

Joe Lombardo
Governor



Richard Whitley, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



Marla McDade
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Administrator

MTL # 1601 – 12162024

TO: Frank Prado, Director – Clark County Family Services
Laurie Jackson, Social Services Manager V – DCFS RRCW - District Offices
Ryan Gustafson, Division Director – Washoe County Human Services Agency

FROM: Betsey Crumrine, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization:

1601 Child Welfare Agency Improvement Plans

This policy is/was effective: 12/16/2024

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # _____ - _____ Policy Name: _____
- This policy has been revised. Please see below for the type of revision:
 - This is a significant policy revision. Please review this policy in its entirety.
 - This is a minor policy revision: (List page number & summary of change):
 - A policy form has been revised: (List form, page number and summary of change):
- This policy has been reviewed for statewide compliance.

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies> Please check the table of contents on this page for the link to the chapter you are interested in.

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1601 Child Welfare Agency Improvement Plans

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide policy <input type="checkbox"/> Administrative policy <input type="checkbox"/> DCFS Rural Region policy	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Modified policy <input type="checkbox"/> This policy supersedes:
Date Policy Effective:	09/12/13
Attorney General Representative Review:	NA
DCFS Deputy Administrator Review:	12/16/2024
DMG Original Approval	N/A
DMG Review:	N/A

STATEMENT OF PURPOSE

Policy Statement and Purpose: The Division of Child and Family Services (DCFS) shall administer a program requiring Agency Improvement Plans (AIP) from each agency which provides child welfare services within Nevada. To encourage continual improvement in child welfare agency practice, each agency is required to submit a biennial Agency Improvement Plan (AIP). DCFS is required to report annually to the Governor on the progress that is being made by each child welfare agency.

AUTHORITY

NRS: [NRS 432B.216](#); [NRS 432B.218](#); [NRS 432B.2155](#)

DEFINITIONS

Administrator: The Administrator of the Division of Child and Family Services.

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".

Deputy Administrator (DA): Deputy Administrator for the Division of Child and Family Services.

Director: Child Welfare Agency Director in a county whose population is 100,000 or more.

STANDARDS/PROCEDURES

1. On or before January 1 of every odd numbered year, the child welfare agencies shall submit a biennial Agency Improvement Plan (AIP) to the Division of Child and Family Services (DCFS) that must include the following.
 - a. Description of the improvement goal,
 - b. Solicitation method for public input on proposed improvement plan,
 - c. Summary of any public input received,
 - d. Measurable performance goals for improving the safety, permanency and well-being of the children in the care of the agency,
 - e. Specific, measurable objectives and strategies of the performance goals,
 - f. Baseline data regarding the current status of the issue,

- g. Identification of data that will be used for ongoing evaluation of success, and
- h. Anticipated or expected outcomes in quantifiable terms (e.g., amounts, percentages).
- i. The AIP shall be submitted first to the Family Programs Office (FPO) for review. The FPO continuous quality improvement (CQI) team will then submit the AIP to the DCFS Deputy Administrator and Administrator for final review and approval.

DCFS Administrative Responsibilities

1. The DCFS FPO CQI team will complete the initial review of the AIP. The following items must be included in the AIP and will be considered when endorsing for approval.
 - a. Inclusion of required information regarding soliciting and summarizing public input,
 - b. Identification of goals and objectives,
 - c. Baseline data regarding the current status of the issue,
 - d. Explicit targets for the improvement goal,
 - e. Anticipated or expected outcome (e.g., amount, percentage),
 - f. Source of data being utilized as the baseline and method of evaluating the success of the AIP.
2. If the AIP is missing critical information or clarification is needed, the FPO CQI team will work directly with the child welfare agency providing comments and feedback to the agency, including necessary changes and a timeframe for a response.
3. Once all comments and feedback have been addressed, the FPO CQI team will forward the documents to the DCFS Deputy Administrator and Administrator for final review and approval. Once final approval is received, the FPO CQI team will maintain a copy of the AIPs for inclusion in the annual report to the Governor.
4. If DCFS determines that corrective action is appropriate based on any activities relating to the AIP, they shall follow the guidelines in [NRS 432B.2155](#) including the assignment of a corrective action plan and potential financial penalties.

Child Welfare Agency Responsibilities to Provide Progress Updates on AIP

1. On or before December 31 of each year the child welfare agencies will submit data to the DCFS FPO CQI team demonstrating progress towards their specified performance target(s).
2. The DCFS FPO CQI team will verify the validity of the data and save the information for inclusion in the annual report to the Governor.

DCFS Administration Responsibilities to Prepare an Annual Report to the Governor

1. On or before January 31 of each year the FPO CQI team will compile the information from each agency's AIP and their annual progress reporting into a report to be provided to the Governor.
2. The report shall contain, at a minimum, the following items.
 - a. Cover letter,
 - b. Introduction and summary of background and purpose of the report,
 - c. Summary of each agency's AIP,
 - d. Summary of data documenting progress towards the goals outlined in the AIP, and
 - e. Conclusion summarizing the report and any relevant findings.

JURISDICTIONAL ACTION

Development of Internal Policies: The agencies which provide child welfare services and whose population is more than 100,000 will comply with the requirements of this policy and submit the AIP before December 31 of each year.

STATE RESPONSIBILITIES

The DCFS FPO will follow the requirements outlined in the policy and work with the DCFS Deputy Administrator and Administrator in providing feedback to the child welfare agencies and completing the requirements of an annual report to the Governor by January 31 of each year.

POLICY CROSS REFERENCE

Policies: N/A

History and Updates: This policy is effective as of 09/12/13 and reviewed as of 12/16/24.

ATTACHMENTS:

N/A