

# THE COMPREHENSIVE PREVENTION PLAN LEARNING SERIES

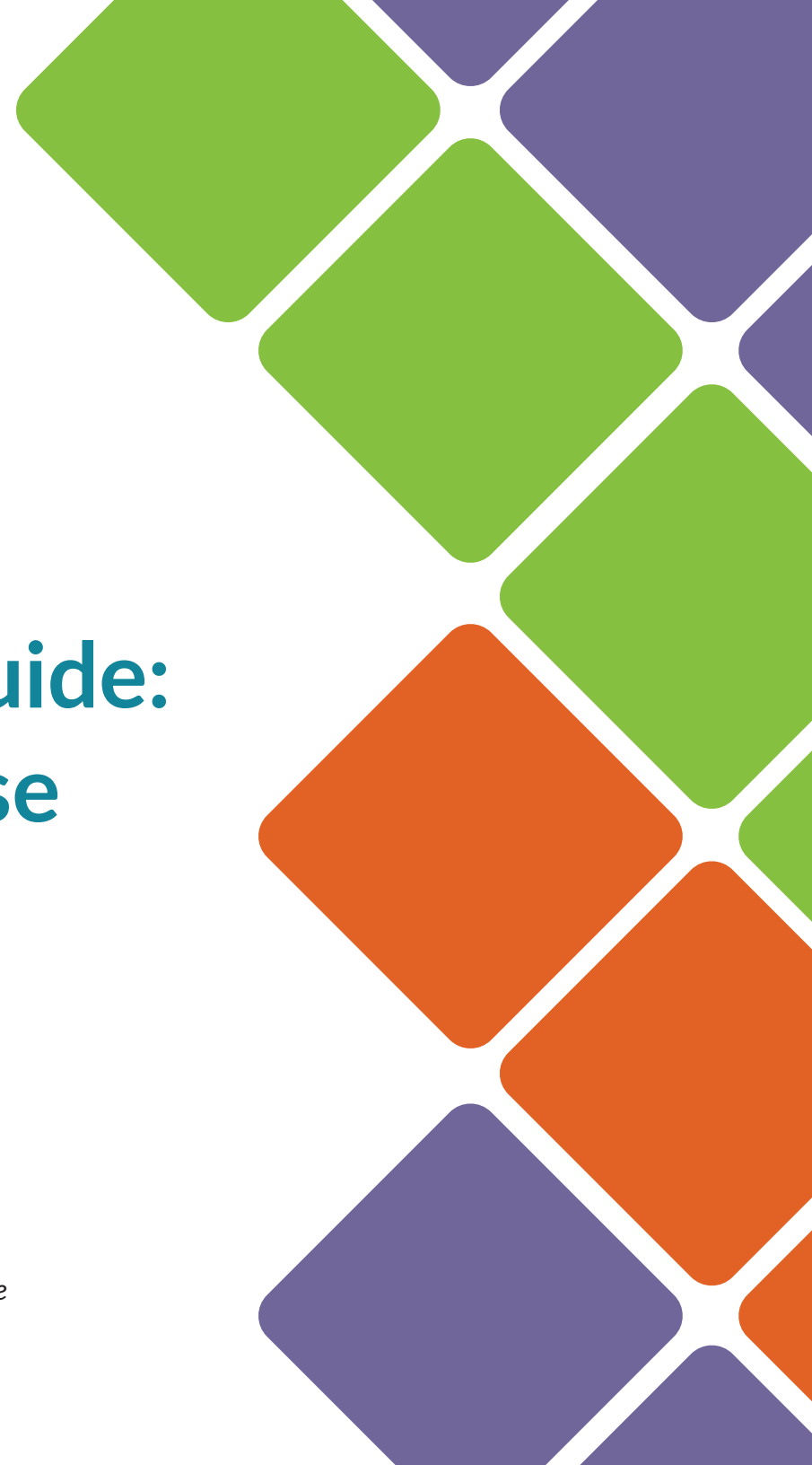
## CPP Implementation Guide: Plan Development Phase

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**OCTOBER 2022**

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*This Guide was made possible by Casey Family Programs in collaboration with Implematix to support the work of California counties engaged in Comprehensive Prevention Planning.*

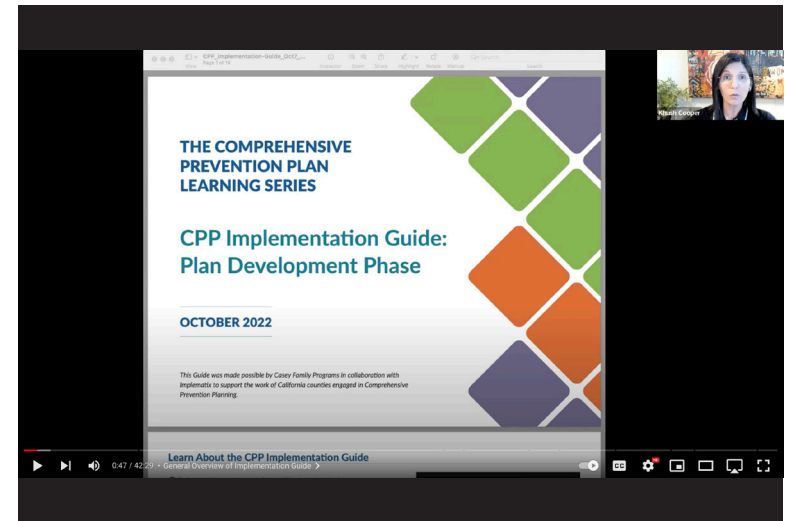


# Learn About the CPP Implementation Guide

- 1 Refer to the written overview and instructions below.
- 2 And, watch this [overview video](#).

## Purpose of this Guide

The purpose of the *CPP Implementation Guide: Plan Development Phase* is to provide recommended tools and action steps for Counties/Tribes submitting Comprehensive Prevention Plans (CPP) to the California Department of Social Services CDSS by January 31, 2023.



WHAT THE GUIDE IS:	WHAT THE GUIDE IS NOT:
<ul style="list-style-type: none"><li>✔ <b>A set of support tools:</b> This guide offers readiness activities and recommended work products, with samples and templates, that are useful to developing the CPP. These tools can prepare Counties and Tribes for successful implementation, as well as build a foundation for communication and implementation efforts in 2023 and beyond.</li></ul>	<ul style="list-style-type: none"><li>✘ <b>NOT mandated work products:</b> The readiness activities and recommended work products in this guide are <b>NOT required for submission</b> with the CPP. They are intended as documented guideposts to support CPP content development and future implementation.</li></ul>
<ul style="list-style-type: none"><li>✔ <b>Planning focused:</b> This Guide is applicable to the <i>Plan Development Phase</i> only.</li></ul>	<ul style="list-style-type: none"><li>✘ <b>NOT implementation focused:</b> A <i>Phase II Implementation Guide</i> will be released in February 2023 to support CPP implementation once approved by CDSS.</li></ul>

Note: CPP requirements for IV-E Tribes may be different. Please consult with CDSS and/or the Office of Tribal Affairs for additional guidance.

## Background

California Assembly Bill 153 (AB 153) authorizes both Title IV-E and State Block Grant (SBG) expenditures for prevention services. The legislative intention is to create a full continuum of prevention services in each County and Tribe, which continuum AB 153 terms “Family First Prevention Services (FFPS).”

### FFPSA TITLE IV-E FUNDING IS FOR:

- Partial service reimbursement of selected Evidence-Based Practices (EBP) for families at imminent risk of involvement with the child welfare system.
- Partial reimbursement of the costs of administering the FFPSA program mostly applicable to tertiary prevention of foster care entry.

### STATE BLOCK GRANT FUNDING IS FOR:

- Primary and secondary prevention services for families *before* they are at imminent risk of child welfare involvement.
- Non-FFPSA eligible (based on State’s Plan) Evidence Based Programs at any level.
- Work related to preparing for drawing down Title IV-E funding.

### IMPACT ON CPP OF HAVING TWO FUNDING STREAMS:

Requires a two-step process for population needs assessments and service inventories.

- First, counties must plan their State Block Grant-funded prevention systems, which include primary, secondary, and tertiary tiers of services for the selected target population(s).
- Second, counties must determine which components within the larger SBG prevention services system will be funded by FFPSA.

### ACRONYM GLOSSARY

<b>CPP</b>	Comprehensive Prevention Plan is required by CDSS for Counties and Tribes wishing to opt-in to the State Block Grant, and must be completed by January 31, 2023.
<b>FFPS</b>	The term the state of California is using to describe the program that combines “FFPSA” tertiary and “Non-FFPSA” primary and secondary prevention services at the County or Tribal level.
<b>FFPSA</b>	The Federal legislation known as “Family First Prevention Services Act Part I” for tertiary prevention intervention.
<b>Non-FFPSA</b>	Primary and secondary prevention services that are funded by the State (including the Block Grant) or by local sources but not related to Title IV-E.

# How to Use this Guide

## COMPANION PIECES

- This guide is intended as a companion to the Comprehensive Prevention Plan Learning Series. Those webinars, Q&A Sessions and resources are located [here](#). The guide is based on the same readiness domains described in the Learning Series and in [ACL 22-23](#) (State Block Grant guidance).
- There are other resources available, including toolkits and resources, for example, the [CDSS FFPSA Website](#), which also have tools that could be used with or in place of the suggested tools and actions steps in this guide.

## USING THE TABLE

Column name	① CPP REQUIRED ELEMENTS	② ACTION STEPS	③ WORK PRODUCTS
<i>What it is</i>	Relevant passages selected from <a href="#">ACL 22-23</a> and describing required elements of a CPP. May also contain other relevant excerpts from ACL 22-23 or passages from AB 153, which authorizes the funding.	The type of work that is necessary to complete the associated work products.  The work products may be as simple as a narrative, a spreadsheet, or a graphic. These are not intended to be highly formal published documents, but rather information to be brought together to support your writing of the CCP, and to inform future implementation work.	The suggested work products associated with your planning are <b>not requirements</b> of the CPP. Completion of the work products will provide the content necessary for completing the CPP, however the actual work products themselves may or may not be submitted with the CPP.
<i>How to use it</i>	Think of this as a “crosswalk” reference to the Action Steps and Work Products columns. This is the “what you need to complete for a successful CPP.”	These specific work products could be assigned to different work teams or subcommittees so that some of this work can be done in parallel.	Templates offering guidance and/or samples of each work product are available for the County/Tribe to use as a place to start. Each County/Tribe will have unique needs and organizational structures that will require modification of the template or sample. Some Counties and Tribes will need to simplify the templates/samples, others may need to expand them based on population size and resources required to do the work.

# CPP IMPLEMENTATION GUIDE

## ① CPP REQUIRED ELEMENTS

**BLOCK GRANT LETTER:**  
CPP Component per ACL 22-23

\* Other Relevant State Block Grant  
Letter Passages

## ② ACTION STEPS

The type of work that is necessary to  
complete the associated work products.

## ③ WORK PRODUCTS

Not requirements of the CPP, but  
will provide the content or guidance  
necessary for completing the CPP and  
will support implementation.

### DESIGN GOVERNANCE INFRASTRUCTURE

#### COMPONENT #4:

Description of County's structured  
committee/engagement strategies to  
ensure cross-sector collaboration was  
utilized in decision making for the CPP

#### COMPONENT #5:

Efforts to invite/engage tribes in cross-  
sector collaboration

#### COMPONENT #7:

Description of how agencies will  
ensure that required cross-sector  
collaboration is engaged in on-going  
monitoring of the FFPS program and  
how their input will be incorporated  
into strategies for continuous  
improvement of the local FFPS  
program

- » Adopt vision and local naming of the prevention program
- » Establish governance structure and decision-making protocols for a cross-sector team that is tasked with:
  - » Providing input on key strategies and decisions
  - » Guiding the implementation process,
  - » Identifying and addressing barriers to cross-sector collaboration
  - » Providing resources
- » Define roles and responsibilities for each agency that is involved in prevention services programming, including each of their representatives
- » Create guidance, reporting requirements, and clear feedback loops between the governing agencies and Tribes
- » Create a stakeholder engagement process which explicitly and meaningfully incorporates those groups with lived experience and those groups disproportionately at risk of child welfare involvement into the governance structure implementation process in a trauma-informed and respectful manner
- » Establish meeting cadence, communication protocols, review cycles, and support processes for each component of the governance structure
- » Adapt or establish data sharing agreements, internally and programmatically

1. [County FFPS Program Governance Charter](#)
2. [Roadmap and Timeline](#)
3. [Communications strategy, plan and schedule](#)
  - » This [Child, Family and Community Well-Being Communications Tool Kit](#) can support your work

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## DESIGN STAKEHOLDER COLLABORATION PROCESS

\* Cross-sector partners must include  
child welfare agency, probation  
department, behavioral health agency,  
local Office of Education, community-  
based service providers, family resource  
centers, local Child Abuse Prevention  
Council, and those with lived experience  
(parents and youth).

- » Create guidance, reporting requirements, and clear feedback loops between the governing agencies and with community partners, CBOs, EBP purveyors, and other key identified organizational stakeholders
- » Document the co-created strategy to engage organizational stakeholders, impacted communities, and those with lived experience in discussions regarding ways in which services can be adapted to be culturally responsive to the needs of the population served and how these stakeholders can be engaged in on-going monitoring of the FFPS program
- » Establish a documented process for stakeholders and Tribes to review and consult on necessary guidance and implementation decisions, provide feedback, and receive notification regarding the reasons recommendations that were incorporated or chosen not to be incorporated

## INCORPORATING INTEGRATED CORE PRACTICE MODEL

**COMPONENT #10:**  
Strategies for the use of ICPM

- » Develop, depict, and document selected strategies to leverage/adapt the Integrated Core Practice Model towards prevention and integrate key ICPM practice components into the CPP into the Governance Charter (e.g., Leadership Behaviors, casework, cross-sector collaboration).

<b>① CPP REQUIRED ELEMENTS</b>	<b>② ACTION STEPS</b>		<b>③ WORK PRODUCTS</b>
	<b>DESIGNING FFPS</b>		
	<b>Designing the Overall SBG-Funded Service System</b>	<b>Designing the Included FFPSA-funded Services</b>	
	<b>ASSESS CURRENT SITUATION</b>		
<p><b>COMPONENT #2:</b> Description and rationale for candidacy population and services to be included in plan</p> <p><i>* The plan must specify which primary, secondary and tertiary prevention services will be included and how the populations disproportionately represented in the system will be prioritized for such service</i></p>	<p><b>Target Population</b></p> <ul style="list-style-type: none"> <li>» Identify populations disproportionately represented in child welfare system and their unmet needs</li> <li>» Review prior stakeholder feedback, community data, and existing needs assessments already completed by partner agencies and community-based organizations</li> <li>» Review relevant demographics (i.e. 2020 census) and other data or information that will help to understand the service needs of the county or region.</li> <li>» It is recommended to begin with a narrow selection of population groups and then expand as resources allow and as prevention strategies mature locally</li> </ul>	<p><b>Determine FFPSA Candidacy Population</b></p> <ul style="list-style-type: none"> <li>» Based on CA candidacy guidelines, determine which parts of your target population overlap with the candidate groups in CA’s Five-Year Prevention Plan</li> <li>» Create an FFPSA Needs Assessment to document the current number of children and families with called out Substance Abuse, Mental Health, and/or Parenting Support needs within each FFPSA candidacy category within the target population selected by the County, including geographic location</li> <li>» It is recommended to begin with a narrow selection of candidacy categories and then expand as resources allow and as prevention strategies mature locally</li> </ul>	<p>4. Target Population</p> <ul style="list-style-type: none"> <li>» <a href="#">This Data Playbook</a> and <a href="#">explainer video</a> can support your work</li> </ul>

① CPP REQUIRED ELEMENTS	② ACTION STEPS		③ WORK PRODUCTS
	DESIGNING FFPS		
	Designing the Overall SBG-Funded Service System	Designing the Included FFPSA-funded Services	
<p><b>COMPONENT #3:</b> The theory of change or logic model which describes the activities and intended outcomes for children, youth, parents, caregivers, and families. The logic model helps to connect the goals of the cross-sector partnership to align with the intent of both the state and federal legislation</p>	<p><b>Document Current Service Array</b></p> <ul style="list-style-type: none"> <li>» Create an asset map or service inventory (primary, secondary, and tertiary services) of the local prevention service array including location, capacity, utilization, EBPs used, funding source (agency and funding stream) and costs</li> </ul>	<p><b>Document current FFPSA-Eligible EBP Service Array</b></p> <ul style="list-style-type: none"> <li>» Within the asset map or service inventory of local prevention services, highlight the FFPSA-eligible EBP service array, including: location, capacity, utilization, funding source (agency and funding stream) and costs</li> </ul>	<p>5. <a href="#">Current Asset Map or Service Array</a></p>



<b>① CPP REQUIRED ELEMENTS</b>	<b>② ACTION STEPS</b>		<b>③ WORK PRODUCTS</b>
	<b>DESIGNING FFPS</b>		
	<b>Designing the Overall SBG-Funded Service System</b>	<b>Designing the Included FFPSA-funded Services</b>	
	<b>DETERMINE THE PROPOSED SYSTEM</b>		
<p><b>COMPONENT #11:</b> Inclusion of the Agency’s spending plan which describes how the State FFPS Program Block Grant will be used for prevention activities and services and the extent to which additional funds are leveraged for comprehensive planning</p>	<ul style="list-style-type: none"> <li>» Based on the population needs analysis, select which groups will be targeted for Block Grant-funded prevention services</li> <li>» Conduct a gap analysis: compare current comprehensive prevention service array to one that would comprehensively serve the selected target population and see which services are missing at the primary, secondary and tertiary levels</li> <li>» Develop, in partnership with local providers, a proposed prevention services array including all primary, secondary, and tertiary prevention services. This new service array should fill some of the gaps identified. Include estimated utilization rates, possible funding sources, and service areas with the goal of matching service array to the demand profile.</li> <li>» Develop a Logic Model and associated implicit Theory of Change to describe the service array for the selected target population</li> </ul>	<ul style="list-style-type: none"> <li>» In the gap analysis, highlight any FFPSA-eligible EBP services which will meet selected candidates’ needs</li> <li>» Within the larger service array, develop, in partnership with local providers, a proposed FFPSA-eligible EBP services array including estimated utilization rates, possible funding sources, and service areas with the goal of matching service array to the candidacy needs assessment.</li> <li>» Include selected EBPs in the Logic Model</li> </ul>	<ul style="list-style-type: none"> <li>6. <a href="#">Gap Analysis &amp; Proposed Asset Map or Service Array</a></li> <li>7. <a href="#">Theory of Change and(or) Logic Model</a></li> </ul>

<b>① CPP REQUIRED ELEMENTS</b>	<b>② ACTION STEPS</b>		<b>③ WORK PRODUCTS</b>
	<b>DESIGNING FFPS</b>		
	<b>Designing the Overall SBG-Funded Service System</b>	<b>Designing the Included FFPSA-funded Services</b>	
	<b>COST MODELS AND PROJECTIONS</b>		
<p><b>COMPONENT #12:</b> Description of the coordination with the local Mental Health Plan to ensure adherence to federal requirements that IVE remains payer of last resort</p> <p><b>COMPONENT #13:</b> Description of plans to ensure the sustainability of services in the Comprehensive Prevention Plan and/or barriers and needs</p> <p><i>* Child specific data must be collected and reported, including basic demographic information of the child, the specific services provided to the child and/ expenditures for each service provided, duration of services and placement status following the receipt of services. Additionally, data will be required about the extent to which the provision of services reduces the likelihood of foster care placement, increases the use of kinship care arrangements, and improves child well-being.</i></p>	<ul style="list-style-type: none"> <li>» Develop a baseline showing current children and families served in the selected target populations</li> <li>» Identify all available funding streams and how the State Block Grant will be used alongside</li> <li>» Develop cost models and projections for building out the proposed prevention service array aimed at serving the selected non-FFPSA eligible target population in primary, secondary and/or tertiary tiers</li> </ul>	<ul style="list-style-type: none"> <li>» Identify FFPSA-eligible populations in the baseline being developed.</li> <li>» Estimate the short-term impact of FFPSA on the baseline. For example, show the impact of shifts from traditional candidacy to FFPSA candidacy and the startup costs for developing new services and processes.</li> <li>» Develop longer term impacts (3 to 5 years) showing projected changes to the system and projected costs/savings.</li> <li>» Develop cost models and projections for the proposed EBP service array</li> </ul>	

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	DESIGNING FFPS		
	Designing the Overall SBG-Funded Service System	Designing the Included FFPSA-funded Services	
	FUNDING PROTOCOLS		
	<ul style="list-style-type: none"> <li>» Create a written process is in place for how non-FFPSA service information will be shared with the state</li> <li>» Describe the plan to sustain services beyond the 3-year limit for this one-time funding allocation (includes sustainability of funding, capacity, and other such elements)</li> </ul>	<ul style="list-style-type: none"> <li>» Ensure Maintenance of Effort (MOE) for selected EBPs</li> <li>» Identify alternative funding sources for the proposed prevention services array that requires federal match as well as programs that cannot be funded by IV-E</li> <li>» Establish a joint written protocol for use among the child welfare agency, probation department, behavioral health agency, and other appropriate entities for determining which program is responsible for payment, in part or whole, for an EBP service provided on behalf of an eligible child.</li> <li>» Develop methodology for rate calculations for each EBP in partnership with behavioral health agency</li> </ul>	<ul style="list-style-type: none"> <li>8. <a href="#">Framework for Fiscal Impact</a></li> <li>9. Block Grant Spending Plan*</li> <li>10. Assurance of Joint Protocol for Payer of Last Resort (FFPSA only)*</li> </ul>

\* CDSS will provide

## ① CPP REQUIRED ELEMENTS

BLOCK GRANT LETTER:  
CPP Component per ACL 22-23

\* Other Relevant State Block Grant  
Letter Passages

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### WORKFORCE TRAINING

#### COMPONENT #6:

Assurance and plans for meeting the workforce and training requirements. Follow statewide curriculum to train community and child welfare caseworkers on foundational requirements including how the Tribal pathway intersects with community-based and child welfare pathway services

#### COMPONENT #9:

Assurance that Agency will monitor child safety including periodic risk assessments. For Agencies that contract with CBO for services also describe the process for how safety monitoring and periodic risk assessments will be overseen.

Explain preliminary plans for:

- » Practice and administrative functions required for delivery of services in chosen service array
- » Training partners to assist in defining the prevention framework for staff and community-based providers
- » Conversations with training providers regarding how to train staff providing EBPs, candidacy determination, case management, safety monitoring, and assessment for provision of prevention services
- » If contracting with a CBO for services, a process for overseeing safety monitoring and periodic risk assessments (be sure to include County counsel, County risk assessment/management, procurement or contracts divisions)

11. Workforce Training Assurance\*

12. Safety Monitoring and Periodic Risk Assessment Assurance\*

\* CDSS will provide

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## SERVICE QUALITY & MODEL FIDELITY

### COMPONENT #8:

How County will ensure that all EBPs adhere to model fidelity protocols and assurance that Agency will participate in state level fidelity

Explain preliminary plans for:

- » The tools to be utilized by the EBP provider to measure outcomes are consistent and align with the required outcome measures defined by the state and the Title IV-E Agency
- » How the EBP providers will share the required outcome measures with the Title IV-E Agency
- » How child-specific service data is shared in aggregate with the state for a statewide evaluation, when/if required

Initiate conversations with current and future contracted service providers on the process by which information will be shared between the provider and Title IV-E agency, as well as expectations for data collection and reporting, and cost reporting

13. EBP Model Fidelity Participation Assurance\*

\* CDSS will provide

