and the Department of Human Resources share in funding for these children. Additionally, money is

received from the Tobacco Settlement, which is split between the state and county multiple needs teams. Local teams have very limited funding but may pay for in-home services or short term treatment. Usually requests for more extensive treatment or placements have been sent to the state team.

- **Continuum of Care**

The department's Office of Resource Management with input from county departments continues to assess the need for and coordinate initiatives to expand the continuum in out-of-home care. Guidelines are now available for all sixty-seven counties to implement Enhanced Foster Care (EFC) for Large Sibling Groups, however there has been in the past a lack of clarity in the guidelines, which has impeded the development of this service. Kinshare, in partnership with TANF, is currently underway Statewide. Guidelines have been established for Assessment Foster Homes and Congregate Care, and several programs have initiated assessment programs throughout the State. A Resource directory has been developed for out-of-home placement services. One hard copy was provided to each county, and soft copies are available on the Shared Drive of the State DHR's computer system as well as the department's Website. An Online Resource Director for Placement Services has also been located on the Department's website, and it will continue to be updated for the most current information, including the type of the service offered at the residential facility. Resource Management staff will continue to meet quarterly with county Resource Development staff in the nine regions of the State to discuss resource needs and to brainstorm on crafting of services on a county or region basis and will have a more prominent presence in each county to help develop resources to meet individual county needs. As needs are determined,

Resource Management will coordinate with the Office of Child Welfare Consultation on supporting counties meet their individual resource needs. Resource Management will also monitor Quality Assurance reports to identify counties with significant needs in the area of resource development for targeted work. A pilot of continuum of care services to assist in returning children home or moving to other permanent living arrangements has begun with Youth Villages in Etowah, Calhoun, Madison and Morgan counties. Approximately 50% of the children in the pilot have returned home or have been placed with relatives. The continuum of care program was piloted in FY 04 and FY 05 and will possibly be expanded in FY 07.

- **Multi-Systemic Therapy**

The Multi-Systemic Therapy program has been provided in four counties (Madison, Morgan, Etowah and Calhoun) for the past two years. The program has been successful in maintaining children in their own homes by providing intensive therapy to the whole family in the home setting. The current numbers indicate that the family is intact 80% of the time one- year post-discharge from the MST program. The service is currently provided in those areas by Youth Villages of Alabama.

- **Enhanced Foster Care**

Enhanced Foster Care for Large Sibling Groups is now available to all 67 counties. This initiative provides for specialized training for foster parents in the parenting of large siblings groups and a difficulty of care payment. The guidelines associated with this service have been somewhat unclear to prospective providers. A workgroup composed of Office of Resource Development staff and Child Placing Agency (CPA) providers met to clarify expectations and guidelines of the EFC program. Guidelines were presented

to CPAs and county departments in the form of an Administrative Letter, and those CPAs choosing to provide the service are able to do so on a Statewide basis at this time. Larger county DHR departments expressed the desire to provide in-house TFC, and a workgroup was held to discuss the possibilities and barriers to its development. Madison County was chosen as a pilot site for the in-house EFC program. Although the county had the ability to develop its own enhanced foster homes, the overall success of the program has been through services offered by Child-Placing Agencies. The service is paid by vendor agreement in the individual counties participating in EFC.

- **Treatment Group Homes**

Three treatment group homes are available for the Jefferson County area. Hillcrest, a residential treatment center, developed a group home for boys and girls to provide a step-down to a more normalized, community based setting for youth transitioning from a very restrictive setting. Hillcrest is developing a Transitional Living Program for ILP teens. This will further enhance the likelihood of a successful transition from a treatment setting to a more normalized living situation.

There is continued discussion with the Department of Mental Health in planning for those children with an IQ of 50-70 in substitute care.

- **Assessment Foster Homes**

Guidelines for Assessment Foster Homes was the focus of a workgroup composed of state office, county office, and provider staff. The first draft completion date was September 2000. There were several issues within this draft

that needed clarification and modification. A workgroup composed of staff from the Office of Licensing and Resource Development and providers developed guidelines for Assessment Homes and Group Homes, which have been implemented for Statewide usage. Beginning in the third quarter of FY 04, the Office of Resource Development and Management began monitoring outcomes in the various assessment programs throughout the State.

### **Children Exiting Care to Department of Youth Services (DYS)**

Family Services has been working with the Center for Information Services and the ASSIST Project staff to devise a method by which children exiting the DHR system to DYS can be tracked. Programming has almost been completed on this request. It is anticipated that data will be available no later than the first quarter of FY 06.

### **(b) CHAFEE FOSTER CARE INDEPENDENCE PROGRAM**

(See Appendix 9 for information on Chafee Foster Care Independence Program)

### **(c) ADOPTION**

#### **Adoption Services Long Range Goal 2005-2009**

Adoption services are provided by the Department of Human Resources on behalf of children in its permanent custody, who cannot return to their biological family and are in need of a permanent adoptive family. These services include: recruitment and preparation of prospective adoptive families; placement of children; supervision of children in placement and

other post-placement services; legal services; administering the state and federal adoption subsidy programs; reporting to the court as mandated by the Adoption Code; providing public information on adoption; administering the Interstate Compact on Adoption and Medical Assistance (ICAMA); and maintaining the Putative Father Registry. The Office of Adoption provides services to adult adoptees requesting background information, searches for biological parents, and reunions with biological families as well as provides supervision of the post adoption services program.

Adoption services are provided to all children in the permanent custody of DHR with a permanent plan of adoption. County DHRs Statewide have responsibility for facilitating the adoptions of children in the permanent custody who are to be adopted by their foster parents. Non-foster parent adoptions are the responsibility of the Office of Adoption. Most of these children have special needs.

Planning for recruitment activities is an ongoing process. Recruitment give-a-ways with Families 4AL-KIDS logo have been secured and adoption brochures and posters have been revised and reprinted. The Department is also working collaboration with the national AdoptUSKids campaign. A contract has been signed with Children's Aid Society that allows the department to utilize the services of an individual to assist the department in making immediate contacts with potential adoptive parents. This individual is paid by funds from the AdoptUSKids campaign and is housed at the State Office.

A statewide National Adoption Awareness Month rally was held on November 19, 2004, at the Alabama State Capitol. A local television reporter who is a DHR adoptive parent served as the Mistress of Ceremonies. The Commissioner of Alabama DHR, representatives from the Governor's Office, several adoptive families participated in the rally. There was a visual display of

Alabama's waiting children that was prepared by APAC (Alabama Post Adoption Connections).

The Special Events Coordinator also solicited information about Adoption Month Events from all DHR county offices as well as other child placing agencies. The events were posted on an Adoption Month Calendar that was circulated throughout the state.

Also, as a part of our State's Adoption Month activities, Alabama Post Adoption Connections hosted a day of simultaneous regional adoption conferences throughout the state. These were held on Saturday, November 6.

Registering children on AdoptUSKids.org and Adoption.com websites, with SouthEastern Exchange of the U.S. (SEEUS) and the Waiting Children Newsletter is the responsibility of the Recruitment/Retention Specialist. In addition, the Department's Website has been updated and includes detailed information about the adoption and foster care programs. Potential applicants are able to complete an interest form online and an informational packet is then sent.

Alabama DHR also partnered with our state's Foster/Adoptive Parent Association in several recruitment activities. We supported their efforts to secure an AdoptUSKids mini-grant. The proceeds from the mini-grant are being used to train a Adoptive/Foster Parent Recruitment Speaker's Bureau. A photo display of Alabama's Waiting Children was on exhibit at the Alabama Foster/Adoptive Parent Conference in May 2005. Additionally, a photo and bio on a different waiting child or sib group is featured in the quarterly "Connections" newsletter published by AFAPA.

Also, in November 2004, five AdoptUSKids National Resource Center onsite Training/Technical Assistance days were used to provide training on "Responding Effectively to Families Throughout the Recruitment Process." The training was held each day of the week of November 15-19. A different training site was used each day. Adoptive/Foster Care resource workers from each of the 67 county Departments attended the training sessions. A list of recommended strategies for improving our responsiveness was generated from the groups and have been shared with all the county offices.

The Recruitment/Retention Specialist has been working diligently to ensure records are in the State Office and that all information is up-to-date. Counties are notified when records, recruitment information and/or pictures are needed. The AdoptUSKids website is the primary site where Alabama's children are featured.

Children continue to be filmed and featured on *Kids to Love*, a weekly "Tuesday's Child" type segment in Huntsville, AL. The *Kids to Love* anchor, Lee Marshall, received an HHS Adoption Excellence Award for Public Awareness in November 2003. She was nominated by the Office of Adoption. The Waiting Children Newsletter continues to feature some of our children and is intended to be quarterly.

There are 59 children registered with the Southeastern Exchange of the U.S. While Alabama wants to pursue all possible avenues to secure families for waiting children, the SEEUS booklet has become less attractive to potential families as most out of state referrals come via ADOPTUSKIDS. Updating the book to make it more attractive and using color pictures would make SEEUS a more viable recruitment tool.

The Department's post-adoption services program, Alabama Post Adoption Connection, continues to grow in visibility and use by adoptive families. There are five regional offices along

with a central office. Services include centralized information and referral with a toll free warmline, a lending library, support groups, buddy families and scholarships/camperships. There is a Statewide Consumer Council and regional Community Stakeholders Council.

APAC staff routinely serve on a panel at the end of Group Preparation and Selection (GPS) classes, providing information on services and supports available after an adoptive placement.

In FY 04, there were 18 placement disruptions. Fifteen of these were foster parent adoptions. This indicates an area where additional support is needed and will be further explored.

Therapist Network Training sessions continue and in March 2005, the seventh round was completed. These sessions have become extremely popular and evaluations are always excellent. Therapists who are treating and counseling children in the Department's custody are grateful for the opportunity afforded them and CEUs are given. The benefit for the Department is that over 200 therapists in Alabama have received at least an introduction to adoption issues with the majority having attended three or more of the first six sessions.

The Alabama Foster and Adoptive Parent Association continues to grow and is supported by the Post Adoption Services which serves on the Executive Board. At its Annual Conference in April 2005, AFAPA had an Adoption Track available. The conference was supported by APAC that had a display as well as staff who presented two workshops.

The federal and state adoption subsidy programs continue to be a function of the Office of Adoption. The adoption subsidy program is instrumental in preventing the disruption of

adoptions as well as increasing the number of special needs children placed for adoption. As of March 31, 2005, there were 1,287 children receiving federal adoption assistance and 685 children receiving state adoption assistance. Medicaid services are offered to eligible children placed for adoption under the subsidy program. The Department is meeting the requirement in ASFA to provide health coverage for children who move to another state with state subsidy Medicaid through reciprocating with states who are members of the Association of Administrators of the Interstate Compact for Adoption and Medical Assistance.

In compliance with the Adoptions and Safe Families Act, the Office of Adoption has established policy which requires timely follow-up when approved and appropriate families from another state express interest in children awaiting adoptive placement. However, the reduction in Office of Adoption staff continues to impact this process. In order to address inter-jurisdictional placements, the Adoption consultant who knows the child's family background, placement history, and current status must complete a review of the potential resource's approved home study for a particular child and future needs. Contact is maintained with the family (through their public or private adoption agency worker in the other jurisdiction) throughout the decision-making process on whether the resource will be an appropriate placement for the child. Because the Office of Adoption is a Statewide placement unit for all Alabama children whose parental rights have been terminated and who are not to be adopted by foster parents, placements are made routinely across county lines within the state. This same process is utilized for inter-jurisdictional placements made with other states through ICPC. The Office of Adoption is regularly receiving adoption studies on out-of-state families who see our children on ADOPTUSKIDS.

Adoption Consultants remain responsible for non-foster parent adoptions and provide post-placement supervision to these children directly and through county social workers. They are charged with directing these placements through the legal process in a timely manner. With the county departments assuming all responsibility for foster parent adoptions, the consultants' role is that of technical assistance and follow-up to track the process and offer guidance and direction in having these completed timely. Increased emphasis has been given to consultation with county staff when the plan becomes adoption and in processing foster parents adoptions more timely.

In response to Alabama's Child and Family Service Review, included in the Program Improvement Plan are steps to focus efforts on timely filing of TPR petitions when the plan is adoption. The child's worker and supervisor receive a notice 31 days after adoption is entered as the plan as a prompt to file the petition and a 61 days overdue notice if no petition date is entered. This is a local supervisory tool and a management tool in the Office of Adoption to provide consultation to counties identified as having needs in this area. Direct consultation has been provided by Placement Consultants within their assigned regions and by the Office of Adoption Intake Consultant, Program Supervisor and Program Manager.

An Adoption Policy Workgroup has met to give recommendations on revisions needed to this objective which is in the PIP. Also, technical assistance has been received from the National Resource Center for Special Needs Adoption and a subsidy brochure developed for adopting parents as a result.

The Office of Adoption has included faith-based groups and stakeholders in its plans and activities. The Adoption Policy Workgroup has two members on the AFAPA Executive Board, two adoptive parents, and the President of the Alabama

Adoption Coalition. As part of the APAC review process, when DHR conducts compliance reviews, input from various stakeholders is sought and reviewed in order to determine their knowledge and satisfaction.

For FY 04, the Department exceeded its baseline and received \$376,000 in Adoption Incentive Funds. Incentive Funds are used for policy training, purchase of services for children with the plan of adoption, computers for adoption staff, and other adoption related purchases.

In compliance with the Multi-Ethnic Placement Act and the Inter-Ethnic Provisions, placement of a child is not delayed or denied due to race nor are applicants/resources denied placement based upon race. Consultants are maintaining a log of families that are considered for a particular child, noting the reason for selecting a family. The In-Office Team Review process that has been in place for several years allows the placing consultant to get input from two other peers on the suitability of the potential family to meet the child's needs/identify their strengths and needs, prior to an Adoption Staffing. This staffing which includes (at a minimum) the Review Team members, the child's worker and the potential resource family's worker, is used to provide full discussion of the issues that may impact the success of the placement so that services can be put in place and specific recommendations made to address needs. With the Review Team and Adoption Staffing, there is confidence that a resource that can meet the child's needs has been selected.

Over 200 adult adoptees are served each year by providing non-identifying background information on their birth families and the reasons for their placement. In many instances, a search for the birth parent is done and reunions facilitated. It is not uncommon for the Department to be appointed as the intermediary by the court. There was a significant increase in

the number of requests for these services due to a law allowing adult adoptees to obtain a copy of their original birth certificates and information on file with the Bureau of Health Statistics, Department of Public Health. When adult adoptees find that these files contain only the final decree of adoption, they look to the Office of Adoption to provide information about their birth families.

The Office of Adoption continues to maintain the Putative Father Registry. When an adoption petition is received, names are checked against the Putative Father Registry and the court notified if a putative or adjudicated father not included on the petition is listed. By law, the Department should receive a copy of all petitions filed in the state and respond within 30 days as to whether there is information that needs to be shared with the court.

**1. Goal**

**To enable children to achieve stability and permanence in their living situation within reasonable timeframes.**

In an effort to meet the overall goal of stability and permanence, the adoption program's goal is to provide an appropriate adoptive home for every child in need of a permanent home and for whom adoption is the plan. The principle or standard for casework practice to meet this goal requires that permanency in children's living situation shall be promoted in a timely manner.

Principles of operations related to permanency include that permanency in children's living situations shall be promoted and that if a decision is made that a child shall not return home, DHR shall seek a timely dispositional resolution to terminate parental rights. DHR will seek a permanent living situation for children and work to

prevent placement disruptions. Alabama's adoption disruption rate has historically been 2% or below.

In the Child and Family Services Review, Alabama failed to meet the 32% standard for finalizing adoptions within 24 months of entry into foster care. The initial rate was 13.1% but has improved to 15.9% as reported in the most recent Alabama CFSR Data Profile.

## **OBJECTIVES FOR FY 2005-2009**

### **1. OBJECTIVE**

Increase the placements of children placed for adoption each year by 10% each year, FY 05-09.

The number of placements rose to 352 in FY 03, up from FY 02 at 321. In FY 04, the number of placements dropped to 315 (slightly more than 10%). However, in FY 03, the number of finalized adoptions was 329. The number of finalized adoptions for FY 04 was 376. This is an increase of over 14%. Foster parent adoptions largely contributed to this and there was a concerted effort to provide direct consultation to counties to get this done in the R.C. Conversion process. There are many legacy children whose parental rights were terminated many years ago and adoption is no longer a viable plan. Otherwise, most of the children with the goal of adoption without an identified resource are special needs and over age 9. There is increasing difficulty in securing families for these children as in keeping with the national trend.

The Department's general recruitment effort, Families 4AL Kids, targeted child specific recruitment activities and AdoptUSKids Answering the Call are designed to and will be utilized to have unbounded potential families for children awaiting placement. With no jurisdictional or racial boundaries, the ability to find the most suitable home for a child is tremendously increased. GPS will continue to be the mechanism for preparing Alabama families to become adoptive families and each county will have capacity to deliver this preparatory training. Because dual approval to foster and adopt is possible, there should be increasing numbers of foster parent adoptions consistent with the practice of first placement, best and only placement.

Staffing in the Office of Adoption to focus on the hard to place children has to be maintained at an adequate level to give immediate attention to children who will not be adopted by their foster parents.

**2. OBJECTIVE**

Decrease the length of time between termination of parental rights and the time placement in an adoptive home for children presently requiring greater than a year.

In FY 04, the average wait for placement was 41.73 months or 39% of the children placed for adoption. In comparison, in FY 03, 51% of children placed waited over one year for placement after termination of parental rights.

Some of the specific steps that are directly focused beginning with termination of parental rights are plans to:

- Revised terminating parental rights and adoption policy; Adoption Subsidy brochure developed. The Adoption policy was revised and became effective in September 2004.
- Training on policy was held in July and August 2004, as well as, regional trainings for workers in how to discuss adoption with children and prepare them for placement.
- Increased consultation and technical assistance to county departments by the Office of Child Welfare Consultation and the Office of Adoptions. Training has been provided to counties on a regional basis and will continue to be provided as is requested.
- In addition, an RFP was released which provided counties with assistance in completing their foster parent adoptions. Three providers were identified to assist seven counties with 45 foster parent adoptions.
- Each county was contacted in October 2004, was given the expectation that 25% of their current foster parent adoptions would be completed by January 31, 2005. This would result in the completion of 83 foster parent adoptions. Ninety-six were completed January 31, 2005.
- Instructed supervisors to monitor progress on filing TPR (Termination of Parental Rights) petitions and achieving adoption. Tracking

reports have been requested and workers will receive prompts for actions due and exception reports for over due actions.

- Collaboration continues with the Administrative Office of Courts for training of Judges and GALs as well as DHR attorneys.

In response to Alabama's Child and Family Service Review, included in the Program Improvement Plan are steps to focus efforts on finalizing adoptions within 24 months of the date a child enters care:

- 1) Counties receive written notice from the Office of Adoption when a termination of parental rights date has been entered into the data system for a child, but the Office of Adoption has not received the court order and notification of the foster parent adoption plan or case material if the permanency goal is adoption without an identified resource and the Office of Adoption is to assume placement planning responsibility. The Office of Adoption follows up until the court order is received. Specific case situations will be referred to the Office of Child Welfare Consultation as appropriate.
- 2) The social worker receives a system generated notice 31 days after adoption is entered as the plan as a prompt to file the petition and a 61 days overdue notice if no petition date is entered. This is useful as a local supervisory tool and a management tool in the Office of Adoption. At the end of each

quarter, the county will receive an exceed threshold notice on any child whose TPR petition is due or overdue on the last day of the second month of that quarter. A corrective action plan is then required and follow up will be offered through ongoing consultation in the Office of Child Welfare Consultation.

- 3) A new data systems report tracks by dates, the timeliness of the adoption process towards finalization. At a glance, a supervisor is able to view a worker's adoption caseload and determine the last action and its date. Delays can be addressed and consultation sought as needed. In addition, the Office of Adoption is able to use this report as a management tool to ascertain where delays in the process are globally and to determine if these can and need to be addressed through policy, training, staffing or direct consultation.

Ongoing targeted child specific recruitment efforts are continuing and will be enhanced since a Consultant has been hired for this position. The Targeted Recruitment Consultant will be able to develop and coordinate specific activities through the county departments to ensure that waiting children are being presented in public venues. Regular efforts include featuring waiting children in regional and national recruitment activities such as the Southeastern Exchange of the United States, AdoptUSKids, and Adoption.com. In addition, the Waiting Children

Newsletter, is sent to all foster/adoptive applicants and approved resources.

*The Office of Adoption continues to participate in November National Adoption Awareness Month and activities are Encouraged in all the counties.*

*Digital cameras have been purchased with Adoption Incentive Funds and social workers are encouraged to submit pictures when initially referring a child to the Office of Adoption for placement planning. A recruitment packet has been developed to ensure that required information is sent to the Office of Adoption as to not cause any unnecessary delay in getting a child into recruitment activities.*

An RFP was released and three providers were identified to complete foster parent adoptions for 45 children in seven counties.

**3. OBJECTIVE**

Decrease time between adoption placement and adoption finalization.

The legal process of adoption in Alabama includes the Adoptive Home Placement Agreement being entered between the adoptive resource and the Department. The Consent to Adopt is usually issued in Foster Parent Adoptions immediately while in non-foster parent adoptions there is a 3 month post placement supervision period before the Consent to Adopt is given. The Petition to Adopt can be then be filed in the Probate Court along with a report from the county department. The Court issues an Interlocutory Order pending

the post placement report and a dispositional hearing is held and the final decree issued.

For FY 04 the median time frame from entry into care to final adoption is 44.29 months. State placed adoptions took 59.33 months and foster parent adoptions took 42.14 months.

Specific actions to seek reduction to this timeframe are:

- 1) The Consent to Adopt was to be revised to include an expiration date in order to promote expeditious filing of the Petition to Adopt; however, during the research phase of this action, a decision was made not to not pursue the revision.
- 2) Since the majority of the children are being adopted by their foster parents and have been in the home for a significant amount of time, a policy change allows for one supervisory visit after the Interlocutory Order is issued, contrary to the previous two visits.

The goal for FY 05-09 is for the median time frame between adoptive placement and the final decree of adoption to reduce to 6 months. This is reasonable as the majority of children are adopted by their foster parents. The longer time periods of time may be necessary and reasonable when children are placed with a family with whom there is no prior connection.

FY 05	7.5 median months
FY 06	7.0
FY 07	6.0
FY 08	6.0
FY 09	6.0

**2. Safe and Stable Families/Adoption Promotion and Support**

Adoption Promotion and Support Funds are used mainly to provide post adoption services. Alabama Post Adoption Connections (APAC). is the name of the Department’s post adoption services program. The Alabama Foster and Adoptive Parents Association (AFAPA) is also supported with Safe and Stable Families funding.

**1. GOAL**

**To provide post-adoption supportive services to all adoptive families throughout the state. The goal for delivery of these services will be directed toward education, support, and advocacy and preservation of the family unit with emphasis on the prevention of abuse/neglect, out-of-home care or dissolution of the adoption.**

**1. OBJECTIVE**

To offer an array of services through Alabama Post Adoption Connections which meets the needs of adoptive families.

APAC covers the cost for DHR adoptive families and therapists to attend conferences and workshops throughout the state by awarding regional scholarships. This is done on the basis of "first come first serve" noted. Therapists who benefit from this service sign a formal agreement to devote time back to the program when called upon.

The trainings for the Trained Therapist network was included as an APAC service in October 2004. Up to two trainings annually will be delivered by a nationally recognized expert will be made available to therapists and DHR workers across the state. Over 200 therapists have attended six rounds of training have been delivered since April 2000. A list of professional attendees is maintained at Alabama Post Adoption Connections central office for inclusion in the Statewide Resource Directory. Adoptive families requesting therapists are given these names along with others and are advised of the therapists who have attended the adoption issues trainings. Several of the therapists are serving as s Support Group facilitator in their perspective regions.

The Central Office of APAC hosts a "Lunch and Learn" one-hour training with an adoption topic and continuing education credit. Professionals and adoptive families in surrounding counties are invited.

Additional post-adoption services have included eight training sessions for therapists Statewide. The eighth round of training for therapists, community providers and DHR staff with adoption responsibilities was held March 14-18, 2005. The presenters were Karen Alvord and Cheryl Roberts with Lilliput Children's Services in California. The presentation was entitled, "Core Issues in Adoption: A Clinical Approach." Dr. Joseph Crumbley is scheduled to do training in August 2005. Callers to the Alabama Post Adoption Center seeking services are given the names of therapists in their area who have completed some of the above referenced training.

The inaugural Camp APAC was held in May 2004 and plans are for it to be annual event. The location is a scenic established camp facility for disabled children. In addition to mainstream camp activities, the adopted children were able to share informally their foster/adoptive experiences and to hear from an adult who was a foster child, had an adoption disruption and was separated from his sibling. Camp APAC was established after the need for adopted children to have the opportunity to share experiences with those like them was identified as adoptive families used other APAC services. To be inclusive, any child in the adoptive home

who is the appropriate age (8-18) is eligible to attend Camp APAC. There were 50 children who enjoyed the camp experience without costs to their parents. In June 2005, the camp will be expanded from three to five days and from 50 to 100 children.

**2. OBJECTIVE**

To maintain quality in APAC service delivery.

Program reviews are conducted in each region each year. The review looks at the number of families served and the number of units of service provided. A focus group is conducted with the DHR liaison. Also, focus groups are conducted with adoptive families to ask what is working and what is not. This information is used to assess program effectiveness. Service delivery through APAC is slowly increasing; however, there is a need for more "hard core" (e.g., crisis intervention) services.

**3. OBJECTIVE**

To maintain an ongoing campaign of public awareness of the nature of and availability of Post-Adoption Services.

There are ongoing efforts to make APAC known throughout the state and to make it an integral part of the adoption community. APAC staff has visited each

of the 67 county departments and all Probate Courts and maintains ongoing contact. APAC social workers participate on the Panel in the ninth GPS meeting upon request. They frequently attend regional and board meetings of the Alabama Foster and Adoptive Parent Association and conducted workshops on adult adoptee issues and creating life books at the AFAPA Annual Conference in April 2004. Brochures and posters have been developed. Efforts are broad, comprehensive and continuous. The first newsletter was released in February 2002 and has a broad distribution that includes all licensed child placing agencies. Several of the regions are now issuing a regional newsletter to their consumers.

All staff participates in marketing. The Statewide Consumer Council and Regional Consumer Stakeholder Council members have committed to assist with specific tasks. Team members present workshops and speak at professional meetings. The contacts serve the dual purpose of educating professionals and of establishing contact for mutual exchange of information and referrals.

Pre-existing foster parent and adoptive parent support groups receive regular contacts from regional staff. Whenever possible, regional staff participates in GPS Meeting 9 panels. Newsletters and other

mailings are sent to those groups as well as to county DHR offices and providers.

All staff track response rates to the various strategies to assess effectiveness of each. In addition, staff utilizes various forms of the media in publicity to include television, radio, newspapers, newsletters, and the website. Mass mailings are ongoing in efforts to increase visibility of the program. These efforts are ongoing.

**4. OBJECTIVE**

Objective to increase the number of families receiving post adoption services.

The goal is to increase the number of consumers by a minimum of 10% each year.

FY 02, the number increased to 708 consumers and 1717 service units and in FY 03 the number of consumers reached 863. In FY 04 the number of consumers reached 1,102.

**5. OBJECTIVE**

To provide ongoing support to the Alabama Foster and Adoptive Parent Association (AFAPA).

The Alabama Foster and Adoptive Parent Association is now fully recognizable across the state and consists of nine regions which are consistent with those of

the County Directors Association and the Family Services. Each AFAPA district hosts a minimum of three networking meetings each fiscal year. The Post Adoption Services Coordinator attends quarterly AFAPA Executive Board meetings to receive progress reports and to inform members of new developments within the Office of Adoption.

AFAPA sponsors an annual training conference for foster and adoptive parents and DHR staff. In May 2005, the AFAPA Annual Conference had its first full adoption tract with a variety of speakers from the public and private sector. The Program Manager presented a workshop on "Adoption: Is it Right for Me?" and Recruitment/Retention Specialist set up a display and was available to take questions and inquiries from interested individuals.

AFAPA works closely with Alabama Post Adoption Connections (APAC) as it did with the Family Finders Project. This ongoing collaboration provides maximum benefit for the Department as well as the two organizations. AFAPA and APAC routinely partner at recruitment events so that potential resources know that a continuum of care is available for persons who adopt children from Alabama's child welfare system.

**(d) INTERSTATE COMPACT FOR THE PLACEMENT OF CHILDREN LONG RANGE GOALS FY 2005-2009**

**1. GOAL**

**The major goal for the ICPC office for the next five years is to process 100% of all ICPC referrals for placement within 30 days from the date of receipt in the ICPC office. The expeditious processing of these referrals will allow permanency for children in a timely manner and reduce delays which are a barrier to permanent placement of children.**

**1. OBJECTIVE**

- (a) Continue to monitor workflow of staff.
- (b) Continue to monitor file room to increase efficiency of transfer of case records.

Update: ICPC Manager monitors workflow through assignment of cases on a daily basis and monitors alert system of previously assigned cases to ensure timely processing of cases. The Manager also provides consultation on cases with individual staff as needed along with regular unit meetings to discuss barriers, strengths, and needs. A system has been implemented with the file room staff to ensure the timely processing and distribution of cases.

**2. GOAL**

**The new ICPC automation system was implemented December 1, 2004. This new system will allow better tracking of ICPC cases coming into Alabama and cases leaving Alabama. Staff continues to work with the Computer Information System staff as issues arise with the new system.**

**1. OBJECTIVE**

- (a) Continue to work with CIS.
- (b) Utilize data once system is in place to assist in overall program management.

Update: As the data base system evolves, ICPC staff have conferred weekly with CIS (data systems) staff in order to resolve issues related to the new ICPC automated system. A case tracking system has been implemented that enables ICPC staff to more adequately locate ICPC children coming into and/or leaving the state of Alabama.

**3. GOAL**

**Continue to provide ICPC training and case consultation to county staff. Due to travel restraints, increased use of consultation by phone and e-mail will be provided.**

**1. OBJECTIVE**

- (a) As fiscal restraints are reduced, a reassessment of regionalized training will be considered.
- (b) Collaborate with child welfare consultants to identify support/training opportunities to counties.

Update: ICPC staff are working toward a collaboration with the Family Services Supervisors' Association to provide ICPC training at one of that group's regional meetings.

**4. GOAL**

**Maintain interagency collaboration with American Public Human Services Association (APHSA) and other states.**

**1. OBJECTIVE**

Continue to request permission for attendance at the Annual ICPC Conference.

Update: One staff member attended the Annual ICPC Conference in Washington, D. C., in April 2005.

**5. GOAL**

**Implement Intercountry Adoptions Act when protocol is received from the U. S. State Department.**

• **OBJECTIVE**

Maintain contact with APHSA, which will be advising States on how to proceed once the Intercountry Adoptions protocol is developed.

Update: There is frequent communication with APHSA regarding the pending implementation of the Intercountry Adoptions ACT.

• **OBJECTIVE**

Develop policy and training for appropriate staff when protocol is received.

• **OBJECTIVE**

Assess the limited tracking system for children adopted from other counties who enter state custody.

**(e) INTERCOUNTRY ADOPTIONS**

The Intercountry Adoption Act (ICAA) of 2000 (P.L. 106-279) was signed into law October 6, 2000.

Refer to Title IV-B, subpart 1 paragraphs 13 and 14 to Section 4226:

“Each plan for child welfare services under this subpart shall-

(13) contain a description of the activities that the State has undertaken for children adopted from other countries, including the provision of adoption and post-adoption services;

(14) provide that the State shall collect and report information on children who are adopted from other countries and who enter into State custody as a result of the disruption of a placement for adoption or the dissolution of an adoption, including the number of children, the agencies who handled the placement or the adoption, the plans for the child, and the reasons for the disruption or dissolution.”

Only one case involving disruption of an international adoption has been reported to FSD in the last year. This case involved two children adopted from Russia.

Private child placing agencies, who place children adopted from other countries, are licensed by the State Department of Human Resources. The State Department of Human Resources approves international adoptive studies prior to their submission to the Immigration and Naturalization Service. Adoption and post-adoption services are provided directly by the child placing agencies licensed by the State Department of Human Resources.

FSD is currently awaiting protocol from the U.S. State Department in order to implement the Intercountry Adoption Act (ICAA). The Office of ICPC will work with the office of Foster Care and the data systems to develop a tracking system for children adopted from other countries that enter state custody. In the meantime, since FSD has been aware of very few children meeting this criteria, a limited tracking system has been established and instructions have been sent to county departments. Again, at the ICPC States Conference this year (in April 2005, in Washington, D. C.) state representatives were

advised that the American Public Health Service Association (APHSA) will be advising States on how to proceed once the protocol is developed.

### **3. WELL BEING**

#### **Well Being Long Range Goals 2005-2009**

##### **(a) Family Capacity to Meet Children's Needs**

###### **GOAL**

**Families will have the enhanced capacity to provide for their children's needs.**

###### **1. OBJECTIVE**

Develop the skills and tools to assess families' abilities to meet their own children's needs.

A comprehensive family assessment tool has been developed for use by county DHR staff to assess physical, emotional and educational strengths and needs of family members. Staff has been trained on the use of the tool. Child Welfare Consultants while conducting case reviews will assess and provide feedback on the use of the tool by county staff during county site visits. Consultants have provided training to individual counties on assessment, when the issue is identified as a need by a Quality Assurance review or by county self-assessment.

The Office of Child Welfare Training in partnership with the Office of Child Welfare Consultation revised the Underlying Conditions Training to include advanced assessment skills to include input from the supervisor (supervisors attend the training on the third day of this

curriculum). An onsite coaching and modeling section was added to evaluate increased assessment skills and help the trainees incorporate these skills into their practice. This will expanded be to other regions of the state and monitored over the next two years for outcomes. Supervisors Training was also updated to include the Underlying Conditions component. This material was piloted in January of 2005.

**2. OBJECTIVE**

Develop tools to monitor and track the process of assessment and planning with families to meet their own needs.

Family Services in conjunction with county DHR staff in March 2003 developed a supervisory review process to monitor assessment adequacy, service availability and appropriateness, service utilization, documentation, and participation in the ISP process. A minimum number of case reviews by supervisors was set to ensure quality of practice. A minimum requirement for face-to-face contact with children, parents and caregivers was also developed to ensure that caseworkers are able to adequately assess progress in case outcomes. A tracking system was developed by the committee to appropriately capture all pertinent casework components to assist supervisors in giving feedback to line staff. This tool will also assist consultants during site visits assess supervisors' functioning in the case review process. New training curriculum has been developed to increase supervisory capacity and to use these established guidelines. The Office of Child Welfare Consultation will continue to work onsite with individual supervisors to expand capacity using the training and developed guidelines.

**3. OBJECTIVE**

Develop a system to keep social workers and providers apprised of service availability in designated areas.

Current therapeutic foster care, assessment, and other types of residential services have been made available to county staff and providers by the issuance of a Resource Directory. The Office of Resource Management, formerly the Office of Resource Development and Management, and Information Systems have collaborated on an online resource directory which is available on the Department's website. The site became operational in late 2004. Counties continue to be made aware of resources in their regions through the directory and by onsite consultants when consultation is provided on individual cases.

**(b) Education**

**GOAL**

**Children will receive adequate services to meet their educational needs**

**1. OBJECTIVE**

Develop and issue guidelines for an Education/DHR protocol to be used Statewide in establishing better working relationships between the two agencies

The protocol between the two agencies was developed and implemented in September 2003. It will be assessed and revised as needed to meet challenges that evolve in the future in meeting children's educational needs.

**(c) Physical and Mental Health**

**GOAL**

**Children will received adequate services to meet their physical and mental health needs.**

**1. OBJECTIVE**

Develop practice guidelines for assessment of mental health needs, screening for possible mental health treatment and monitoring outcomes

The SEBD unit issued the guidelines in September 2003. SEBD consultants were instrumental in the development of the guidelines along with an advisory committee of county DHR staff and mental health professionals. The guidelines are used by county staff in assessing the emotional, mental health and behavioral needs of children. Case consultation on children with specific needs is a major emphasis of the work of the Child Welfare Consultant Unit. Training has been provided to all regions regarding trauma in early childhood, behavior management plans, and matching services to a child's individual needs. The Office of Child Welfare Consultation will continue to offer training and individual case consultation on working with SEBD children. To address the needs of SEBD children, the Office of Child Welfare Consultation has developed a contract with Auburn University to provide field placement for masters level students in behavior analysis to provide services to children in a pilot program. If successful, this program can be expanded to other regions in the state to keep children in their own homes or in less restrictive placements.

**2. OBJECTIVE**

Develop and implement the use of an assessment tool and tracking system to evaluate outcomes for children in residential treatment settings

The SEBD Unit in conjunction with the Office of Resource Development and Management (ORDM) developed an assessment tool in March 2004 to be used in conducting site visits that provide residential treatment services to children served by the Department. Consultants from the Office of Resource Management will use the tool in conducting site visits and measuring outcome achievement at facilities serving the SEBD population.

A tracking system has been developed by the SEBD Unit to track children that have severe emotional or behavioral needs. The Office of Utilization Review and the Office of Resource Management have assumed responsibility for tracking SEBD children, and looking at outcomes for children who are SEBD as well as any child placed in residential treatment. The Office of Utilization Review is developing guidelines for length of stay, attaining permanency, maintaining children in their own homes, and tracking treatment outcomes. The Office of Utilization Review has developed a tool that was piloted with four providers for children in residential treatment settings.

**3. OBJECTIVE**

Provide training to the child welfare staff on assessing mental health needs of children and evaluating the effectiveness of treatment for children with these needs

Training for child welfare staff has been developed by the National Resource Center to help staff in assessment of emotional or mental disorders and in evaluating the efficacy of treatment. The initial training was offered in June 2004. Several in-house follow-up sessions were conducted. A series of regional training sessions have been provided to county staff in conjunction with local Mental Health Boards. The training was designed to introduce county staff to trauma concepts in working with SEBD children and to facilitate increased partnership between local DHR offices and their local mental health providers. The Office of Child Welfare Consultation will continue to offer regional training to increase partnering with local mental health boards to better serve these children.

**4. OBJECTIVE**

Develop guidelines for Assessment Congregate or Foster Home settings to adequately assess placement needs to minimize the number of placement disruptions

The guideline for assessment was developed in December 2002 by the Office of Licensing and Resource Development (now ORM), county staff and providers. They were implemented during the same month. ORM staff members have developed and implemented a tool to evaluate assessment programs beginning in the first quarter of FY 05. They are currently conducting regular site visits statewide to determine compliance.

**5. OBJECTIVE**

Maintain a reporting process for in-home mental health services to monitor progress on meeting the mental health needs of children.

Family Options and the Multi-Systemic Therapy programs have developed and implemented tracking and reporting instruments to evaluate the effectiveness of their respective programs. Information from these tools **is** shared with programmatic offices for evaluation and altering of services, as needed.

**6. OBJECTIVE**

Develop a formalized working relationship between the Department and the Department of Mental Health/Mental Retardation and the Department of Youth Services to share information regarding the care of children received in licensed/certified facilities, ensuring safe and adequate care in the meeting of children's needs

A protocol between DHR, DYS and DMH is already in effect. A more defined protocol between DHR and DMH has been initially developed. It will continue to be amended to meet situations requiring immediate attention. Several Family Services staff including Office of Child Welfare Consultation regularly serve on work groups and committees with DYS and DMH/MR.

**7. OBJECTIVE**

Join in a collaborative effort with Mental Health and Youth Services to commit funding to develop and maintain new family, school and community services to meet the special needs of children

The three agencies have entered the third year of the Our Kids projects, which serve some 20-30 counties in the State. The programs were deigned to meet those children who are considered Gap Children, who have traditional been lacking in services. The three agencies

make site visits annually to evaluate the services and outcome of the programs.

## **C. PROGRAMMATIC AND ADMINISTRATIVE SUPPORT**

### **1. Quality Assurance**

The QA system was designed to provide an approach broad enough to encompass the Department's needs for quality reviews of family and children's services, ensure consistency with the new Federal review process and meet the requirements of the R.C. Consent Decree.

The approach used by the Office of Quality Assurance in reviewing child and family services in the State is very similar to the new Federal child and family services reviews which have been initiated by the Children's Bureau, with some adaptations to meet the requirements of the Consent Decree. Three outcome areas are reviewed in individual counties and Statewide: safety, permanency and child well-being, which includes educational success (since the Consent Decree specifically addresses education), emotional well-being and physical well-being. Additionally, a core set of seven systemic areas are reviewed: community collaboration, individualized service plans (case plans), information system capacity, QA and supervision, staffing and caseloads, staff and provider training, service array and resource development. A self-assessment process has been built into the quarterly QA reports, which can assist counties in conducting an internal examination of practice and system performance. The county QA reports provide data and narrative that aids in making determinations of the status of a number of indicators relative to the state onsite reviews and can also provide guidance in terms of cases selected for the qualitative case reviews. A State onsite review (which consists of data review, quality service reviews, record reviews, stakeholder interviews and any other means of examining outcomes/system performance), in conjunction with the review of county information (from the county QA report and/or other internal information) and the quality service reviews (and any other activities) conducted by the county QA committee, provide the basis for the

determinations that are made concerning the functioning of the county's service delivery system, its strengths, as well as the areas needing improvement and recommendations for the necessary corrective actions.

State QA staff work with individual counties, providing technical assistance and consultation in a variety of areas, including: training department staff and QA committee members; consulting on committee membership, functions and activities; assisting in enhancing QA functions in counties; consultation with other staff in Family Services in regard to county/state progress in practice/systemic areas identified during onsite reviews as needing improvement, as well as in other areas as needed. A substantial portion of their time is invested in preparing counties for, and assisting in the conducting of, state onsite reviews and completing reports on findings and recommendations, which are provided to the court monitor, county administration and state administration. Additionally, when possible, representatives from the state QA office have served as members of the court monitor's review teams for those reviews, which he conducts.

During the time period of June 1, 2004 to May 31, 2005, State QA staff, in conjunction with other State and County staff, have conducted 13 compliance or sustainability reviews in 12 different counties (see Appendix 10). Additionally, onsite review work was done in four counties as part of the statewide special study on Latino issues; in one of these four counties the work on the Latino Special Study was done at the same time as the sustainability review (also see Appendix 10). The statewide special study continues in effect and thus far has included activities such as data review, county DHR surveys, work with a subcommittee from the state QA committee and work in the four counties which included: case reviews, stakeholder interviews, forums with the Latino community and staff and stakeholder surveys. The plan is to issue a report of findings and recommendations during the summer of 2005. During the time period of June 1, 2004 to May 31, 2005, the court monitor conducted limited onsite review activity in one

county. During the remainder of CY05, the Office of Quality Assurance plans to conduct eleven onsite reviews, though some onsite work may additionally occur in counties that are a part of a Statewide special study on Latino issues. Also, if any other onsite work is deemed as necessary, state QA staff may also be involved.

Critical to the Department's QA functions are community (county) QA committees that work in partnership with County Departments. These committees consist of community and agency representatives that meet regularly and review cases to evaluate the quality of services delivered and the outcomes for children and families. They have been established as counties were brought into the conversion process for the Consent Decree. All 67 counties are now implementing the requirements of the Consent Decree with respect to having an operative county QA committee.

The Office of Quality Assurance also provides regular support to the State Quality Assurance Committee, which is composed of representatives of various Statewide agencies, organizations and groups. State QA staff continue to meet regularly with the committee and plan to work with the committee in providing information and/or assistance in any studies/reports being conducted/submitted by the state QA committee.

During the reporting period, the Office of Quality Assurance continued to implement the quarterly and annual QA reporting process, which provides county-specific and Statewide information. Quarterly and annually a Statewide QA report is completed and issued to the court monitor which includes individual county reports for each of the 67 counties. Among the data tracked and reported on by QA is information on children who enter foster care in the State for the first time in a given year in order to determine more accurately such indicators as the length of time children spend in foster care, the number of moves they experience while in-care, re-entry rates into care after discharge and the achievement of permanency for children exiting foster care. These data are tracked longitudinally, over a

period of years, similar to the cohort groups of children reviewed in the new Federal Child and Family Services Reviews. This approach was adapted from the self-evaluation methods used in the Family-to-Family Initiative. The Utilization Review Unit (serving in the lead role, in conjunction with the Department's Center for Information Services and with consultation with the Office of Quality Assurance, develops the quarterly data reports and provides them to County Departments, so that county staff may use their time in analyzing and interpreting the data rather than collecting (again) numbers to submit to the State Office.

The Office of Quality Assurance has developed and disseminated a Quality Assurance Guide that serves as a procedures manual for initiating and maintaining all components of county and State quality assurance functions and systems. The QA Guide provides practical guidance to State and county QA staff, as well as being distributed to other states, which requested copies.

In September 1996, the Office of Quality Assurance implemented a series of quarterly training seminars for county QA coordinators to assist them in carrying out QA functions, including data collection and analysis, recruitment and preparation of community QA committee members and conducting special studies. The Utilization Review Unit has also developed a database and reporting process that tracks child deaths in the State due to maltreatment. Currently, the Utilization Review Unit is providing the Department's administration with a monthly report of child deaths due to maltreatment. A county child death review team (which includes in its membership individuals internal and external to the Department) is asked to review child deaths with prior/current Department involvement, and submit their findings/recommendations to the Department.

In December 1996, the Office of Quality Assurance began assuming some of the responsibility for reviewing child welfare functions in County Departments previously performed solely by the Federal court monitor for the R.C. Consent Decree. Through June 1, 2005, State QA

staff in conjunction with other State and County staff have conducted 154 onsite reviews in counties, which includes preliminary, compliance and sustainability reviews, as well as counties where more than one onsite QA review has been conducted and/or a targeted review completed. This does not include the additional numbers from those counties that have also completed a PIP in lieu of an onsite review by state QA. Historically, the initial review in a given county was defined as a preliminary review, the outcome of which was the identification of strengths and priority areas on which the county needs to focus and strengthen in order to successfully assert. Subsequently, at a time mutually decided upon by SDHR and the particular county, a compliance review was conducted. The outcome of the compliance review was a recommendation to the court monitor about the readiness of the County Department to assert its conversion to practice consistent with the Consent Decree. A final set of reviews, presently identified as sustainability reviews, have been/are onsite reviews conducted in converted counties to assess their ability to maintain a level of practice and system performance that are consistent with the principles of the Consent Decree. This will continue to be the focus of onsite review activity and will involve both the assessment phase (the onsite review) and planning sessions for how strengths of practice/system performance can be affirmed/replicated, as well as how practice/system performance can be strengthened/improved. Through May 31, 2005, sustainability reviews have been conducted in 27 counties, with more to be completed over the course of Calendar Year 2005.

### **Quality Assurance Long Range Goals 2005-2009**

To ensure the continuing capacity of the QA system to effectively:

- Examine/assess/monitor/evaluate the components of the Department's system of care.
- Provide feedback and recommendations to the Department on the status of practice and outcomes experienced by children and families, as well as the Department's system performance, and

whether services provided are of sufficient intensity, scope and quality to meet the individual needs of the children and families being served by the Department.

- Support social workers, supervisors and management at every level within the Department, as well as support the development, implementation and refinement of the service delivery system.
- Confirm strengths, identify successful strategies and recommend ways in which effective practice and/or system performance can be replicated or strengthened.
- Identify needs and recommend corrective actions necessary to improve services, capacity, outcomes and conformity with Federal, State and Department program requirements.
- Help identify (and at times, provide) necessary training, consultation and technical assistance needed by DHR staff.
- Review for the implementation and effects of corrective actions taken.
- Provide the Federal court monitor with information of sufficient quantity and quality to evaluate the Department's compliance with the provisions of the R.C. vs. Walley Consent Decree.
- Provide a permanent structure for independent, objective evaluations of the quality of services and outcomes for children and families.

A critical outcome for which QA is designed to contribute is the achieving/sustaining of conversion in all sixty-seven counties.

### **ONGOING OBJECTIVES**

#### **1. OBJECTIVE**

Continue to improve data analysis capacity in SDHR and County Departments, by maintaining statistical analysis software, providing training and technical assistance and ensuring a capacity to be responsive to prevailing trends and critical issues, initiate/assist in conducting special studies, etc.

Statistical analysis software continues to be used in the Utilization Review Unit in assisting in the preparation of Statewide Quality Assurance Reports. Some counties continue to have access to the Statistical Procedures Software System (SPSS) as well.

This objective continues in effect.

**2. OBJECTIVE**

In collaboration with the Utilization Review Unit, issue quarterly reports of QA indicators, including aggregate child safety and permanency data, and an annual report at the end of each fiscal year.

This objective continues in effect.

**3. OBJECTIVE**

Provide ongoing consultation/technical assistance to county departments/QA committees relative to maintaining and enhancing QA functions and capacities.

This objective continues in effect.

**4. OBJECTIVE**

In collaboration with other Family Services offices/staff, work with counties, county QA committees and other SDHR staff in implementing a follow-up process to onsite county reviews that details how areas needing attention will be addressed.

Some follow-up procedures have been implemented whereby state QA staff meet with supervisory staff from the Office of Child Welfare Consultation, staff from the Division of Field Administration and Family Service Administrative staff after an onsite review has been conducted. However, this process has

not consistently occurred and needs to be strengthened. This will remain an important objective.

**5. OBJECTIVE**

Finalize a process of providing information (relative to state office issues) to the Department's administration and program divisions, which ensures consistent implementation and a means of demonstrating how issues that have been identified during county onsite reviews have been addressed.

Though some state administrative staff have been involved in the provision of information relative to state issues (see response to #4 above), there are times when the involvement of further state staff is necessary. This also remains an important ongoing objective to be strengthened.

**6. OBJECTIVE**

In conjunction with other SDHR staff and Center for Information Services staff, establish a database of measurement mechanisms for both state QA reviews and county QA committee case reviews.

A database has been established and data entry from state onsite reviews has begun. The entry of data from county QA committee reviews is presently viewed as a more long-term objective. The issuing of standard and ad hoc reports has not yet been initiated. This will remain a critical objective.

**7. OBJECTIVE**

In collaboration with other Family Services offices, SDHR and county/state QA committees, continue to enhance capacities around conducting county/Statewide special studies, reporting on findings/recommendations and instituting feedback mechanisms whereby the Department is reporting back on the level of progress relative to implementation, achievement of desired outcomes and system performance/change.

In November of 2003, a special study on Latino issues was initiated, that continues in effect. During the summer and early fall of 2004, onsite work was conducted in four selected counties (Franklin, Barbour, Marshall and Morgan). The Latino Special Study workgroup has continued to meet and plans to issue a report of findings and recommendations during the summer of 2005. A pilot phase of the study, which has an emphasis on training and conducting follow-up meetings with the Latino community, has been discussed, with hopes of conducting some activities during the summer of 2005. However, implementation plans and dates of such a pilot have not yet been confirmed.

**8. OBJECTIVE**

Continue to focus on ways of promoting the networking among, and skill building of, county QA committees.

This objective remains in effect. During the time period of October-December 2005, the Office of Quality Assurance is planning a series of county QA coordinator meetings in each of the state's nine districts. In so doing, the plan is to include county QA committee representation, so that each meeting can have both a training and networking component. This plan has been discussed with county QA coordinators, though dates and sites for the meetings have not yet been established.

**9. OBJECTIVE**

Continue to conduct regular (generally, quarterly) meetings for county QA coordinators. These meetings could include training components, as well as, other emphases (e.g. input on issues, provision of information, networking opportunities, etc.).

This objective continues in effect. County QA coordinator meetings are sometimes held as a statewide meeting and at

times are held at two regional sites. See response to #8 above for plans to hold meetings across nine districts later in CY 2005.

**10. OBJECTIVE**

Through ongoing adjunct reviewer training, development and experience, build a Statewide capacity among state/county staff (perhaps including QA committee membership as well) to serve on state onsite review teams as adjunct reviewers.

This objective continues in effect. Adjunct reviewer training sessions continue to be conducted at different times. Presently there are approximately 40-50 county/state staff who have been trained. It is acknowledged that adjunct reviewer staff are a critical component of onsite reviews, as the capacity to conduct such reviews is dependent upon an adjunct reviewer pool being in place.

**11. OBJECTIVE**

In collaboration with the Court Monitor's office, finalize revisions to the protocol (instrument used in conducting quality service reviews), which will also include a training guide and perhaps other working papers.

This objective continues in effect. In collaboration with the Court Monitor's office, a field test version of the protocol will be used by state review teams and all county QA committees beginning in July 2005. The plan is to field test the instrument through around November of 2005 and then send final edits to the Court Monitor's office. There are other, protocol-related instruments or resources that need to be finalized as well, such as the advance packet for worker completion (prior to the QSR being conducted) and a resource guide for reviewers.

**12. OBJECTIVE**

Maintain the QA Guide, in terms of providing necessary updates, additions and revisions.

This objective remains in effect. There is a need to update the QA Guide; at this point, work on this project will probably be initiated after the protocol and related documents (see #11 above) have been finalized.

**13. OBJECTIVE**

Serve as a liaison with the state QA Committee through supporting their functions, provision of information, etc.

This objective continues in effect.

**2. Policy**

**Policy Long Range Goals 2005-2009**

To develop and maintain comprehensive, clear, concise child welfare policy and procedures which facilitate and support best practice for families served by the Department while complying with federal and state mandates. Develop a process whereby all policies can be reviewed on a regular basis.

**1. In the next five years (2005-2009) the principal goal will be to maintain policies with up to date revisions.** Since 2002 the Office of Child Welfare Policy (OCWP) has developed or assisted in developing and publishing to counties about thirty policies or revisions to existing policies. OCWP has developed policies required by the R. C. Consent Decree, the Program Improvement Plan (PIP), and state and federal legislation. Having completed these policies, OCWP can now set a goal of having policies up to date and make necessary revisions in a timely manner. Clear concise child welfare policy and procedures that facilitate and support best practice for Alabama's families, continues to be a goal.

**OBJECTIVES FOR 2005-2006**

**1. OBJECTIVE**

Complete Policy Revisions.

- Completion of the Out of Home Policies and Procedures. This is a formidable undertaking and will involve pulling together current policies, developing new policies and revising other policies. Meetings have been held with the Child Welfare Group to develop a framework for this. A workgroup consisting of county staff, stakeholders, state office staff is being created. Timelines have been set to have a draft in place by July 30, 2005.
- Completion of the Indian Child Welfare Policies and Procedures. The draft of this needs to be reviewed by state office staff and released for comment.
- Issuance of the Transitional Living Program Requirements. The APA is needed.
- Visiting policy is being incorporated in the Out of Home Care Policies and Procedures. A section on maintaining connections related to children in our out of home care and a section on meaningful worker contacts is planned.
- Transfer of Cases policy will be revised to reflect the automated changes that ASSIST implementation brought about. Will be completed following PIP requirements
- Continuous CPS revisions will be needed.

**2. OBJECTIVE**

Automation of Policy continues to be a goal for OCWP.

Two automated avenues for policy releases are utilized, a local area network (shared drive) and online policy in ASSIST. The goal is to train counties on the use of automated policy while recognizing that hard copy policies are actually the working policy documents for counties.

During 2004 and 2005, considerable work has been done to create a method whereby counties will have one place to go for electronic policies for Family Services and one format for those policies. OCWP reviewed all policies on the On Line documents and, working with ASSIST staff, assured that only current policies are on the electronic system. A survey of county departments found that Word Format documents was preferred over the Policy Help in On Line Documents and ASSIST Web. The Policy Help function was removed; all documents on the On Line Documents are accurate; and the county departments have been notified that there is one electronic source for policies and one format for policies. This will continue as a goal for 2005-2009 because will need to monitor this.

**3. OBJECTIVE**

Develop a system that will meet the counties' need for policies to be better organized with easy and quick access.

Through work with the National Resource Center a framework for organizing policies into an easy to follow format has been developed. This will incorporate existing policies and allow for new policies to be included as they are written. This work has been done in close coordination with the County Directors' Family Services Advisory Committee. Since some of the policy functions are now handled by the Office of Policy, Planning, and Research, coordination is being done within the new state office organization as well. Reaction from county representatives has been very positive regarding this project.

**4. OBJECTIVE**

Update and maintain the Administrative Procedures Manual (APA). The APA is used as a means of providing to the public the policies of the Department. OCWP's goal is to have this up to date in all program areas within the next five years.

This function has been transferred to the Office of Policy, Planning, and Research. OCWP will work cooperatively with this Office to complete APA requirements in a timely manner.

**5. OBJECTIVE**

Develop a method of periodically reviewing various policies.

This is an added objective.

**6. OBJECTIVE**

Develop a viable process to evaluate the effectiveness of policy.

In as much as federal and state laws allow, policy should provide a framework for best practice to occur. The evaluation of policy will result in changes to bring about best practice. Progress has been made, but more work is needed. Since PIP and R. C. Consent Decree policies have been completed, OCWP can devote more time to policy evaluation. Policy compliance by county departments in an aspect of policy evaluation; however, the evaluation will address the reason for non-compliance as it relates to needed revisions. The goal is to evaluate policy nine months after the effective date and twelve months after the first revision.

In 2004 the Policy Development Protocol was revised to include a more thorough review of revised policies and new policies. All county directors and members of the Quality Assurance Policy Subcommittee are given an opportunity to comment on new and revised policies before they are finalized. Additionally, an evaluation of policies section in the revised Protocol provides that policies be monitored during the first six months of release. This goal is continued for 2005-2009.

**7. OBJECTIVE**

Train policy. OCWP will advocate for a plan for policy developers and program staff to have more involvement in the training of policies to assure that counties understand the issues that surround the final policy. The plan will include policy developers and program staff as trainers of policy who are familiar with what the policy is, why the policy exists and the issues that were resolved in developing the policy. OCWP supports basic policy training done by program and policy staff that has a wide range knowledge base, including experience in the counties. The Department has learned that the Train the Trainer approach does not get outcomes, i. e. line staff at the counties do not get trained. OCWP advocates that supervisors and workers in the counties receive policy training provided by State Office program and policy staff.

The training of policy is a commendable goal and will be continued for 2005-2009. In 2005 pilot training was developed for the Comprehensive Family Assessment (CFA) and Individualized Service Plan (ISP) Documentation. After evaluating the pilot it was decided that the training will be expanded to include the practice of completing CFAs and ISPs. This will be transferred to the Office of Child Welfare Consultation to take the lead in developing.

**3. Office of Child Welfare Training**

**LONG RANGE GOALS FY 2005-2009**

1. **In the next five years (2005-2009) the principal goal will be to maintain up-to-date training that reflects current trends in best practice.** The Office of Child Welfare training has made tremendous progress toward becoming a self-sufficient training center. Whereas, in the past, our agency would have to contract out for updates and new training

programs, today our office conducts research, organizes workgroups, partners with other agencies, and develops and writes the curriculum needed to meet the needs our agency. This has enabled us to meet our goals of our Program Improvement Plan (PIP) in a timely manner.

2. **Continue to look at alternative methods of training.**

Experiential training based on the adult learning model:

Information -> Model -> Practice -> Feedback

Will continue to be the major form of training provided by the Office of Child Welfare Training. Whereas it is understood that the true "training" takes place in the field, FSD will continue to look for ways to enhance/support the skills learned in the training room. The On-the-Job Training (OJT) component that is in ACT I, is very successful when followed through in the county. The OJT gives the supervisor a chance to learn the baseline skills of the child welfare workers and gives a starting point for the supervisor/worker relationship by providing feedback opportunities throughout ACT and even beyond, when the classroom training has ended.

An OJT component was added in the new Supervisors Training that continues to develop the role of the supervisor as coach/mentor/trainer for the workers in their units.

The training team will continue to work individually with the county offices by going in to one county per ACT I session and modeling the OJT process for the supervisors.

Additionally, other forms of training to support the core trainings provided by ACT, ACT II, and GPS will be evaluated. Some forms, such as videotapes and PowerPoint presentations have been used in the past to augment some of the training.

This can be very effective at supplementing the skills based training that is done in ACT with policy and procedures that can be put into a PowerPoint presentation that workers can access anytime back in the office.

3. **Continue to work with other offices regarding the consistency of the delivery of messages to the county staff.** As FSD continues to refine and work toward successful outcomes with families- trends, skills, and procedures change over time. It is important that OCWT remains up-to-date on the most current best practice methods. As these methods are developed, it is equally important that staff learn together so that the messages that the Office of Child Welfare Training is promoting are the same messages from the Office of Child Welfare Policy and from The Office of Quality Assurance. As work groups are developed to refine/update our training, the different offices will be included so that they can give feedback and be present to hear the updates. We will continue to also invite other State Office personnel to the trainings that OCWT offers. In addition, OCWT will continue to partner with our other offices in the delivery of other trainings (such as policy, procedure, consultation, etc.).
  
4. **Refine the automation of statistics for training.** The Office of Child Welfare Training will continue to refine the automation of training by using the Pathlore program (or similar program if a better program becomes available in the future) to organize the trainings offered throughout the year as well as keep track of who is completing the trainings. Whereas, in the past, our automation of the statistics of our trainings has been crude and hit-or-miss, the past two years OCWT has worked to pull our training program into the electronic age. OCWT advocated purchasing the Pathlore program to use for this purpose and have been using the last two years to enter data from past trainings. This has enabled us to get a more complete picture

as to how training is offered and how OCWT can purposefully chart our calendar for upcoming trainings.

### **OBJECTIVES FOR FY 2005**

Because the Office of Child Welfare Training has fluctuated in the numbers of trainers available, it has had to prioritize the training that is offered. There are currently 9 trainings that are offered to the Child Welfare workers and Supervisors of the 67 counties. With 9 full-time trainers who also research and write curriculum, the objectives for providing training are as follows:

**1. OBJECTIVE**

Continue to support the new workers by providing ACT I within three months of their employment.

Bi-weekly hiring reports show that about 30 new workers are hired in the county each month. This translates into about 1 ½ ACT I groups being hired each month, or 18 ACT I groups per year. OCWT is currently able to offer 12 ACT I sessions a year.

**2. OBJECTIVE**

Continue to offer ACT II sessions that relate to the immediate needs within the counties.

ACT II trainings are geared toward more specialized, advanced learning. As issues have developed in the counties, such as crystal meth, new supervisors, speedy permanence of children, OCWT has been able to offer trainings that help the county staff deal more effectively with these issues. For this year, because there are so many new supervisors in the counties, OCWT is training more of the new Supervisor's Training to help give the supervisors the tools needed to help coach and mentor

the child welfare workers toward positive outcomes with their families.

### **3. OBJECTIVE**

Refine the delivery of training to minimize the cost while maximizing the learning experience for the participants.

For about a year now training has been scheduled in regions close to the participant's bases instead of having our sessions at central locations. There have been gains with this model and there have been some losses.

Some of the gains include:

- less distance for the participants to have to travel,
- less cost to the state because there is less mileage and per diem filed
- participant satisfaction by having the training closer to their base and home

Some of the losses include:

- smaller class sizes because the pool of eligible participants is smaller
- more classes being postponed because of lack of participants being able to come
- less of a mix of different counties to network with each other
- huge credit card bills for our trainers who are having to travel to almost every training (as well as the loss of time being able to spend with their families because they are spending their weeks in hotel rooms)
- loss of flexibility in being able to offer the counties the trainings they need because of not having enough participants.

These are some of the figures from training over the past two years.

**2004**

ACT I = **222** persons  
Child Sexual Abuse = **0**  
Deciding Together = **36**  
CPS = **37**  
Substance Abuse = **68**  
GPS = **84**  
Supervisor's Training = **39**  
Concurrent Perm. Planning = **109**

**2005 (as of 06/14/05)**

ACT I = **66** persons  
Child Sexual Abuse = **22**  
Deciding Together = **19**  
CPS = **24**  
Substance Abuse = **49**  
GPS = **28**  
Supervisor's Training = **5**  
Concurrent Perm. Plan. = **52**

With a number of the training sessions, especially with ACT I, the numbers have been dropping sharply.

OCWT would like to continue to provide the regional training for the majority of our training, but would also like to be able to offer some training at our traditional sites when there are not enough participants to support a regional group.

OCWT would like to be able to give the counties more flexibility in their choices for training by having a "hybrid" system of a majority of regional trainings, and a minority of centralized trainings, when appropriate. OCWT would also like to be able to have contracts with hotels (as was previously done) so that the staff will not have to incur this financial burden up front, and it will save the State money over the regular per diem amount.

The Office of Child Welfare Training is willing to take on the responsibility of securing and maintaining the payments for the contracted hotels, if needed.

As the time gets closer to exiting the court proceedings of the Consent Decree, as well as dates or meeting goals in our CFSR PIP, it is important that it is established that DHR is not only able to support staff with training that meets their needs to be competent to perform best practice, but also DHR needs to be able to offer our training in a timely manner that provides for the flexibility of staff to be able to attend. OCWT feels that by adjusting our system in the way discussed above, it would be able to do this.

#### **4. Data Use and Support Long Range Goals 2005-2009**

Family Services will continue its support of development of Alabama's SAWCIS (ASSIST) through active participation in requirements identification, testing, training, etc. Work will also continue in identifying data needs from legacy systems and working with other divisions/offices to coordinate required system changes and data reports. During the past year, Family Services made significant progress in enhancing its use of data. The (former) Office of Data Management and Support worked with Family Services Management Team and with individual offices to familiarize staff with specific data sources and their use. Recognizing continuing data needs, a process was developed to coordinate programming requests according to priority. A number of other program offices are included in this effort along with financial and technical staff. Also, two new data bases were completed in the last year to help manage data for specific program offices (ICPC and QA). Coordination will continue with appropriate divisions/offices on efforts involving system development and use of data.

##### **1. GOAL**

**To support and implement an automated SACWIS system (ASSIST) capable of meeting Federal and State reporting**

**requirements, as well as compliance with the R.C. vs. Walley Consent Decree.**

**OBJECTIVES**

**1. OBJECTIVE**

Provide program input and support to the ASSIST Project Team as it develops a simple, accessible, user friendly, worker-driven system to handle all aspects of case management.

Family Services staff have participated in activities such as risk mitigation planning and requirements analysis as DHR moves toward issuing an RFP for an implementation contractor to complete a working SACWIS system within an approximate two year time period.

**2. GOAL**

**PROVIDE CONSULTATION AND TECHNICAL ASSISTANCE FOR LEGACY CHILD WELFARE SYSTEMS.**

**1. OBJECTIVE**

Revise the ACWIS and FSS Systems Users manuals to reflect current system functionality.

This goal has been accomplished.

**2. OBJECTIVE**

Support the Office of Quality Assurance in their efforts of quality review of family and children's services to ensure consistency with federal review process and meet the requirements of the R.C. Consent Decree.

This function now is part of Utilization Review under the Office of Resource Management. Family Services will coordinate with this office for data needs related to QA.

**3. OBJECTIVE**

Support all other Family Services offices, as well as county staff, in their self-assessment process by gathering, compiling, analyzing and reporting on county specific and/or Statewide permanency, safety, and well being data.

This function now is part of Utilization Review under the Office of Resource Management. Family Services will coordinate with this office for data needs related to its programs. One such need is regarding established data thresholds for safety and permanency. These thresholds are computed quarterly and provide an alert to state and county staff that specific components of program areas should be reviewed and a corrective action plan put into place.

**4. OBJECTIVE**

Maintain a database on child deaths due to maltreatment and if services have been provided to the family within the past 12 months.

This function now is part of Utilization Review under the Office of Resource Management. Family Services will coordinate with this office regarding child death reports.

**5. Office of Child Welfare Consultation**

**Child Welfare Consultation Long Range Goals 2005-2009**

**1. GOAL**

To provide strong consistent onsite consultation to all sixty-seven counties to develop and stabilize their infrastructure and maintain a child welfare system that supports best practice. To

incorporate standards from the Federal Child and Family Services Reviews, goals from the IV-B, and achieve completion on the Federal Program Improvement Plan into practice so that all of Alabama's children and families can experience positive outcomes when involved with the Department.

**1. OBJECTIVE**

Provide guidance and assistance to child welfare staff in counties to enable them to assist children and families to achieve positive outcomes by working within the framework of a System of Care. This involves maintenance of casework practice and systems usage at a higher level of performance to incorporate standards of best practice and standards from the Federal Child and Family Services Reviews. A consultant is assigned to each county with each consultant having two to six counties (five consultants are assigned to Jefferson County due to size and unique county issues) to provide onsite support and guide them in the change process. This includes but is not limited to: assist in developing strong child welfare practice as expressed by the 51 indicators assessed in Quality Assurance Reviews and by the Federal Child and Family Services Reviews; assessment of data, outcomes, and system indicators; engaging counties in self-assessment of their systems; coach and model best practice in the areas of safety, permanency, and well-being to assure best outcomes; teach and train policy and practice; increase counties' capacity in working with foster youth to achieve the skills and education necessary to live productively as adults; provide coaching, modeling, and feedback to increase counties ability to support productive ISP development and family engagement; and support counties in organizational and strategic planning. Provide case consultation, training, and other assistance

through onsite consultation to ensure that the level of practice and performance is sustained. Support counties in making placement of children in least restrictive placements and concurring with more restrictive placements. The Office of Child Welfare Consultation has completed the following steps:

- Reduced residential placements through consultant support and planning at the county level
- Track and support counties to step children down to less restrictive placements or return to their own home
- Selected a tool to look at matching children to appropriate placements, the MAT and trained consultants to use the tool in evaluating placements.

## **2. GOAL**

To provide consultation to strengthen practice and improve resources to achieve better outcomes for children who have serious emotional and behavior disturbances that impair their ability to function in home, school, and community.

### **1. OBJECTIVE**

The Office of Child Welfare Consultation provides onsite consultation to counties regarding practice guidelines; increased capacity in counties to serve these children; gate keeping procedures for placement in restrictive settings; quality assurance monitoring; closer collaboration with treatment programs; and gathering information on treatment outcomes.

### **2. OBJECTIVE**

Assure training on mental health issues for SEBD children to increase capacity in consultant staff who will

provide training, coaching, and modeling to county staff to increase their capacity to serve these children and improve outcomes.

Update: OCWC staff have recently completed training for staff in the last region in their series of statewide training programs. OCWC staff partnered with Mental Health Department staff in approximately thirty sessions in the Department of Mental Health catchment areas. In addition, see numbers 4 and 5.

**3. OBJECTIVE**

Work with the Office of Resource Development and Management, now the Office of Resource Management, to ensure SEBD children are included in the service array mix development.

Update: OCWC partnered with the Office of Resource Management to provide the Behavioral Analyst Program that is currently piloting in Lee County. It provides in-house intervention for children in their own homes, in foster care, and/or adoptive homes. Its focus is to maintain the child's placement by addressing behaviors.

**4. OBJECTIVE**

Develop joint regional training between DHR and DMH/MR to address mental health assessment, diagnosis, and treatment of SEBD children.

Office of Child Welfare Consultation staff regularly serve on committees and workgroups with DMH/MR and are currently participating on a DMH/MR workgroup toward this objective.

Update: OCWC worked with local Departments of Mental Health, 310 Board, to increase their capacity to serve SEBD children and to form partnerships with local DHR offices. While participating in workgroups with Mental Health staff, OCWC has also addressed issues related to brain trauma, and the development of services for this target group. Also, see Behavioral Analyst Program in #3 and #6.

**5. OBJECTIVE**

Increase the ability of counties to provide effective behavior management plans with the families they serve, by increased access to expertise, training, and consultation.

Update: OCWC worked with Richard Keck, M.D., psychiatrist, on methods of addressing reactive detachment disorder. In addition two training meetings of one week each were conducted in Birmingham for twelve therapists from around the state. Also, Dr. Keck worked with all OCWC consultants on methods of identifying and selecting appropriate resources of provision of services to SEBD and other children. See updates for objectives 2, 4, and 6 as well. The information and skills attained through this training are being shared with the counties.

**6. OBJECTIVE**

Increase county capacity to serve SEBD children by incorporating training in behavior management with children into the ACT training curriculums and specialized training.

Update: OCWC participated in workgroups and partnered with Office of Child Welfare Training staff to revise the Underlying Conditions curriculum. A session on SEBD Children and Behavior Management was incorporated in the Underlying Conditions curriculum and this training was piloted in February 2005. It is now a regular part of the ACT curricula and specialized training.

## **6. Office of Child Welfare Eligibility**

### **Child Welfare Eligibility Long Range Goals 2005-2009**

#### **1. GOAL**

**Meet the requirements of the Federal Review and any resulting PIP activities/goals. (See current IV-E PIP and reports.)**

#### **2. GOAL**

**Meet requirements for Emergency Assistance program.**

### **Summary of IV-E PIP Activities:**

**The Office of Child Welfare Eligibility has completed the steps outlined in the Title IV-E PIP resulting from the last federal issues related to court order language and timing. Completed review. Findings from cases reviewed revealed a number of actions related to this finding include:**

- Provide training for juvenile and family court judges, DHR attorneys, GALs, and DHR County Directors and supervisors.**
- Provide electronic copies of revised sample court orders to juvenile and family judges and attorneys representing DHR.**

- **Review of court orders on 95% of open Title IV-E cases where children have been in care for 12 months or longer as of the run date of the report, November 19, 2003.**
- **Provide quarterly reports on denials for court order related reasons to county DHR staff and to the Alabama AOC for distribution to juvenile and family court judges.**
- **Issue policy reminding DHR staff of ASFA appropriate permanency goals.**
- **Issue an Administrative Letter regarding time frames and language needed for court orders, including corrective action needed.**
- **Conduct meetings with selected judges, County Directors, AOC, and SDHR staff regarding the impact of court activity in identified counties.**
- **Develop an automated report of permanency hearings due to be used by SDHR Child Welfare Eligibility staff for follow up with county staff.**

**The second area needing improvement related to placement of children in a fully licensed home or facility, and criminal record checks. Actions completed related to this finding include:**

- **Rescind policy allowing provisional approval without satisfactory documentation of criminal record checks.**
- **Complete a 100% review of homes approved on or after 11/1/2000 to ensure compliance with safety checks. Develop a monitoring mechanism for compliance with criminal history checks.**
- **Implement and notify county departments of new ACWIS coding for homes approved and safety checks/hard copies are pending receipt. Provisional homes will have special coding to denote a non-IV-E reimbursable facility.**
- **Complete a report to track changes in providers' status that will result in eligibility or ineligibility.**

- **Add two fields to ACWIS Provider Subsystem to indicate receipt of ABI and FBI clearances and notify counties of this change.**

**The third area needing improvement was eligibility for AFDC at removal. The action step completed related to this finding is:**

- **A programming request was made to identify cases that may be coded incorrectly and take corrective action.**

## **7. Office of Financial Resource Management**

### **OFRM Long Range Goals 2005 – 2009**

#### **1. Goal**

##### **Provide Medicaid Rehab and STAC Training as needed**

Medicaid Rehab and STAC training has been provided on an as needed basis for individual county offices.

Work has been completed and is currently in the county review process for updated Vendor Certification Policy.

OFRM staff developed material on Medicaid Rehab Services participated in ISP pilot training.

Work has been completed on Core Services Fact Sheet for county staff to use when authorizing Medicaid Rehab services and is planned to be presented in the upcoming Flex Fund Training for county staff.

The department has recently moved to a Service Coordination Core Online Training program for Family Services and Adult Protective Services staff. This program has been authorized by the Medicaid Agency and consists of a testing component.

OFRM has presented Refresher TCM Training to staff in approximately ten counties.

**2. Goal**

**Help ensure that eligible children are certified for Medicaid.**

OFRM staff works a kick-out report each month for children who are not found to be Medicaid eligible when the TCM billing file is being submitted. For children who have been entered into the system with a system assigned temporary SSN, the Medicaid system is checked to see if the child has an existing Medicaid number. If one is found the worker is requested to update the DHR systems with the correct information. If a child is not found on the Medicaid system, we check to see if the county worker has filed the IV-E application. If not, an e-mail is sent to the worker asking about the IV-E process and with the IV-E eligibility workers. If the child is not expected to be eligible for IV-E, a request is made to ensure that a SOBRA Medicaid application is submitted for the child.

**3. Goal**

**Develop strategies to streamline work processes in counties.**

OFRM has participated in work groups with State and County staff to identify county needs and update the Comprehensive Family Assessment which includes data needed for the Medicaid Rehab Assessment and the Individualized Case Plan which is used to authorize needed Medicaid Rehab services and to identify goals and needs for TCM services.

An In-house Billing Guide has been developed and is ready for distribution to county staff to use for Medicaid Eligibility, Medicaid Rehab Services and TCM Services.

## **VI. ASSURANCES**

See Consolidated Child and Family Services Five Year Plan (2004-2009) for signed copies of required Assurances.

**VII. FINANCIAL REPORT**  
**CFS 101**

**CFS-101, Part I: Annual Budget Request For Title IV-B, Subpart 1 & 2 Funds, CAPTA, Chafee Foster Care Independence Program (CFCIP) and Education and Training Vouchers (ETV):**

**Fiscal Year 20\_\_ , October 1, 20\_\_ through September 30, 20\_\_**

1. State or ITO:Alabama	2. EIN: 63-6000619-A6
3. Address: Alabama Department of Human Resources 50 Ripley Street Montgomery, Alabama 36130	4. Submission:  [ X ] New [ ] Revision
5. Estimated Federal title IV-B, Subpart 1 Funds.	\$ 5,130,322
6. Total Estimated Federal title IV-B, Subpart 2 Funds. (This amount should equal the sum of lines a - f.)	\$ 8,232,597
a) Total Family Preservation Services.	\$ 2,058,149
b) Total Family Support Services.	\$ 2,469,779
c) Total Time-Limited Family Reunification Services.	\$ 2,058 149
d) Total Adoption Promotion and Support Services.	\$ 1,646,520
e) Total for Other Service Related Activities (e.g. planning).	\$ 0
f) Total Administration (not to exceed 10% of estimated allotment).	\$ 0
7. Re-allotment of Title IV-B, Subpart 2 funds for State and Indian Tribal Organizations	
a) Indicate the amount of the State's/Tribe's allotment that will not be required to carry out the Promoting Safe and Stable Families program. \$ <u>0</u>	
b) If additional funds become available to States and ITOs, specify the amount of additional funds the State or Tribes is requesting. \$ <u>500,000</u>	
8. Child Abuse Prevention and Treatment Act (CAPTA) State Grant (no State match required)	
Estimated Amount \$ <u>440,239</u> , plus additional allocation, as available.	
9. Estimated Chafee Foster Care Independence Program (CFCIP) funds.	\$ 1,626,064
10. Estimated Education and Training Voucher (ETV) funds.	\$ 561,290
11. Re-allotment of CFCIP and ETV Program Funds:	
a) Indicate the amount of the State's allotment that will not be required to carry out CFCIP \$ <u>0</u> .	
b) Indicate the amount of the State's allotment that will not be required to carry out ETV \$ <u>0</u> .	
c) If additional funds become available to States, specify the amount of additional funds the State is requesting for CFCIP \$ <u>0</u> for ETV program \$ <u>0</u> .	

12. Certification by State Agency and/or Indian Tribal Organization.  
 The State agency or Indian Tribe submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, CFCIP and ETV programs, and agrees that expenditures will be made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the ACF Regional Office, for the Fiscal Year ending September 30.

Signature and Title of State/Tribal Agency Official  Page B. Walley, Ph.D., Commissioner	Signature and Title of Regional Office Official
Date June 28, 2005	Date

**State of IT** Alabama **For FFY OCTOBER 2004\_ TO SEPTEMBER 30, 2005**  
Approved through July 31, 2005

SERVICES/ACTIVITIES	TITLE IV-B		(c) CAPTA*	(d) CFCIP*	(e) TITLE IV-E	(f) TITLE XX (SSBG)	(g) TITLE IV- A (TANF)	(h) Title XIX (Medicaid)	(i) Other Fed Prog	
	(a) I-CWS	(b) II-PSSF								
1) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)	0	2,547	0			7,655	749	0	0	
2) PROTECTIVE SERVICES	0		310			12,572	0	0	283(CJA)	
3) CRISIS INTERVENTION (FAMILY PRESERVATION)	0	2,123	130			16,714	8,301	0	0	
(A) PREPLACEMENT PREVENTION	0	(cannot be	0			0	2,500	0	0	
(B) REUNIFICATION SERVICES	0	separat- ed)	0			0	1,276	0	0	
4) TIME-LIMITED FAMILY REUNIFICATION SERVICES	0	2,123	0			0	0	0	0	
5.) ADOPTION PROMOTION AND SUPPORT SERVICES	0	1,698				0	0	0	96 Adoption Incentive	
6) FOSTER CARE MAINTENANCE: (A) FOSTER FAMILY & RELATIVE FOSTER CARE	1,172				4,742		0	0	0	
(B) GROUP/INST CARE	0				2,620		0	0	0	
7) ADOPTION SUBSIDY PMTS.	0				3,613					
8) INDEPENDENT LIVING SERVICES	0	0		2,098	0					
9) ADMIN & MGMT	3,967	0			14,607					
10) STAFF TRAINING	0	0	0	0	791	0			0	
11) FOSTER PARENT RECRUITMENT & TRAINING	0		0		938	0			0	
12) ADOPTIVE PARENT RECRUITMENT & TRAINING	0		0		849	0			0	
13) CHILD CARE RELATED TO EMPLOYMENT/TRAINING	0				0				10,539 CCDF	
14) TOTAL	5,139	8,491	440	2,098	28,160	36,941	12,826 (1)	0 (2)	10,918	

**\* States Only, Indian Tribes are not required to include information on these programs.**

	(k) NUMBER TO BE SERVED  [ X] Families  [ X] Individual s	(l) POP. TO BE SERVE D	(m) GEOG. AREA TO BE SERVED
(j) State Local Donated Funds			
1,212	48,525 families 138,250 individual s	Children and families at risk and other eligible clients	12 Counties
510	125,244	Reports of abuse/n eglect	Statewide/ Reservation
6,010	724 families	Families at immine nt risk of placem ent	Statewide
0	---	All children in foster care	Statewide/ Reservation
0	---	All children in foster care	Statewide/ Reservation
1,010	431 families	Families w/ children returnin g home followin g placem ent	Statewide/ Reservation
2,808	900	All eligible children	Statewide/ Reservation
2,344	4168	All eligible children	Statewide/ Reservation
855	1950	Elig. children requirin g treat.	Statewide
6,561	1900	All eligible children	Statewide/ Reservation
518			

34,431			
2,764			
2,812			
2,783			
7,707	25,236	All eligible children	Statewide/Reservation
72,325			

Attachment:

- (1) The Alabama Department of Human Resources plans to spend \$14.6 million more on child welfare type services that are not identified as a category on this report.
- (2) The Alabama Department of Human Resources has Medicaid expenses that do not fall into any of the categories on this report. We spend \$32 million in Targeted Case Management Services in Foster Care and \$67 million in Rehab Services for Children.

# **APPENDICES**

**APPENDIX 1**  
**Family Assistance Division**

## **FAMILY ASSISTANCE DIVISION**

The Family Assistance Division manages programs pursuant to the Temporary Assistance to Needy Families (TANF) Block Grant.

**The Family Assistance Benefit** – Alabama’s cash assistance caseload has been reduced by 55% since the passage of federal welfare reform legislation in 1996. Currently, there are about 18,000 families on TANF cash assistance (Family Assistance) in Alabama. This represents about 33,000 children and 8,000 adults. Caseloads in many states have been increasing due to the current economic recession; this has not happened in Alabama.

**The Kinshare Program** – The Kinship Care Program, known as Kinshare and funded with TANF dollars, is a partnership between the Family Assistance and Family Services Divisions. This program provides important benefits to relatives at or below 200% of poverty who are caring for a related child in their homes. The program provides services when children are at risk of foster care placement or when services are needed in order to stabilize an existing placement with the non-parent relative. The program was active in 51 counties as of 2002, and the phase-in of all 67 counties was completed in July 2003. As of March 2005, there were 395 open cases serving 741 children.

**Alabama Fatherhood Initiative** – The foundation of the Alabama Fatherhood Initiative (AFI) is over 30 projects statewide that are funded through a partnership with the Children’s Trust Fund that provide a variety of services to fathers, and young males who are not yet parents. AFI was recently expanded to encompass these groups and others to form a network of public, private, non-profit, and faith-based organizations that work together to help non-custodial fathers develop positive relationships with their children and to enhance their ability to support their children by providing counseling, education, and employment opportunities. The program allows fathers who are unemployed or unskilled and desire self-improvement to receive short-term (12 weeks) training through the adult education and skills training divisions at two-year colleges. Funding for the tuition will be provided with dollars from the Department of Labor, Workforce Investment Act, and TANF.

**Domestic Violence Intervention** – DHR contracts with the Alabama Coalition Against Domestic Violence to provide services to TANF-eligible clients who may be victims of domestic violence. Services are provided statewide under a program known as the Special Assessment, Intervention, and Liaison (SAIL) Project. The larger county DHR offices are served onsite by a Domestic Violence Specialist who conducts assessments, provides counseling, and assists with safety planning. Services are available as needed to all counties that do not have an onsite Domestic Violence Specialist. For the first seven months of FY 2005, there have been 2,024 families referred to SAIL, with 927 families receiving services.

**APPENDIX 2**  
**ASPR 2005 Focus Group Participants**

## **IV-B Focus Group Participants Meeting on 5/16/05**

### **Safety Sub-group**

Lead - Program Manager, SDHR, Office of Protective Services/Administrative Record Review  
Co-lead - Program Manager, Child Protective Services, Montgomery County DHR  
Coordinator, Alabama Department of Public Health, Healthy Child Care America  
Executive Director, Family Sunshine Center  
Executive Director, Child Abuse and Neglect Prevention Board  
Director, Center for Families  
Director, Alabama Network of Children Advocacy Centers  
Deputy Director, Alabama Department of Public Health, Child Death Review  
Coordinator, SDHR, Family Options/Family Preservation  
Coordinator, Family Options/Family Preservation, Montgomery County  
Deputy Director, Family Services Division, SDHR  
Program Supervisor, SDHR, Office of Protective Services/Administrative Record Review  
Program Supervisor, Chambers County Department of Human Resources  
Program Supervisor, Russell County Department of Human Resources  
Program Supervisor, SDHR, Office of Child Welfare Training  
Program Specialist, Office of Child Welfare Consultation  
Program Specialist, Office of Child Welfare Consultation

### **Permanency and ILP Sub-group**

Lead - Program Manager, SDHR, Office of Foster Care  
Co-lead - County Director, Chambers County Department of Human Resources  
Director, AGAPE  
Program Director, Children's Rehabilitation Services (Tuscaloosa)  
Social Work Program Specialist, Children's Rehabilitation Services (Tuscaloosa)  
Financial Aid Officer, Auburn University Montgomery  
Executive Director, Lee County Youth Development Center  
Interim Director, Brantwood Children's Home  
Coordinator, AdoptUSKids and foster/adoptive parent  
Program Supervisor, SDHR, Office of Child Welfare Consultation  
Program Manager, SDHR, Office of Adoption  
Program Specialist, SDHR, IV-E Program, Office of Revenue Maximization  
Program Manager, SDHR, Office on Interstate Compact on Placement of Children  
Program Administrator, SDHR, Family Services Division  
Program Supervisor, SDHR, Office of Adoption  
Program Supervisor, Butler County DHR, and President, Service Supervisor's Association

### **Well Being/Systems Sub-group**

Lead - Program Manager, SDHR, Office of Child Welfare Consultation  
Co-Lead - County Director, Hale County Department of Human Resources  
Director, Children's Services, State Department of Mental Health/Mental Retardation  
Director, Alabama Department of Public Health, Health Insurance Programs  
Social Services Caseworker, United Methodist Children's Home (Dothan)  
Program Director, Child Abuse and Neglect Prevention Board  
Program Manager, SDHR, Office of Revenue Maximization  
Program Manager, SDHR, Office of Quality Assurance  
County Director, Jefferson County Department of Human Resources  
Program Manager, SDHR, ASSIST  
Program Manager, SDHR, Office of Child Welfare Policy  
Program Supervisor, SDHR, Targeted Case Management, Office of Revenue Maximization  
Program Manager, SDHR, Office of Resource Management  
Program Manager, SDHR, Office of Child Welfare Training  
Program Manager, SDHR, Office of Policy, Planning, and Research

**APPENDIX 3**  
**APSR 2005 FOCUS GROUP SUMMARY**

**Annual Progress and Services Report  
Stakeholder Focus Group  
May 16, 2005  
Discussion Summary**

**Safety**

1. Completing CANs in 90 days
  - Resolve/refine ASSIST issues
  - Strengthen casework documentation
  - Capture data accurately to reflect workload in caseload counting system
2. Child Death/Repeat Maltreatment
  - Clarify definitions of repeat maltreatment
  - Break out statistics of repeat maltreatment into categories (e.g., out of home, etc.)
  - Provide more statistics/information (e.g., via staff training) regarding risks/deaths of children under age 4
  - Develop local services/resources for children under age 4 years
  - Accurately capture child death data
  - Study information from mandated child death review teams
3. Initial Child Contacts
  - Workers are making timely initial contacts (92% within 5 days)
4. Ability to Assess Risks in Home - Family Preservation
  - Staff training is needed
  - Pre-removal staffings are effective
5. Safety Plans
  - Staff training from National Resource Center on Child Maltreatment has been helpful
  - Continue to increase staff capacity to develop and monitor Safety Plans
  - Tracking of Safety Plan duration is needed
  - Community education is needed re: DHR's role (e.g., safety versus values)

**Permanency**

1. Barriers to Achieving Permanency Goals
  - Worker turnover - new workers need help to continue with sequential permanency planning for children rather than "starting over"
  - Court Systems – continued need to strengthen working together
  - More treatment resources are needed
  - Lack of knowledge regarding available information on adoption subsidy
  - Reunification services shouldn't "raise the bar" for parents
2. Recommendations
  - Develop strong "front end" services to prevent removal
  - Strengthen adoption post-placement services
  - Provide training on permanency issues for staff, partners, community
  - Allow flexibility in defining permanent living situation (e.g., teen in long term placement)
  - Partner with other agencies to develop resources to serve children and provide access to services (e.g., co-lead training, opportunities for networking)

- For new ISP training – emphasize supervisor’s role in the ISP process
- Continue to use the Website for adoption resource recruitment

## **Well Being/Systems**

1. New resource: ALLKIDS Plus can fund services for children enrolled in ALLKIDS (ADPH)
2. Need to build on-going capacity in staff to conduct effective ISPs
3. Strengthen staff knowledge regarding procurement of services from different programs/funding streams (e.g., core services, flex funds, ILP)
4. Strengthen partnership with other entities (e.g., review/update local protocol with education as needed)
5. SEBD Training
  - Need a systemic approach for this practice component (e.g., “system of care” planning between DHR and DMH/MR)
  - Build in on-going use of SEBD Advisory Group
6. Cross training - create opportunities with other groups (e.g., local multi-needs, local QA committee, etc.)
7. Ensure accuracy of data reports
8. Observe continuing trends (e.g., track children being served by one or more system)
9. Increase collaboration with other agencies serving children (e.g., PHD, DMH/MR, Education, etc.)
10. Improve relationships and increase involvement with foster parents

**APPENDIX 4**  
**RESPONSE TO 2004 STATE QA COMMITTEE**  
**RECOMMENDATIONS**

**State QA Committee Recommendations  
Family Services Division Response  
June 2005**

- 1. Recommendation:** Establish criteria for which future Special Studies will be initiated by the QA Committee. It is recommended that these criteria will include that evidence by way of quantitative or qualitative measures be demonstrated prior to new Special Studies being recommended or implemented.

**Response:** The state QA committee did discuss methods by which criteria for initiating special studies could be established. However, no definitive criteria were finalized. The one study initiated on Latino issues is still in process, though a report of findings will be issued during the summer. A pilot phase is presently being discussed. In regard to this recommendation, it will be important for this to be a continuing recommendation, with the added suggestion that Family Service Administration meet with the leadership of the state QA committee to discuss the issue. In so doing the criteria and/or process for initiating special studies can be established.

- 2. Recommendation:** Develop/Enhance methods to strengthen social work's engagement/assessment and relationship/maintenance skills.

**Response:** A number of strategies and initiatives are underway to refine skills, coach, and mentor staff. Considerable work has been done in recent months to improve the format and instructions for the Individualized Service Plan (ISP) and Comprehensive Family Assessment (CFA) and Addendum. The goal has been to make the formats more worker friendly and easier for families to understand. County staff have had opportunity for input and review as these revisions were being made. A pilot training for workers on use of the ISP, CFA, and Addendum was completed in April 2005. As a result of staff feedback, further enhancement of the curriculum to include more practice components will be completed before the training is implemented statewide later this year. Also, local training has been provided in several counties by consultant staff to enhance worker skills in conducting effective ISPs. In conjunction with the State QA Policy Subcommittee, work is underway to strengthen the use of safety plans and assessment of risk. The Department's efforts to complete the statewide child welfare information system (ASSIST) have been made a priority and this will help staff in documenting practice.

- 3. Recommendation:** Develop/Enhance methods to adjust social worker's work task demands to afford needed time for work with families and adequate supervision.

**Response:** This has also been a focus of the County Directors' Association Family Services Advisory Committee. Joint work is underway with external consultation to look at possible approaches to streamlining work processes to maximize use of worker time.

- 4. Recommendation:** Address worker retention and turnover, particularly among supervisor staff.

**Response:** The DHR Personnel Division has established several methods by which to assess factors related to staff retention and turnover:

- Reduced caseloads and supervisory ratios by increasing child welfare staff by 500 social workers in the last 4 ½ years

- Pay study in 2000; pay increases and upgraded some salary ranges as a result, although we are losing effect of pay study due to freezes
- Aggressive recruitment efforts in schools of social work; developed partnership with colleges/universities, and linkages with internet; job announcements on websites
- Pay incentives – higher entry salary for those with BSW or MSW; higher entry salary for those who completed a field work placement with DHR
- Pay differential for certain counties: Jefferson, Baldwin, Mobile, Russell, Madison
- Initiated supervision and management training programs
- Stipends and educational leave opportunities
- Exit interview; questionnaire given to every separating employee, about 40% return rate on questionnaire; personnel compiles results by county, program area, subject, and date, and maintains database; in child welfare, the major complaints listed on the exit questionnaire are: caseload size, salary, lack of supervision/support by management

**5. Recommendation:** Address resource development for Spanish speaking families.

**Response:** The QA Special Study on Latino Issues will soon be providing formal recommendations to department executive staff.

**6. Recommendation:** Develop adequate and/or enhance translation/interpretation services for non-English speaking families.

**Response:** We currently have two translation services (Language Line and a statewide contract for interpreters). We recognize that there may be broader needs such as foster homes and other in-home services and hope to expand available resources. The special study on Latino issues will also include recommendations relative to translation assistance.

**7. Recommendation:** Address foster home recruitment and retention.

**Response:** The Department recognizes this as a need and has strengthened its relationship with the Alabama Foster and Adoptive Parent Association. There have been public awareness and outreach opportunities underway in the last year such as those involving Alabama's First Lady and the Governor's Office. This area continues to be a challenge and on-going efforts will continue.

**8. Recommendation: Explore training around cultural diversity for workers and foster parents.**

**Response:** There are curriculum components in GPS and ACT that address cultural diversity. The Department is exploring now what additional areas need to be covered. The Latino Special Study will be of value in this in helping to target specific needs.

**9. Recommendation:** Explore the use of new technologies available to workers in the field.

**Response:** Through the Alabama Social Service Information System (ASSIST), there have been numerous management reports and data tools developed to provide ticklers, status indicators, etc. for staff use at both the state and county level.

**10. Recommendation:** Improve quality and consistency of assessments and Individual Service Plans.

**Response:** See Item #2 above.

**11.Recommendation:** Conduct case reviews of and/or further examine initial investigations that were found to be not indicated.

**Response:** DHR has some good data sources (cases open because of a CAN Report) we can look at in this area. DHR is also evaluating reasonable efforts and pre-placement interventions. There will also be value in exploring over the next year whether any local QA committees have studied this issue.

**12.Recommendation:** Should the agency consider modifications to the existing data collection system for other reasons (not just this issue alone), then at the time, consider the possibility of allowing subcategories in addition to admission due to "Neglect."

**Response:** This enhancement to our data reporting capability would give us more information on which to develop resources, etc. It has been forward to CPS program staff to begin the process of requesting programming to accomplish this.

**13.Recommendation:** Continue the special study on the impact of crystal methamphetamine on children coming into care.

**Response:** A county director has recently been asked to serve on the Attorney General's Task Force on Crystal Methamphetamine. A representative from the Administrative Office of Courts, with whom we work closely, is also on this Task Force. This will provide us the opportunity to participate in state level, interagency effort dealing with a critical issue greatly impacting current caseloads. Some counties already have established good local protocol for dealing with situations involving crystal methamphetamine.

**APPENDIX 5**  
**QA COMMITTEE REPORT 2005**

## **STATE QUALITY ASSURANCE COMMITTEE REPORT 2005**

The past year has seen a growing ability of the State Quality Assurance Committee to provide consumer and stakeholder input into Alabama's child welfare system. Throughout the year, the State Quality Assurance Committee met on a semi-monthly basis with working committees meeting alternate months. Working through standing and special subcommittees, the Committee has address the following:

### **Public Education/Nominating/Service Analysis Subcommittee**

- Completed revision of By-laws which were adopted by membership
- Nominated and filled vacant seats on committee
- Educated County Directors on the State QA Committee's activities and actions in order to keep them better informed and empower them to better meet the needs of children and families.
- Worked closely with DHR State QA personnel and the DHR State office of Public Information to ensure the information we put forth meets with the Commissioner's approval.
- Educated policymakers on activities and actions of the State QA Committee.
- Reviewed and cleaned up the State QA Membership Roll to better ensure active participation by all current members.
- Received nominations for potential members of the Committee and forwarded it to Commissioner for approval.
- Oriented in-coming members and developed a orientation packet for this purpose
- Worked closely with the Public Relations staff to promote positive PR to the general public and to ensure that DHR staff at the County level stayed informed about QA activities and plans
- Developed forms for nominating new members
- Reviewed the Statewide Report of Characteristics of Children in Care and the Statewide R.C. Status report.

### **Policy Sub-Committee**

- Coordinated joint meetings with juvenile court judges and court staff and Department employees
- Developed standardized checklist of steps to be taken by Department staff before TPR hearings and trained DHR county staff and county attorneys on checklist

- Worked with Department staff to revise safety plan formats
- Began reviewing barriers to foster care adoptions of special needs children

### **Latino Special Studies Sub-Committee**

- Completed the first draft of the special study on service improvement for Latino families
- Developed preliminary recommendations for service improvements for Latino families

### **Child Death Review Committee**

- Reviewed all child death review reports for 2004
- Began the development of issues raised in the reviews for further examination or special studies

**APPENDIX 6**  
**STATEWIDE FAMILY OPTIONS REPORT**  
**FY 04**

**FAMILY OPTIONS CUMULATIVE STATISTICS REPORT SEPTEMBER 2004**

	# FOP Referrals Received	# FOR Referrals Received	# FOR A Referrals Received	#FOMH-P Referrals Received	#FOMH-R Referrals Received	# FOP Referrals Accepted	# FOR Referrals Accepted	# FOR A Referrals Accepted	#FOMH-P Referrals Accepted	#FOMH-R Referrals Accepted	#FOP Referrals Declined	# of FOR Referrals Declined	# of FOR A Referrals Declined	#FOMH-P Referrals Declined	#FOMH-R Referrals Declined
Central Alabama	81	37	N/A	N/A	N/A	38	14	N/A	N/A	N/A	39	18	N/A	N/A	N/A
East Alabama	170	55	47	N/A	N/A	78	38	33	N/A	N/A	87	17	16	N/A	N/A
East Central Alabama	75	40	N/A	10	0	60	37	N/A	7	0	13	3	N/A	3	0
Jefferson/Shelby	345	83	106	N/A	N/A	123	29	53	N/A	N/A	219	48	52	N/A	N/A
Madison County	64	36	N/A	N/A	N/A	37	30	N/A	N/A	N/A	24	7	N/A	N/A	N/A
Montgomery County	65	41	N/A	N/A	N/A	16	17	N/A	N/A	N/A	48	23	N/A	N/A	N/A
Northeast Alabama	149	65	N/A	30	11	50	28	N/A	17	5	88	35	N/A	11	6
Northwest Alabama	155	88	N/A	38	16	71	45	N/A	22	11	80	38	N/A	13	1
Southeast Alabama	131	68	40	N/A	N/A	77	50	23	N/A	N/A	52	15	17	N/A	N/A
Southwest Alabama	183	29	N/A	N/A	N/A	142	25	N/A	N/A	N/A	14	4	N/A	N/A	N/A
Tuscaloosa Hub	86	22	11	N/A	N/A	46	15	10	N/A	N/A	36	7	1	N/A	N/A
West Central Alabama	62	33	N/A	N/A	N/A	34	21	N/A	N/A	N/A	23	7	N/A	N/A	N/A
<b>TOTAL</b>	1566	597	204	78	27	772	349	119	46	16	723	222	86	27	7

	# FOP Referrals Declined- No Vacancy	# FOR Referrals Declined No Vacancy	#FOR A Referrals Declined No Vacancy	#FOMH-P Referrals Declined No Vacancy	#FOMH-R Referrals Declined No Vacancy	#FOP Children Served	#FOR Children Served	#FOR A Children Served	#FOMH-P Children Served	#FOMH-R Children Served	#FOP Interventions Completed	#FOR Interventions Completed	#FOR A Interventions Completed	#FOMH-P Interventions Completed	#FOMH-R Interventions Completed
CA FO	18	1	N/A	N/A	N/A	76	37	N/A	N/A	N/A	36	12	N/A	N/A	N/A
EA FO	62	9	9	N/A	N/A	209	83	66	N/A	N/A	65	33	29	N/A	N/A
ECA FO	8	2	N/A	0	0	143	78	N/A	14	0	47	25	N/A	7	0
J/S FO	112	27	29	N/A	N/A	240	63	113	N/A	N/A	117	27	57	N/A	N/A
MADI	17	2	N/A	N/A	N/A	101	55	N/A	N/A	N/A	34	34	N/A	N/A	N/A
MONT	37	17	N/A	N/A	N/A	39	39	N/A	N/A	N/A	13	12	N/A	N/A	N/A
NE FO	76	29	N/A	10	5	144	63	N/A	37	8	51	28	N/A	18	7
NW FO	71	34	N/A	9	1	164	100	N/A	43	21	69	48	N/A	23	14
SE FO	24	11	12	N/A	N/A	185	98	42	N/A	N/A	80	51	24	N/A	N/A
SW FO	9	3	N/A	N/A	N/A	424	58	N/A	N/A	N/A	142	22	N/A	N/A	N/A
TUSC FO	24	5	0	N/A	N/A	93	25	18	N/A	N/A	45	17	11	N/A	N/A
WC FO	17	6	N/A	N/A	N/A	84	75	N/A	N/A	N/A	33	16	N/A	N/A	N/A
	475	146	50	19	6	1902	774	239	94	29	732	325	121	48	21

	# FOP Assessment Only	# FOR Assessment Only	# FOR A Assessment Only	# FOMH-P Assessment Only	#FOMH-R Assessment Only	# FOP Families Remaining Together	# FOR Families Remaining Together	# FOR A Families Remaining Together	# FOMH-P Families Remaining Together	#FOMH-R Families Remaining Together	Overall Utilization Rate
CA FO	5	0	N/A	N/A	N/A	33	10	N/A	N/A	N/A	97%
EA FO	6	0	N/A	N/A	N/A	63	28	N/A	N/A	N/A	94%
ECA FO	2	0	N/A	0	0	47	25	N/A	7	0	86%
J/S FO	5	5	N/A	N/A	N/A	105	22	N/A	N/A	N/A	109%
MADI	1	1	N/A	N/A	N/A	29	31	N/A	N/A	N/A	110%
MONT	2	2	N/A	N/A	N/A	13	9	N/A	N/A	N/A	88%
NE FO	8	2	N/A	2	0	42	26	N/A	13	7	119%
NW FO	5	7	N/A	1	3	66	45	N/A	20	11	108%
SE FO	2	0	N/A	N/A	N/A	76	49	N/A	N/A	N/A	82%
SW FO	28	0	N/A	N/A	N/A	138	17	N/A	N/A	N/A	82%
TUSC FO	4	0	N/A	N/A	N/A	42	16	N/A	N/A	N/A	97%
WC FO	6	6	N/A	N/A	N/A	32	13	N/A	N/A	N/A	89%
	74	23	N/A	3	3	686	291	N/A	40	18	97%

MONTHLY TRACKING REPORT FOR SEPTEMBER 2004

FY 2004

	3 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	96%	93%		
East AL FO	95%	98%		
East Central AL FO	97%	87%	100%	0%
Jefferson/Shelby FO	97%	95%		
Madison/Limestone FO	100%	98%		
Montgomery FO	72%	97%		
Northeast AL FO	93%	95%	88%	100%
Northwest AL FO	97%	90%	81%	73%
Southeast AL FO	98%	98%		
Southwest AL FO	89%	93%		
Tuscalossa Hub FO	92%	100%		
West Central AL FO	96%	95%		
AVERAGES	94%	95%	90%	58%

	6 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	96%	100%		
East AL FO	91%	82%		
East Central AL FO	91%	63%	100%	0%
Jefferson/Shelby FO	97%	100%		
Madison/Limestone FO	94%	100%		
Montgomery FO	71%	95%		
Northeast AL FO	88%	100%	88%	100%
Northwest AL FO	90%	84%	95%	75%
Southeast AL FO	92%	93%		
Southwest AL FO	94%	86%		
Tuscalossa Hub FO	94%	94%		
West Central AL FO	97%	77%		
AVERAGES	91%	90%	94%	58%

	9 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	100%	88%		
East AL FO	98%	80%		
East Central AL FO	90%	80%	100%	0%
Jefferson/Shelby FO	100%	100%		
Madison/Limestone FO	100%	89%		
Montgomery FO	80%	100%		
Northeast AL FO	86%	100%	67%	100%
Northwest AL FO	100%	68%	92%	83%
Southeast AL FO	98%	90%		
Southwest AL FO	80%	100%		
Tuscalossa Hub FO	100%	100%		
West Central AL FO	100%	78%		
AVERAGES	94%	89%	86%	61%

	12 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	94%	84%		
East AL FO	97%	89%		
East Central AL FO	79%	96%	100%	100%
Jefferson/Shelby FO	97%	81%		
Madison/Limestone FO	91%	74%		
Montgomery FO	72%	100%		
Northeast AL FO	97%	93%	95%	78%
Northwest AL FO	75%	86%	78%	45%
Southeast AL FO	98%	99%		
Southwest AL FO	85%	83%		
Tuscalossa Hub FO	89%	92%		
West Central AL F	90%	89%		
AVERAGES	89%	89%	91%	74%

	18 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	100%	100%		
East AL FO	93%	100%		
East Central AL FO	71%	91%	100%	100%
Jefferson/Shelby FO	92%	100%		
Madison/Limestone FO	85%	74%		
Montgomery FO	87%	82%		
Northeast AL FO	91%	88%	88%	100%
Northwest AL FO	69%	84%	86%	63%
Southeast AL FO	97%	96%		
Southwest AL FO	86%	84%		
Tuscalossa Hub FO	84%	94%		
West Central AL F	93%	95%		
AVERAGES	87%	91%	91%	88%

	24 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	100%	76%		
East AL FO	93%	80%		
East Central AL FO	87%	94%	55%	80%
Jefferson/Shelby FO	90%	90%		
Madison/Limestone FO	86%	98%		
Montgomery FO	100%	100%		
Northeast AL FO	91%	94%	100%	88%
Northwest AL FO	83%	80%	84%	80%
Southeast AL FO	94%	89%		
Southwest AL FO	84%	100%		
Tuscalossa Hub FO	88%	81%		
West Central AL F	95%	82%		
AVERAGES	91%	89%	80%	83%

**APPENDIX 7**  
**STATEWIDE FAMILY OPTIONS REPORT**  
**OCTOBER 2004 – MARCH 2005**

FAMILY OPTIONS CUMULATIVE STATISTICS REPORT REV. MARCH 2005

	# FOP Referrals Received	# FOR Referrals Received	# FOR A Referrals Received	#FOMH-P Referrals Received	#FOMH-R Referrals Received	# FOP Referrals Accepted	# FOR Referrals Accepted	# FOR A Referrals Accepted	#FOMH-P Referrals Accepted	#FOMH-R Referrals Accepted	#FOP Referrals Declined	# of FOR Referrals Declined	# of FOR A Referrals Declined	#FOMH-P Referrals Declined	#FOMH-R Referrals Declined
Central Alabama	28	19	N/A	N/A	N/A	10	9	N/A	N/A	N/A	15	9	N/A	N/A	N/A
East Alabama	94	32	22	N/A	N/A	45	22	14	N/A	N/A	46	6	7	N/A	N/A
East Central Alabama	26	36	N/A	0	2	26	33	N/A	0	2	0	3	N/A	0	0
Jefferson/Shelby	186	45	57	N/A	N/A	57	13	28	N/A	N/A	124	33	27	N/A	N/A
Madison County	31	16	N/A	N/A	N/A	18	11	N/A	N/A	N/A	12	3	N/A	N/A	N/A
Montgomery County	24	16	N/A	N/A	N/A	9	11	N/A	N/A	N/A	15	4	N/A	N/A	N/A
Northeast Alabama	55	25	N/A	11	2	25	12	N/A	5	1	28	13	N/A	5	1
Northwest Alabama	65	45	N/A	12	15	26	19	N/A	8	10	38	22	N/A	4	4
Southeast Alabama	84	28	18	N/A	N/A	41	20	11	N/A	N/A	40	10	6	N/A	N/A
Southwest Alabama	95	17	N/A	N/A	N/A	64	12	N/A	N/A	N/A	26	5	N/A	N/A	N/A
Tuscaloosa Hub	44	12	16	N/A	N/A	24	7	8	N/A	N/A	19	5	8	N/A	N/A
West Central Alabama	39	21	N/A	N/A	N/A	17	9	N/A	N/A	N/A	18	9	N/A	N/A	N/A
<b>TOTAL</b>	<b>771</b>	<b>312</b>	<b>113</b>	<b>23</b>	<b>19</b>	<b>362</b>	<b>178</b>	<b>61</b>	<b>13</b>	<b>13</b>	<b>381</b>	<b>122</b>	<b>48</b>	<b>9</b>	<b>5</b>

	# FOP Referrals Declined- No Vacancy	# FOR Referrals Declined No Vacancy	#FOR A Referrals Declined No Vacancy	#FOMH-P Referrals Declined No Vacancy	#FOMH-R Referrals Declined No Vacancy	#FOP Children Served	#FOR Children Served	#FOR A Children Served	#FOMH-P Children Served	#FOMH-R Children Served	#FOP Interventions Completed	#FOR Interventions Completed	#FOR A Interventions Completed	#FOMH-P Interventions Completed	#FOMH-R Interventions Completed
CA FO	3	6	N/A	N/A	N/A	32	29	N/A	N/A	N/A	9	6	N/A	N/A	N/A
EA FO	30	0	6	N/A	N/A	115	56	35	N/A	N/A	37	19	17	N/A	N/A
ECA FO	0	0	N/A	0	0	75	68	N/A	0	2	25	22	N/A	0	2
J/S FO	39	13	14	N/A	N/A	128	34	62	N/A	N/A	53	13	29	N/A	N/A
MADI	6	0	N/A	N/A	N/A	68	18	N/A	N/A	N/A	21	9	N/A	N/A	N/A
MONT	8	3	N/A	N/A	N/A	23	38	N/A	N/A	N/A	7	10	N/A	N/A	N/A
NE FO	24	13	N/A	5	1	72	27	N/A	8	2	23	13	N/A	4	1
NW FO	28	19	N/A	1	0	61	38	N/A	11	17	26	12	N/A	8	8
SE FO	24	6	3	N/A	N/A	98	35	23	N/A	N/A	37	18	8	N/A	N/A
SW FO	21	5	N/A	N/A	N/A	200	26	N/A	N/A	N/A	61	12	N/A	N/A	N/A
TUSC FO	16	4	7	N/A	N/A	47	11	11	N/A	N/A	19	7	8	N/A	N/A
WC FO	10	6	N/A	N/A	N/A	51	23	N/A	N/A	N/A	15	10	N/A	N/A	N/A
	209	75	30	6	1	970	403	131	19	21	333	151	62	12	11

	# FOP Assessment Only	# FOR Assessment Only	# FOR A Assessment Only	# FOMH-P Assessment Only	#FOMH-R Assessment Only	# FOP Families Remaining Together	# FOR Families Remaining Together	# FOR A Families Remaining Together	# FOMH-P Families Remaining Together	#FOMH-R Families Remaining Together	Overall Utilization Rate
CA FO	0	5	N/A	N/A	N/A	9	6	N/A	N/A	N/A	81%
EA FO	2	4	N/A	N/A	N/A	32	17	N/A	N/A	N/A	97%
ECA FO	0	0	N/A	0	0	25	22	N/A	0	2	93%
J/S FO	3	0	N/A	N/A	N/A	49	9	N/A	N/A	N/A	113%
MADI	2	1	N/A	N/A	N/A	20	8	N/A	N/A	N/A	93%
MONT	1	1	N/A	N/A	N/A	7	10	N/A	N/A	N/A	73%
NE FO	5	0	N/A	1	0	16	10	N/A	3	0	106%
NW FO	0	2	N/A	0	1	25	10	N/A	8	7	108%
SE FO	0	0	N/A	N/A	N/A	35	16	N/A	N/A	N/A	72%
SW FO	7	1	N/A	N/A	N/A	61	12	N/A	N/A	N/A	79%
TUSC FO	0	0	N/A	N/A	N/A	18	7	N/A	N/A	N/A	90%
WC FO	4	2	N/A	N/A	N/A	15	10	N/A	N/A	N/A	81%
	24	16	N/A	1	1	312	137	N/A	11	9	91%

MONTHLY TRACKING REPORT FOR MARCH 2005

FY 2005

	3 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	100%	100%		
East AL FO	97%	100%		
East Central AL FO	95%	95%	100%	100%
Jefferson/Shelby FO	100%	100%		
Madison/Limestone FO	79%	80%		
Montgomery FO	100%	100%		
Northeast AL FO	100%	100%	100%	100%
Northwest AL FO	100%	83%	100%	100%
Southeast AL FO	100%	100%		
Southwest AL FO	89%	64%		
Tuscalossa Hub FO	100%	100%		
West Central AL FO	95%	100%		
AVERAGES	96%	94%	100%	100%

	6 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	98%	94%		
East AL FO	93%	92%		
East Central AL FO	92%	81%	100%	0%
Jefferson/Shelby FO	97%	93%		
Madison/Limestone FO	94%	96%		
Montgomery FO	82%	97%		
Northeast AL FO	95%	98%	87%	100%
Northwest AL FO	94%	87%	88%	68%
Southeast AL FO	96%	95%		
Southwest AL FO	94%	100%		
Tuscalossa Hub FO	93%	96%		
West Central AL FO	96%	80%		
AVERAGES	94%	92%	92%	56%

	9 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	98%	86%		
East AL FO	98%	90%		
East Central AL FO	93%	77%	100%	0%
Jefferson/Shelby FO	99%	95%		
Madison/Limestone FO	96%	86%		
Montgomery FO	71%	95%		
Northeast AL FO	91%	95%	85%	100%
Northwest AL FO	93%	87%	87%	67%
Southeast AL FO	98%	92%		
Southwest AL FO	88%	90%		
Tuscalossa Hub FO	93%	96%		
West Central AL FO	88%	66%		
AVERAGES	92%	88%	91%	56%

	12 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	96%	91%		
East AL FO	97%	88%		
East Central AL FO	96%	74%	100%	0%
Jefferson/Shelby FO	100%	94%		
Madison/Limestone FO	86%	89%		
Montgomery FO	80%	100%		
Northeast AL FO	89%	86%	77%	75%
Northwest AL FO	95%	76%	95%	100%
Southeast AL FO	99%	90%		
Southwest AL FO	84%	88%		
Tuscalossa Hub FO	94%	94%		
West Central AL F	100%	78%		
AVERAGES	93%	87%	91%	58%

	18 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	97%	79%		
East AL FO	95%	100%		
East Central AL FO	79%	93%	100%	100%
Jefferson/Shelby FO	87%	98%		
Madison/Limestone FO	95%	74%		
Montgomery FO	91%	88%		
Northeast AL FO	93%	96%	90%	78%
Northwest AL FO	77%	90%	84%	55%
Southeast AL FO	98%	96%		
Southwest AL FO	93%	100%		
Tuscalossa Hub FO	86%	92%		
West Central AL F	97%	93%		
AVERAGES	91%	92%	91%	78%

	24 MONTHS			
	FOP	FOR	FOMH-P	FOMH-R
Central AL FO	100%	100%		
East AL FO	93%	97%		
East Central AL FO	68%	87%	100%	100%
Jefferson/Shelby FO	84%	100%		
Madison/Limestone FO	85%	76%		
Montgomery FO	100%	86%		
Northeast AL FO	91%	88%	88%	100%
Northwest AL FO	76%	88%	86%	63%
Southeast AL FO	99%	96%		
Southwest AL FO	97%	100%		
Tuscalossa Hub FO	82%	94%		
West Central AL F	100%	100%		
AVERAGES	90%	93%	91%	88%

**APPENDIX 8**

**STATEWIDE QUARTERLY REPORT OF**

**FAMILY PRESERVATION AND SUPPORT**

**SERVICES FOR LAST QUARTER OF**

**FY 04**

**FAMILY OPTIONS CUMULATIVE STATISTICS REPORT SEPTEMBER 2004**

	# FOP Referrals Received	# FOR Referrals Received	# FOR A Referrals Received	#FOMH-P Referrals Received	#FOMH-R Referrals Received	# FOP Referrals Accepted	# FOR Referrals Accepted	# FOR A Referrals Accepted	#FOMH-P Referrals Accepted	#FOMH-R Referrals Accepted	#FOP Referrals Declined	# of FOR Referrals Declined	# of FOR A Referrals Declined	#FOMH-P Referrals Declined	#FOMH-R Referrals Declined
Central Alabama	81	37	N/A	N/A	N/A	38	14	N/A	N/A	N/A	39	18	N/A	N/A	N/A
East Alabama	170	55	47	N/A	N/A	78	38	33	N/A	N/A	87	17	16	N/A	N/A
East Central Alabama	75	40	N/A	10	0	60	37	N/A	7	0	13	3	N/A	3	0
Jefferson/Shelby	345	83	106	N/A	N/A	123	29	53	N/A	N/A	219	48	52	N/A	N/A
Madison County	64	36	N/A	N/A	N/A	37	30	N/A	N/A	N/A	24	7	N/A	N/A	N/A
Montgomery County	65	41	N/A	N/A	N/A	16	17	N/A	N/A	N/A	48	23	N/A	N/A	N/A
Northeast Alabama	149	65	N/A	30	11	50	28	N/A	17	5	88	35	N/A	11	6
Northwest Alabama	155	88	N/A	38	16	71	45	N/A	22	11	80	38	N/A	13	1
Southeast Alabama	131	68	40	N/A	N/A	77	50	23	N/A	N/A	52	15	17	N/A	N/A
Southwest Alabama	183	29	N/A	N/A	N/A	142	25	N/A	N/A	N/A	14	4	N/A	N/A	N/A
Tuscaloosa Hub	86	22	11	N/A	N/A	46	15	10	N/A	N/A	36	7	1	N/A	N/A
West Central Alabama	62	33	N/A	N/A	N/A	34	21	N/A	N/A	N/A	23	7	N/A	N/A	N/A
<b>TOTAL</b>	1566	597	204	78	27	772	349	119	46	16	723	222	86	27	7

	# FOP Referrals Declined- No Vacancy	# FOR Referrals Declined No Vacancy	#FOR A Referrals Declined No Vacancy	#FOMH-P Referrals Declined No Vacancy	#FOMH-R Referrals Declined No Vacancy	#FOP Children Served	#FOR Children Served	#FOR A Children Served	#FOMH-P Children Served	#FOMH-R Children Served	#FOP Interventions Completed	#FOR Interventions Completed	#FOR A Interventions Completed	#FOMH-P Interventions Completed	#FOMH-R Interventions Completed
CA FO	18	1	N/A	N/A	N/A	76	37	N/A	N/A	N/A	36	12	N/A	N/A	N/A
EA FO	62	9	9	N/A	N/A	209	83	66	N/A	N/A	65	33	29	N/A	N/A
ECA FO	8	2	N/A	0	0	143	78	N/A	14	0	47	25	N/A	7	0
J/S FO	112	27	29	N/A	N/A	240	63	113	N/A	N/A	117	27	57	N/A	N/A
MADI	17	2	N/A	N/A	N/A	101	55	N/A	N/A	N/A	34	34	N/A	N/A	N/A
MONT	37	17	N/A	N/A	N/A	39	39	N/A	N/A	N/A	13	12	N/A	N/A	N/A
NE FO	76	29	N/A	10	5	144	63	N/A	37	8	51	28	N/A	18	7
NW FO	71	34	N/A	9	1	164	100	N/A	43	21	69	48	N/A	23	14
SE FO	24	11	12	N/A	N/A	185	98	42	N/A	N/A	80	51	24	N/A	N/A
SW FO	9	3	N/A	N/A	N/A	424	58	N/A	N/A	N/A	142	22	N/A	N/A	N/A
TUSC FO	24	5	0	N/A	N/A	93	25	18	N/A	N/A	45	17	11	N/A	N/A
WC FO	17	6	N/A	N/A	N/A	84	75	N/A	N/A	N/A	33	16	N/A	N/A	N/A
	475	146	50	19	6	1902	774	239	94	29	732	325	121	48	21

	# FOP Assessment Only	# FOR Assessment Only	# FOR A Assessment Only	# FOMH-P Assessment Only	#FOMH-R Assessment Only	# FOP Families Remaining Together	# FOR Families Remaining Together	# FOR A Families Remaining Together	# FOMH-P Families Remaining Together	#FOMH-R Families Remaining Together	Overall Utilization Rate
CA FO	5	0	N/A	N/A	N/A	33	10	N/A	N/A	N/A	97%
EA FO	6	0	N/A	N/A	N/A	63	28	N/A	N/A	N/A	94%
ECA FO	2	0	N/A	0	0	47	25	N/A	7	0	86%
J/S FO	5	5	N/A	N/A	N/A	105	22	N/A	N/A	N/A	109%
MADI	1	1	N/A	N/A	N/A	29	31	N/A	N/A	N/A	110%
MONT	2	2	N/A	N/A	N/A	13	9	N/A	N/A	N/A	88%
NE FO	8	2	N/A	2	0	42	26	N/A	13	7	119%
NW FO	5	7	N/A	1	3	66	45	N/A	20	11	108%
SE FO	2	0	N/A	N/A	N/A	76	49	N/A	N/A	N/A	82%
SW FO	28	0	N/A	N/A	N/A	138	17	N/A	N/A	N/A	82%
TUSC FO	4	0	N/A	N/A	N/A	42	16	N/A	N/A	N/A	97%
WC FO	6	6	N/A	N/A	N/A	32	13	N/A	N/A	N/A	89%
	74	23	N/A	3	3	686	291	N/A	40	18	97%

**APPENDIX 9**  
**CHAFEE FOSTER CARE**  
**INDEPENDENCE PROGRAM**

Program Report and Data Collection  
FY 2005

CFCIP Allocation Request  
ETV Allocation Request

**PROGRAM REPORT AND DATA COLLECTION - FY 2005**

## **INTRODUCTION**

### **I. DESCRIPTION OF THE CFCIP SERVICES PROVIDED AND ACTIVITIES CONDUCTED**

Youth Involvement  
Education Assistance  
Employment Assistance  
Opportunities for Social Interaction  
Personal and Emotional Supports  
Collaboration, Coordination and Consultation  
Training, Technical Support  
Resource Development  
Availability to Tribal Youth

### **II. COMPLETE RECORD OF THE PURPOSES FOR WHICH FUNDS WERE EXPENDED**

### **III. STATEMENT REGARDING THE EXTENT TO WHICH THE FUNDS ASSISTED YOUTH 18-21 IN MAKING THE TRANSITION FROM FOSTER CARE TO SELF-SUFFICIENCY**

### **IV. DESCRIPTION OF THE NUMBER AND DEMOGRAPHIC CHARACTERISTICS OF THE ELIGIBLE POPULATION FOR FISCAL YEAR 2003**

### **V. STATEMENT OF THE RESULTS ACHIEVED UPON DISCHARGE OR VOLUNTARY TERMINATION, AND 90 DAYS LATER**

## **ADDENDUM**

## **Introduction**

Alabama Department of Human Resources, Family Services Partnership is implementing the Foster Care Independence Act of 1999 by operating a statewide Chafee Foster Care Independence Program. Alabama Department of Human Resources, Family Services Partnership provides direct and indirect services for youth in the custody and planning responsibility of DHR. Youth receive services at various ages and at various stages of achieving independence without regard to their eligibility for Title IV-E funded foster care. Alabama Department of Human Resources, Family Services Partnership, administers and supervises the programs and services carried out by the 67 County Departments of Human Resources under the Act. The mission of Alabama's Independence Program is to assist Alabama's eligible foster teens and former foster youth in attaining the skills and character needed to become adults who will contribute to their community.

Alabama currently has 1 coordinator and 2 staff members who provide ILP consultation to counties and group homes who are working with foster youth, ages 14 through 20.

### **DESCRIPTION OF THE CFCIP SERVICES PROVIDED AND ACTIVITIES CONDUCTED**

Alabama Department of Human Resources, Family Services Partnership is working to build a model program for providing independent living services for youth aging out of foster care. Technical assistance and training is being provided to County Department of Human Resources to ensure that the Independence Program is uniform throughout the state and still accommodate county modifications. Policy states that each county program is expected to include 4 components for all youth in their program. The components for each youth are: Promoting a sense of control over their future, Promoting a sense of competency, Promoting a sense of permanency, and Promoting a sense of usefulness.

Alabama's State Department of Human Resources allows each county to provide their own Foster Care Independence Program. To support each county the State Department awards each of Alabama's 67 counties funds to provide direct independent living services and supports for their foster teens. In addition to funding county programs, the State Department provides training, technical support and resource development services. County Departments apply for and receive funds based on the amount of funds available and an annual application in which the County's Program Plan is submitted. County

programs provide the educational training and financial services necessary for foster teens to acquire the skills that they will need after they are emancipated from care. Some examples of services provided through group activities include: budgeting, avoiding risky behaviors, basic first aid, cultural diversity, communication, job seeking, values & responsibilities, public speaking and voting, grief and loss issues, household management, budgeting, purchasing and insuring a car, safe driving, and teen stress. Experiential activities included: tours of college campuses, shopping trips (money management and social skills), visit to a nursing home, driver's education, camps, planning menus and preparing meals, completing job applications, participation at child abuse prevention carnival, participation in March of Dimes Walk America, opening bank accounts, and various extracurricular activities.

Residential Child Facilities continue to express interest in developing or enhancing their transitional and independent living programs. Additional proposals have been submitted by other providers. Currently, 12 providers offer Transitional living programs and 5 offer independent living programs.

### **Youth Involvement**

Alabama Department of Human Resources is working to ensure that youth are encouraged to participate directly in designing their own program activities that prepare them for self-sufficiency and require them to accept personal responsibility for living up to their part of the program. Foster Care youth are to be included in the planning process on an individual level and on a group level. One youth currently serves on the State Quality Assurance Committee; however, she has been an inactive member and her desire to continue serving is being explored.

**Youth participate individually by helping to develop their goals for independent living through the ISP Process.** Each youth is involved in the development of their individualized service plan (ISP). The ISP is created in partnership with the youth and family planning team. The ISP identifies the strengths and needs, goals the youth is to work toward to reach the desired case outcome, and steps to be taken by the youth and family planning team members. The ISP is used to authorize and deliver services, and to measure progress toward goals necessary to make the transition to self-sufficiency. An extensive assessment using the Daniel Memorial Program is completed on each teen in the

program to determine the skills the teen has mastered and the skills that the teen needs to acquire. Informal assessments also provide information about a youth's needs. The ISP includes results of life skill assessments and independent/transitional living plans. The ISP is updated every six months at a minimum but can be updated as the need for other services and supports are identified. The youth is given a copy of the plan.

**Youth participate as a group through Youth Advisory Councils (YAC).** We continue to work with county offices in developing county YACs. A handbook, which addresses areas of recruitment, training, and facilitation of a YAC, was developed to help County Department of Human Resources and Group Homes develop a local YAC. Currently thirteen county offices have formal advisory councils, some more active than others. Several other county offices have informal YACS with their life skills groups offering suggestions about the program. The YAC in the state's largest county is extremely active and has met with their State Senator.

### **Education Assistance**

Alabama Department of Human Resources recognizes the importance of educational success for all youth aging out of foster care. A major focus of the program is providing the educational assistance necessary to help youth receive their high school diploma and to help youth prepare for and enter postsecondary education institutions and vocational training.

As in the past, the Governor signed 155 Senior Certificates for our graduating high school senior.

County Departments of Human Resources provided an extensive array of educational assistance to help youth prepare for and enter postsecondary training and education institutions. They provide general types of assistance such as grade incentives, tutoring, federal financial aid information, and payment for ACT and SAT testing. Additional services and supports, including opportunities for college bound youth to visit college campuses, are also provided on an individual or group basis.

In January 2004, a contract was signed with the Orphan Foundation of America to accept applications and distribute the funds. The following information is provided for FY03-04:

- 124 total 2003-2004 AI ETV Applicants/Applications
- 114 of the 124 applicants were determined to be "Eligible"  
 Comment: The 10 were determined by Alabama-DHR to be "Ineligible" for various Reasons (i.e., either, completed AL ETV Application, after 21<sup>st</sup> birthday, were found to Not have been served by Alabama-DHR Foster Care, etc.)
- 100 of 114 eligible applicants were "funded" with 2003-2004 AL ETV monies  
 Comment: This represents 87.7% of the "eligible" population being funded.

### **Employment Assistance**

Alabama Department of Human Resources provides employment assistance to youth aging out of care. Employment assistance is provided to help youth receive the skills, training and services necessary to obtain and retain employment. Information is provided to youth and staff about community-based employment centers and job training employment opportunities such as those identified in the Work Force Investment Act of 1998 and the Department of Labor Welfare-to-Work Program.

County Departments of Human Resources provide assistance with preparation for job readiness through life skills development classes. Youth are provided opportunities for career exploration such as guided tours of major employers, attending job fairs and career seminars and by helping with job search support and placement programs. Mobile and Montgomery County youth participated in job shadowing through the Mentor programs. Statewide there are limited opportunities are available for job shadowing and apprentice programs. It is anticipated that as services under Welfare-to-Work and Workforce Investment Act become available there will be more opportunities for job shadowing and apprenticeship training.

### **Opportunities for Social Interaction**

Alabama Department of Human Resources provides experiential activities that promote opportunities for social interaction and provide learning experiences are available to youth in the program.

Many county offices hold regular group meetings during which youth have an opportunity to visit and exchange ideas.

We are in the process of planning one State teen conference to be held in June, 2005. The conference will be held at the Downtown Sheraton Hotel in Birmingham. We expect 250 teens to participate. The conference will offer the youth an opportunity to meet youth from other counties and an opportunity to practice social skills during the formal and informal dining, the workshops, and the dance.

### **Personal and Emotional Supports**

Alabama Department of Human Resources provided personal and emotional support through mentors and the promotion of interactions with dedicated adults. Currently the State funds two mentor programs. Mentor programs continue to be an important aspect of Alabama's ILP. Funds have allowed the on going funding for the Mobile and Montgomery-based programs. Connections, the Mobile-based program, began in 1992. It continues to be a stable resource for ILP Teens in Mobile County. The Lighthouse ILP Mentor Program started January 1999 and is based in Montgomery County. Both programs are based on the model developed for the Mobile-based program. Services include recruitment of potential mentors from various community organization and interviews and training to ensure mentors have the background and knowledge to model a stable, healthy relationship. Initial meetings between the youth and mentor are arranged after the Mentor Program staff and youth's social worker discuss the possibility of success of the match. One of the resources used to select a match is a survey completed by the youth listing such information their goals.

In September 2004, one of the State consultants took 3 youth from each of 2 counties to the National "Growing Pains" Conference sponsored by the Daniel Memorial Institute. The conference was held in San Antonio, Texas. One county office and one group home also took some youth.

### **COLLABORATION, COORDINATION AND CONSULTATION**

County Departments of Human Resources are encouraged to develop relationships with community-based organizations to form partnerships for providing mentor programs. Businesses will be encouraged to participate by providing opportunities for apprenticeships and job shadowing opportunities.

### **Training and Technical Support**

Alabama Department of Human Resources, Family Services Partnership provides training and technical support for 67 County Departments of Human Resources, Group Homes, and the two mentor programs. Training to foster parents was provided at workshops at the Alabama Foster and Adoptive Parent Conference in May 05.

In 2005, the State Coordinator attended the Peer-to-Peer Orientation for Newly Appointed State Independent Living Coordinators Doubletree Warren Place, in Tulsa, Oklahoma. One consultant attended the Growing Pains Conference in September 2004.

Technical support is provided on a daily basis to assist the County Departments of Human Resources, Group Homes, two mentor programs and other service providers with any questions they have about providing independent living services. Technical support regarding the use of the Daniel Memorial 7.05 version of the independent skills assessment software system is also provided for counties.

### **Resource Development**

Alabama Department of Human Resources is continuously working to develop new resources and connecting youth to existing resources. At the state level, the Independent Living Program works closely the Office of Licensing and Resource Development to identify and locate resources. Each county office has an identified Resource Development staff member who is available to assist in resource development for the county and for individual youth.

The Resource Library with a variety of books, videos, periodicals and other training materials is available for teens, county departments, group homes, foster parent associations and other direct service providers.

### **AVAILABILITY TO TRIBAL YOUTH**

Alabama has one federally recognized Indian Tribe, the Poarch Band of the Creek Indians. They do not currently have any youth ages 14 or older in their custody and have stated they are not currently in need of IL assistance. The State remains open to communication with the Tribe.

## **RECORD OF THE PURPOSES FOR WHICH FUNDS WERE EXPENDED**

Please refer to Addendum A\_\_\_\_\_

## **STATEMENT REGARDING THE EXTENT TO WHICH THE FUNDS ASSISTED YOUTH 18-21 IN MAKING THE TRANSITION FROM FOSTER CARE TO SELF-SUFFICIENCY.**

By policy, youth in Alabama remain in care until their 21<sup>st</sup> birthday and continue receiving regular ILP services to assist in the transition to adulthood. Alabama provides each youth exiting the foster care system with a one-time stipend of \$500.00 for start up cost. Aftercare financial assistance and support services continue to be available to youth that leave the system prior to their 21<sup>st</sup> birthday.

For youth that are in care on their 18<sup>th</sup> birthday, policy allows for the youth to re-enter foster care if the need arises. If the youth needs to re-enter foster care or remain in their own home, financial, housing, counseling, employment, education and other appropriate support and services are also to be provided as needed until the 21<sup>st</sup> birthday.

## **DEMOGRAPHIC INFORMATION**

Two thousand three hundred fifty five youth ages 14 and older were in foster care as of 9/30/04. One thousand six hundred fifty two youth received independent living services during FY 2004 according to a manual count. For a detailed description of the number and demographic characteristics of the eligible population for fiscal year 2004 and a detailed description of individuals served during that period **please refer to Addendum B.**

## **STATEMENT OF THE RESULTS ACHIEVED UPON DISCHARGE OR VOLUNTARY TERMINATION, AND 90 DAYS LATER**

Upon discharge, social workers are asked to provide information about the level of the youth's achievement in various areas. For information on their responses, **please refer to Addendum B.** Automated data collection of ILP outcomes will be incorporated into the state child welfare system being developed. The information to be collected is dependent on Federal requirements to be established.

## REPORT ON FIVE YEAR OBJECTIVES

### 1. **OBJECTIVE**

**The ILP unit will conduct, coordinate, and provide consultation for all county social workers with ILP responsibilities. Progress will be monitored through county feedback and the annual DHR Quality Assurance process.**

***Status: Ongoing***

Alabama's State Department of Human Resources allows each county to provide their own Independent Living Program so that the program can be individualized to the needs of the youth in the county. To support each county the State Department awarded each of Alabama's 67 counties funds to provide ILP services for their foster teens. The counties provided an extensive array of services to ILP Teens in their county. The services include life skills development through individual group and experiential activities. Support services that ensure a foster teen's preparation for independence are provided by the counties with ILP funds.

Consultants visit county offices and group homes to review records and talk with staff about the program. Documentation through reports is maintained on each county review and follow up contacts are made with county offices to address recommended improvements. County records were reviewed during the last year with a review tool developed as a part of Alabama's PIP.

Consultants are also available to discuss individual cases and to participate in Individual Service Plan meetings as needed.

Consultants will review data available on the Orphan Foundation website to assess county referrals for youth to obtain funds available for their post-secondary education.

Meetings will be held with county offices and group homes to ensure they are aware of the most recent policies and practices for working with foster youth.

2. **OBJECTIVE**

**The ILP unit will assist county DHR staff in the development of programs to promote successful outcomes for youth. The programs will be tailored to meet the individual county and adolescent needs.**

**Status: Ongoing**

A commitment to seeking increased community support and resources to enhance and expand the program continues to be a major focus of the State Independent Living Program. Every County DHR Office develops an annual plan for their program and submits the proposal in order to receive funding. State ILP consultants work with county staff during the year to assist in program development.

We will explore the possibility of postsecondary schools and high school counselors assisting youth in planning their careers and education needs.

3. **OBJECTIVE**

**By 2004, aftercare services will be available to all teens participating in the ILP Program.**

**Status: Ongoing**

**Starting in 2005 the department will continue to make aftercare services available to foster children who have exited the foster care system.**

Aftercare services that support and help youth to sustain self-sufficiency were enhanced through implementation of policy, *Smooth Transitions Into Adulthood*, effective July 1, 2002. Although youth historically may stay in care until their 21<sup>st</sup> birthday while pursuing higher education, the new policy clarifies the need to begin to assess the type of services needed to ensure a smooth transition from foster care at an early age. It also gives direction on services to be provided when a youth requests assistance after they have left care but have not reached the age of 21. Youth are currently provided with basic household set ups when discharged from care. Five hundred dollars is set aside for each youth being discharged for this purpose. Aftercare assistance and support services will continue to be available to youth prior to their 21<sup>st</sup> birthday if they leave foster care after their 18<sup>th</sup> birthday. The services to be provided will be based on individual needs as determined by the ISP team.

Room and board for youth ages 18-21 (who left care on or after their 18<sup>th</sup> birthday) is provided on a case-by-case basis. If youth contact the agency for any assistance after leaving care, a group comprised of the youth, social worker, any individual requested by the youth, and adult protective service worker, and an Independent Living Program or Family Options worker or supervisor will meet to discuss the youth's needs. If payment of the youth's rent is a need, the agency will help with the rent and if ILP room and board funds are available, ILP funds will be used. The youth will be expected to pay a portion of their housing and utility expenses with the youth's portion to be increased each month. Current policy states that availability will be limited to three months with the possibility of an additional months' assistance.

**4. OBJECTIVE**

**By 2004, ILP teens will participate in the development of a Statewide program.**

***Status: Ongoing***

Youth Advisory Councils (YAC) are in place in several county offices. We will continue working with other county offices to develop YACs. Also, a statewide YAC has been developed. They have met several times during the Spring of 05 in or to help develop the annual teen conference. Their recommendations were adopted and utilized to ensure the conference is a success. As noted earlier, the State Quality Assurance Committee also has a former foster youth as a member.

**5. OBJECTIVE**

**By FY 2005, a plan will be developed and implemented statewide to enhance public awareness of the needs of foster teens as they transition to adulthood and increase the number of business volunteers willing to serve as business mentors.**

***Status: Ongoing***

County offices are encouraged to involve various business groups, such as the Kiwanis Club, Jaycees, or Business and Professional Women, to provide assistance to the youth. Opportunities such as job shadowing, internships, career development information, and full or part time employment are sought. The Department is collaborating with the Workforce Investment Agency and other agencies that serve

youth in ETA's New strategic vision to serve out-of-school and at-risk-youth under the Workforce Investment Act.

Alabama contracts with two non-profit agencies to recruit, train, and support mentors and to match the trained mentors with interested youth. The programs, one in Mobile County and one in Montgomery County, continue to be an important aspect of Alabama's ILP.

**6. OBJECTIVE**

**By 2005 the ILP Unit will partner with foster parents to prepare youth for independent living.**

***Status: Ongoing***

Foster parents are asked to participate in ISP meetings at which plans to address needs, including Independent Living, are discussed.

Foster parents will be provided tools to document the ways in which they teach independent living skills to the youth in their care. This, too, will be developed with foster parents and youth input. They will be asked to help us identify the skills that may be taught by foster parents, the ways in which foster parents can teach these skills, and how to easily document the youth's participation and completion. This portion of the objective has not been achieved.

Training on Interdependent Living and the concept of youth as resources was offered to foster parents during their annual conference and regional quarterly meetings.

# **ADDENDUM**

**Addendum A**  
**RECORD OF THE PURPOSES FOR WHICH FUNDS**  
**WERE EXPENDED**

*INDEPENDENT LIVING PROGRAM EXPENDITURES*

**FY 2004**

<b>Personnel</b>		<b>Total</b>
1.	ILP Salaries - State ILP Coordinator and 2 State Consultants	278,218.14
2.	Licenses	
1.	County Projects	762,695.07
2.	Higher Education Scholarships	
3.	Mentor Programs (2)	126,463.62
4.	Teen Conference	169,579.42
<b>Instruction in ILP Competencies</b>		
1.	Travel	19,156.79
2.	Library Materials	3859.87
<b>Resource Materials and Program Support</b>		
1.	Membership to the National Independent Living Association	500.00
2.	DP Equipment & Office Operation	2,011.64
Actual Basic Expenditures FY 02 Grant Award (Basic)		
Non-Cash Match		286,798.23
<b>GRAND TOTAL</b>		<b>1,649,282.78</b>

## Addendum B

### DEMOGRAPHIC INFORMATION DEMOGRAPHIC INFORMATION ON ELIGIBLE PARTICIPANTS

This information was obtained from the Alabama Child Welfare Information System on children age 14 and over who were in foster care as of 9/30/04.

<b>AGE</b>	
14	436
15	469
16	489
17	445
18	293
19	154
20	63
21	6
<b>Total</b>	<b>2,355</b>

<b>GENDER</b>	
Male	1116
Female	1239
<b>Total</b>	<b>2355</b>

<b>RACE/ETHNICITY</b>	
White	1069
Black	1258
American Indian	3
Asian	4
Pacific Islander	3
Hispanic	27
Unknown	1
<b>Total</b>	<b>2365</b>

<b>LIVING ARRANGEMENTS</b>	
Related Home	122
Foster Family Boarding Home	469
Foster Family Free Home	0
Foster Family Related Home	60
Group Home	112
Group Home/Shelter	25

Child Care Institution	364
Child Care Institution/Shelter	18
DYS Operated or Licensed Facility	171
MH Operated or Licensed Facility	204
Maternity Home	0
<b>LIVING ARRANGEMENTS (CONT)</b>	
Nursing Home	6
Runaway Status	89
Out of State Residential Treatment Center	9
Hospital	4
School/Foster Home	1
Independent Living	24
Therapeutic Foster Home	622
Unrelated Home (Court Ordered)	5
Psychiatric Hospital	12
Transitional Living	2
Other	36
<b>Total</b>	<b>2355</b>

<b>SPECIAL NEEDS</b>	
Diagnosed MR – Mild	169
Diagnosed MR – Moderate	70
Diagnosed MR – Severe	26
Diagnosed MR – Profound	9
Diagnosed Emotionally Disturbed	217
Physically Handicapped	56
Pronounced Behavioral Problems –CHIN	96
Pronounced Behavioral Problems – Delinquent	125
Pronounced Behavioral Problems – Not Adjudicated	222
Pronounced Behavioral Problems – Other	417
Unfamiliar with American Culture/Language	3
Sibling Group over 3	395
Blind or Visually Impaired	13
Deaf or Hearing Impaired	10
Other Medical Condition Requiring Care	72
No Clinically Assessed Disabilities	250
Clinical Assessment Not Conducted	999
Severely Emotionally Disturbed	355
Needs Special Education Services	29
Receiving Special Education Services	647
Reading Below Grade Level	670
Child In Need of TFC But Not Receiving	30
Post Secondary Education	31

Medically Fragile Care	17
<b>Total</b>	<b>4928</b>

<b>ADMISSION REASON</b>	
Request of Parent	414
Alleged Abuse	405
Alleged Neglect	791
Adoption Disruption	29
Relinquishment	145
Alleged Sexual Abuse	94
Alleged Emotional Abuse	20
Parent/CT Alcohol Abuse	21
Child Alcohol Abuse	2
Parent/CT Drug Abuse	76
Child Drug Abuse	10
Child's Disability	7
Child Behavior Problem	143
Death of Parent/CT	15
Incarceration of Parent/CT	25
Parent/CT Cannot Cope	77
Abandonment	54
Inadequate Housing	27
Safe Haven	0
Other	0
<b>Total</b>	<b>2355</b>

<b>CUSTODY STATUS</b>	
Temporary - County	1831
Permanent - State	425
Temporary - State	2
Agreement for Foster Care	72
Summary Removal	25
<b>Total</b>	<b>2355</b>

## DEMOGRAPHIC INFORMATION ON YOUTH WHO WERE SERVED

This information was obtained from a questionnaire sent to all counties in the state. We recognize that this information was gathered as a total fiscal year number rather than a point in time (as was ACWIS information in the previous table). This report represents 2,057 youth served. Please note that the breakdowns given may not be consistent with the total. The new ASSIST computer program will provide clear and complete information when developed.

<b>PARENTAL STATUS</b>	
Without Child	1685
With Child	74
Pregnant	14
Father of Unborn	1

<b>MARITAL STATUS</b>	
Single	1769
Married	5

<b>DURATION OF FOSTER CARE *</b>	
Less than 6 months	209
6 months to 1 year	237
1 year to 3 years	520
3 years to 5 years	350
5 years to 10 years	372
More than 10 years	164

<b>EDUCATIONAL STATUS</b>	
Middle School	482
In HS/GED	1031
Finished HS/GED	89
In Vocational Training	74
In College	76

<b>SPECIAL NEEDS</b>	
Yes	775
No	999

<b>EMPLOYED</b>	
Total Number Unemployed	1,542
Total Number Employed	232
Part Time	189
Full Time	43

<b>PARTICIPATION IN ILP SKILLS</b>	
Budgeting	690
Securing Housing	420
Maintaining Housing	352
Roommate Selection	133
Other Homelessness Issues	0
Nutrition	483
Career Planning	585
Job Seeking	557
Job Retention	304
Training Collaboration	32
First Aid and Safety	439
Sexuality	634
Prenatal Care	187
Child Development	128
Discipline	3
ILP Teen Conference	31
Regional Workshop	32
ILP Teen Group	226
ILP Teen Advisory Board	0
<b>DISCHARGES</b>	
Total Discharges	164

## DEMOGRAPHIC INFORMATION ON RESULTS OF PROGRAM

The following information is based on October 2002 through September 2003 responses received after discharge. The information is provided through the mail by youth and social workers after youth are discharged.

<b>AGE AT DISCHARGE</b>	
14	1
15	3
16	6
17	4
18	19
19	23
20	8
21	15
<b>Total Responses</b>	79

<b>EDUCATIONAL ACCOMPLISHMENTS AT DISCHARGE</b>	
High School Drop Out with no GED	10
Attending High School	19
Some College	13
Vocational/Technical School Completed	0
Other	32

<b>JOB STATUS AT DISCHARGE</b>	
No job	29
Part Time Job (32 hours or less)	15
Full Time Job	23

<b>ANTICIPATED AFTERCARE SERVICES</b>	
Mentoring	14
Crisis Counseling	10
Information & Referral	25
Employment Counseling	10
Housing	16
Aftercare Stipend	21
Transportation to College	0
ILP Teen Group	3
Education/Training	17
None	12

# **CFCIP ALLOCATION REQUEST**

# **ETV ALLOCATION REQUEST**



## **FIVE-YEAR PLAN**

# **CHAFEE FOSTER CARE INDEPENDENCE PROGRAM APPLICATION - FY 2005**

REPORT DATE                      June 30, 2005

APPLICANT:                      Alabama Department of Human Resources  
Family Services Partnership  
Gordon Persons Building  
50 North Ripley Street  
Montgomery, AL 36130

GRANT PERIOD:                      October 1, 2005 through September 30, 2006

FUNDING AMOUNT                      Federal Funds Requested Per Year \$1,626,064  
State Match \$406,516

FUNDING SOURCE:                      Administration for Children, Youth and Families  
Mandatory Grants  
370 L'Enfant Promenade, SW  
4<sup>th</sup> Floor East  
Washington, D.C. 20447

CONTACT PERSON:                      Melanie Graham  
Independent Living Program  
Office of Foster Care  
Family Services Partnership  
State Department of Human Resources  
50 Ripley Street  
Montgomery, AL 36130  
(334) 242-9500



## **PROGRAM PLAN NARRATIVE**

### **ADMINISTRATION OF PROGRAM:**

Alabama Department of Human Resources, Family Services Partnership is implementing the Foster Care Independence Act of 1999 by operating a statewide Chafee Foster Care Independence Program. Effective with FY 2004 we implemented the Education Training Voucher Program. Direct and indirect services are provided for youth for whom we hold custody and planning responsibility. Alabama Department of Human Resources, Family Services Partnership, administers and supervises the programs and services carried out by the 67 County Departments of Human Resources under the Act. The mission of Alabama's Independence Program is to assist Alabama's eligible foster youth and former foster youth in attaining the skills, education, and character needed to become adults who will contribute to their community.

Alabama currently has 1 part-time coordinator and 2 staff members who provide ILP consultation to counties and group homes who are working with foster youth, ages 14 through 20.

Alabama's State Department of Human Resources allows each county to provide their own Foster Care Independent Living Program. Services are provided through group programs and individual services and several also offer experiential activities. The programs are to provide services to assist a youth in improving education and career opportunities and to decrease high-risk activities and the potential for incarceration, non-marital childbirth, dependence, and homelessness.

We administer the Education Training Voucher through a contract with the Orphan Foundation of America. The funds are used primarily to pay school expenses such as fees, tuition, and books. Each youth's application requires that they complete a budget providing information about rent (copy of lease agreement is required) and childcare (payment is made only to a licensed provider). Youth may also request funds to purchase a computer, school sponsored health insurance, payment of outstanding student loans (documentation required), costs related to a disability

(eyeglasses, tutoring, adaptive software, etc. and living expenses such as groceries and transportation (not purchase of a car). Information from the schools' Student Financial Aid Office is required to validate the expense of attending the school. No youth may receive more than \$5,000 and the total funds received are not to exceed the cost of attendance. Youth must apply each year to receive funds.

Alabama awards each of Alabama's 67 counties funds to provide ILP services for their foster teens. Each group home that provides independent living services are also offered an opportunity to apply for a grant to assist in the provision of the independent living services. Funds are also available for the Poarch Band of the Creek Indian Tribe if they have youth in custody.

## **EDUCATION AND TRAINING VOUCHERS PROGRAM**

The Orphan Foundation of America (OFA) will administer the Alabama Education and Training Voucher Program (AL ETV). Below is the program narrative submitted by OFA in response to a Request for Proposal. This narrative details the plans for Alabama's program. Education Training Voucher funds are available to:

- foster youth who are attending post-secondary education in public schools or non-profit private schools;
- youth who were adopted from foster care after their 16<sup>th</sup> birthday;
- youth who aged out of foster care on or after their 18<sup>th</sup> birthday who have not yet attained the age of 21;
- youth must be a citizen or documented alien (eligible for other federal benefits);
- youth may not have more than \$10,000 in personal reserves.

The funds will continue to be available to a youth attaining a post-secondary education up to their 23<sup>rd</sup> birthday if assistance through ETV was received during the semester of the 21<sup>st</sup> birthday and the youth continues to make satisfactory progress

ETV's will provide financial support to youth who age out of foster care and those who were adopted after age 16 to attend post-secondary institutions of higher learning and vocational/technical training programs.

OFA is a national non-profit organization with the capacity and expertise to develop the Alabama Education and Training Voucher Program. In consultation with the State it will develop the ETV Program including recruiting applicants for mentors, designing and processing applications, fiscal management: disbursing scholarship funds, tracking and monitoring student participation and reporting to the State on a monthly basis.

### **Intended Outcomes:**

The goal of the AL ETV Program is to provide the economic and personal supports for eligible youth's need to attend and complete post-secondary training and education programs. The program seeks to couple funding with the support and guidance 18-

23 year olds need throughout their post-secondary schooling. The program will build on the services of the AL IL Program and provide a continuum of State services that help youth become educated, trained and ready to enter the 21<sup>st</sup> Century workforce.

Success will be measured by a number of factors, including but not limited to:

- The number of students assisted through the ETV program
- The percentage of participating students graduating or successfully completing their academic or vocational program.
- The number of students who, if they decide to discontinue their studies, complete the term rather than dropping out and have a plan that identifies next steps, career/job goals, opportunities and available resources. as determined by the exit interview and school records
- OFA has post-program information regarding the student's status and contact information regarding employment stability.
- The percentage of participant students pursuing graduate studies

First year data will be used to establish a baseline against which to measure future progress.

### **Services To Be Provide:**

OFA will provide all administrative services to implement the Alabama Education Training Voucher Program (AL ETV). In this capacity, OFA will:

1. Verify the eligibility of participants and institutions
2. Process applications for Education Training Vouchers
3. Issue vouchers in accordance with Federal law
4. Monitor and support student progress
5. Utilize volunteers to provide adjunct services to students
6. Provide regular program reports to the state Chafee Coordinator
7. Provide quarterly fiscal reports that account for the use of funds for this contract, documentation of the in-kind match, as well as the use of the ETV funds to provide assistance to students.

OFA will develop and implement a community awareness program and outreach program directed toward soliciting qualified scholarship applications and providing ETV program information to youth and organizations with links to eligible youth. OFA will develop descriptive information about the ETV program and will also develop a website specific to the AL ETV program. Any print material will be submitted for approval of the AL coordinator prior to use.

### **Eligibility for the Education Training Voucher Program:**

Participants:

- Young adults served will be limited to those individuals ages 18 to 21 who are eligible for Alabama's Chafee Independent Living Services and who aged out of DHR foster care at age 18 or whose adoptions from foster care were finalized after their sixteenth birthdays. Students participating in the Education Training Voucher program on their 21<sup>st</sup> birthday shall remain eligible until their 23<sup>rd</sup> birthdays as long as they are enrolled in a post-secondary education or training program and are making satisfactory progress toward completing their course of study.
- Students will be selected on a first-come first served basis from among the eligible pool.
- Students from Alabama who go to school out of state are eligible on the same basis as youth who attend in-state schools. Alabama ETV funds shall be provided to Alabama students who are attending eligible institutions that are out of state.

Post-secondary educational and vocational institutions will qualify only if they:

- Admit as a regular student only persons with a high school diploma or equivalent or admits as a regular student persons who are beyond the age of compulsory school attendance.
- Are eligible to accept Pell Grant awards on behalf of their students
- Are accredited or pre-accredited and authorized to operate in the state where it is located

- Award a bachelor's degree, a two-year associates degree, or a one-year state or nationally recognized certificate.
- Vocational schools must have been operating for at least 2 years and offer a certificate or diploma that is state or nationally recognized by an organization such as the Accrediting Commission of Career Schools & Colleges of Technology (ACCSCT) which will ensure that their diploma/certificate is recognized by the profession.

### **Student Funding:**

The amount a full-time student may receive shall not exceed the lesser of \$5000 per year or the total cost of attendance as defined in section 472 of the Higher Education Act. Part time students may receive no more than \$2500 or the cost of attendance.

The funds may be used for:

- Tuition and school fees
- Room and board, and off campus housing
- Books
- Rental or purchase of required equipment, materials, supplies (i.e. computer, adaptive software, tools, etc.)
- Tutoring
- Child care (payment is made only to a licensed provider)
- Transportation that is necessary for the student to attend school. No more than \$1250 may be used for transportation per academic year.
- Repayment of student loans incurred for the 2004-05 academic year
- Health insurance for the student

### **Applications:**

All applicants must submit the following information in a timely manner:

- A completed application
- An essay

- A school financial aid award letter
- An official transcript of the most recent school/program attended
- Budget Form

Students must reapply for the ETV annually. No ETV shall be awarded to a student who does not maintain at least a 2.0 Grade Point Average (GPA) or equivalent, demonstrate satisfactory progress toward achieving his or her degree or certificate, and be in good standing at the school. However if a student does not maintain a 2.0 GPA they may, at the discretion of the program manager and the state/county IL coordinator, be placed on a one-semester academic probation. Additional supportive services will be provided to students on academic probation.

### **Student Services:**

Once a student has been qualified as eligible and selected, the AL ETV Program Manager will review the youth's budget to determine financial need and a payment plan/schedule. The assumption is that many students will access the voucher funding to pay allowable expenses such as housing, transportation and childcare. Each student will submit documentation that must be verified before a voucher package will be offered to the student.

Students will be required to participate in a program entrance and exit interview, submit grades, and comply with program participation requirements.

### **Additional Support Services:**

OFA will work to identify in-State resources that can support the student's academic goals and provide personal support and enrichment opportunities. This will include collaborating with colleges, federal programs, civic organizations, community services and IL programs located in the area. Additionally, every AL ETV recipient will be enrolled in OFA's Care Package Program and Mentor Program. Students will receive three care packages per year containing age-appropriate necessities and

extras that students want. The regularly scheduled packages will be delivered as follows 1) Fall – back to school or within 14 days of been accepted in the ETV Program, 2) February - Valentines Day, 3) late April - final exams.

ETV recipients will be offered a mentor in his or her career field that will provide one-on-one coaching. All Mentees have a case manager who supports the mentoring relationship and will communicate as necessary with local program including the IL worker, foster parents, the school, members of the student’s personal support system, etc. Students who choose not to be matched with a volunteer mentor will receive education-related mentoring from the AL ETV coordinator. This bi-weekly check-in will help engage the student in the mentoring process and show them the advantages of having a mentor who provides one-on-one counseling and guidance.

Alabama youth will be recruited for OFA’s annual summer Public Service Intern Program for Foster Youth. Selected students are offered a 6-week internship on Capitol Hill or at a Federal Agency; all expenses are paid including a living stipend. OFA will help the student realize the full benefit of a prestigious Washington DC internship which may lead to employment opportunities, school credit, etc. AL students may also be invited to the annual OLIVER Project, a teen leadership program held in Washington DC each summer.

Program Reports regarding the ETV program will be submitted monthly and quarterly to the AL IL State Coordinator. The format will be mutually agreed upon using compatible software and will be encrypted and password protected.

- 1) Monthly report – number of referrals and self-referrals, and action taken and the amount and purpose funding provided to each student – this is a snapshot of the program
- 2) Quarterly status report on student/participant status report – grades, support services offered etc.,
- 3) Monthly reimbursement invoice: Administrative costs will be submitted for reimbursement to the contract administrator on a monthly basis.
- 4) End of the year report: A comprehensive summary of the results of the program and a youth/participation evaluation form.

# **CHAFEE PROGRAM**

## **SERVING YOUTH OF VARIOUS AGES AND STAGES**

Youth receive services at various ages and at various stages of achieving independence without regard to their eligibility for Title IV-E funded foster care. Youth of all ages are entitled to receive age-appropriate services, including opportunities to learn independent living skills and receive unique services as determined by the child and family planning team. Youth may stay in care by State of Alabama law until their 21<sup>st</sup> birthday. Aftercare assistance is available to youth who leave care between their 18<sup>th</sup> and 21<sup>st</sup> birthday in the form of financial assistance or services.

Technical assistance and training is being provided to County Department of Human Resources to ensure that the Independence Program is uniform throughout the state and still accommodate county modifications. Policy states that each county program is expected to include 4 components for all youth in their program. The components for each youth are: Promoting a sense of control over their future, Promoting a sense of competency, Promoting a sense of permanency, and Promoting a sense of usefulness.

## **CONSULTATION WITH PUBLIC AND PRIVATE ORGANIZATIONS IN DEVELOPING PLAN**

Refer to Section titled: Other Ongoing Involvement/Consultation In Planning

## **DESCRIPTION OF THE CFCIP SERVICES PROVIDED AND ACTIVITIES CONDUCTED**

Alabama's State Department of Human Resources allows each county to provide their own Foster Care Independence Program. To support each county the State Department awards each of Alabama's 67 counties funds to provide direct independent living services and supports for their foster teens. In addition to funding county programs, the State Department provides training, technical support and resource development services. County Departments apply for and receive funds based on the amount of funds available and an annual application in which the

County's Program Plan is submitted. County programs provide the educational training and financial services necessary for foster teens to acquire the skills that they will need after they are emancipated from care. Some examples of services provided through group activities include: budgeting, avoiding risky behaviors, basic first aid, cultural diversity, communication, job seeking, values & responsibilities, public speaking and voting, grief and loss issues, household management, budgeting, purchasing and insuring a car, safe driving, and teen stress. Experiential activities included: tours of college campuses, shopping trips (money management and social skills), visit to a nursing home, driver's education, camps, planning menus and preparing meals, completing job applications, participation at child abuse prevention carnival, participation in March of Dimes Walk America, opening bank accounts, and various extracurricular activities.

Residential Child Facilities continue to express interest in developing or enhancing their transitional and independent living programs. See section on the Office of Licensing and Resource Development for additional information. Other group homes do not have Transitional Living placements but do provide IL services.

## **II. CRITERIA FOR DETERMINING BENEFITS AND SERVICES**

Each youth is involved in the development of their individualized service plan (ISP). The ISP is created in partnership with the youth and family planning team. The ISP identifies the strengths and needs, goals the youth is to work toward to reach the desired case outcome, and steps to be taken by the youth and family planning team members. The ISP is used to authorize and deliver services, and to measure progress toward goals necessary to make the transition to self-sufficiency. An extensive assessment using the Daniel Memorial Program is completed on each teen in the program to determine the skills the teen has mastered and the skills that the teen needs to acquire. Informal assessments also provide information about a youth's needs. The ISP includes results of life skill assessments and independent/transitional living plans. The ISP is updated every six months at a minimum but can be updated as the need for other services and supports are identified. The youth is given a copy of the plan.

**INVOLVEMENT OF PUBLIC AND PRIVATE SECTORS IN HELPING  
ADOLESCENTS ACHIEVE SELF-SUFFICIENT INDEPENDENCE**

As in the past, the Governor has signed 155 Senior Certificates for our graduating high school senior.

Information is provided to youth and staff about community-based employment centers and job training employment opportunities such as those identified in the Work Force Investment Act of 1998 and the Department of Labor Welfare-to-Work Program.

County Departments of Human Resources provide assistance with preparation for job readiness through life skills development classes. Youth are provided opportunities for career exploration such as guided tours of major employers, attending job fairs and career seminars and by helping with job search support and placement programs. Mobile and Montgomery County youth participated in job shadowing through the Mentor programs. Statewide there are limited opportunities that are available for job shadowing and apprentice programs. It is anticipated that as services under Welfare-to-Work and Workforce Investment Act become available there will be more opportunities for job shadowing and apprenticeship training.

The Department is collaborating with the Workforce Investment Agency and other agencies that serve youth in ETA's new strategic vision to serve out-of-school and at-risk-youth under the Workforce Investment Act.

Alabama Department of Human Resources provided personal and emotional support through mentors and the promotion of interactions with dedicated adults. Currently the State funds two mentor programs. Mentor programs continue to be an important aspect of Alabama's ILP. Funds have allowed the on going funding for the Mobile and Montgomery-based programs. Connections, the Mobile-based program, began in 1992. It continues to be a stable resource for ILP Teens in Mobile County. The Lighthouse ILP Mentor Program started January 1999, and is based in Montgomery County. Both programs are based on the model developed for the Mobile-based program. Services include recruitment of potential mentors from various community organization and interviews and training to ensure mentors have the background and knowledge to model a stable, healthy relationship. Initial

meetings between the youth and mentor are arranged after the Mentor Program staff and youth's social worker discuss the possibility of success of the match. One of the resources used to select a match is a survey completed by the youth listing such information their goals.

County Departments of Human Resources are encouraged to develop relationships with community-based organizations to form partnerships for providing mentor programs. Businesses will be encouraged to participate by providing opportunities for apprenticeships and job shadowing opportunities.

Alabama Department of Human Resources is continuously working to develop new resources and connecting youth to existing resources. At the state level, the Independent Living Program works closely with the Office of Licensing and Resource Development to identify and locate resources. Each county office has an identified Resource Development staff member who is available to assist in resource development for the county and for individual youth.

### **III. AVAILABILITY OF MEDICAID TO YOUTH AGES 18-21**

By policy, youth in Alabama may remain in care until their 21<sup>st</sup> birthday and are eligible for ACFC Medicaid provided all points of eligibility are met. If a youth is discharged from care prior to their 21<sup>st</sup> birthday, Medicaid is not available.

### **IV. SERVICES TO YOUTH AGES 18-20**

Youth of all ages are entitled to receive age-appropriate services, including opportunities to learn independent living skills and receive unique services as determined by the child and family planning team. Youth may stay in care by State of Alabama law until their 21<sup>st</sup> birthday. Aftercare assistance is available to youth who leave care between their 18<sup>th</sup> and 21<sup>st</sup> birthday in the form of financial assistance or services.

Alabama provides each youth exiting the foster care system with a one time stipend of \$500.00 for start up cost. Aftercare financial assistance and support services continue to be available to youth who leave the system prior to their 21<sup>st</sup> birthday.

For youth that are in care on their 18<sup>th</sup> birthday, policy allows for the youth to re-enter foster care if the need arises. If the youth needs to re-enter foster care or remain in their own home, financial, housing, counseling, employment, education and other appropriate support and services are also to be provided as needed until the 21<sup>st</sup> birthday.

Room and board payments are available for youth who choose to remain in care after their 18<sup>th</sup> birthday or for those who leave care after their 18<sup>th</sup> birthday on a case-by-case basis. County staff must make such requests to their State ILP consultant to ensure no more than 30% of the State funds are used for room and board. Room and board funds may be used to assist with dorm room deposits or to make limited payments on rent when a plan is in place to ensure the youth will continue to have housing available after the assistance is no longer available.

## **GOAL**

**Independent Living Services will be provided to Foster Children who are expected to remain in care until their 18<sup>th</sup> birthday to teach them the skills needed to live autonomously.**

### **1. OBJECTIVE**

**The ILP unit will conduct, coordinate, and provide consultation for all county social workers with ILP responsibilities. Progress will be monitored through county feedback and the annual DHR Quality Assurance process.**

Alabama's State Department of Human Resources allows each county to provide their own Independent Living Program so that the program can be individualized to the needs of the youth in the county. To support each county the State Department awards each of Alabama's 67 counties the funds to provide ILP services for their foster teens. The counties provide an extensive array of services to ILP Teens in their county. The services include life skills development through individual group and experiential activities. Support services that ensure a foster teen's preparation for independence are provided by the counties with ILP funds.

Consultants visit county offices and group homes to review records and talk with staff about the program. Documentation through reports is maintained on each county review and follow up contacts are made with county offices to address recommended improvements.

Consultants are also available to discuss individual cases and to participate in Individual Service Plan meetings as needed.

Consultants will review data available on the Orphan Foundation website to assess county referrals for youth to obtain funds available for their post-secondary education.

Meetings will be held with county offices and group homes to ensure they are aware of the most recent policies and practices for working with foster youth.

**2. OBJECTIVE**

**The ILP unit will assist county DHR staff in the development of programs to promote successful outcomes for youth. The programs will be tailored to meet the individual county and adolescent needs.**

A commitment to seeking increased community support and resources to enhance and expand the program continues to be a major focus of the State Independent Living Program. Every County DHR Office develops an annual plan for their program and submits the proposal in order to receive funding. State ILP consultants work with county staff during the year to assist in program development.

We will explore the possibility of postsecondary schools and high school counselors assisting youth in planning their careers and education needs.

**3. OBJECTIVE**

**ILP teens will participate in the development of a Statewide program.**

Youth Advisory Councils (YAC) are in place in several county offices. We will continue working with other county offices to develop YACs. A statewide YAC has been developed. They have met several times during the Spring of 05 in or to help develop the annual teen conference. Their recommendations were adopted and utilized to ensure the conference is a success.

**4. OBJECTIVE**

**ILP teens will have access to information about the program and activities and will have opportunities to express their opinions.**

A newsletter will be developed that will be mailed to youth in care who are 14 and older. The newsletter will be an opportunity for youth to receive announcements about the program and to have their poems, letters, stories, and artwork published.

A website will be developed that will offer information about the program and activities and will also allow access to various other sites that will be helpful and of interest to the youth.

The newsletter and website will both offer information to youth about the opportunities available for educational financing and encourage youth to reach their academic potential.

**5. OBJECTIVE**

**Foster parents and child welfare staff will be trained in the positive youth development concept.**

Line child welfare staff and supervisors will be offered training during the year in order to allow them to work with youth and using youth as resources in developing their own plan and accepting responsibility for the success of the plan. Foster parents training has begun during their regional meetings and annual conference on working with youth and offering youth opportunities to practice skills and learn independence.

**6. OBJECTIVE**

**Residential Child Care Facilities will be offered funding to enable them to enhance their Independent Living Programs.**

Each year residential child care facilities that accept foster youth in care will be given the opportunity to apply for assistance ranging from \$500 to \$1500 per year to enhance their Independent Living Programs. Funding will be approved based on the planned use of the funds and the number of foster youth housed in the facility at the time of the application (shelter funding will be based on the average number of foster youth housed during the preceding year).

**7. OBJECTIVE**

Provide IL teens with the opportunity for interaction with dedicated adults.

We will continue funding two mentor programs that currently work with two of the largest counties in the State. We will explore the possibility of funding a third program that will serve the largest county in the State.

Youth who are participating in post-secondary education will also be offered mentor opportunities through mentoring available through the contract with the Orphan Foundation of America.

## FY 2005 CFCIP FUNDS REQUESTED

Federal Funds Requested    **\$1,626,064**

State Match Amount    **\$406,516**

Sources            **Business Donations – Cash and Items  
Private Donations – Cash and Items  
Volunteer Time**

Amount of Federal Funds to be Used for Room and Board            **\$100,000**

**States must also complete line 9 of the CFS-101 that they submit with their Annual Progress and Services Report by June 30, 2005.**

I certify that I am authorized to submit the CFCIP application for FY 2006 funds in the State of **Alabama.**

Application submitted by:

**Page B. Walley. Ph.D.**

Name

**Commissioner – State of Alabama Department of Human Resources**

Title

\_\_\_\_\_  
Signature

6/23/05

Date

Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of ACF Regional Administrator or Hub Director

## FY 2005 ETV FUNDS REQUESTED

Federal Funds Requested    **\$561,290**

State Match Amount         **\$140,323**

Sources            **Business Donations – Cash and Items**  
                      **Private Donations – Cash and Items**  
                      **Volunteer Time**

**States must also complete line 9 of the CFS-101 that they submit with their Annual Progress and Services Report by June 30, 2005.**

I certify that I am authorized to submit the ETV application for FY 2006 funds in the State of **Alabama.**

Application submitted by:

**Page B . Walley. Ph.D.**

Name

**Commissioner – State of Alabama Department of Human Resources**

Title

\_\_\_\_\_  
Signature

6/23/05

Date

\_\_\_\_\_  
Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of ACF Regional Administrator or Hub Director

**APPENDIX 10**  
**STATE QA COMPLIANCE OR SUSTAINABILITY**  
**REVIEWS JUNE 1, 2004 – MAY 31, 2005**

## **QA Onsite Reviews from 6/1/04 – 5/31/05**

### County

Cullman

Barbour

Lowndes

Walker

Coosa

Cherokee

Jefferson – East Region

Jefferson – Bessemer

Hale

Chambers

Lauderdale

Winston

Etowah

### **Counties Where Onsite Review Activity Occurred Relative to the Latino Special Study:**

Franklin

Barbour (at the same time as sustainability review mentioned above)

Marshall

Morgan

**APPENDIX 11**  
**OTHER PROGRAM TRAINING**

## **OTHER PROGRAM TRAINING**

Summary of Training other than Alabama Child Welfare Training (ACT)

- Child Protective Services Training
- Safety Assessment and Safety Plan Training
- Southwest Alabama Abuse Network (SWANN) Monthly Video conferences
- ACTION for Child Protection for CPS ongoing staff and foster care staff
- Family Preservation and Support Partner Training
- Basic Homebuilders Training
- Family Options – Assessment Skills
- FP/FS Provider Training
- Trained Therapist Network Training – Seventh round completed March 2005
- Guardian ad Litem Training for Court-appointed GALS
- Strategies for Compliance with ASFA Training for judges, attorneys, GALS
- QA Coordinator Training
- QA Adjunct Reviewer Training
- Assessment Training provided as needed by QA staff when a QA reviewer or county self-assessment identifies the issue as a need
- Pre-service Preparation Training for foster parent applicants
- Adoptive/foster home resource worker’s training, “Responding Effectively to Families Throughout the Recruitment Process”
- Training for county staff on policy regarding “Discussing Adoption with Children and Preparing Them for Placement”
- Training for professionals and adoptive families, “Lunch and Learn”
- AFAPA Annual Conference, May 2005, training for foster and adoptive parents and DHR staff
- Training conducted by Dr. Joseph Crumbly, “Core Issues in Adoption: A Clinical Approach” is scheduled for August 2005
- CFA and ISP Documentation Training conducted in April and June 2005
- Child Welfare Consultants conducted “Trauma in Early Childhood” training in conjunction with National Resource Center, to introduce county staff to trauma concepts in working with SEBD children, and to facilitate partnerships between DHR offices and their local mental health services providers.
- Alabama Child Welfare Permanency Conference “All Roads Lead to Home” for foster care workers and supervisors scheduled for July 27-29, 2005

**APPENDIX 12**  
**CHILD WELFARE TRAINING COSTS**

## Child Welfare Training Costs

***(This section will contain information regarding all training charged to IV-B and IV-E)***

A number of organizational areas within DHR support Family Services and charge a portion of the training they provide to child welfare funds. In addition to the training provided by Family Services, other training funded by IV-B and/or IV-E are:

Title of Training	Office Responsible	Training Description
Targeted Case Management (TCM)	Financial Resource Management	TCM training changed from a classroom to an Online Certification process effective March 2005. The online program is designed to provide general information about case management services for eligible Medicaid recipients. Staff must study Online material and pass a test in order to become certified to provide TCM services.
Medicaid Rehabilitative Services	Financial Resource Management	Training for Medicaid Rehabilitative services consists of a one-day session which focuses on the definition of eligible services, who is qualified to provide the service, when the services should be authorized, how to authorize the needed service, and the documentation required by the Medicaid Agency.
Performance Appraisal for Social Work Supervisors	Field Administration	This training focuses on the following concepts: analyzing social work positions to create responsibility and results statements as required by the state's appraisal system; preparing, scheduling, and conduction formal appraisal meetings to include agenda planning and interpersonal skills; preparing accurate annual ratings according to the state's rating system; and maintaining formal and informal records to document management decisions.
Avoiding Wrongful Discharge in the Social Work Environment	Field Administration	This training focuses on the following: Positive Discipline Concept and aspects of related employment law; discuss examples of the main processes as they typically occur in a county social work environment (observing employee behaviors, intervention, supervisory judgement, disciplinary progression, performance notes, formal meetings and documentation, consistency of approach and interpersonal skills); overview of advanced discipline levels in state service; work examples of disciplinary process through video vignettes.
Interview and Selection in the Social Work Environment	Field Administration	The objective of this training is that supervisors will provide effective and legal job interviews in social work agencies including: context of hiring for state service as well as the steps of preparation and conduct for an interview; three broad areas of interview questions and give examples of proper questions for the specific job openings; areas of illegal questions and give examples of legal ways to

		ask about legitimate business interests; concept of a "structured, behavioral interview."
Supervision and Leadership for Social Work Supervisors	Field Administration	The objectives for this training cover: terminology and major elements of the Situational Leadership Model; recognition of examples from video scenes of supervisors properly using directive and supportive skills; diagnosis of development level of current social work staff on job tasks and discuss Situational Leadership methods (Flexibility) to increase performance potential; appreciation of the value of sharing responsibility with employees.

DHR encourages entry into the profession of social work by supporting programs and activities at several universities. DHR supports student scholarships and stipends, a license review course for social work licensure candidates, and student field placement services at the University of Alabama, Jacksonville State University, Troy University, the University of Montevallo, the University of North Alabama, Alabama A&M University, Alabama State University, and Auburn University. DHR splits the cost of stipends and other funding for social work programs through funding based on the penetration rate, i. e., the ratio of children in foster care who are IV-E eligible to the total number of children in foster care.

**APPENDIX 13**  
**TRAINING ACTIVITIES/EVENTS CHECKLISTS**

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Interview and Selection in the Social Work Environment. Training describes the context, planning and skills involved in a "structured behavioral interview" which is designed to improve the validity, reliability and legality of hiring interviews. This training is intended for administrators, managers and supervisors. Training needs are tracked and assessed through a bi-weekly computer search. This class is expected to be scheduled three times per year.

FIELD OP & TRNG 1 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input type="checkbox"/> Placement of Child
<input type="checkbox"/> Rate Setting	<input type="checkbox"/> Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/> Case Management
<input type="checkbox"/> Referral to Services	<input type="checkbox"/> Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/> Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/> In-house agency training staff		Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/> Public university ----->		
<input type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/> Private university ----->		
<input checked="" type="checkbox"/> Conference/workshop	<input type="checkbox"/> Other ----->		

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	1	Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)		Hours per day
		Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/> Adoptive parents
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/> Child caring agency staff
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/> Child placement agency staff
<input type="checkbox"/> Foster parents	<input type="checkbox"/> Other State agency staff (JJ, MH, DD, etc.)
	<input type="checkbox"/> Other community staff (medical, legal, police)

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	Estim. no. of trainees in class			27	Total Cost	\$1,519.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Employees use their own Program Effort Codes to cost out their training. Most will be service workers whose cost is distributed/based on Random Moment Sampling.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/> CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/> IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care      IV-E 0447 Reporting Cat.	<input checked="" type="checkbox"/> State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption            1470	<input checked="" type="checkbox"/> Other, Specify      Child Support
<input checked="" type="checkbox"/> TANF	<input checked="" type="checkbox"/> Other, Specify      Title IXX
<input checked="" type="checkbox"/> SSBG	<input type="checkbox"/> Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Performance appraisal for social worker supervisors describes techniques and skills to write action and outcome based performance criteria, conduct formal and informal meetings with employees, document and rate employee performance objectively according to an established rating scale. This training was designed for administrators, managers and supervisors. Training needs are tracked and assessed through a bi-weekly computer search. This class is expected to be scheduled three times per year.

FIELD OP & TRNG 2 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input checked="" type="checkbox"/> IV-E Eligibility Determination or Redetermination <input checked="" type="checkbox"/> Rate Setting <input checked="" type="checkbox"/> Hearings and Appeals <input checked="" type="checkbox"/> Referral to Services <input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input checked="" type="checkbox"/> Placement of Child <input checked="" type="checkbox"/> Development and Maintenance of Case Plan <input checked="" type="checkbox"/> Case Management <input checked="" type="checkbox"/> Recruitment/Licensing of Foster/Adoptive Homes and Institutions <input checked="" type="checkbox"/> Data Collection and Reporting
---	---

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency) <input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees) <input type="checkbox"/> Continuing In-Service (On-going training for existing employees) <input checked="" type="checkbox"/> Conference/workshop	<input checked="" type="checkbox"/> In-house agency training staff <span style="float: right; font-size: small;">Specify</span> <input type="checkbox"/> Public university -----> <input type="checkbox"/> Private university -----> <input type="checkbox"/> Other ----->
--	---

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks) <input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input checked="" type="checkbox"/> 1 Days <input type="checkbox"/> Hours per day <input type="checkbox"/> Credit hours
--	---

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan <input type="checkbox"/> Volunteers of State/local agency administering State Plan <input type="checkbox"/> Persons preparing for employment with State/local agency <input type="checkbox"/> Foster parents	<input type="checkbox"/> Adoptive parents <input type="checkbox"/> Child caring agency staff <input type="checkbox"/> Child placement agency staff <span style="float: right; font-size: small;">Specify</span> <input type="checkbox"/> Other State agency staff (JJ, MH, DD, etc.) <input type="checkbox"/> Other community staff (medical, legal, police)
--	--

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or <input type="checkbox"/> Cost per class/training function <input checked="" type="checkbox"/> Other (specify) SEE BELOW	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Unit cost</td> <td style="width: 15%;">\$0.00</td> <td style="width: 15%;">No. Trainees</td> <td style="width: 15%;">0</td> <td style="width: 15%;">Total Cost</td> <td style="width: 15%;">\$0.00</td> </tr> <tr> <td>Estim. no. of trainees in class</td> <td></td> <td></td> <td>24</td> <td>Total Cost</td> <td>\$1,350.00</td> </tr> </table>	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00	Estim. no. of trainees in class			24	Total Cost	\$1,350.00
Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00								
Estim. no. of trainees in class			24	Total Cost	\$1,350.00								

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV E/IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS) <input type="checkbox"/> IV-B-2 (PSSF) <input checked="" type="checkbox"/> IV-E Foster Care      IV-E 0447 Reporting Cat. <input checked="" type="checkbox"/> IV-E Adoption          1470 <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> SSBG	<input type="checkbox"/> CAPTA <input type="checkbox"/> IV-E Chafee ILP <input checked="" type="checkbox"/> State only (mark only if other than non-Fed match) <input checked="" type="checkbox"/> Other, Specify      Child Support <input checked="" type="checkbox"/> Other, Specify      Title IXX <input type="checkbox"/> Other, Specify
---	---

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Avoiding wrongful discharge in the social work environment. Training describes the concept of progressive discipline, including the four levels and general legal issues; DHR advanced discipline procedures; and specific techniques to conduct the lower levels of discipline effectively, and provide the employee an opportunity to improve. This training was designed for administrators, managers and supervisors. Training needs are tracked and assessed through a bi-weekly computer search. This class is expected to be scheduled three times per year.

FIELD OP & TRNG 3 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input type="checkbox"/> Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/> Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/> Case Management
<input type="checkbox"/> Referral to Services	<input type="checkbox"/> Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/> Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/> In-house agency training staff		Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/> Public university ----->		
<input type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/> Private university ----->		
<input checked="" type="checkbox"/> Conference/workshop	<input type="checkbox"/> Other ----->		

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/> 1 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/> Hours per day
	<input type="checkbox"/> Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/> Adoptive parents
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/> Child caring agency staff
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/> Child placement agency staff
<input type="checkbox"/> Foster parents	<input type="checkbox"/> Other State agency staff (JJ, MH, DD, etc.)
	<input type="checkbox"/> Other community staff (medical, legal, police)

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or	<input type="checkbox"/> Unit cost	\$0.00	<input type="checkbox"/> No. Trainees	0	<input type="checkbox"/> Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	<input type="checkbox"/> Estim. no. of trainees in class			23	<input type="checkbox"/> Total Cost	\$1,294.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV E/IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/> CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/> IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care      IV-E 0447 Reporting Cat.	<input checked="" type="checkbox"/> State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption            1470	<input checked="" type="checkbox"/> Other, Specify      Child Support
<input checked="" type="checkbox"/> TANF	<input checked="" type="checkbox"/> Other, Specify      Title IXX
<input checked="" type="checkbox"/> SSBG	<input type="checkbox"/> Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Supervision and Leadership for Social Work Supervisors. Training describes skills and techniques associated with two major supervisory skills of diagnosis and flexibility. The supervisor diagnoses the employee's competence and commitment for a task, then responds flexibly with direction and support to help the employee develop. This training was designed for administrators, managers, and supervisors. Training needs are tracked and assessed through a bi-weekly computer search. This class is expected to be scheduled three times per year.

FIELD OP & TRNG 4 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input checked="" type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/> Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/> Development and Maintenance of Case Plan
<input checked="" type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/> Case Management
<input checked="" type="checkbox"/> Referral to Services	<input checked="" type="checkbox"/> Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input checked="" type="checkbox"/> Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/> In-house agency training staff		Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/> Public university ----->		
<input type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/> Private university ----->		
<input checked="" type="checkbox"/> Conference/workshop	<input type="checkbox"/> Other ----->		

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/> 1 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/> Hours per day
	<input type="checkbox"/> Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/> Adoptive parents
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/> Child caring agency staff
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/> Child placement agency staff
<input type="checkbox"/> Foster parents	<input type="checkbox"/> Other State agency staff (JJ, MH, DD, etc.)
	<input type="checkbox"/> Other community staff (medical, legal, police)

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	Estim. no. of trainees in class			17	Total Cost	\$956.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV E/IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/> CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/> IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care      IV-E 0447 Reporting Cat.	<input checked="" type="checkbox"/> State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption      1470	<input checked="" type="checkbox"/> Other, Specify      Child Support
<input checked="" type="checkbox"/> TANF	<input checked="" type="checkbox"/> Other, Specify      Title IXX
<input checked="" type="checkbox"/> SSBG	<input type="checkbox"/> Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Alabama Child Welfare Training (ACT I) basic child welfare skills curriculum for social workers and supervisors: three residential weeks & four OJT components. ACT is based on five foundation concepts: belief that people can change; respecting the family's culture; joining with families; building partnerships with birth families and adoptive/foster families in partnership working with families in an ecological system framework.

OCWT-1 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/>	Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff		Specify
<input checked="" type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->		
<input checked="" type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->		
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->		

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)    seven	<input type="checkbox"/>	35	Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>		Hours per day
			Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/>	Adoptive parents		
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff		
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input checked="" type="checkbox"/>	Child placement agency staff		Specify
<input type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)		
		Other community staff (medical, legal, police)		

### Costing method

### Estimated total cost

Unit cost per trainee (Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
Cost per class/training function	Estim. no. of trainees in class		400	Total Cost	\$300,000.00	
<input checked="" type="checkbox"/> Other (specify)      SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/>	CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/>	IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care	<input type="checkbox"/>	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> TANF	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> SSBG	<input type="checkbox"/>	Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Leader certification training in Group Preparation and Selection (GPS) for prospective foster/adoptive parents and county staff and foster parents and qualified staff of licensed child placing agencies who will lead groups of foster/adoptive applicants thru the process of licensure or approval. Leader certification sequences consist of 2 weeks of classroom training focusing on GPS curriculum and leader facilitation skills.

OCWT-2 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input type="checkbox"/>	Case Management
<input type="checkbox"/> Referral to Services	<input checked="" type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff	Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->	
<input type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->	
<input checked="" type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->	

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	10 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>	Hours per day
	<input type="checkbox"/>	Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input checked="" type="checkbox"/>	Adoptive parents	
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff	
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input checked="" type="checkbox"/>	Child placement agency staff	
<input checked="" type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)	Specify
	<input type="checkbox"/>	Other community staff (medical, legal, police)	

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	Estim. no. of trainees in class		125	Total Cost	\$62,500.00	
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/>	CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/>	IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care 407	<input type="checkbox"/>	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> TANF	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> SSBG	<input type="checkbox"/>	Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Deciding Together is a foster/adoptive preparation and selection process designed for use with individuals/families whose geographic location or circumstances of employment prohibit attendance at the 10 weeks of group meetings included in Group Preparation and Selection (GPS).

OCWT-3 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input type="checkbox"/>	Case Management
<input type="checkbox"/> Referral to Services	<input checked="" type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff	Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->	
<input type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->	
<input checked="" type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->	

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	10 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>	Hours per day
	<input type="checkbox"/>	Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input checked="" type="checkbox"/>	Adoptive parents	
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff	
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input checked="" type="checkbox"/>	Child placement agency staff	Specify
<input checked="" type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)	
	<input type="checkbox"/>	Other community staff (medical, legal, police)	

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or		Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function		Estim. no. of trainees in class		30		Total Cost	\$3,000.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW							

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/>	CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/>	IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care	<input type="checkbox"/>	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> TANF	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> SSBG	<input type="checkbox"/>	Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Underlying Conditions is a two day training to provide workers with skills to analyze information about families with regard to underlying causes of risks, safety issues, patterns within the family's behaviors, and assessing the possibility of maintaining a child safely in the family's home. Four sessions are planned.

OCWT-5 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/>	Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff		Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->		
<input checked="" type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->		
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->		

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	2 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>	Hours per day
	<input type="checkbox"/>	Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/>	Adoptive parents		
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff		
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/>	Child placement agency staff		
<input type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)		Specify
	<input type="checkbox"/>	Other community staff (medical, legal, police)		

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or		Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function		Estim. no. of trainees in class			100	Total Cost	\$20,000.00
<input checked="" type="checkbox"/> Other (specify)      SEE BELOW							

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)		CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)		IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care      427		State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption		Other, Specify
<input type="checkbox"/> TANF		Other, Specify
<input type="checkbox"/> SSBG		Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

The Individualized Service Planning process for families who experience substance abuse is a four day training for workers to understand the dynamics of working with families involved in substance abuse. Nine classes are planned.

OCWT-6 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/>	Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff	Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->	<input type="text"/>
<input checked="" type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->	<input type="text"/>
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->	<input type="text"/>

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	4 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>	Hours per day
		Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/>	Adoptive parents	
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff	
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/>	Child placement agency staff	
<input type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)	Specify
		Other community staff (medical, legal, police)	<input type="text"/>

### Costing method

### Estimated total cost

Unit cost per trainee (Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
Cost per class/training function	Estim. no. of trainees in class		225	Total Cost	\$45,000.00	
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/>	CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/>	IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care	<input type="checkbox"/>	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> TANF	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> SSBG	<input type="checkbox"/>	Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Practical Child Sexual Abuse Intervention is a 5 day training developed by the National Advocacy Center to enable workers to acquire skills in the investigation of child sexual abuse, and working with families that are impacted by child sexual abuse. It includes information regarding the dynamics of child sexual abuse. Five classes are planned for FY 04.

OCWT-7 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/> Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/> Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/> Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/> Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/> Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/> In-house agency training staff
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/> Public university -----> <span style="float: right; font-size: small;">Specify</span>
<input checked="" type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/> Private university ----->
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/> Other ----->

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/> 5 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/> Hours per day
	<input type="checkbox"/> Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/> Adoptive parents
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/> Child caring agency staff
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/> Child placement agency staff
<input type="checkbox"/> Foster parents	<input type="checkbox"/> Other State agency staff (JJ, MH, DD, etc.) <span style="float: right; font-size: small;">Specify</span>
	<input type="checkbox"/> Other community staff (medical, legal, police)

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	Estim. no. of trainees in class		125	Total Cost	\$31,250.00	
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/> CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/> IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care ACT	<input type="checkbox"/> State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input type="checkbox"/> Other, Specify
<input type="checkbox"/> TANF	<input type="checkbox"/> Other, Specify
<input type="checkbox"/> SSBG	<input type="checkbox"/> Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Practical Child Protection Services (CPS) was developed by the National Child Advocacy Center to enable workers to: distinguish between abuse and accidental injury; achieve crisis management; recognize emerging safety/removal factors; assign risk and safety priorities; assess level of risk in various family situations; assess ability/willingness of non-offending parent to protect child; assess probability of recurring safety issues. Three sessions are planned.

OCWT-8 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/>	Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff	Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->	<input type="text"/>
<input checked="" type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->	<input type="text"/>
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->	<input type="text"/>

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	5 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>	Hours per day
		Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/>	Adoptive parents	
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff	
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/>	Child placement agency staff	
<input type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)	Specify
		Other community staff (medical, legal, police)	<input type="text"/>

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee ( Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	Estim. no. of trainees in class			75	Total Cost	\$18,750.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/>	CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/>	IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care      ACT	<input type="checkbox"/>	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> TANF	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> SSBG	<input type="checkbox"/>	Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Supervisor's Training is a five day training that covers basic skills for supervisory staff. This is part of ACT II. Six sessions are planned.

OCWT-9 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/>	Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input checked="" type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff		Specify
<input checked="" type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->		
<input checked="" type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->		
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->		

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	6 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>	Hours per day
	<input type="checkbox"/>	Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/>	Adoptive parents		
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff		
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/>	Child placement agency staff		
<input type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)		Specify
	<input type="checkbox"/>	Other community staff (medical, legal, police)		

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or		Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function		Estim. no. of trainees in class		150		Total Cost	\$45,000.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW							

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/>	CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/>	IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care 427	<input type="checkbox"/>	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> TANF	<input type="checkbox"/>	Other, Specify
<input type="checkbox"/> SSBG	<input type="checkbox"/>	Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Concurrent Permanent Planning is a 3-day training that increases understanding of how to work with the legal process to achieve safety and permanency for children; expand knowledge and skills of full disclosure and casework practices necessary to expedite permanency and enhance competency in helping families engage in the process of change; and practice integration of permanency concurrent planning concepts into the ISP team meetings. Eight sessions are planned.

OCWT 10 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/>	Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff		Specify
<input checked="" type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->	<input type="text"/>	
<input checked="" type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->	<input type="text"/>	
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->	<input type="text"/>	

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	3	Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>		Hours per day
			Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/>	Adoptive parents
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/>	Child placement agency staff
<input type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)
		Other community staff (medical, legal, police)

### Costing method

### Estimated total cost

Unit cost per trainee (Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
Cost per class/training function	Estim. no. of trainees in class			125	Total Cost	\$18,750.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV-E / IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)		CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)		IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care	427	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption		Other, Specify
<input type="checkbox"/> TANF		Other, Specify
<input type="checkbox"/> SSBG		Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Targeted Case Management (TCM) Training provides the knowledge base from which county staff can make informed decisions regarding available services, assist an individual to gain access to needed medical, social, educational & other services; & document services provided to the target group. TCM training changed from bi-monthly classroom sessions to an Online Certification process effective 03/05. For the remainder of FY05 & for FY06, it is anticipated that each new employee who will work with custodial children & who will be providing TCM services must study Online material & take a test in order to become certified to provide services. The Online program is designed to provide general information about case management services for eligible Medicaid recipients. REV MAX 1 (06/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/>	Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input checked="" type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)		In-house agency training staff	Specify
<input checked="" type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input checked="" type="checkbox"/>	Public university ----->	UA-College of Cont Studies
<input type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->	
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->	

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	5 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>	Hours per day
	<input checked="" type="checkbox"/>	Credit hours 3.0 CEU CREDITS

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan		Adoptive parents	
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff	
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/>	Child placement agency staff	
<input type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)	Specify
	<input type="checkbox"/>	Other community staff (medical, legal, police)	

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee ( Tuition/books/supplies per trainee) or		Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input checked="" type="checkbox"/> Cost per class/training function	<input type="checkbox"/>	Estim. no. of trainees in class		15		Total Cost	\$844.00
<input type="checkbox"/> Other (specify)	<input type="checkbox"/>						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.). 2. Direct training costs (such as travel of employees, trainers' salaries & Fringe benefits) go into a pool & are distributed according to IV-E/IV-B Penetration Rate. Training cost for FY05 are as described from 10/1/04-2/28/05. For the remainder of FY05 (3/05-9/30/05) all staff will be certified by the Online course material offered through the University of Alabama College of Continuing Studies. The fee of \$250 per staff person certified is being covered by a SAIL grant which was received by the Medicaid Agency. It is anticipated that the \$250 fee will be charged to DHR after all grant money is expended. DHR has requested to be

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)		CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/>	IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care      IV-E 0447 Reporting Cat.	<input checked="" type="checkbox"/>	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption                      1470	<input checked="" type="checkbox"/>	Other, Specify      Child Support
<input checked="" type="checkbox"/> TANF	<input checked="" type="checkbox"/>	Other, Specify      Title IXX
<input checked="" type="checkbox"/> SSBG	<input checked="" type="checkbox"/>	Other, Specify - SAIL GRANT - AL MEDICAID AGENCY

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

Medicaid Rehabilitation Training provides definitions of eligible services and providers, a knowledge base from which county staff can make informed decisions regarding available services, the best way to offer services by qualified practitioners, how to authorize, document and seek reimbursement for services.

REV MAX 2 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input checked="" type="checkbox"/>	Placement of Child
<input type="checkbox"/> Rate Setting	<input checked="" type="checkbox"/>	Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input checked="" type="checkbox"/>	Case Management
<input checked="" type="checkbox"/> Referral to Services	<input type="checkbox"/>	Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/>	Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/>	In-house agency training staff	Specify
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/>	Public university ----->	<input type="text"/>
<input checked="" type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/>	Private university ----->	<input type="text"/>
<input checked="" type="checkbox"/> Conference/workshop	<input type="checkbox"/>	Other ----->	<input type="text"/>

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/>	1 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/>	Hours per day
		Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/>	Adoptive parents	
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/>	Child caring agency staff	
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/>	Child placement agency staff	
<input type="checkbox"/> Foster parents	<input type="checkbox"/>	Other State agency staff (JJ, MH, DD, etc.)	Specify
		Other community staff (medical, legal, police)	<input type="text"/>

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee ( Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	Estim. no. of trainees in class			15	Total Cost	\$844.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct training costs (such as travel of employees, trainers' salaries and fringe benefits) go into a pool and are distributed according to IV E/IV-B Penetration Rate.

### Indicate all applicable funding sources

<input checked="" type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/>	CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/>	IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care	<input type="checkbox"/>	State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input checked="" type="checkbox"/>	Other, Specify Child Support
<input checked="" type="checkbox"/> TANF	<input checked="" type="checkbox"/>	Other, Specify Title IX
<input checked="" type="checkbox"/> SSBG	<input type="checkbox"/>	Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

*Provide a one paragraph brief syllabus of the training activity*

ASSIST Mentor Training is for designated staff to prepare them to serve as advocate and facilitator of ASSIST and to be the liaison between the users and the ASSIST Help Desk. County mentors support ASSIST trainers in training sessions; support their local office staff with the implementation of the system; and serve as contact person for ASSIST related issues.

ASSIST 1 (6/05)

*Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.*

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input type="checkbox"/> Placement of Child
<input type="checkbox"/> Rate Setting	<input type="checkbox"/> Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input type="checkbox"/> Case Management
<input type="checkbox"/> Referral to Services	<input type="checkbox"/> Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input checked="" type="checkbox"/> Data Collection and Reporting

*Indicate setting/venue for the training activity*

*Indicate proposed provider of training activity*

<input checked="" type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/> In-house agency training staff
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/> Public university ----->
<input type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/> Private university ----->
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/> Other ----->

*Indicate duration category of the training activity*

*Specify approximate number of days or hours of training activity*

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	8 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	6 Hours per day
	Credit hours

*Indicate the audience to receive training*

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/> Adoptive parents
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/> Child caring agency staff
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/> Child placement agency staff
<input type="checkbox"/> Foster parents	<input type="checkbox"/> Other State agency staff (JJ, MH, DD, etc.)
	<input type="checkbox"/> Other community staff (medical, legal, police)

*Costing method*

*Estimated total cost*

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	Estim. no. of trainees in class		104	Total Cost	\$30,609.00	
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

*Cost allocation methodology*

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct costs for travel & trainers' salaries/benefits are distributed based on RMS of service workers. All child related activities are charged to IV-E. All non-child activities are charged to SSBG. This is the approved methodology in the ASSIST APD.

*Indicate all applicable funding sources*

<input type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/> CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/> IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care      IV-E 0447 Reporting Cat.	<input type="checkbox"/> State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption            1470	<input type="checkbox"/> Other, Specify
<input checked="" type="checkbox"/> TANF	<input type="checkbox"/> Other, Specify
<input checked="" type="checkbox"/> SSBG	<input type="checkbox"/> Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

ASSIST New User Training: training for ASSIST users to learn the application and functions of the system. This training is for caseworker supervisors, but may also be attended by administrators and managers, as needed.

ASSIST 2 (6/05)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination	<input type="checkbox"/> Placement of Child
<input type="checkbox"/> Rate Setting	<input type="checkbox"/> Development and Maintenance of Case Plan
<input type="checkbox"/> Hearings and Appeals	<input type="checkbox"/> Case Management
<input type="checkbox"/> Referral to Services	<input type="checkbox"/> Recruitment/Licensing of Foster/Adoptive Homes and Institutions
<input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input checked="" type="checkbox"/> Data Collection and Reporting

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency)	<input checked="" type="checkbox"/> In-house agency training staff	Specify	
<input type="checkbox"/> Initial In-Service (Intensive training to prepare new employees)	<input type="checkbox"/> Public university ----->		
<input type="checkbox"/> Continuing In-Service (On-going training for existing employees)	<input type="checkbox"/> Private university ----->		
<input type="checkbox"/> Conference/workshop	<input type="checkbox"/> Other ----->		

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input checked="" type="checkbox"/> Short Term (Less than eight consecutive work weeks)	<input type="checkbox"/> 9 Days
<input type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input type="checkbox"/> Hours per day
	<input type="checkbox"/> Credit hours

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan	<input type="checkbox"/> Adoptive parents
<input type="checkbox"/> Volunteers of State/local agency administering State Plan	<input type="checkbox"/> Child caring agency staff
<input type="checkbox"/> Persons preparing for employment with State/local agency	<input type="checkbox"/> Child placement agency staff
<input type="checkbox"/> Foster parents	<input type="checkbox"/> Other State agency staff (JJ, MH, DD, etc.)
	<input type="checkbox"/> Other community staff (medical, legal, police)

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee ( Tuition/books/supplies per trainee) or	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00
<input type="checkbox"/> Cost per class/training function	Estim. no. of trainees in class			117	Total Cost	\$34,435.00
<input checked="" type="checkbox"/> Other (specify) SEE BELOW						

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (supplies, printing, notebooks, etc.).
2. Direct costs for travel & trainers' salaries/benefits are distributed based on RMS of service workers. All child related activities are charged to IV-E. All non-child activities are charged to SSBG. This is the approved methodology in the ASSIST APD.

### Indicate all applicable funding sources

<input type="checkbox"/> IV-B-1 (CWS)	<input type="checkbox"/> CAPTA
<input type="checkbox"/> IV-B-2 (PSSF)	<input type="checkbox"/> IV-E Chafee ILP
<input checked="" type="checkbox"/> IV-E Foster Care IV-E 0447 Reporting Cat.	<input type="checkbox"/> State only (mark only if other than non-Fed match)
<input checked="" type="checkbox"/> IV-E Adoption	<input type="checkbox"/> Other, Specify
<input checked="" type="checkbox"/> TANF	<input type="checkbox"/> Other, Specify
<input checked="" type="checkbox"/> SSBG	<input type="checkbox"/> Other, Specify

## "CHECKLIST" FOR ADDRESSING TRAINING ACTIVITIES/EVENTS UNDER THE TITLE IV-B PLAN

(This "checklist" should be used as a guide to ensure that all of the following information is provided in the Plan for each individual training activity planned to be held during the reporting period covered by this update)

### Provide a one paragraph brief syllabus of the training activity

ASSIST Adult Services Training: Technical training for Adult Services staff to learn the application of the available adult services functions on ASSIST. This training is for case managers but may also include administrators, managers and supervisors, as needed.

(ASSIST 3)

### Indicate which, if any, of the specifically allowable Title IV-E administrative functions this training activity addresses.

<input type="checkbox"/> IV-E Eligibility Determination or Redetermination <input type="checkbox"/> Rate Setting <input type="checkbox"/> Hearings and Appeals <input type="checkbox"/> Referral to Services <input type="checkbox"/> Preparation for and Participation in Judicial Determinations	<input type="checkbox"/> Placement of Child <input type="checkbox"/> Development and Maintenance of Case Plan <input type="checkbox"/> Case Management <input type="checkbox"/> Recruitment/Licensing of Foster/Adoptive Homes and Institutions <input checked="" type="checkbox"/> Data Collection and Reporting
--	---

### Indicate setting/venue for the training activity

### Indicate proposed provider of training activity

<input type="checkbox"/> Pre-Service (Trainee not yet employed by State agency) <input checked="" type="checkbox"/> Initial In-Service (Intensive training to prepare new employees) <input type="checkbox"/> Continuing In-Service (On-going training for existing employees) <input type="checkbox"/> Conference/workshop	<input checked="" type="checkbox"/> In-house agency training staff <span style="float: right; font-size: small;">Specify</span> <input type="checkbox"/> Public university -----> <input type="checkbox"/> Private university -----> <input type="checkbox"/> Other ----->
--	---

### Indicate duration category of the training activity

### Specify approximate number of days or hours of training activity

<input type="checkbox"/> Short Term (Less than eight consecutive work weeks) <input checked="" type="checkbox"/> Long Term (Eight or more consecutive work weeks)	<input checked="" type="checkbox"/> 2 Days <input type="checkbox"/> Hours per day <input type="checkbox"/> Credit hours
--	---

### Indicate the audience to receive training

<input checked="" type="checkbox"/> Staff of State/local agency administering the State Plan <input type="checkbox"/> Volunteers of State/local agency administering State Plan <input type="checkbox"/> Persons preparing for employment with State/local agency <input type="checkbox"/> Foster parents	<input type="checkbox"/> Adoptive parents <input type="checkbox"/> Child caring agency staff <input type="checkbox"/> Child placement agency staff <span style="float: right; font-size: small;">Specify</span> <input type="checkbox"/> Other State agency staff (JJ, MH, DD, etc.) <input type="checkbox"/> Other community staff (medical, legal, police)
--	--

### Costing method

### Estimated total cost

<input type="checkbox"/> Unit cost per trainee (Tuition/books/supplies per trainee) or <input type="checkbox"/> Cost per class/training function <input checked="" type="checkbox"/> Other (specify)      SEE BELOW	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Unit cost</td> <td style="width: 15%;">\$0.00</td> <td style="width: 15%;">No. Trainees</td> <td style="width: 15%;">0</td> <td style="width: 15%;">Total Cost</td> <td style="width: 15%;">\$0.00</td> </tr> <tr> <td>Estim. no. of trainees in class</td> <td></td> <td></td> <td>40</td> <td>Total Cost</td> <td>\$4,971.00</td> </tr> </table>	Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00	Estim. no. of trainees in class			40	Total Cost	\$4,971.00
Unit cost	\$0.00	No. Trainees	0	Total Cost	\$0.00								
Estim. no. of trainees in class			40	Total Cost	\$4,971.00								

### Cost allocation methodology

Describe basis for allocating costs among benefiting programs & funding sources (including application of eligibility rates, where applicable)

1. Training costs are part of overhead (such as supplies, printing, notebooks, etc.).
2. Direct costs for travel & trainers' salaries/benefits are distributed based on RMS of service workers. All child related activities are charged to IV-E. All non-child activities are charged to SSBG. This is the approved methodology in the ASSIST APD.

### Indicate all applicable funding sources

<input type="checkbox"/> IV-B-1 (CWS) <input type="checkbox"/> IV-B-2 (PSSF) <input checked="" type="checkbox"/> IV-E Foster Care      IV-E 0447 Reporting Cat. <input checked="" type="checkbox"/> IV-E Adoption <input checked="" type="checkbox"/> TANF <input checked="" type="checkbox"/> SSBG	<input type="checkbox"/> CAPTA <input type="checkbox"/> IV-E Chafee ILP <input type="checkbox"/> State only (mark only if other than non-Fed match) <input type="checkbox"/> Other, Specify <input type="checkbox"/> Other, Specify <input type="checkbox"/> Other, Specify
--	--

**APPENDIX 14**  
**AEIS-DHR CAPTA Referral Form**

AEIS - DHR  
CAPTA Referral Form

INFANT/TODDLER INFORMATION

SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Sex: \_\_\_\_\_ Ethnic Origin: \_\_\_\_\_ Home Language: \_\_\_\_\_

REFERRAL SOURCE INFORMATION

DHR Caseworker: \_\_\_\_\_  
County: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Reason for Referral: **ABUSE** \_\_\_\_\_ **NEGLECT** \_\_\_\_\_  
Is child in Foster Care? YES \_\_\_\_\_ NO \_\_\_\_\_ Does child have an ISP? YES \_\_\_\_\_ NO \_\_\_\_\_  
Is child receiving ongoing Child Protective Services (CPS)? YES \_\_\_\_\_ NO \_\_\_\_\_

CHILD'S CURRENT LIVING SITUATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Relation Type: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Alternate #: ( ) \_\_\_\_\_  
Mailing/Physical Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ County: \_\_\_\_\_

Does family have any developmental concerns about the child's development in the areas of: Cognitive, Physical, Communication, Social/Emotional, or Adaptive? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what are they?

(STATE OFFICE USE ONLY)

Date received by SDHR: \_\_\_\_\_ Date received by State AEIS: \_\_\_\_\_  
Date Mailed to AEIS/DEIC: \_\_\_\_\_

(DEIC OFFICE USE ONLY)

Child Find Referral Activated: \_\_\_\_\_ Child already in AEIS: \_\_\_\_\_ No further action needed: \_\_\_\_\_

DHR-FCS-2121 6/2004