

Commissioner Guidance Document Transmittal

Date – April 9, 2018

Manual – Child and Family Services Manual, Chapter B, Prevention Services

Transmittal # – 279

The purpose of this transmittal is to provide notice of new and revised guidance for Chapter B. Prevention Services of the VDSS Child and Family Services Manual. Unless otherwise stated, the provisions included in this transmittal are effective upon release.

The guidance presented in the prevention chapter is an extension of VDSS' continued efforts to embrace a family engagement practice model. It is consistent with accepted strengthening families principles and with recognized best practices in early prevention and foster care prevention services.

The prevention chapter, which is incorporated into the larger VDSS Child and Family Services Manual, will be organized in the following order:

- Section 1: Overview of Prevention for Practice and Administration.
- Section 2: Early Prevention Services to Families.
- Section 3: Foster Care Prevention Services to Families (to be published).

This transmittal reflects the following changes and additions:

- Section 1 has been changed to reflect the revised outline of the guidance.
- Section 4 has been changed to reflect a change in the number of the section to Section 2 and adding information on public education and services to at-risk groups.
- Section 3 will be added at a later date and will provide LDSS with best practice guidance for foster care diversion services.

Significant changes in Section 1 and Section 2 include:

- Adding new guidance regarding training recommendations for prevention services staff.
- Providing a framework for shifting the approach to children and families from problem focused to solution focused throughout the casework process.
- Adding information regarding the administration of the Family Preservation & Support Program (FPSP), by way of federal Social Services Block Grant (SSBG) funds.
- Identifying public education and awareness activities that LDSS offer and examples of national community outreach, education, and awareness programs.
- Adding guidance on providing services to individual families served by LDSS and presents a model for initial contact and short-term assessment.
- Adding a new section which provides a link to the Domestic Violence (DV) chapter of the VDSS Child and Family Services Manual regarding universal screening for DV.
- Adding guidance regarding screening for sex trafficking as required by federal law, Preventing Sex Trafficking and Strengthening Families Act of 2014.

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- Adding guidance regarding the assessment of reasonable candidacy for foster care and its documentation in the automated data system (OASIS).
- Adding information regarding the administration of the Adverse Childhood Experience (ACE) Questionnaire.
- Clarifying the basic elements of a service plan: Goals, Objectives, Tasks/Activities, and Services.
- Adding new section providing examples and links to evidence-based therapies and promising practices that help children manage issues and symptoms related to trauma.
- All sections: Updating links for the Code of Virginia and the Virginia Administrative Code (VAC) to reflect new online websites.

This guidance was developed with the assistance of the statewide Prevention Advisory Committee, consisting of state and regional staff, community partners, and representatives from LDSS.

When the language in a section is italicized, it signifies new, revised, or clarified guidance. Additionally, all electronic links have been updated throughout the chapter.

This transmittal and guidance manual are available on FUSION:
<http://spark.dss.virginia.gov/divisions/dfs/ps/index.cgi#manual>

Significant changes to the manual are as follows:

Section 1 Overview of Prevention for Practice and Administration	
Subsection	Significant Changes
Numbering	Due to some sections and appendices being relocated or new heading titles added within the Overview section, the numbering sequence has changed.
Entire Section	Replaces the term “Early Prevention” with “Prevention” in the overview section.
1.2.1 Definition of foster care prevention services	Adds a definition for foster care prevention services.
1.7 Outline of the Prevention chapter	Outlines the new structure of Chapter B. Changes the outline from 2 sections to 3.

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<p>1.8 Definitions</p>	<p>Adds definitions for the following terms:</p> <ul style="list-style-type: none"> • Best Practice. • Children’s Services Act (CSA). • Community Policy and Management Team (CPMT). • Domestic Violence (DV). • Family Assessment Planning Team (FAPT). • Individual Family Service Plan (IFSP). • Person Locator Tool. • Reasonable Candidacy for Foster Care. • Service Worker. • Sex Trafficking. • Trauma-Informed Mental Health Assessment. • Trauma Screening.
<p>1.11 Benefits of providing prevention services to at-risk families</p>	<p>Relocates 2.20 Benefits of providing early prevention services and incorporates into Section 1.</p>
<p>1.12.6 Using a solution focused approach with families</p>	<p>Relocates 2.7 Using a solution focused approach with families and incorporates into Section 1.</p>
<p>1.13 Engaging the family in voluntary services</p>	<p>Relocates 2.6 Engaging the family in voluntary services and incorporates into Section 1.</p>
<p>1.16 Practice and administrative standards for effective prevention programs</p>	<p>Adds best practice prevention standards identified by the New Jersey Task Force on Child Abuse for effective prevention programs.</p>
<p>1.17.5 Professional development</p>	<p>Adds new guidance regarding training recommendations for prevention services staff.</p>
<p>1.20 Appendix B: What the research reflects about the impact of maltreatment and removal and the costs to children, families and communities</p>	<p>Adds a link to the Centers for Disease Control and Prevention’s Adverse Childhood Experiences Study (ACE Study).</p> <p>Adds a link to the National Child Traumatic Stress Network Child Welfare Trauma Training Toolkit.</p>

<p>1.25 Appendix G: Moving from problem focused to solution focused in strength-based practice</p>	<p>Adds a new Appendix G: Moving from problem focused to solution focused in strength-based practice:</p> <ul style="list-style-type: none"> Provides a framework for shifting the approach to children and families from problem focused to solution focused throughout the casework process.
<p>1.26 Appendix H: Father Friendly Environmental Assessment Tool</p>	<p>Relocates Appendix H: Father Friendly Environmental Assessment Tool from Section 2.</p>
<p>1.27.1.3 Appendix I: Funding Sources for prevention</p>	<p>Adds information regarding the administration of the Family Preservation & Support Program (FPSP), by way of federal Social Services Block Grant (SSBG) funds.</p>
<p>1.28 Appendix J: Online resources for information and funding</p>	<p>Provides updated links for the identified online resources.</p>
<p>Section 2: Early Prevention Services to Families</p>	
<p>Subsection</p>	<p>Significant Changes</p>
<p>Numbering</p>	<p>Changes the number of this section from 4 to 2.</p> <p>Due to some sections and appendices being relocated or new heading titles added within the Overview section, the numbering sequence has changed.</p>
<p>Title of the section</p>	<p>Removes the term “at-risk” before families to reflect the addition of public education and awareness activities to all families.</p>
<p>2.1 Intended audience for Section 2</p>	<p>Includes the expanded audiences for public education activities to the general public and services to groups.</p>

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<p>2.3 Primary prevention: Public education and awareness activities for all families</p>	<p>Describes early prevention as a shared community concern.</p> <p>Identifies public education and awareness activities that LDSS offer and examples of national community outreach, education, and awareness programs.</p> <p>Provides examples of resources used to promote positive youth development.</p>
<p>2.3.1 Child Abuse and Neglect Prevention Month</p>	<p>Highlights the designation and observance of Child Abuse Prevention Month in April and suggests activities for public awareness.</p>
<p>2.3.2 Group models for prevention education</p>	<p>Introduces group models for prevention education, which includes:</p> <ul style="list-style-type: none"> • Parent support groups. • Parent education groups. • Educational/support groups for youth.
<p>2.4 Secondary prevention: Early prevention services with at-risk families</p>	<p>Provides strategies for serving children and families who are considered to be at risk; and, services to families who have no current, valid Child Protective Services (CPS) referral, but may be at risk of maltreatment or out-of-home care.</p>
<p>2.5 Intake/Short-term Assessment</p>	<p>Adds guidance on providing services to individual families served by LDSS and presents a model for initial contact and short-term assessment.</p>
<p>2.5.2.1 Domestic violence and substance abuse as risk factors</p>	<p>Adds new section which provides link to the DV chapter of the VDSS Child and Family Services Manual regarding universal screening for DV.</p>
<p>2.5.2.2 Screen all children for sex trafficking</p>	<p>Adds guidance regarding screening for sex trafficking as required by federal law, the Preventing Sex Trafficking and Strengthening Families Act.</p>
<p>2.5.2.2.1 Signs of sex trafficking</p>	<p>Adds information on indicators of sex trafficking.</p>

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<p>2.5.2.2.2 When sex trafficking is identified</p>	<p>Adds actions to be taken if sex trafficking is identified which includes notice to local law enforcement and the National Human Trafficking Resource Center.</p> <p>Adds links to additional information on sex trafficking, which includes the e-learning course, CWSE4000: Identifying Sex Trafficking in Child Welfare.</p>
<p>2.5.2.3 Reasonable candidacy for foster care in early prevention</p>	<p>Adds guidance regarding the assessment of reasonable candidacy for foster care and its documentation in the automated data system (OASIS).</p>
<p>2.5.5 Screening for trauma</p>	<p>Adds a definition for trauma screening, as defined by the National Child Traumatic Stress Network (NCTSN).</p>
<p>2.6.1 Application for services</p>	<p>Adds guidance regarding the use of a signed Service Application or Family Service Agreement to document the family's willingness to participate in services.</p>
<p>2.6.2 Frequency of worker visits</p>	<p>Adds guidance regarding when a visit should occur upon opening a case.</p> <p>Replaces the term “contacts” with “visits” to be consistent with the language regarding federal requirements in AFCARS, CFSR, etc.</p>
<p>2.8.3 Family Partnership Meetings (FPM)</p>	<p>Adds the recommended decision point for holding a FPM when there is a change in the foster care goal to include concurrent planning options.</p>
<p>2.8.4 Child and Adolescent Needs and Strengths (CANS)</p>	<p>Adds information about the benefits of a uniform state-wide assessment of the needs and strengths of children who receive services and funding through the Children’s Services Act (CSA).</p>
<p>2.8.5 Motivational interviewing</p>	<p>Adds information about the use of motivational interviewing as a tool to engage families in a mutually beneficial partnership and to assess a family's readiness for change.</p>

2.8.6 Parent leadership and involvement	Adds information about the value of parent education and support programs as a medium to promote parent voice and foster leadership in parents.
2.9.3 Ages & Stages Questionnaires®: Social-Emotional, Second Edition (ASQ:SE-2™)	Adds information regarding the use of the Ages & Stages Questionnaires®: Social-Emotional, Second Edition (ASQ:SE-2™) as a developmental screening tool for young children.
2.9.9 Child Welfare Trauma Referral Tool	Adds revised information regarding the Child Welfare Trauma Referral Tool (CWT).
2.9.10 Adverse Childhood Experience (ACE) Questionnaire	Adds information regarding the administration of the Adverse Childhood Experience (ACE) Questionnaire.
2.10.1 Components of an effective service plan	<p>Provides guidance on the main components of an effective service plan and includes examples of each.</p> <p>This section includes:</p> <ul style="list-style-type: none"> • 2.10.1.1 Goals. • 2.10.1.2 Objectives. • 2.10.1.3 Strengths used to achieve goals. • 2.10.1.4 Barriers to achieving goals and objectives. • 2.10.1.5 Services. • 2.10.1.6 Activities/tasks.
2.10.2 Share and document the service plan	Provides guidance on the need to document the service plan in the automated data system (OASIS) and share with the family.
2.11.4 Using teaming in child welfare practice	Adds new section that supports teaming as part of family engagement and best practice.
2.11.4.1 Values and key principles of effective teaming	Describes the values and lists the key principles of effective teaming in child welfare practice.
2.11.4.2 Benefits of teaming	Describes the benefits of teaming in child welfare practice.
2.11.6 Trauma focused treatments	Adds new section providing examples and links to evidence-based therapies, promising practices, and other therapies that help children manage issues and symptoms related to trauma.

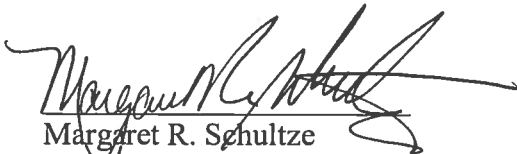
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2.11.7 Family services and supports	Adds information regarding services and supports to consider as appropriate resources for children and families.
2.13.1 Reasons for case closure	Provides guidance for documenting a closing case summary in the automated data system (OASIS) and notification to the family that the case is being closed.
2.16 Appendix A: Characteristics of effective parent education programs	<p>Adds a new Appendix A: Characteristics of effective parent education programs:</p> <ul style="list-style-type: none"> • Provides characteristics of effective parent education that seek to reduce parents' risk of abusing a child.
2.20 Appendix E: On-line resources for information and funding	Provides updated links for the identified online resources.
2.21 Appendix F: Reasonable Candidacy Manual	<p>Adds a new Appendix F: Reasonable Candidacy Manual:</p> <ul style="list-style-type: none"> • 2.21.1 General. <ul style="list-style-type: none"> • 2.21.1.1 Statutory background. • 2.21.1.2 Purpose. • 2.21.2 Reasonable Candidacy Program. <ul style="list-style-type: none"> • 2.21.2.1 Authority to make reasonable candidacy determinations. • 2.21.2.2 Reasonable candidacy requirements. • 2.21.2.3 Types of reasonable candidates. • 2.21.2.4 Exclusionary conditions of reasonable candidacy. • 2.21.3 Establishing and maintaining reasonable candidacy. <ul style="list-style-type: none"> • 2.21.3.1 Establishing reasonable candidacy. • 2.21.3.2 Maintaining reasonable candidacy. • 2.21.3.3 Reasonable candidacy documentation methods. • 2.21.3.4 Reasonable candidacy documentation. <ul style="list-style-type: none"> • 2.21.3.4.1 Purpose and use. • 2.21.3.4.2 Effective date. • 2.21.3.4.3 Initial and redetermination dates. • 2.21.3.5 Records retention and destruction.

	<ul style="list-style-type: none">• 2.21.4 Claiming administrative costs for reasonable candidates.• 2.21.4.1 Random Moment Sampling (RMS).• 2.21.4.2 Completing the RMS Observation.• 2.21.4.2.1 RMS Observation Form and Certification Page.• 2.21.4.2.2 Program code.• 2.21.4.2.3 Activity code.
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