

Joe Lombardo  
Governor



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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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MTL # 1602 – 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:

### 1602 Child Welfare Incentive Funds

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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## 1602 Child Welfare Incentive Funds

### Policy Approval Clearance Record

<input checked="" type="checkbox"/> <b>Statewide policy</b> <input type="checkbox"/> <b>Administrative policy</b> <input type="checkbox"/> <b>DCFS Rural Region policy</b>	<input type="checkbox"/> <b>New policy</b> <input checked="" type="checkbox"/> <b>Modified policy</b> <input type="checkbox"/> <b>This policy supersedes:</b>
<b>Date Policy Effective:</b>	07/01/13
<b>Attorney General Representative Review:</b>	06/13/16
<b>DCFS Deputy Administrator Review:</b>	12/16/2024
<b>DMG Original Approval</b>	07/01/13
<b>DMG Review:</b>	09/02/16

### STATEMENT OF PURPOSE

**Policy Statement and Purpose:** The Division of Child and Family Services (DCFS) shall administer a program to award incentive payments to an agency which provides child welfare services in a county whose population is 100,000 or more. The purpose of this policy is to outline the requirements of the incentive payment program and the process and procedure for DCFS to receive, review, and approve incentive applications.

### AUTHORITY

**NRS:** [NRS 432B.2165](#); [NRS 432B.217](#); [NRS 432B.2175](#)

### DEFINITIONS

**Administrator:** The Administrator of the Division of Child and Family Services (DCFS).

**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".

**Baseline Data:** A minimum or starting point used for comparisons.

**Benchmark:** A standard or point of reference against which things may be compared or assessed.

**CCFS:** Clark County Family Services.

**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.

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

**SMART Goal:** A process of developing criteria-based goals that are specific, measurable, achievable, realistic and time-limited.

**WCHSA:** Washoe County Human Services Agency.

## **STANDARDS/PROCEDURES**

**Child Welfare Agency Application Submission:** On or before May 1 of each year, an agency that provides child welfare services may submit an application to DCFS for an incentive payment. The application for an incentive payment, if submitted, shall include the information listed below.

1. A description of the SMART goal or goals that the agency agrees to achieve by June 30 of the following year. Each SMART goal must clearly describe:
  - a. The objectives of each goal.
  - b. The target population, if applicable.
  - c. Definitions of relevant data elements/terms.
  - d. The proposed intervention strategies to improve performance.
  - e. The date ranges within which the agency plans to implement the intervention strategy.
  - f. The methods used to measure performance toward each goal; and,
  - g. The benchmark that the agency will use to verify that the goal is met.
2. Baseline data, supporting the need to achieve the identified SMART goals. For the purposes of this policy, the baseline data must include:
  - a. Description of what was measured.
  - b. Definitions of relevant terms and data elements.
  - c. A description of methods used to calculate performance, if applicable.
  - d. The source of data used to measure the baseline.
  - e. The date ranges used to establish the baseline.
  - f. Goals that use prospective baseline data will not be accepted.
3. The dollar amount requested by the agency for each goal or project.
4. An estimate of the percentage of the goals established in the prior incentive application that will be achieved by the agency by June 30 of the current state fiscal year.
5. The application shall be submitted to the DCFS Administrator.

### **DCFS Administration Responsibilities:**

1. The DCFS Administrator will place their initials and the date of receipt on the bottom right corner of the application.
2. The DCFS Administrator will forward the entire application to the child welfare Deputy Administrator for review and assessment.
  - a. The child welfare Deputy Administrator shall review the application to ensure that it is complete according to the requirements outlined in this policy.
  - b. The application shall be approved if it contains all the relevant criteria.
  - c. If the application is not approved, the DCFS Deputy Administrator will notify the child welfare agency in writing of the specific deficiencies in the application. The child welfare agency will have 30 days from the written notice to resubmit the application.
  - d. If the application is approved, the Deputy Administrator will send the application, the completed invoice, a memo signed by the DCFS Administrator indicating the application has been approved, and the amount to be awarded, to the Fiscal Deputy Administrator.
3. Upon approval of the application, DCFS shall, to the extent that money has been made available for that purpose, award an incentive payment to the child welfare agency for the fiscal year beginning on July 1. The award will follow the year in which the application is submitted in an amount not to exceed a percentage of the amount awarded for the current fiscal year. The amount of an incentive payment that may be awarded for the next fiscal year must be determined by multiplying the amount awarded for the current fiscal year by the percentage point of completion of the SMART goal established for the current fiscal year, up to a maximum of 100 percent of the amount of the incentive payment awarded for the current fiscal year. Once the amount is determined, the Fiscal Deputy Administrator will release the approved incentive funds to the appropriate child welfare agency.

4. Under no circumstances shall DCFS Fiscal release the incentive payment without the Administrator's memo accompanied with an approved application, and the completed invoice from the Fiscal Deputy Administrator.
5. Applications will not be accepted after May 1 of each year.

**Child Welfare Agency Responsibilities to Provide Evidence of SMART Goal Achievement:** On or before September 1 of each year, the child welfare agency shall submit a report to the DCFS Administrator that demonstrates if the SMART goal established for the prior fiscal year was achieved, and if not, the percentage of the SMART goal that was achieved by June 30 of the fiscal year in which incentive payment was awarded.

1. For the purposes of this policy, the report should include the following:
  - a. The objectives of each SMART goal.
  - b. The target population, if applicable.
  - c. Baseline data.
  - d. Description of what was measured.
  - e. The methods used to measure performance of each SMART goal.
  - f. The benchmark that the agency used to verify the SMART goal is met.
  - g. The total performance toward each SMART goal.
  - h. The source of data used to measure the performance.

**DCFS Administration Responsibilities to Measure Progress Achieved for Previous Fiscal Year:**

1. The DCFS Administrator will forward the entire child welfare agency report packet to the DCFS Deputy Administrator who will determine if the project was successfully achieved or not. If the project was not achieved completely, the percentage of completion will be evaluated.
  - a. If the report is missing critical information, or if clarification is needed, the Deputy Administrator will notify the child welfare agency in writing of the specific deficiencies in the report and allow the agency to provide additional information or clarification within 30 days of receipt of the written notice.
2. The DCFS Deputy Administrator will ensure the validity of the data is authenticated.
3. The DCFS Deputy Administrator will send notification to the Fiscal Deputy Administrator indicating the findings of the analysis and the incentive amount earned.
  - a. If a greater percent than estimated was achieved, DCFS will increase the incentive up to 100%, if 100% was not requested in the approved application.
  - b. If a lower percent than estimated was achieved, the child welfare agency shall reimburse DCFS comparable to the percentage not achieved.

**JURISDICTIONAL ACTION**

The child welfare agencies in counties whose population is more than 100,000 will comply with the requirements of this policy and submit incentive applications by May 1 of each year.

**STATE RESPONSIBILITIES**

The DCFS Administrator and Deputy Administrator will review incentive applications by required deadlines and provide incentive payments for approved applications.

**POLICY CROSS REFERENCE**

**Policies:** N/A

**ATTACHMENTS**

FPO 0602A – Incentive Payment Program Chart