Family First Prevention Services Program
Administrative Activity Considerations

Overview & Intent: The following table contains Family First Prevention Services (FFPS) program and child-specific administrative activities that are anticipated to be necessary on an ongoing and routine basis for the implementation of FFPS Evidence-Based Practices (EBPs), in addition to EBP-specific requirements. It is intended to be used to assess the workload and responsibilities required by counties, Tribes, and EBP providers for operating the FFPS program in order to establish contracts and rates that incorporate the anticipated costs of these activities. It is NOT an exhaustive list of all activities that could potentially be billed under Title IV-E. Further, this list is NOT meant to assume that all these activities would be billed under Title IV-E if other funding streams are available.

Target Audience: County Title IV-E Agencies, Tribes and Evidence-Based Practice (EBP) Providers

Purpose: To provide a non-exhaustive list of FFPS Administrative Activities for use in contracting and rate-setting[1] discussions.

Instructions for Table (on following pages):

1. Is the activity tied to an <u>active</u> specific child/family that meets candidacy and eligibility for a Title IV-E funded prevention service and that activity would stop if the case closed?
   > **Yes** – it is a **CHILD-SPECIFIC** administrative activity (go to Column 1 below)
   > **No** – Go to the next question

2. Is the activity tied to operating and meeting FFPS Program requirements (regardless of any single case) and would exist even if there are zero active cases?
   > **Yes** – it is a **PROGRAM** administrative activity (go to Column 2 below)
   > **No** – this is likely not an FFPS administrative activity. Contact ffpsapreventionservices@dss.ca.gov if you have questions on if this specific activity would be an FFPS administrative activity.

For each activity, the "Average % of Time Involved in Activity" field can be completed to assist in determining how much average time may be allocated to a specific activity to support the development of rates to support FFPS administrative activities.

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[1] Statewide standardized rates will not be set for EBPs administered within the FFPS Program. Counties, Tribes, and providers will need to negotiate EBP rates as part of their contracting process.
For more information regarding the federal allowable administrative activities for the Title IV-E prevention program, visit the Children's Bureau Child Welfare Policy Manual, Question #4.

Column 1 CHILD-SPECIFIC Administrative Activities[2]		Column 2 PROGRAM Administrative Activities	
Potential Child-Specific Administrative Activities	Average % of Time Involved in Activity	Potential Program Administrative Activities	Average % of Time Involved in Activity
Program Eligibility & Candidacy Determination		**Training & Workforce Development[3]**	
● Conducting **candidacy determination** and requesting candidacy approval		● EBP Certification training	
● Documentation of candidate for foster care status		● FFPSA policy and eligibility training & required refreshers	
● Eligibility redeterminations (candidacy redetermination)		● Training plans and curricula	
● Case-specific risk and safety reviews		● Any local trainings delivered (this may include training on trauma-informed care, etc.)	
● Eligibility case staffing		● Developing and monitoring internal training plans	
● Case-specific engagement activities after candidacy determination		● CARES-related Training	
● Time spent engaging with candidates that do not participate in services			

[2] Title IV-E reimbursement for child-specific administrative activities are eligible from the beginning of the month in which the child is identified in a prevention plan until the end of the 12th month, if services were provided for the entire 12-month period, or if the services are provided for less than the entire 12-month period, the end of the month the child's title IV-E prevention services ended.

[3] Although administrative activities, Training will be claimed under the training line on the CB-496.

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Care Coordination (beyond the EBP)		Other	
• Developing, monitoring, and coordinating **Family Well-Being Plans** (aka, "Child-Specific Prevention Plans") ○ This includes care coordination with other non-EBP services and supports (ex. Tiered Care Coordination when families receive multiple EBPs)		• Developing processes and procedures to create, monitor, and coordinate **Family Well-Being Plans** (aka, "Child-Specific Prevention Plans") with families.	
• Coordination with CPS, BH Providers, schools, housing, Public Health, etc. for that case		• Participation in **Continuous Quality Improvement** activities (i.e., collaboratives, workgroups, data analysis, etc.)	
• Case-specific referrals tied to the prevention plan (including those referrals that are Medi-Cal eligible and peer navigation supports)		• **FFPS-specific data collection, tracking, and reporting** on capacity, fiscal and reach measures.	
• Tracking follow-through for that family		• Developing policies, processes, and procedures for managing CARES user access. Also includes any activities for requesting and maintaining user access.	
• MDTs focused on that specific child's eligibility or plan		• Participating in **strategic planning and coordination** as part of the CPP Team	
Monitoring Care & Coordination		• Conducting outreach efforts to engage potentially eligible families in prevention services	
• Monitoring service engagement for the case			
• Determining if services remain appropriate			
• Reviewing continued eligibility			
• Addressing barriers for the specific family			
• Case documentation for IV-E claiming			

Case-Linked Fidelity Monitoring (not to include system-wide fidelity systems)			
● Reviewing fidelity for a specific case			
● Addressing case-level fidelity concerns			
● Case-specific corrective actions			
Limited Concrete Supports (Admin-Only - incidental, short-term with documentation)			
● Transportation to candidacy or planning meetings			
● Transportation for eligibility-related admin visits			
● Short-term child care to complete FFPSA administrative tasks			
● Child-care to facilitate a parent or kin caretaker participation in provision of prevention services			
● Other concrete supports that may support the family with participating in an EBP			
Other Activities			
● FFPS-specific data collection, tracking, and reporting on outcomes, fidelity, and other child-specific information for federal and state reporting.			
● Engaging in the billing and invoicing process 　○ Payer of Last Resort determinations			
● Any request, maintenance, data entry, or management of CARES user access pertaining to a child-specific case.			