

OFFICE OF CHILDREN AND FAMILY SERVICES

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| LOCAL COMMISSIONERS MEMORANDUM |  
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OCFS-4616EL (Rev. 11/98)

Transmittal No: 99 OCFS LCM-5

Date: February 19, 1999

Division: Development and  
Prevention Services

TO: Local District Commissioners

SUBJECT: 1999 Administration of Citizen Review Panels  
Request for Proposals

ATTACHMENTS: None The Request for Proposals is not  
available online. Copies can be requested  
by calling Joy Griffith at 518-474-3166 or  
Tom Hess at 518-474-4086

I. Purpose

The purpose of this release is to inform local districts that the New York State Office of Children and Family Services has released a Request for Proposals to select one contractor to administer 3 Citizen Review Panels as required by the 1996 Amendments to the federal Child Abuse Prevention and Treatment Act.

II. Background

The 1996 Amendments to the federal Child Abuse Prevention and Treatment Act require states to establish at least 3 Citizen Review Panels to review the manner in which state and local agencies administer child protective services in accordance with federal and state law, coordinate child protective services with foster care and adoption services and conduct reviews of child fatalities and near fatalities. Each panel must complete all of these reviews, meet at least quarterly and prepare and release an annual report. Panels may review individual cases and are required to comply with all applicable laws related to maintaining confidentiality of case information and redisclosure of any information that they may have access to. The panels must be operational by June 30, 1999.

The Office of Children and Family Services is soliciting applications for one contract agency that will facilitate the work of the panels. Activities will include but are not limited to:

- developing protocols for operation of the panels;
- provision of training for panel members on child protective services, foster care, adoption, and child fatalities;
- preparing research and briefing materials requested by panels;
- facilitating the panels' efforts to develop achievable performance targets; and
- preparation of annual reports.

The applications are due April 5, 1999 and the successful applicant must be able to start contract obligations on June 1, 1999.

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Donald K. Smith  
Deputy Commissioner