



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

DATE: April 1, 2016

TO: Regional Managing Directors

THROUGH: David Fairbanks, Deputy Secretary

FROM: Janice Thomas, Assistant Secretary for Child Welfare
Wicki Abrams, Assistant Secretary for Operations

SUBJECT: Annual Progress and Services Report

PURPOSE: The purpose of this memorandum is to request the Regions and Community-Based Care Lead Agencies provide information for the Annual Progress and Services Report (APSR). As you know, the Department is required to submit the APSR to the Administration for Children and Families (ACF) in order to receive federal funding.

BACKGROUND: A primary purpose of the Child and Family Services Plan (CFSP) and the APSR is the integration of the programs that serve children and families into a continuum of services for children and their families. These include Title IV-B, Subpart 1 (Child Welfare Services) and Subpart 2 (Promoting Safe and Stable Families); the Child Abuse Prevention and Treatment Act (CAPTA); the Chafee Independent Living Program and Educational Training Voucher (ETV) Program; and the Title IV-B/IV-E Training Plan. The APSR is an interim review of the progress made toward accomplishing the goals and objectives in the CFSP based on updated information and data.

This is the second annual report on the implementation of the Child and Family Services Plan for 2015 – 2019. The CFSP and APSR are posted on the Department's Intranet and on Florida's Center for Child Welfare and will assist as you report on the accomplishments and progress during the fiscal year, October 1, 2014 through September 30, 2015.

<http://www.dcf.state.fl.us/fsp/newpages/fsmain.shtml>

<http://centerforchildwelfare.fmhi.usf.edu/Publications/ChildFamilyServicesPlan.shtml>

ACTION REQUIRED: Each Region should collaborate with the CBC Lead Agencies and Sheriff Grantees to coordinate a single response and submit to Sallie Bond in the Office of Child Welfare via email at sallie.bond@myflfamilies.com. This request is a federal requirement and falls within 1.5.1.1 of the CBC Services Template. The following information is needed:

- Identify point of contact to coordinate local responses and forward contact name to Headquarters lead, Sallie Bond at sallie.bond@myflfamilies.com by April 6, 2016.
- Provide information as outlined below no later than April 22, 2016 in order to meet the federal deadline for APSR submission.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

1. **Input from each Region (including DCF region staff, community-based care and sheriffs, and other local partners/stakeholders) plays a significant role in the APSR.** Please provide a broad overview of the child welfare system of care within the Region including the current situation, direction, progress, accomplishments and forward looking intent for child welfare program operations. (This is a Region wide perspective.)
2. **Assessment of Performance.** Summarize the Region and CBC strengths and concerns with its progress, particularly on the federal child and family outcomes.
3. **Continuum of Service and Practice.** Please describe:
 - a. The basic components of the local continuum of services, and what you consider unique.
 - b. How services are coordinated within the local child welfare system of care and with other services serving this population.
 - c. The evidence-based, best/promising, and/or emerging practices that are used or planned.
 - d. The major initiatives related to the service array that are underway or planned for the near future, particularly in reference to addressing or sustaining performance on child and family outcomes and filling any identified gaps. Focus areas could include health, education, training, trauma-informed services, and placement stability.
 - e. Elements of the local service array for particular focus populations, such as children under age 5, or practices dealing with particular needs, such as medically needy/complex families.
 - f. Local initiatives related to permanency and well-being.
4. **Collaboration.** Summarize who the major partners in local service delivery and other stakeholders are and how they are engaged. Of particular interest – courts, tribes, foster and adoptive parents, schools, substance abuse/mental health, domestic violence, youth advocacy, and the guardians ad litem.
5. **Oversight.** Describe how the Region and CBC use continuous quality improvement (CQI) and other information to inform and change practice – qualitatively and quantitatively.

CONTACT INFORMATION: Please contact Sallie Bond, Office of Child Welfare, at (850) 717-4657 or by email sallie.bond@mylifamilies.com or Eleese Davis, Continuous Quality Improvement Manager at Eleese.Davis@mylifamilies.com.

cc: Grainne O'Sullivan, Director of Children's Legal Services
Family and Community Services Directors
Contract Managers