
Checklist for 2018 APSR Due June 30, 2017

(Based on ACF-ACYF-CB-PI-17-05)

State of: _____

Region Contact Name: _____

APSRs are due JUNE 30, 2017. There are no exceptions. By this date, states are required to submit to the Regional Office:

- The 2018 APSR.
- Changes, **if any**, to the Foster and Adoptive Parent Diligent Recruitment Plan, the Health Care Oversight and Coordination Plan, the Disaster Plan, and the Training Plan.
- Updates or changes to the CAPTA State Plan (or if the state chooses, a new CAPTA State Plan) as a separate document.
- The CFS-101 forms in the Excel workbook (as provided in Attachment B of the PI), in addition to a PDF copy of the signed CFS-101 forms. **Please only use the new CFS-101s provided as an attachment to ACF-ACYF-CB-PI-17-05.**
- The Governor's Assurance Statement relating to substance-exposed infants and plans of safe care (Attachment G of the PI).

It is important that 2018 APSR submissions address all requirements outlined in the PI. Missing or incomplete information will result in the withholding of funds for the program(s) affected until such time as the information is complete and approval can be granted by CB. Requests for assistance or questions encountered in preparing any of the documents should be directed to the appropriate CB RO. Please ensure that the APSR submission includes no names of individual children or families served. Please see Sections I and J of ACYF-CB-PI-17-05 for further instructions for submission (pages 32 to 34).

This checklist was developed to ensure that APSR submissions include all required elements. States can use this checklist as a guide in writing their 2018 APSR and CAPTA update. Items on the checklist have been shortened; see Program Instruction for a complete description. Items in the 2018 APSR may cross reference different sections of the PI.

*** If the submission contains multiple documents, please list the document name in addition to page number. In some cases, please enter the information requested directly into the checklist.***

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Requirements	PI 17-05 Page Reference	Document Name & Page Location
General Requirements		
Submit as an Excel workbook : <ul style="list-style-type: none"> • CFS-101, Part I for FY 2018; • CFS-101, Part II with planned expenditures for the use of FY 2018 funds; • CFS-101, Part III with estimated and actual expenditures of FY 2015 grants for the title IV-B, and, at state option, the CFCIP and ETV programs. The workbook is as “State/territory/insular area name or abbreviation FY18 CFS-101s”	Pages 32-33	
Submit electronically in PDF format copies of the CFS-101, Parts I and III, signed by the appropriate official.	Pages 32-33	
If a state wishes to revise its previously approved funding request for the FY 2017 grants, either by releasing funds for reallocation or by requesting more funds than originally requested and approved, it must submit a revised CFS-101 Part I as a signed PDF indicating: <ol style="list-style-type: none"> 1. the amount of funds that the state does not expect to utilize from its FY 2017 allotment during the upcoming year to carry out the title IV-B, CFCIP and/or ETV program activities; and/or 2. the amount of funds the state is requesting if additional funds become available for the title IV-B, CFCIP and/or ETV program (if different from earlier requests). 	Page 33	
Link to the location of where the 2018 APSR and other plans are located (or will be located) on the state’s websites. Please also provide a name, email, and telephone number of the state contact for the documents.	Page 32	Link: Date: Name and Information of State Contact:

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Requirements	PI 17-05 Page Reference	Document Name & Page Location
<i>Requirement for 2018 APSR (Due June 30, 2017)</i>		
<i>1. General Information</i>		
<i>Collaboration</i>		
Provide an update on how the state has engaged in substantial, ongoing and meaningful collaboration in the implementation of the 2015-2019 CFSP and subsequent APSRs, and if applicable, any state CFSR PIP or title IV-E PIP. The description should specify how partners, tribes, courts and other stakeholders were involved in the past year in the implementation of the CFSP and the development of the 2018 APSR through: 1) the assessment of agency strengths and areas needing improvement including the “Update on Assessment of Performance,” section C2; 2) the review and modification of the Goals, Objectives, and Interventions in the “Update to the Plan for Improvement,” section C3, based on available data and information; and 3) the monitoring of CFSP progress including the “Update on Progress Made to Improve Outcomes,” section C3.	Page 6	
The description must also include an update on how partners, tribes, courts, and other stakeholders will continue to be involved in the upcoming year in the implementation of the goals, objectives, and interventions, and in the monitoring and reporting of progress.	Page 6	
<i>2. Update on Assessment of Performance</i>		

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States must review and update the data and information provided in their 2015-2019 CFSP and subsequent APSRs to reflect recent state performance. The state must use its most recent data profile or contextual information provided on the state's performance on the CFSR 7 data indicators, its case review data, relevant data or information for each Round 3 systemic factor item and any other relevant data to update this assessment. States are encouraged to include data that shows performance over time and must indicate the sources of data, methods of data collection, any known issues with data quality/limitations and time period(s) for the data provided. States that have completed their CFSR Statewide Assessment in 2016 are encouraged to provide any updated information available for the 2018 APSR. States that have completed their CFSR Statewide Assessment in 2017 may choose to reference that assessment rather than repeating that information in the 2018 APSR.	Page 6	
In completing this section, states are encouraged to consider how they can include information in the 2018 APSR that can serve as the foundation for the CFSR Statewide Assessment and any CFSR PIP. States should review the Statewide Assessment Instrument in order to ensure that all outcome items and systemic factor items are addressed in the 2018 APSR assessment and that data and information provided address the CFSR requirements.	Page 7	
States that do not have sufficient, accurate, timely data and information to assess performance should indicate their plans for gathering that information in time for their next year's APSR, or for their CFSR Statewide Assessment, whichever is earlier. States may also contact their CB RO for available technical assistance.	Page 7	
<i>3. Update to the Plan for Improvement and Progress Made to Improve Outcomes</i>		
<i>Update to the Plan for Improvement</i>		

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Requirements	PI 17-05 Page Reference	Document Name & Page Location
<p><i>Revisions to Goals, Objectives, and Interventions</i></p> <p>The state must update the goals, objectives, and interventions identified in the 2015-2019 CFSP and subsequent APSRs to be consistent with any recent CFSR PIP. States must also incorporate any additional areas needing improvement that were identified in a title IV-E, AFCARS, NYTD, or other program improvement plan or in the 2018 APSR “Update on Assessment of Performance,” section C2. If the state’s 2015-2019 CFSP and subsequent APSRs did not have a goal, objective, or intervention that addresses key areas needing improvement as identified through the “Update on Assessment of Performance” and in joint planning with CB, the associated goal, objective, intervention and measures of progress must be revised or added to the 2018 APSR. For the 2018 APSR, states should give particular attention to ensuring that goals, objectives, and interventions address the state performance on the revised CFSR 7 data indicators, systemic factors or case review outcomes.</p>	Page 7	
<p><i>Implementation Supports</i></p> <p>To promote successful implementation of newly identified or revised goals and objectives, states are encouraged to identify in the 2018 APSR supports needed to continue to implement each goal and objective and a plan for ensuring the supports are put in place. Examples of implementation supports include: staffing, training and coaching, financing, data systems, policies, physical supports, equipment, and memoranda of understanding with other agencies.</p>	Page 7	
<i>Update on Progress Made to Improve Outcomes</i>		
<p><i>Progress Measures:</i> States must cite relevant state and local data supporting the state’s assessment of the progress toward meeting each goal and objective of the 2015-2019 CFSP and subsequent APSRs.</p>	Page 8	

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Requirements	PI 17-05 Page Reference	Document Name & Page Location
<i>Progress Benchmarks:</i> For each objective/intervention identified in the 2015-2019 CFSP and subsequent APSRs the state must report on the progress it is making in meeting its timeframes and benchmarks for implementing the intervention. Benchmarks may be stated in terms of implementation milestones, such as key activities completed or process measures.	Page 8	
<i>Feedback loops:</i> In monitoring and reporting on progress, the state should also continually consult with partners, tribes, courts and other stakeholders who are involved in implementing the intervention or who are impacted by the intervention for information/data about effectiveness. If available, provide information obtained using feedback loops to support progress made to improve outcomes.	Page 8	
4. Update on Service Description		
For each program (title IV-B subparts 1 & 2, CFCIP and ETV), describe the services to be provided in FY 2018, highlighting any changes or additions in services or program design and how the services will assist in achieving program goals.	Page 9	
For each service report: 1. the estimated number of individuals and families to be served; 2. the population(s) to be served; and 3. the geographic areas where the services will be available. This information may be provided in Part II of the CFS-101 form (Attachment B).	Page 9	
Indicate the specific percentages of title IV-B, subpart 2, funds the state will expend in 2018 on actual service delivery of family preservation, community-based family support, time-limited family reunification and adoption promotion and support services, and on planning and service coordination, with a rationale for the decision. The state must provide an especially strong rationale if the percentage provided for any one of the four service categories is below 20 percent.	Page 9	

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If not covered in Section C3, "Update to the Plan for Improvement" describe any additional steps the state will take to expand and strengthen the range of existing services and to develop and implement services to improve child outcomes. Explain planned activities, new strategies for improvement, and the method(s) to be used to measure progress in the upcoming fiscal year if not addressed in the goals, objectives and interventions.	Page 9-10	
<p><i>Populations at Greatest Risk of Maltreatment</i></p> <p>In the 2015-2019 CFSP, states were required to identify and describe which populations are at the greatest risk of maltreatment, how the state identifies these populations and how services will be targeted to those populations. In the 2018 APSR, provide an update noting any changes or emerging trends in the populations the state has identified as at greatest risk of maltreatment. Describe the activities the state has undertaken since the submission of the 2017 APSR to target services to these populations and any changes in the services that will be targeted to these populations during the coming year.</p>	Page 10	
<p><i>Services for Children Under the Age of Five</i></p> <p>Describe the activities the state has undertaken since the submission of the 2017 APSR to reduce the length of time that young children under age five are in foster care without a permanent family. Describe the activities undertaken to provide developmentally appropriate services to this population. Provide the results of the activities and any updates to the state's plan. <i>(Note: CB understands this requirement to apply to all children under age 5 in foster care regardless of the child's permanency plan, legal status or placement status.)</i></p>	Page 10	

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<p><i>Services for Children Adopted from Other Countries</i> Describe the activities, including provision of adoption and post-adoption supports, that the state has undertaken since the submission of the 2017 APSR to support the families of children adopted from other countries and any changes to the activities the state plans to take to support children adopted from other countries.</p>	Page 10	
5. Program Support		
Describe the state's training and technical assistance provided to counties and other local or regional entities that operate state programs and its impact on the achievement of CFSP/APSR goals and objectives since the submission of the 2017 APSR. Describe training and technical assistance that will be provided by the state in the upcoming fiscal year.	Page 10	
Describe the technical assistance and capacity building needs that the state anticipates in FY 2018 in support of the CFSP/APSR goals and objectives. Describe how capacity building services from partnering organizations or consultants will assist in achieving the identified goals and objectives. States that have engaged with the Capacity Building Center for States are encouraged to reference needs and planned activities that were documented during assessment and work planning.	Page 10	
Describe child and family services related research, evaluation, management information systems, and/or quality assurance systems that have been implemented or updated since the submission of the 2017 APSR or will be implemented or updated in the coming year. Specify any additions or changes in services or program designs that have been found to be particularly effective or ineffective based on the state's evaluation of programs.	Page 11	
6. Consultation and Coordination Between States and Tribes		

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Describe the process used to gather input from tribes since the submission of the 2017 APSR, including the steps taken by the state to reach out to all federally recognized tribes in the state. Provide specific information on the names of tribes and tribal representatives with whom the state has consulted. Please provide information on the outcomes or results of these consultations. States may meet with tribes as a group or individually.	Page 11	
Provide an update to the state's plan for ongoing coordination and collaboration with tribes in the implementation and assessment of the CFSP/ APSR. Describe any barriers to this coordination and the state's plans to address these barriers.	Page 11	
Provide an update, since the submission of the 2017 APSR, on the arrangements made with tribes as to who is responsible for providing the child welfare services and protections for tribal children delineated in section 422(b)(8) of the Act, whether the children are under state or tribal jurisdiction. These services and protections include operation of a case review system for children in foster care; a preplacement preventive services program for children at risk of entering foster care to remain safely with their families; and a service program for children in foster care to facilitate reunification with their families, when safe and appropriate, or to place a child in an adoptive home, legal guardianship or other planned, permanent living arrangement.	Page 11	

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<p>Describe how the state monitors its compliance with ICWA. Citing available data and the sources of that data, including input obtained through tribal consultation, assess the state's level of compliance with the ICWA. If data are not available, provide other information to support the assessment of the state's level of compliance with ICWA and describe how the state intends to obtain any relevant data that may be needed to assess compliance. Components of ICWA that states must address in consultation with tribes include, but are not limited to:</p> <ul style="list-style-type: none"> • Notification of Indian parents and tribes of state proceedings involving Indian children and their right to intervene; • Placement preferences of Indian children in foster care, pre-adoptive, and adoptive homes; • Active efforts to prevent the breakup of the Indian family when parties seek to place a child in foster care or for adoption; and • Tribal right to intervene in state proceedings, or transfer proceedings to the jurisdiction of the tribe. 	Page 13	
<p>Provide an update to the specific steps outlined in the 2015-2019 CFSP and subsequent APSRs to improve or maintain compliance with ICWA that includes tribal input. Describe the activities completed and accomplishments achieved since submission of the 2017 APSR. Provide an update on any planned changes to laws, policies, procedures, communications strategies, trainings or other activities to improve compliance with ICWA that the state has developed in partnership with tribes.</p>	Page 13	
<p>Provide an update regarding discussions with Indian tribes in the state specifically as it relates to the CFCIP. (This instruction is further delineated in Section E of this PI.)</p>	Page 13	

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State agencies and tribes must also exchange copies of their 2018 APSRs. Describe how the state will meet this requirement for the 2018 APSR.	Page 13	
7. Monthly Caseworker Visit Formula Grant		
In the 2018 APSR, states must describe their use of the Monthly Caseworker Visit Grant	Page 14	
The state must describe the continued action steps to ensure that statutory performance standards are met. If the state has missed previous performance standards, describe the reasons the state's performance has fallen short and the steps the agency will take to ensure compliance.	Page 14	
8. Adoption and Legal Guardianship Incentive Payments		
In the 2018 APSR, states should report on how Adoption Incentive funds received during FY 2015 or FY 2016 were or will be spent and describe any changes to how the state plans to use such funds should they receive Adoption and Legal Guardianship Incentive funds in the coming fiscal year, taking into account the statutory provisions that extend the expenditure period and prohibit supplantation.	Page 15	
States should address in the 2018 APSR any changes, issues, or challenges the state has encountered in expending funds in a timely manner and how it will address those challenges.	Page 15	
9. Child Welfare Demonstration Activities (applicable states only)		
If the state has an approved child welfare waiver demonstration project under section 1130 of the Act, it must describe its efforts to coordinate and integrate the activities under the demonstration with the goals and objectives of the 2015-2019 CFSP and subsequent APSRs.	Page 15	

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10. Quality Assurance System		
<p>In the 2018 APSR, assess the state's current QA/CQI system. Describe any specific practices or system improvements the state has made based on QA/CQI:</p> <ul style="list-style-type: none"> • Include any training or technical assistance the state anticipates needing from CB resources or other partners; • Provide an update on QA/CQI results and data that have been used to update goals, objectives, and interventions or use of funds in the 2018 APSR; • For states that will undergo a CFSR in FYs 2017 – 2018, describe the state's current case review instrument and whether the state is using or plans to begin using the federal Onsite Review Instrument (OSRI) as part of the state's ongoing QA/CQI process. • For all states, describe how many and the type of cases that are reviewed annually as part of the state's ongoing case review process and any plans to increase or decrease the number of cases reviewed. 	Page 15-16	
Section D. Child Abuse Prevention and Treatment Act (CAPTA) State Plan Requirements		
Describe substantive changes, if any, to state law or regulations, including laws and regulations relating to the prevention of child abuse and neglect, that could affect the state's eligibility for the CAPTA State Grant. The state must also include an explanation from the State Attorney General as to why the change would, or would not, affect eligibility. (Note: States do not have to notify ACF of statutory changes or submit them for review if they are not substantive and would not affect eligibility.)	Page 16	
Describe any significant changes from the state's previously approved CAPTA plan in how the state proposes to use funds to support the 14 program areas enumerated in section 106(a) of CAPTA.	Page 17	

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Describe how CAPTA State Grant funds were used, alone or in combination with other federal funds, in support of the state's approved CAPTA plan to meet the purposes of the program since the state submitted its last update on June 30, 2016.	Page 17	
Submit a copy of annual citizen review panel report(s). Include a copy of the state agency's most recent written responses to the panel(s) that describes whether or how the state will incorporate the recommendations of the panel(s) (as appropriate) to improve the child protection system.	Page 17	
<i>Amendments to CAPTA made by the Justice for Victims of Trafficking Act of 2015</i>		
Provide an update on the steps the state has taken to address the amendments to CAPTA made by the Justice for Victims of Trafficking Act of 2015 since submission of the 2017 APSR and CAPTA Annual Report.	Page 18	
Identify any continued technical assistance needs the state has identified relating to implementation of the amendments to CAPTA made by the Justice for Victims of Trafficking Act of 2015.	Page 18	
If the state has not submitted the Governor's Assurance Statement and is not able to demonstrate compliance with the amendments relating to trafficking, the state must coordinate with the CB RO in developing a Program Improvement Plan (PIP). The PIP must address the specific steps the state will take to come into compliance with these provisions by no later than June 30, 2018. The state must submit the PIP for approval by CB with the Annual CAPTA Report.	Page 18	Assurances Submitted: <input type="checkbox"/> Yes No PIP Submitted: Yes No N/A

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<i>Amendments to CAPTA made by the Comprehensive Addiction and Recovery Act of 2016 (CARA)</i>		
Provide an update on the steps the state has taken since submission of the 2017 APSR and Annual CAPTA Report and the passage of the CARA amendments to implement the provisions in section 106(b)(2)(B)(ii) - (iii) of CAPTA, to address the needs of infants born and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder.	Page 19	
Provide information on any changes to laws, policies or procedures relating to the identification and referral to Child Protective Services (CPS) of infants identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder.	Page 19	
Provide an update on the state's policies and procedures regarding the development of plans of safe care to address the health and substance use disorder treatment needs of substance-exposed infant and their families or caretakers.	Page 19	
Describe the procedures the state has developed to monitor plans of safe care, to determine whether and in what manner local entities are providing referrals to and delivery of appropriate services for substance-exposed infants and affected family members and caregivers.	Page 20	
Describe any multi-disciplinary outreach, consultation or coordination the state has taken to support implementation (e.g., among state CPS agency, the state Substance Abuse Treatment Authority, hospitals, health care professionals, home visiting programs and Public Health or Maternal and Child Health Programs). Provide information on the role of the agencies involved in ensuring effective implementation of these provisions.	Page 20	

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Requirements	PI 17-05 Page Reference	Document Name & Page Location
Submit the Governor's Assurance Statement certifying that the state is compliance with the amended provisions of section 106(b)(2)(B)(ii) – (iii) (Attachment G).		Assurances Submitted: <input type="checkbox"/> Yes No
States unable to provide the required assurance and to document compliance with CARA by June 30, 2017 are required to coordinate with the CB RO in developing a PIP. The PIP must address the specific steps the state will take to come into compliance with these provisions by no later than June 30, 2018. The state must submit the PIP for approval by CB with the Annual CAPTA Report.		PIP Submitted: <input type="checkbox"/> Yes No N/A
To facilitate ongoing communication between CB and states on issues relating to CAPTA and child abuse and neglect, please submit the name, address, and email for the state CAPTA coordinator (also known as the State Liaison Officer) or where this information can be found on the state's website.		Name: Address: Email: Website Location:
<i>Section E. Chafee Foster Care Independence Program</i>		
If not provided in Section C, address Collaboration, Program Service Description, and Program Support for CFCIP.	Page 20	
Report on the state's specific accomplishments achieved since the 2015-2019 CFSP and subsequent APSRs submissions.	Page 20	
Provide information on the planned activities for FY 2018	Page 20	
<i>National Youth in Transition Database</i>		
Describe the state's plan to inform stakeholders and others of the NYTD Review for the state. States with NYTD Reviews scheduled in FY 2017 or 2018 should discuss steps to begin to prepare for their review.	Page 21	

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Requirements	PI 17-05 Page Reference	Document Name & Page Location
Describe how the state, since the 2015-2019 CFSP and subsequent APSR submissions, has informed partners, tribes, courts and other stakeholders about NYTD data and involved them in the analysis of the results of the NYTD data collection or NYTD Review. Describe how the state has used these data and any other available data in consultation with youth and other stakeholders to improve service delivery in the last year.	Page 21	
Provide information on how the state has improved NYTD data collection, based on the plan outlined in the 2015-2019 CFSP and subsequent APSR submissions or NYTD Review.	Page 21	
<i>Collaboration with Youth and Other Programs</i>		
Report activities performed since the 2017 APSR submission and planned for FY 2018 to involve youth/ young adults in the CFCIP, CFSR, NYTD, and other related agency efforts.	Page 21	
Report activities performed since the 2017 APSR submission and planned for FY 2018 to involve the public and private sectors in helping adolescents in foster care achieve independence.	Page 21	
Report activities performed since the 2017 APSR submission and planned for FY 2018 to coordinate services with “other federal and state programs for youth (especially transitional living programs funded under Part B of the Juvenile Justice and Delinquency Prevention Act of 1974,) abstinence programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies.”	Page 21	
Report activities performed since the 2017 APSR submission and planned for FY 2018 to collaborate with governmental or other community entities to promote a safe transition to independence by reducing the risk that youth and young adults in the child welfare system will be victims of human trafficking.	Page 21	

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Report activities performed since the 2017 APSR submission and planned for FY 2018 to provide specific training in support of the goals and objectives of the states' CFCIP and to help foster parents, relative guardians, adoptive parents, workers in group homes, and case managers understand and address the issues confronting adolescents preparing for independent living. Please note that such training should be incorporated into the title IV-E/IV-B training plan, but identified as pertaining to CFCIP, with costs allocated appropriately.	Pages 21- 22	
<i>Consultation with Tribes</i>		
<p>Provide results of the Indian tribe consultation, specifically as it relates to determining eligibility for benefits and services and ensuring fair and equitable treatment for Indian youth in care:</p> <ul style="list-style-type: none"> • Describe how each Indian tribe in the state has been consulted about the programs to be carried out under the CFCIP. • Describe the efforts to coordinate the programs with such tribes. • Discuss how the state ensures that benefits and services under the programs are made available to Indian children in the state on the same basis as to other children in the state. • Report the CFCIP benefits and services currently available and provided for Indian children and youth in fulfillment of this section and the purposes of the law. • Describe whether and how the state has negotiated, in good faith, with any tribe that requested to develop an agreement to administer or supervise the CFCIP or an ETV program with respect to eligible Indian children and to receive an appropriate portion of the state's allotment for such administration or supervision. Describe the outcome of that negotiation. • Describe any concerns raised by the tribes during consultation on accessing Chafee services and how the state plans to address these concerns. 	Page 22	

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<i>Education and Training Voucher Program</i>		
If not provided in Section C, address Collaboration, Program Service Description, and Program Support.	Page 22	
Describe the specific accomplishments and progress to establish, expand, or strengthen the state's postsecondary educational assistance program to achieve the purpose of the ETV program based on the plan outlined in the 2015-2019 CFSP and subsequent APSRs.	Page 22	
If applicable, address any change in how the ETV program is administered, whether by the state child welfare agency in collaboration with another state agency or another contracted ETV provider.	Page 22	
<i>Section F. Updates to Targeted Plans within the 2015-2019 CFSP</i>		
<i>Foster and Adoptive Parent Diligent Recruitment Plan</i>		
Describe the progress and accomplishments in implementing the state's Foster and Adoptive Parent Diligent Recruitment Plan.	Page 23	
Indicate in the 2018 APSR if there are any changes or additions needed to the plan. Provide information on the change or update to the Foster and Adoptive Parent Diligent Recruitment Plan, if any.	Page 23	
<i>Health Care Oversight and Coordination Plan</i>		
Describe the progress and accomplishments in implementing the state's Health Care Oversight and Coordination Plan, including the impact protocols for the appropriate use and monitoring of psychotropic medications have had on the prescription and use of these medications among children and youth in foster care.	Page 23	
Indicate in the 2018 APSR if there are any changes or additions needed to the plan. Provide information on the change or update to the Health Care Oversight and Coordination Plan, if any.	Page 24	

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<i>Disaster Plan</i>		
Specify whether the state was affected by a disaster, and, if so, describe how the Disaster Plan was used and assess its effectiveness.	Page 24	
Indicate in the 2018 APSR if there are any changes or additions needed to the plan. Provide information on the change or update to the Disaster Plan, if any.	Page 24	
<i>Training Plan</i>		
As needed, update the Training Plan. Any training activities to be paid for with title IV-E funds that were not included in the Training Plan must be included in an updated Training Plan. The Training Plan can be updated by submitting a separate document that will serve as an appendix to the 2015-2019 Training Plan.	Pages 24-25	
<i>Section G. Statistical and Supporting Information</i>		
<p><i>Information on Child Protective Service Workforce:</i> For child protective service personnel responsible for intake, screening, assessment, and investigation of child abuse and neglect reports in the state, report available information or data on the following:</p> <ul style="list-style-type: none"> • information on the education, qualifications, and training requirements established by the state for child protective service professionals, including requirements for entry and advancement in the profession, including advancement to supervisory positions; • data on the education, qualifications, and training of such personnel; demographic information of the child protective service personnel; and • information on caseload or workload requirements for such personnel, including requirements for average number and maximum number of cases per child protective service worker and supervisor. 	Page 25	

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<i>Juvenile Justice Transfers:</i> Report the number of children under the care of the state child protection system who were transferred into the custody of the state juvenile justice system in FY 2016 (specify if another time period is used). Describe the source of this information, how the state defines the reporting population, and any other relevant contextual information about the data.	Page 26	
<u>Sources of Data on Child Maltreatment Deaths:</u> <ul style="list-style-type: none"> Describe all sources of information relating to child maltreatment fatalities that the state agency currently uses to report data to NCANDS; If the state does not use information from the state's vital statistics department, child death review teams, law enforcement agencies and medical examiners' offices when reporting child maltreatment fatality data to NCANDS, explain why any of these sources are excluded; and If not currently using all sources of child maltreatment fatality data listed in the previous bullet, describe the steps the agency has taken and will take to expand the sources of information used to compile this information. (See section 422(b)(19) of the Social Security Act.) 	Page 26	
<u>Education and Training Vouchers:</u> Identify the number of youth (unduplicated count) who received ETV awards from July 1, 2015 through June 30, 2016 (the 2015-2016 school year) and July 1, 2016 through June 30, 2017 (the 2016-2017 school year). States may estimate a total if they do not have the total number for the 2016-2017 school year. Report the number of youth who were new voucher recipients in each of the school years. To facilitate more consistent reporting, please use Attachment E for a format to report information on the ETVs awarded.	Page 26	

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<u>Inter-Country Adoptions:</u> Report the number of children who were adopted from other countries and who entered into state custody in FY 2016 as a result of the disruption of a placement for adoption or the dissolution of an adoption, the agencies who handled the placement or the adoption, the plans for the child, and the reasons for the disruption or dissolution. (See section 422(b)(12) of the Act.)	Page 26	
<i>Section H. Financial Information</i>		
<u>Payment Limitation: Title IV-B, Subpart 1:</u> Include information on the amount of FY 2005 title IV-B, subpart 1, funds that the state expended for child care, foster care maintenance, and adoption assistance payments for comparison purposes.	Page 27	
<u>Payment Limitation: Title IV-B, Subpart 1:</u> Include information on the amount of non-federal funds that were expended by the state for foster care maintenance payments and used as part of the title IV-B, subpart 1 state match for FY 2005.	Page 27	
<u>Payment Limitation: Title IV-B, Subpart 2:</u> States are required to spend a significant portion of their title IV-B, subpart 2 PSSF grant for each of the four service categories of PSSF: family preservation, community-based family support, time-limited family reunification, and adoption promotion and support services.	Page 27	
<u>For FY 2018:</u> For each service category with a percentage of funds that does not approximate 20 percent of the grant total, the state must provide in the narrative portion of the APSR a rationale for the disproportion. The amount allocated to each of the service categories should only include funds for service delivery. States should report separately the amount to be allocated to planning and service coordination. States must provide the estimated expenditures for the described services on the CFS-101, Parts I and II.	Pages 27-28	

Checklist for 2018 APSR Due June 30, 2017

Requirements	PI 17-05 Page Reference	Document Name & Page Location
Provide the FY 2015 state and local share expenditure amounts for the purposes of title IV-B, subpart 2 for comparison with the state's 1992 base year amount, as required to meet the non-supplantation requirements in section 432(a)(7)(A) of the Act.	Page 28	
<u>FY 2015 Title IV-B Expenditure Report—CFS-101, Part III</u> In addition, if the state's expenditure of FY 2015 IV-B, subpart 2 PSSF grant did not approximate 20 percent of the grant total for any of the four PSSF service categories, provide information in the narrative of the APSR on 1) whether the disproportion was requested when the state submitted its estimated expenditures for FY 2015; and 2) the rationale for the disproportion in the actual expenditure of FY 2015 grant funds.	Page 29	