



FFPSA Readiness Checklist for Local Departments of Social Services

	Step	Key Tasks/Questions
Infrastructure (March – May 2019)	1. Develop LDSS Implementation Team for FFPSA	<p>Identify FFPSA Liaison</p> <p>Identify county and agency partners and coordinate with their FFPSA implementation teams</p> <p>Participate in FFPSA trainings and webinars</p>
	2. Develop Local Administrative Review Team	<p>Identify county staff that have relevant experience and skills to be part of the team(s) to help make decisions regarding LDSS' process for removals, placement, and congregate care (CC) use</p> <p>Develop a plan to sustain your local administrative review team</p>
Assessment and Analysis (May – December 2019)	3. Assess current process and practices regarding removal and placement decisions	<p>Map your current protocol regarding removal and placement decisions</p> <ul style="list-style-type: none"> - How do you locate families and prioritize family placements? - What is your emergency foster home certification/approval process?
	4. Collect and analyze data regarding profile of children across placement options <ul style="list-style-type: none"> a. Foster homes <ul style="list-style-type: none"> i. Kinship ii. Non-relative iii. Therapeutic b. SILPs c. Congregate Care 	<p>Collect and analyze relevant data regarding the children in your care (i.e. demographics, service need, placement type, length of stay)</p> <p>What are your procedures for monitoring length of stay?</p> <p>What are your procedures for monitoring permanency?</p> <p>Assess whether you have sufficient foster homes and placement options that meet the profile of the children in your system</p>
Implementation (October 2019 – September 2021)	5. Develop an FFPSA Business Model/Vision	<p>Establish targets for the number and types of placement options needed</p> <p>Identify strategies to prioritize the least restrictive placement options and increase the use of family based care</p> <p>Develop implementation, staffing reorganization and training plan</p> <p>Coordinate your plan/model with your VA partners</p>

	<p>5a. Develop and implement the Recruitment and Retention Plan (Due 12/31/19)</p>	<p>Based on your data analysis, what types and number of FBHs are needed?</p> <p>What strategies will be implemented to reach your targets?</p> <p>What support services are needed to retain foster parents?</p>
	<p>5b. Develop strategies to make appropriate removal and placement decisions (right intervention for the right amount of time)</p>	<p>What strategies are you going to implement to improve your practice around removals (e.g. blind removals)?</p> <p>What strategies are you going implement to improve placement decisions?</p> <p>What steps will you take to monitor that children are placed in the appropriate types of CC settings and for the right amount of time?</p> <p>Review your current contracts with VA providers</p>
	<p>6. Reinvest savings</p>	<p>What internal and external partners can help develop the reinvestment plan?</p> <p>How will dollars saved be reinvested in:</p> <ul style="list-style-type: none"> - Prevention strategies - FBH retention - Post-discharge wrap around services