



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

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**DATE:** March 16, 2015

**TO:** Regional Managing Directors  
Community Based Care Lead Agencies

**From:** Pete Digre, Deputy Secretary  
Janice Thomas, Assistant Secretary for Child Welfare  
Traci Leavine, Director of Child Welfare Practices

**SUBJECT:** Annual Progress and Services Report (APSR)

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**PURPOSE:** The purpose of this memorandum is to request information for the Annual Progress and Services Report (APSR). As you know, the Department is required to submit the APSR to the Administration for Children and Families (ACF) in order to continue to draw down federal funding.

**BACKGROUND:** This is the first annual report on the implementation of the Child and Family Services Plan for 2015 – 2019. The CFSP is posted on the Department's intranet and on Florida's Center for Child Welfare and will assist as you report on the accomplishments and progress during federal fiscal year, October 1, 2013 through September 30, 2014. The CFSP can be downloaded at:

<http://ewww.dcf.state.fl.us/fsp/newpages/fsmain.shtml>

<http://centerforchildwelfare.fmhi.usf.edu/Publications/ChildFamilyServicesPlan.shtml>

A primary purpose of the Child and Family Services Plan and the Annual Progress and Services Report (APSR) is the integration of the programs that serve children and families into a continuum of services for children and their families. These include Title IV-B, Subpart 1 (Child Welfare Services) and Subpart 2 (Promoting Safe and Stable Families); the Child Abuse Prevention and Treatment Act (CAPTA); the Chafee Independent Living Program and Educational Training Voucher (ETV) Program; and the Title IV-B/IV-E Training Plan. The APSR is an interim review of the progress made toward accomplishing the goals and objectives in the CFSP based on updated information and data.

The Children's Bureau is requesting that states integrate the activities of the APSR with the activities of the Child and Family Services Review (CFSR). Simply put, the CFSP is our five year strategic plan and the CFSR is the mechanism used to monitor and assess progress. To achieve this, the Office of Child Welfare is expanding the scope of the Child and Family Services Review (CFSR) committee to include the APSR. This will provide the opportunity to view the child welfare system holistically.

**ACTION REQUIRED:** Each Region should collaborate with the Lead Agencies and Sheriff Grantees to coordinate a single response and submit it to Sallie Bond in the Office of Child Welfare via email at [Sallie.bond@myflfamilies.com](mailto:Sallie.bond@myflfamilies.com). This request is a federal requirement and falls within 1.5.1.1 of the CBC Services Template.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Identify point of contact to coordinate local responses and forward contact name(s) to Headquarters lead, Sallie Bond at [sallie.bond@myflfamilies.com](mailto:sallie.bond@myflfamilies.com) by March 31, 2015.

Provide information as outlined below no later than April 17, 2015 in order to meet the federal deadline for APSR submission.

1. **Input from each Region (including DCF region staff, community-based care and sheriffs, and other local partners/stakeholders) plays a significant role in the APSR.** Please provide a broad overview of the child welfare system of care within the region including the current situation, direction, progress, accomplishments and forward-looking intent for child welfare program operations. (This is a region wide perspective.)
2. **Assessment of performance.** Summarize the region and CBC strengths and concerns with its progress, particularly on the federal child and family outcomes.
3. **Continuum of services and Practice. Please describe:**
  - a. The basic components of the local continuum of services, and what would you consider unique.
  - b. How services are coordinated within the local child welfare system of care and with other services serving this population.
  - c. The evidence-based, best/promising, and/or emerging practices are used or planned.
  - d. The major initiatives related to the service array are underway or planned for the near future, particularly in reference to addressing or sustaining performance on child and family outcomes and filling any identified gaps. Focus areas could include health, education, training, trauma-informed care, and placement stability.
  - e. Elements of the local service array for particular focus populations, such as children under 5; or practices dealing with particular needs, such medically needy/complex families.
  - f. Local initiatives related to permanency and well-being.
4. **Collaboration.** Summarize who the major partners in local service delivery and other stakeholders are and how are they engaged. Of particular interest – courts, tribes, foster and adoptive parents, schools, substance abuse/mental health, domestic violence, youth advocacy.
5. **Oversight.** Describe how the region and CBC use Quality Assurance and other information to inform and change practice – qualitatively and quantitatively.

**CONTACT INFORMATION:** Please contact Sallie Bond, Office of Child Welfare at (850) 717-4657 or by email [sallie.bond@myflfamilies.com](mailto:sallie.bond@myflfamilies.com).

cc: Grainne O'Sullivan, Director of Children's Legal Services  
Family and Community Services Directors  
Contract Managers