



# Child and Family Services Reviews

## Summary of Findings Form

January 2007



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Administration on Children, Youth and Families  
Children's Bureau

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## **Introduction**

During the onsite review, each local review team completes a Summary of Findings Form. The Form includes sections for each of the three outcome areas and each of the seven systemic areas being reviewed. For each outcome listed, subsections are provided to record the number of cases reviewed by the team according to the degree to which the outcome was determined by the reviewers to be achieved, followed by a list of each indicator used to evaluate the outcome. For each systemic factor listed, subsections are provided to record the State's substantial conformity, or lack thereof, followed by the State plan requirements used to evaluate each systemic factor.

The form also includes sections used to record areas determined by the review team to be operating in substantial conformity with applicable State plan requirements and those determined not to be in substantial conformity. At the conclusion of the review, the Team Leader compiles the forms from the local sites into one form.

The Summary of Findings Form is designed to:

- Provide a format for each local onsite review team to identify its collective findings based on the activities conducted by the team in a particular review site.
- Provide a format for recording information obtained during the onsite review applicable to the outcomes and systemic factors being reviewed, including information obtained from case reviews and stakeholder interviews.
- Provide a format for all the local review teams to consolidate their information into one comprehensive report to the State agency.
- When completed, following the onsite review, serve as the final report of the review to the State agency that includes the summary of the review findings and the determination of substantial conformity.

## **Instructions**

Each review team member should receive a copy of the form that includes the Preliminary Assessment information. However, each local review team will submit only one completed form that includes the results of the local team's findings of the onsite review as compiled at the local team's final debriefing. The Local Site Leader must ensure that the form is completed and submitted by the end of the onsite review. For each outcome (sections I–III), the team should record the number of cases they reviewed in which that particular outcome was determined to be substantially achieved, partially achieved, or not achieved or addressed by the agency under review. Each systemic factor (sections IV–X) should be marked by the team as in substantial conformity with State plan requirements or not in substantial conformity.

Each performance indicator (items 1–45) following the outcomes and systemic factors should be judged by the team as primarily a strength or primarily an area needing improvement, recognizing there may be some identified strengths and needs within any one indicator. The basis for rating each performance indicator should be specific, should substantiate the rating, and should note the source of the information, i.e., case reviews, stakeholder interviews, or the self-assessment.

In the debriefing of the State Review Team near the conclusion of the onsite review, the team should complete one consolidated form that incorporates the findings of each local team and includes and addresses each section of the Preliminary Assessment. The team should complete the final section of the form (section XI), indicating those areas determined to be operating in substantial conformity with applicable requirements and those areas not in substantial conformity. The team will identify the specific performance indicators needing improvement in each area determined not to be in substantial conformity, to assist the State in developing its Program Improvement Plan. Following the onsite review, the Children's Bureau Regional Office Review Team Leader will refine and supplement the form as needed, verify the areas of nonconformity, and submit the completed form to the State agency as the Final Report of the review.

## General Information

**State:**

**Date of Onsite Review:**

**Children's Bureau Program Specialist:**

**Select One:**

- State Summary of Findings Form

State Team Leaders:

- Local Site Summary of Findings Form

Site:

Local Site Leaders:

**I. SAFETY**

**Outcome S1: Children are, first and foremost, protected from abuse and neglect.**

<b>Number of cases reviewed by the team according to degree of outcome achievement:</b>					
	<b>Team 1</b>	<b>Team 2</b>	<b>Team 3</b>	<b>Total Number</b>	<b>Total Percentage</b>
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					
<b>Conformity of statewide data indicators with national standards:</b>					
	<b>National Standard</b>	<b>State's Percentage</b>	<b>Meets Standard</b>	<b>Does Not Meet Standard</b>	
Absence of Maltreatment Recurrence					
Absence of Child Abuse and/or Neglect in Foster Care					

**Item 1. Timeliness of initiating investigations of reports of child maltreatment**

Strength     Area Needing Improvement

Basis:

**Item 2. Repeat maltreatment**

- Strength     Area Needing Improvement

Basis:

**Outcome S2: Children are safely maintained in their homes whenever possible and appropriate.**

<b>Number of cases reviewed by the team according to degree of outcome achievement:</b>					
	<b>Team 1</b>	<b>Team 2</b>	<b>Team 3</b>	<b>Total Number</b>	<b>Total Percentage</b>
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

**Item 3. Services to family to protect child(ren) in the home and prevent removal or re-entry into foster care**

- Strength     Area Needing Improvement

Basis:

**Item 4. Risk assessment and safety management**

- Strength     Area Needing Improvement

Basis:

**II. PERMANENCY**

**Outcome P1: Children have permanency and stability in their living situations.**

<b>Number of cases reviewed by the team according to degree of outcome achievement:</b>					
	<b>Team 1</b>	<b>Team 2</b>	<b>Team 3</b>	<b>Total Number</b>	<b>Total Percentage</b>
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					
<b>Conformity of statewide data indicators with national standards:</b>					
	<b>National Standard</b>	<b>State's Percentage</b>	<b>Meets Standard</b>	<b>Does Not Meet Standard</b>	
Timeliness and Permanency of Reunifications					
Timeliness of Adoptions					
Achieving Permanency for Children in Foster Care					
Placement Stability					

**Item 5. Foster care re-entries**

Strength     Area Needing Improvement

Basis:

**Item 6. Stability of foster care placement**

- Strength     Area Needing Improvement

Basis:

**Item 7. Permanency goal for child**

- Strength     Area Needing Improvement

Basis:

**Item 8. Reunification, Guardianship, or Permanent Placement With Relatives**

- Strength     Area Needing Improvement

Basis:

**Item 9. Adoption**

Strength     Area Needing Improvement

Basis:

**Item 10. Other planned permanent living arrangement**

Strength     Area Needing Improvement

Basis:

**Outcome P2: The continuity of family relationships and connections is preserved for children.**

<b>Number of cases reviewed by the team according to degree of outcome achievement:</b>					
	<b>Team 1</b>	<b>Team 2</b>	<b>Team 3</b>	<b>Total Number</b>	<b>Total Percentage</b>
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

**Item 11. Proximity of foster care placement**

- Strength     Area Needing Improvement

Basis:

**Item 12. Placement with siblings**

- Strength     Area Needing Improvement

Basis:

**Item 13. Visiting with parents and siblings in foster care**

- Strength     Area Needing Improvement

Basis:

**Item 14. Preserving connections**

- Strength     Area Needing Improvement

Basis:

**Item 15. Relative placement**

- Strength     Area Needing Improvement

Basis:

**Item 16. Relationship of child in care with parents**

- Strength     Area Needing Improvement

Basis:

### III. CHILD AND FAMILY WELL-BEING

**Outcome WB1: Families have enhanced capacity to provide for their children's needs.**

Number of cases reviewed by the team according to degree of outcome achievement:					
	Team 1	Team 2	Team 3	Total Number	Total Percentage
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

#### Item 17. Needs and services of child, parents, foster parents

Strength     Area Needing Improvement

Basis:

#### Item 18. Child and family involvement in case planning

Strength     Area Needing Improvement

Basis:

**Item 19. Caseworker visits with child**

- Strength     Area Needing Improvement

Basis:

**Item 20. Caseworker visits with parents**

- Strength     Area Needing Improvement

Basis:

**Outcome WB2: Children receive appropriate services to meet their educational needs.**

<b>Number of cases reviewed by the team according to degree of outcome achievement:</b>					
	<b>Team 1</b>	<b>Team 2</b>	<b>Team 3</b>	<b>Total Number</b>	<b>Total Percentage</b>
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

**Item 21. Educational needs of the child**

- Strength     Area Needing Improvement

Basis:

**Outcome WB3: Children receive adequate services to meet their physical and mental health needs.**

<b>Number of cases reviewed by the team according to degree of outcome achievement:</b>					
	<b>Team 1</b>	<b>Team 2</b>	<b>Team 3</b>	<b>Total Number</b>	<b>Total Percentage</b>
Substantially Achieved:					
Partially Achieved:					
Not Achieved or Addressed:					
Not Applicable:					

**Item 22. Physical health of the child**

- Strength     Area Needing Improvement

Basis:

**Item 23. Mental/behavioral health of the child**

- Strength     Area Needing Improvement

Basis:

**IV. STATEWIDE INFORMATION SYSTEM**

<b>Rating of Review Team Regarding Substantial Conformity</b>				
<b>Rating</b>	<b>Not in Substantial Conformity</b>		<b>Substantial Conformity</b>	
	1	2	3	4

**Item 24. The State is operating a statewide information system that, at a minimum, can readily identify the legal status, demographic characteristics, location, and goals for the placement of every child who is (or within the immediately preceding 12 months, has been) in foster care.**

Strength     Area Needing Improvement

Basis:

**V. CASE REVIEW SYSTEM**

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

**Item 25. The State provides a process that ensures that each child has a written case plan to be developed jointly with the child’s parent(s) that includes the required provisions.**

Strength     Area Needing Improvement

Basis:

**Item 26. The State provides a process for the periodic review of the status of each child, no less frequently than once every 6 months, either by a court or by administrative review.**

Strength     Area Needing Improvement

Basis:

**Item 27. The State provides a process that ensures that each child in foster care under the supervision of the State has a permanency hearing in a qualified court or administrative body no later than 12 months from the date the child entered foster care and no less frequently than every 12 months thereafter.**

Strength     Area Needing Improvement

Basis:

**Item 28. The State provides a process for termination of parental rights proceedings in accordance with the provisions of the Adoption and Safe Families Act.**

Strength     Area Needing Improvement

Basis:

**Item 29. The State provides a process for foster parents, pre-adoptive parents, and relative caregivers of children in foster care to be notified of, and have an opportunity to be heard in, any review or hearing held with respect to the child.**

Strength     Area Needing Improvement

Basis:

**VI. QUALITY ASSURANCE SYSTEM**

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

**Item 30. The State has developed and implemented standards to ensure that children in foster care are provided quality services that protect the safety and health of the children.**

Strength     Area Needing Improvement

Basis:

**Item 31. The State is operating an identifiable quality assurance system that is in place in the jurisdictions where the services included in the Child and Family Services Plan are provided, evaluates the quality of services, identifies strengths and needs of the service delivery system, provides relevant reports, and evaluates implemented program improvement measures.**

Strength     Area Needing Improvement

Basis:

**VII. STAFF AND PROVIDER TRAINING**

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

**Item 32. The State is operating a staff development and training program that supports the goals and objectives in the Child and Family Services Plan, addresses services provided under titles IV-B and IV-E, and provides initial training for all staff who deliver these services.**

Strength     Area Needing Improvement

Basis:

**Item 33. The State provides for ongoing training for staff that addresses the skills and knowledge base needed to carry out their duties with regard to the services included in the Child and Family Services Plan.**

Strength     Area Needing Improvement

Basis:

**Item 34. The State provides training for current or prospective foster parents, adoptive parents, and staff of State licensed or approved facilities that care for children receiving foster care or adoption assistance under title IV-E that addresses the skills and knowledge base needed to carry out their duties with regard to foster and adopted children.**

Strength     Area Needing Improvement

Basis:

**VIII. SERVICE ARRAY AND RESOURCE DEVELOPMENT**

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

**Item 35. The State has in place an array of services that assess the strengths and needs of children and families and determine other service needs, address the needs of families in addition to individual children in order to create a safe home environment, enable children to remain safely with their parents when reasonable, and help children in foster and adoptive placements achieve permanency.**

Strength     Area Needing Improvement

Basis:

**Item 36. The services in item 35 are accessible to families and children in all political jurisdictions covered in the State’s Child and Family Services Plan.**

Strength     Area Needing Improvement

Basis:

**Item 37. The services in item 35 can be individualized to meet the unique needs of children and families served by the agency.**

Strength     Area Needing Improvement

Basis:

**IX. AGENCY RESPONSIVENESS TO THE COMMUNITY**

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

**Item 38. In implementing the provisions of the Child and Family Services Plan, the State engages in ongoing consultation with tribal representatives, consumers, service providers, foster care providers, the juvenile court, and other public and private child- and family-serving agencies and includes the major concerns of these representatives in the goals and objectives of the Child and Family Services Plan.**

Strength     Area Needing Improvement

Basis:

**Item 39. The agency develops, in consultation with these representatives, Annual Progress and Services Reports pursuant to the Child and Family Services Plan.**

Strength     Area Needing Improvement

Basis:

**Item 40. The State's services under the Child and Family Services Plan are coordinated with services or benefits of other Federal or federally assisted programs serving the same population.**

Strength     Area Needing Improvement

Basis:

**X. FOSTER AND ADOPTIVE PARENT LICENSING, RECRUITMENT, AND RETENTION**

Rating of Review Team Regarding Substantial Conformity				
Rating	Not in Substantial Conformity		Substantial Conformity	
	1	2	3	4

**Item 41. The State has implemented standards for foster family homes and child care institutions that are reasonably in accord with recommended national standards.**

Strength     Area Needing Improvement

Basis:

**Item 42. The standards are applied to all licensed or approved foster family homes or child care institutions receiving title IV-E or IV-B funds.**

Strength     Area Needing Improvement

Basis:

**Item 43. The State complies with Federal requirements for criminal background clearances as related to licensing or approving foster care and adoptive placements and has in place a case planning process that includes provisions for addressing the safety of foster care and adoptive placements for children.**

Strength     Area Needing Improvement

Basis:

**Item 44. The State has in place a process for ensuring the diligent recruitment of potential foster and adoptive families who reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed.**

Strength     Area Needing Improvement

Basis:

**Item 45. The State has in place a process for the effective use of cross-jurisdictional resources to facilitate timely adoptive or permanent placements for waiting children.**

Strength     Area Needing Improvement

Basis:

## XI. DETERMINATION OF SUBSTANTIAL CONFORMITY

For each outcome and systemic factor listed below, mark “Y” where the State is determined to be in substantial conformity and “N” where the State is determined not to be in substantial conformity. For each outcome or systemic factor marked “N,” place a check beside the performance indicator, listed by item number in this form, that has been determined to be an area needing improvement.

### Safety

- Outcome S1  
 Item 1  
 Item 2  
 Outcome S2  
 Item 3  
 Item 4

### Permanency

- Outcome P1  
 Item 5  
 Item 6  
 Item 7  
 Item 8  
 Item 9  
 Item 10  
 Outcome P2  
 Item 11  
 Item 12  
 Item 13  
 Item 14  
 Item 15  
 Item 16

### Child and Family Well-Being

- Outcome WB1  
 Item 17  
 Item 18  
 Item 19  
 Item 20  
 Outcome WB2  
 Item 21  
 Outcome WB3  
 Item 22  
 Item 23

### Systemic Factors

- Statewide Information System  
 Item 24  
 Case Review System  
 Item 25  
 Item 26  
 Item 27  
 Item 28  
 Item 29

### Quality Assurance System

- Item 30  
 Item 31

### Staff and Provider Training

- Item 32  
 Item 33  
 Item 34

### Service Array and Resource Development

- Item 35  
 Item 36  
 Item 37

### Agency Responsiveness to the Community

- Item 38  
 Item 39  
 Item 40

### Foster and Adoptive Parent Licensing, Recruitment, and Retention

- Item 41  
 Item 42  
 Item 43  
 Item 44  
 Item 45