

1601.0 Child Welfare Agency Improvement Plans

1601.1 Policy Approval Clearance Record

<input checked="" type="checkbox"/> State Policy	This policy supersedes: NA	Number of pages in Policy: 4
		Date Policy Effective: September 12, 2013
DCFS Administrator Approval Signature: on file	Date: September 12, 2013	Policy Lead: Jill Marano

1601.2 Statement of Purpose

1601.2.1 Policy Statement:

The Division shall administer a program requiring Agency Improvement Plans from each child welfare agency in the State.

1601.2.2 Purpose:

Senate Bill 447 from the 2011 Legislative session changed the funding structure of child welfare and moved to a block grant funding structure for child welfare agencies in counties with a population of 100,000 or more. To encourage continual improvement in child welfare agency practice, with this funding change, 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.

1601.3 Authority

NRS 432B.216; NRS 432B.218

1601.4 Definitions

1601.4.1 Administrator: Division of Child and Family Services Administrator

1601.4.2 Agency which provides child welfare services (for this policy only): means 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"

1601.4.3 Deputy Administrator (DA): Deputy Administrator for the Division of Child and Family Services

1601.4.4 Director: Child welfare agency Director in a county whose population is 100,000 or more

1601.4.5 Division: The Division of Child and Family Services (DCFS)

1601.4.6 Fiscal: The fiscal unit located within the Division of Child and Family Services

1601.4.7 NAC: Nevada Administrative Code (regulations promulgated by the Nevada Revised Statutes)

1601.4.8 NRS: Nevada Revised Statutes (as enacted by the Nevada Legislature)

1601.4.9 State: The Family Programs Office (FPO) at the Division of Child and Family Services

1601.5 Procedures

1601.5.1 Child Welfare Agency Submission

A.) January 1st of every odd year, the child welfare agencies submit an Agency Improvement Plan (AIP) to the Division of Child and Family Services (DCFS) that must include:

- Solicitation method for public input on proposed improvement plan,
- Summary of any public input received,
- Explicit performance targets for improving the safety, permanency and well-being of the children in the care of the agency, and
- The child welfare agency's approach to achieve identified performance targets including specific strategies that will be used.

1601.5.2 DCFS Administration Responsibilities

A.) The AIP MUST be received by the DCFS Administrator

B.) Administrator will place their initials on the bottom right corner of the AIP with the date of receipt.

C.) Administrator will forward the entire AIP to the Child Welfare Deputy Administrator for review. The Quality Assurance/Quality Improvement (QA/QI) Unit of FPO will complete a review of the AIP. The following items must be included in the AIP to qualify it as approvable and must be considered when determining approvability:

- Inclusion of required information regarding soliciting and summarizing public input
- Description of the AIP
- Identification of goals and objectives
- Baseline data regarding the current status of the issue
- Explicit targets for the improvement goal
- Anticipated/expected outcome (amount, percentage, etc.)
- Source of data being utilized as the baseline and ongoing/method of evaluating the success of the AIP

1. If the AIP is missing critical information or clarification is needed, the QA/QI unit will review with the Child Welfare Deputy Administrator, who will send back to the child welfare agency, through the Administrator, comments for the child welfare agency on necessary changes and a timeframe for a response.
2. Once approved, the QA/QI unit will maintain a copy of each AIP for inclusion in the annual report to the Governor.

1601.5.3 Child Welfare Agency Responsibilities to provide progress on AIP

- A.) On or before December 31st of each year the child welfare agencies will submit data to the Administrator of DCFS demonstrating progress towards their specified performance target(s).
- B.) The Administrator will forward the data to the Child Welfare Deputy Administrator, who will send the information to the FPO QA/QI unit to:
 - 1. Verify the validity of the data, and
 - 2. Save the information, for inclusion in the Annual Report to the Governor.

1601.5.4 DCFS Administration Responsibilities to prepare an Annual Report to the Governor

- A.) On or before January 31st of every year the FPO QA/QI unit will assemble the information from each agency’s AIP and their annual data into a report to be provided to the Governor.
 - 1. The report shall contain, at a minimum:
 - 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
 - e. Conclusion summarizing the report and any relevant findings

1601.5.2 Timelines:

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
2-year Agency Improvement Plan	January 1 st of each odd numbered year	January 1 st 2013	Local Child Welfare agency	N/A
Annual data/progress report	Annually, by December 31 st of each year	December 31 st , 2013	Local Child Welfare agency	N/A
DCFS Report to Governor	Annually, by January 31 st of each year	January 31 st , 2013	DCFS Family Programs Office	N/A

1601.8 Policy Cross Reference

1601.8.1 Policies: N/A

1601.9 Attachments

1601.8.1 A – Child Welfare Local Agency Improvement Plan Chart (PDF)
