

0505 Family First Prevention Services

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy <input type="checkbox"/> Administrative Policy <input type="checkbox"/> DCFS Rural Region Policy	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Modified Policy <input type="checkbox"/> This policy supersedes:
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STATEMENT OF PURPOSE

The Family First Prevention Services Act (FFPSA) amended Titles IV-E and IV-B of the Social Security Act expanding funding and enhancing services to children and families who are at risk of entering the child welfare system. In an effort to reduce out-of-home placement, the Title IV-E funding is available for evidence based mental health services, substance abuse prevention and treatment services and in-home parent skill-based programs to serve children who are at an increased likelihood of entering foster care.

AUTHORITY

Federal: [Public Law \(P.L.\) 115-123 Family First Prevention Services Act](#)
NRS: [432B.220](#); [432B.260](#); [432B.305](#); [NRS 432C](#)
NAC: [432B.140](#); [432B.185](#); [432B.200](#); [432B.210](#); [432B.220](#); [432B.230](#); [432B.240](#);
Other: Family First Prevention Services Plan

DEFINITIONS

Agency which provides Child Welfare Services: In a county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services; or in a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. May also be referred to as "Agency" or "Child Welfare Agency".

Child: A person under the age of 18 years or, if in school, until graduation from high school.

1. An Alleged Child Victim is a child identified on an Intake Assessment which has been "screened-in" for Investigation AND the child is alleged to be the victim of at least one specific allegation.

Community Based Service Provider (Provider): A public or private nonprofit entity (including a church or religious) that provides community-based services accessible to individuals and families in specific geographic areas of a community. The staff of a Provider identifies the natural supports of each person/family and uses a strengths-based approach in meeting human, educational, environmental, and/or public safety needs. This includes providing assessment and services described in NAC 432B.013 and NRS 432C. May also be referred to as "provider".

External Application: A website developed by DCFS Information Technology (IT) will be utilized by those without access to UNITY where they can input required information and data that will transfer into UNITY.

Evidence Based Practice: An intervention for which there is scientific evidence consistently showing that they improve client outcomes.

Impending Danger: When a child is living in a state of continuous danger. Impending danger is not always active but can become active at any time or may become active because of specific, stimulating events, circumstances, or influences.

Intake Assessment (Intake): The Intake Assessment (IA) is the decision-making method concerned with evaluating reports of child abuse and/or neglect and threats to child safety in order to identify families that may be in need of intervention. Intake is a service with two objectives:

- (1) To provide the point of contact for the community to express its concerns about who may be in need of protection, and
- (2) To launch the safety intervention process whereby families in need of CPS are identified and served. *For the purposes of this policy this will be referred to as "report."*

Intake/Hotline Worker: The state/county Child Welfare Agency worker or designee who completes the UNITY report.

Person Responsible for a Child's Welfare: Any person responsible for a child's welfare including the child's parent, guardian, a stepparent with whom the child lives, an adult person continually or regularly found in the same household as the child, or a person directly responsible or serving as a volunteer for or employed in a public or private home, institution or facility where the child actually resides or is receiving child care outside of the home for a portion of the day (NRS 432B.130) *For the purposes of this policy this will be referred to as "caregiver."*

Present Danger: An immediate, significant, and clearly observable family condition or situation that is actively occurring or "in process" of occurring at the point of contact with a family; and will likely result in serious harm to a child. In process of occurring means it might have just happened (e.g., a child is left unattended in a parked car); or happens all the time (e.g., young children were left alone last night and might be tonight).

Report: Information received from a reporting party alleging child abuse, neglect, and/or requesting services. Reports are then dispositioned to determine appropriate response.

Report Disposition: The final screening decision of an intake report resulting in a referral being screened-in or screened-out for investigation.

Screening: The process of determining whether a report will be accepted for further assessment based on indicated Present or Impending Danger, and/or allegations meeting the maltreatment criteria as defined by NRS.

State: An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO)

STANDARDS/PROCEDURES

Agencies will use the definition of a candidate for foster care to identify children who are at imminent risk of entering foster care. If any of the criteria apply, a child and their family may be eligible for Family First (FF) prevention services.

Defining Foster Care

A child is considered to be in foster care if they are in the legal and physical custody of the agency and placed outside of their home (regardless of whether the placement is a kinship placement or foster home). A child who is in the custody of the Agency, but is on a trial home visit is not considered to be in foster care for the purposes of this policy. A child in foster care is not eligible for FF prevention services.

Defining Candidate for Foster Care

1. A child who is determined to be a candidate for foster care may be eligible for FF prevention services. A child in **imminent risk of entering foster care** is a child who:
 - a. Is in **present or impending danger** due to dangerous family conditions that are out of control and likely to result in severe harm, that are specific and observable, and there is imminent danger to a vulnerable child.
or
 - b. Has **one or more negative family conditions** listed below that does not meet present or impending danger criteria, but suggests an increased likelihood of entering foster care:
 - i. An infant with prenatal substance exposure;
 - ii. A caregiver who has mental health and/or substance misuse disorder or other challenging condition or circumstance that impacts the caregiver's capacity or ability to function and care for the child;
 - iii. Domestic violence or intimate partner violence in the home;
 - iv. Significant, unmanaged child behavioral challenges that the caregiver is unable to address and/or that pose a threat to the safety of other individuals in the home;
 - v. A screened-in child abuse or neglect case eligible for an assessment and services under Differential Response;
 - vi. Experiencing human trafficking;
 - vii. The sibling or child of a child identified as in imminent risk of entering foster care or already in foster care for whom there are safety or well-being concerns.
or
 - c. Has a **reunification, adoption, or guardianship arrangement that is at risk of a disruption or dissolution** that would result in foster care placement.
 - i. This applies when a child welfare agency had an open case that closed and the child was reunified with parent(s)/caregiver(s), placed in a permanent placement with a guardianship or adopted. If the guardianship or adoption was not from a child welfare case, evaluate whether (a) or (b) applies to the case circumstances.
or
 - d. Is under 18 years old, **pregnant and/or parenting** and **was previously in foster care** and has a need that could result in foster care placement for their child(ren).
2. A child who is under 18 years old, **pregnant and/or parenting** and **is currently in foster care** is eligible for Family First.

Screening for Eligibility

1. A child's eligibility for FF Prevention services will be evaluated at various stages utilizing the definition of a candidate for foster care above to decide whether the child is eligible. Screening for eligibility of Family First prevention services must occur when:

- a. A report of alleged child abuse or neglect does not meet criteria for screen-in and will be screened-out;
 - i. Refer to [0506 Intake Policy](#) for further information about screening intake reports.
 - ii. The eligibility screening will be completed by the intake worker or a FF designee.
 - b. A case is opened to the child welfare agency and the child is able to remain in the home under a present danger plan or safety plan or the child is able to temporarily stay with a relative/fictive kin and the agency does not have legal or physical custody of the child;
 - i. If the case applies based on the above requirement, The caseworker or FF designee must screen every child in the home for eligibility upon completion of the:
 1. Present Danger Assessment (PDA)
 2. Nevada Initial Assessment (NIA)
 3. Protective Capacity Family Assessment (PCFA)
 4. Protective Capacity Progress Assessment (PCPA)
 - ii. The caseworker or FF designee does not need to continue screening for a child's eligibility for FF prevention services once the child is determined eligible (*E.g., If the child was determined eligible upon completion of the PDA, the caseworker would not screen the child upon the completion of the NIA, PCFA, or PCPA.*)
 - c. The child who was previously determined to be eligible for FF prevention services is approaching 12 months since they were determined to be eligible for FF prevention services and the services will not conclude by the 12th month. The caseworker or FF designee must complete the redetermination no sooner than 11 months and before the 12th month since the first eligibility determination.
 - d. The caseworker is made aware that a youth in agency custody is pregnant or has a child.
2. To screen for eligibility the intake worker, assigned caseworker or FF designee will complete the FF Eligibility screen in UNITY.
- a. If a child is not eligible for FF prevention services, the report or case will proceed or close per Agency business practice.
 - i. Agencies should still consider referrals to other services that may benefit a family, regardless of whether they were eligible for Family First prevention services.
 - b. If a child is eligible for FF prevention services, the intake worker, caseworker or FF designee will make a referral to a FF service provider per Agency business practice.

Providing FPPSA Services

1. FF prevention services may be provided by community-based service providers or agency staff who may not have access to UNITY. A website developed by DCFS Information Technology (IT) will be utilized by those without access to UNITY where they can input required information and data that will transfer into UNITY. This website will be referred to as an "external application."
2. The FF prevention services provider must document services provided in the Service Array window in UNITY (or the external application). The Service Array window is also going to serve as the child and family's FF prevention plan. At minimum, the following must be documented:
 - a. The FF evidence-based practice (EBP) that will be provided
 - b. Provider Name
 - c. Referral Date
 - d. Service Begin Date
 - e. Service End Date
 - f. Progress updates (minimum every 30 days and at case closure)
 - g. Result/Discharge reason (E.g., Family completed services, refused services or were unable to locate or family referred to other services, etc.)
3. The FF prevention services provider must complete a risk assessment in UNITY (or the external application) to determine if the child remains at risk for entry into foster care. The risk assessment is a short questionnaire designed specifically for FF prevention service providers to complete. This assessment is separate from SAFE/SIPS model assessments and is not completed by caseworkers.
 - a. The risk assessment must be completed by the provider every 90 days during the time the child and family are receiving FF prevention services and at case closure.
 - b. Through the risk assessment the provider must acknowledge whether:
 - i. The child/family is actively receiving FF prevention services;
 - ii. The child still meets eligible criteria to receive FF prevention services

- iii. Concerns for abuse or neglect exist and if they do the provider is required to make a report pursuant to NRS 432B.270.
4. The Agency or FF prevention services provider will complete Service Authorizations in UNITY (or the external application) for Title IV-E claiming and reimbursement purposes. Agencies will develop business practices for completing and approving the Service Authorizations.
5. If a child and family are receiving FF prevention services that will not conclude by the 12th month, a redetermination of eligibility is required.
 - a. The Agency must complete a redetermination for eligibility for FF prevention services no sooner than 11 months and before the 12th month since the first eligibility determination.
 - b. Children who continue to meet the eligibility requirements for FF prevention services may be approved for an additional 12-month period.

FFPSA Services Provided by the Agency

When the Child Welfare Agency provides the child and family FF prevention services through the Agency, the following minimum requirements must be met, however, an agency may develop more in-depth or restrictive requirements.

1. The Agency must develop policy and/or procedures for staff providing eligible FF prevention services that include at minimum:
 - a. A timeframe in which the staff must attempt to contact the family;
 - b. Requirements for the development of the prevention plan (also known as the Service Array window in UNITY)
 - c. Requirements for the staff to document progress updates at minimum every 30 days and at case closure;
 - d. Requirements for the staff to complete the risk assessment to determine a child remains at risk for entry into foster care at minimum every 90 days and at case closure;
 - e. Requirements that staff are trained in mandated reporting and understand the requirements of a mandated reporter, including how to make a report to the Agency;
 - f. Who is responsible for entering and approving Service Authorizations in UNITY (and/or the external application);
 - g. What agency staff will be responsible to complete the redetermination of a child's eligibility for FF prevention services no sooner than 11 months and before the 12th month since the first eligibility determination;
 - h. What the staff must do when:
 - i. They are unable to accept a child/family for FF prevention services;
 - ii. There are concerns for child safety, abuse or neglect, that require a report to be made to the intake hotline;
 - iii. They are unsuccessful in making contact with the family
 - iv. The family declines or terminates FF prevention services; and
 - v. The child is no longer eligible for services under the FFPSA and the case closure process.
 - i. Any data collection required for monitoring model fidelity of the EBP including collection and submission of CQI data, fidelity data, and if applicable, evaluation activities and data.

Written Agreements with Community Providers to provide FFPSA services:

When the Child Welfare Agency refers families to a community-based service provider (provider) to provide FF prevention services, the Agency and the provider must have a written agreement to ensure the provider complies with FFPSA requirements and that the services will be eligible for IV-E reimbursement. The written agreement must include, at minimum:

1. Information about the provider and the EBP(s) they will offer:
 - a. Name of the program
 - b. Description of services
 - c. Target population (including identification of what criterion within the candidacy definition meet eligibility criteria for FF)
 - d. Expected Outcomes
 - i. Outcome measure(s)
 - ii. Program level outcomes
 - iii. Tools to track the program-level outcomes
 - e. Brief summary of fidelity plan requirements expected of the provider

- f. Brief summary of evaluation plan requirements expected of the provider
- g. That all providers who provide a FF prevention service are trained in mandated reporting and understand the requirements of a mandated reporter, including how to make a report to the Agency. Online mandated reporter training can be completed at mandatedreportertraining.com/Nevada.
- 2. An agreement of required documentation that providers will complete in the external application, including:
 - a. Development of the prevention plan (also known as the Service Array window in UNITY)
 - b. Completion of progress updates at minimum every 30 days and at case closure;
 - c. Completion of the risk/safety assessment at minimum every 90 days and at case closure; and
 - d. Completion of service authorizations.
- 3. Timeframes for:
 - a. When the provider must attempt to contact the family to initiate FF prevention services.
 - b. When the provider must complete documentation in the external application.
- 4. Procedures for the provider to notify the agency if:
 - a. They are unable to accept a child/family for FF prevention services.
 - b. There are concerns for child safety, abuse or neglect, that require a report to be made to the intake hotline.
 - c. The provider is unsuccessful in making contact with the family.
 - d. The family declines or terminates FF prevention services with the provider.
 - e. The child requires a redetermination of their eligibility for prevention services as they are approaching twelve (12) months since the original eligibility determination date and the risk of the child entering foster care remains high despite the provision of services. The agency must complete the redetermination and communicate to the provider whether the child is eligible for another 12 months.
 - f. The child is no longer eligible for services under the FFPSA and the case closure process.
- 5. Procedures for monitoring model fidelity of the EBP including collection and submission of CQI data, fidelity data and, if applicable, evaluation activities and data.

Monitoring FFPSA Services

- 1. If the case is opened to the child welfare agency and the child and family receive FF prevention services, the caseworker must monitor the services through the collection of enough information necessary that will inform the child’s and/or parent/caregiver’s progress towards case plan goals.
- 2. If there is no open case with the child welfare agency and the child and family receive FF prevention services, the agency must monitor the risk assessment completed at 90-day intervals and case closure by providers. Monitoring must include:
 - a. Ensuring the provider completes the risk assessment at 90-day intervals and case closure.
 - b. Ensuring that a report is made to the intake hotline when the provider identifies that there was a concern of abuse or neglect.

Timeline:

Requirements:	Starting Date:	Deadline:	Responsible Party:	Actions to be Taken:
Screen the child for FF eligibility	When report is screened-out	3 business days	Intake worker or FF designee	Complete the eligibility screen in UNITY.
Screen the child for FF eligibility during an open case if the child is not in foster care	After each assessment (PDA, NIA, PCFA, and PCPA)	At completion of the assessment	Assigned caseworker or FF designee	Complete the eligibility screen in UNITY Once a child is determined eligible, the caseworker does not need to continue screening for eligibility

Refer FF eligible child's family for FF prevention service(s)	Once child is determined eligible for FF prevention services	Within five (5) business days	Intake worker, assigned caseworker or FF designee	Complete referral to FF eligible service
Develop Prevention Plan (aka Service Array window)	When the family accepts services	Within five (5) business days	Individual providing FF prevention services	Completion of Service Array in UNITY or external portal
Complete progress updates	When the family accepts services	Every 30 days	Individual providing FF prevention services	
Complete risk assessment	Once child is determined eligible for FF prevention services	Every 90 days and at case closure	Individual providing FF prevention services	Completion of the risk assessment in UNITY or the external portal
Redetermination of FF eligibility for child	11 months after child determination that child was eligible for FF prevention services	12 months	Assigned caseworker or FF designee	The staff must complete the eligibility screen in UNITY and determine if the child is eligible for another 12 months
Monitor FF prevention services if case is opened to child welfare agency	When developing and updating case plan	At completion of case plan	Assigned caseworker	The caseworker must attempt to get enough information necessary to inform of the child's and/or parent's/caregiver(s) progress
Monitor of FF prevention services if case is not opened to child welfare agency	When the family accepts services		Designated staff	Check to ensure risk assessments completed every 90 days and at case closure Check to ensure reports are made to the intake hotline when there are concerns of abuse or neglect

Documentation:

Case File Documentation (paper)

File Location	Data Required
• N/A	• N/A

UNITY Documentation (electronic)

Applicable UNITY Screen	Data Required
• Intake Form INT200	• Primary form to complete Intake Assessment
• FF Eligibility Window	• Determination of eligibility for prevention services
• Service Array CFS067	• Documentation of services
• Service Authorization Request CFS193	• Request a Service Authorization
• Service Authorization Approval CFS194	• Approve a Service Authorization

JURISDICTIONAL ACTION

Development of Internal Policies and/or procedures:

Agencies which provide child welfare services must develop internal policies and procedures if they intend for Agency staff to provide prevention services with the minimum requirements outlined in this policy. Agencies must also develop written agreements with external providers who will be providing prevention services with the minimum requirements outlined in this policy. Agencies may choose to be more descriptive of procedures and more restrictive with requirements in their policies and written agreements.

Timelines: Adhere to timelines in policies and/or procedures

Supervisory Responsibility: Agency Supervisors are expected to ensure staff adhere to this statewide policy and any internal policies and/or procedures regarding prevention services.

STATE RESPONSIBILITIES

The State will provide technical assistance regarding program development and implementation to the child welfare agencies.

POLICY CROSS REFERENCE

N/A

History and Updates: This Policy is a new policy.

ATTACHMENTS

None