District of Columbia Child and Family Services Agency (CFSA)
Title IV-E Foster Care Eligibility
Program Improvement Plan (PIP)

ID	IV-E Issue	Explanation	Goals/Outcomes for Program Improvement	Action Steps	Responsible Parties	Completion Date	Evidence of Completion
1	Unallowable Program Costs	CFSA made duplicate foster care maintenance payments for the same child on the same day(s). CFSA made foster care maintenance payments during a period of time when the child was in abscondence.	CFSA foster care maintenance payments will be accurately reflective of the child's actual placement for each day claimed.				
				Formally research duplicate and erroneous payment issues and abscondence tracking issue to discern cause and extent of issues, and issue formal recommendations for remedy.	OPPPS, AFO, FACES.net, BSA, PSA	End Q2	Report of Findings and Recommendations for Remedy
				Develop and implement corrective action on both issues to fiscal operations, as appropriate	AFO and BSA	End Q4	Status Report to ACF
				Develop and implement corrective action for placement/abscondence tracking to program operations, as appropriate.	PSA and OPPPS	End Q4	Status Report to ACF
				Implement FACES.net modifications, as appropriate.	FACES.net and BSA	End Q4	Status Report to ACF
2	Unallowable Program Costs	CFSA made foster care maintenance payment before the month in which all eligibility criteria were met.	Title IV-E Eligibility Determination module will assign eligibility as of the first day of the month in which all Title IV-E eligibility criteria are met.				
				Determine business requirements for FACES.net eligibility/claiming extract modifications.	FACES.net, BSA, OPPPS	End Q2	Status Report to ACF

Prepared by CFSA Office of Planning, Policy, and Program Support (OPPPS)

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AFO - Agency Fiscal Officer
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				Perform impact analysis of proposed modifications to the determination logic for Foster care, Adoption, and Guardianship claiming.	FACES.net, BSA, OPPPS	End Q2	Status Report to ACF
				Modify the FACES.net IV-E eligibility determination module to bring it into compliance with the federal requirement.	FACES.net, BSA, OPPPS	End Q4	Status Report to ACF
3	Placement and Care Responsibility	CFSA continued to make foster care maintenance payments after the child had achieved permanency through adoption or guardianship.	CFSA stops foster care maintenance payments as of the date of permanency and seamlessly initiates an adoption/guardianship subsidy case.				
				Document existing communication process between DC Family Court and CFSA regarding transmission of court orders in order to diagnose areas of inefficiency or delay.	OPPPS, PSA, BSA, Subsidy Unit, CIP	End Q1	Communication Flow Chart
				Modify communication process to improve efficiencies in transporting finalization decrees from the DC Family Court to the CFSA Adoption/Guardianship Subsidy Unit.	OPPPS, PSA, BSA, Subsidy Unit, CIP	End Q2	Status Report to ACF
				Modify FACES.net data entry protocols to ensure timely closure of foster care cases and seamless and timely initiation of Adoption/Guardianship Subsidy Cases.	FACES.net, Subsidy Unit	End Q3	Status Report to ACF
				Ensure that Adoption/Guardianship Subsidy payments are made seamlessly following closure of the foster care case in FACES.net	AFO and Subsidy Unit	End Q4	Status Report to ACF

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				Develop FACES.net management report highlighting cases where inappropriate foster care payments are being made after the focal child has achieved permanency through guardianship or adoption.	FACES.net and BSA	Q1 through Q4	Status Report to ACF
				Develop protocol for BSA use of FACES.net management reports to adjust quarterly Title IV-E Foster Care Maintenance claims to ensure that there is no claiming of inappropriate foster care maintenance payments.	OPPPS and BSA	Q4	Finalized Protocol.
4	Licensing	CFSA continued to make foster care maintenance payments to a DC who had moved to MD, but was not yet licensed by MD's standards.	Ensure that the FACES.net foster provider licensure record accurately reflects the licensure status of the provider in the state/jurisdiction in which he/she resides, so as to ensure accurate Title IV-E foster care maintenance payments.				
				Develop protocols for formal internal notifications of relocation of licensed foster parents to other jurisdictions.	Licensing Division	End Q3	Finalized Protocol.
				Formalize FACES.net data entry protocols to ensure that the licensing record accurately depicts residency and licensure status.	FACES.net and Licensing Division	End Q3	Status Report to ACF

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ID	IV-E Issue	Explanation	Goals/Outcomes for Program Improvement	Action Steps	Responsible Parties	Comple-tion Date	Evidence of Completion
				Disseminate notification and FACES.net protocols to appropriate CFSA and private agency staff.	Licensing Division, Contract Monitoring and Program Improvement Administration	End Q4	Documentation that distribution occurred.