

RESOURCE FAMILY APPROVAL (RFA) COMPREHENSIVE IMPLEMENTATION PLAN
County of Yolo
2015

PROGRAM STATEMENT AND VISION

Purpose

- The purpose of the Resource Family Approval Program is to implement a unified, family-friendly, and child-centered resource family approval process to replace the existing multiple processes for licensing foster family homes and approving relatives and non-relative extended family members as foster care providers, and approving families for legal guardianship or adoption.
- A Resource Family shall be considered eligible to provide foster care for related and unrelated children in out-of-home placement, shall be considered and approved for adoption or guardianship, and shall not have to undergo any additional approval or licensure.

Vision

- Yolo County is committed to implementing a unified, family friendly and child-centered Resource Family Approval (RFA) process that eliminates duplication, unifies approval standards, and expands training and ongoing support for all RFA homes.
- The RFA process will be sensitive to the individual needs of the children and families we serve while supporting a high quality level of permanency and care. There will be supports in place and resources available for caregivers who are valued partners in the care of the children entrusted to them.

PROGRAM GOALS, OBJECTIVES AND OUTCOMES

Goal 1: Implement RFA procedures by January 1, 2016

- Objectives
 - Ensure tools, forms, policies & procedures are in place.
 - Train staff in RFA policies & procedures.
- Proposed Outcome
 - Develop child centered families that will ensure safety, permanency, & well-being of children in RFA families.

Goal 2: Develop a unified process and policies to approve relatives, non-related extended family members, licensed and adoptive families providing care for children and youth in out of home placement.

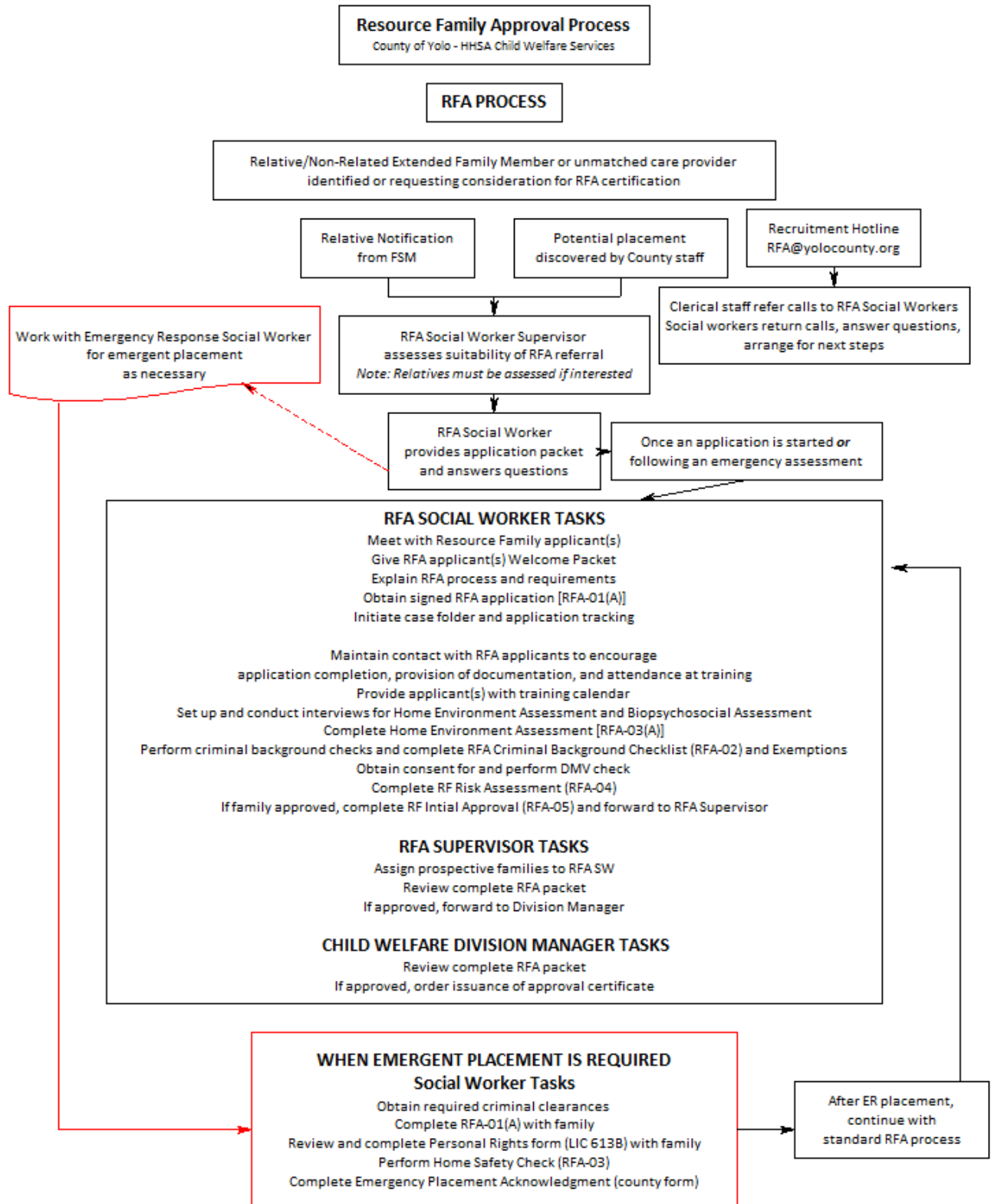
- Objective
 - Create a streamlined process to replace multiple/duplicate processes in order to build permanent families and long term connections.

- Proposed Outcomes
 - Improved permanency outcomes directly related to SIP goals of:
 - Placement stability.
 - Decreasing time to permanency (reunification within 12 months).

Goal 3: Provide increased assessment, training and support for all RFA families.

- Objectives
 - Focus on quality training and support to ensure child-centered caregiving and trauma-informed caregiving for all resource families.
 - Better prepare resource families to facilitate successful reunification and provide permanency for children
- Proposed Outcomes
 - Fewer placements due to RFA families having adequate trainings and support.
 - Improve placement stability.
 - Support the County's SIP goal of increasing reunification within 12 months.

PROGRAM WORK FLOW



PROGRAM ORGANIZATIONAL STRUCTURE

Child Welfare Services / Probation Leadership
<p>Title: Child Welfare Manager</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Participate in all decision-making surrounding the implementation of RFA. This includes attending implementation committee meetings, facilitating stakeholder meetings, interfacing with CDSS representatives, working with partner agencies, and approving revised policies and procedures.• Be responsible for evaluating exemptions for approval/denial from substantiated child welfare history and certain felony convictions.• Guide implementation by ensuring timelines are met, workgroups report back in a timely manner, and support staff are on target to create training and supporting documents.• Approve/disapprove criminal exemptions.• Be responsible for coordinating Fair Hearings and the denial process.
<p>Title: Social Worker Supervisor, Child Welfare Services</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Participate in all decision-making meetings.• Ensure RFA Unit Social Workers are able to attend scheduled RFA trainings.• Assign RFA applications to RFA Social Workers.• Ensure RFA applications are processed timely.• Work with Information Technology staff to develop a tracking and reporting mechanism for RFA approvals and renewals.• Review complaints filed against RFA families and assign to RFA Social Workers.• Approve complete applications for RFA Certificate.• Provide individual and group supervision to RFA Social Workers.• Maintain communication with all partners.
<p>Title: Supervising Deputy Probation Officer</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Attend RFA planning meetings• Communicate Deputy Probation Officers' input to HHSA staff.• Ensure that Deputy Probation Officers are trained in RFA processes and understand the benefits of the process for Probation youth.

Child Welfare Services Staff

Title: Program Review Analyst

Responsibilities:

- Attend all RFA implementation, stakeholder, and subcommittee meetings, providing support as appropriate.
- Create and/or revise policy and procedure manuals as needed.
- Provide support for creating/maintaining/updating training materials.
- Provide tools and materials to support to line staff.
- Monitor outcomes for placement stability, length of time in foster care, and increased rates of reunification within 12 months.
- Assist Social Worker Supervisor and Child Welfare Manager in preparing progress reports as needed.

Title: Resource Family Approval Social Workers

Responsibilities:

- Send out welcome packet.
- Process RFA applications.
- Communicate with applicants on status of application and missing forms.
- Conduct Home Environment Assessments.
- Conduct face-to-face interviews with applicants and others in the home.
- Perform criminal exemption activities.
- Communicate with Foster Kinship Care Education as to status of training hours.
- Communicate with Probation as to status of RFA applicants referred by Probation or where Emergency Response approval was completed by Probation.
- Conduct bio-psychosocial assessment on applicants.
- Conduct complaint and/or incident investigations.
- Coordinate investigations with Emergency Response unit on complaints and/or incidents alleging child abuse/neglect).
- Conduct Annual Updates.
- Attend implementation, stakeholder, and subcommittee meetings.
- Provide input on RFA impact to their daily duties.
- Attend scheduled trainings.
- Provide training in conjunction with FKCE.
- Keep supervisor/s apprised of any issues or concerns.
- Collaborate with community partners and Cooperative Agencies.

Title: Ongoing and Emergency Response Social Workers

Responsibilities:

- Complete Emergency placements with relatives/NREFMs.
- Attend RFA trainings.
- Notify supervisor of additional training needed.
- Emergency Response Social Workers will be responsible for:
 - Conducting complaint and/or incident investigations for child abuse/neglect allegations in Resource Families.

Title: Foster Care Eligibility Workers

Responsibilities:

- Attend RFA trainings.
- Notify supervisor of additional training needed.
- Assist RFA families in receiving appropriate benefits for the children in their care.

Title: Information Technology Staff

Responsibilities:

- Provide technical support to RFA staff utilizing database to track and report requirements of the RFA program.

Probation Staff

Title: Deputy Probation Officers/Placement Workers

Responsibilities:

- Refer prospective RFA families to HHS Child Welfare Services.
- Maintain open, ongoing communication with RFA social workers regarding approval process for Probation specific families.
- Attend RFA trainings.
- Provide input to the RFA process from the Probation perspective.
- Conduct Emergency RFA assessments and forward the information to HHS Child Welfare Services RFA supervisor.

**COOPERATIVE AGENCIES
(Non-County Staff/Agency Involvement)**

Agency: California Department of Social Services- Adoptions (CDSS-A)

Role: Provide case management to children identified with a permanent plan of adoption.

Responsibilities:

1. Consult and review children in out-of-home care who need concurrent planning services.
2. Assess and provide a written assessment of the most appropriate permanent plan of a child pursuant to W&I Code, Section 361.5, 366.21, or 366.22
3. Inform caregivers and birth families of provisions and availability of kinship adoptions, post adoption contact agreements, and related services.
4. Provide relinquishment services for birth/legal parents who are considering the option of adoption.
5. Make preliminary assessments and written reports concerning the prospective adoptive parents for the W&I Code, Section 366.26 hearing. CDSS will provide testimony for contested hearings regarding the reports as requested by County Counsel.
6. Match children with prospective adoptive families and place children for adoption.
7. Review and provide medical and social background information concerning a child and his/her birth parents to adoptive parents at the time of the adoptive placement.
8. Supervise adoptive placements until finalization and provide post-adoptive placement services to families.

9. Establish and assess for Adoption Assistance Program (AAP) eligibility and benefits pursuant to governing laws and County Programs regarding AAP eligibility (i.e., W&I Code, Sections 16115-16123 and Title 22 California Code of Regulations (CCR) Section 35325 et. seq.)
10. Provide other appropriate and necessary adoption services as needed.

Agency: Woodland Community College Foster and Kinship Care Education (FKCE) program

Role: Provide Pre- and Post- RFA training¹

Responsibilities:

1. Provide 30 hours of training to RFA applicants on a continuous basis during the year on subject matters to include, but not limited to: Child Abuse and Neglect, Child Abuse Reporting mandates, Juvenile Court process, Health and Well-Being of Children, Community Supports, and Visitation.
2. Provide 8 hours of annual Ongoing and Post-RFA training.
3. Support RFA applicants by providing the opportunity to complete the RFA application.
4. Provide CPR/First Aid certification and recertification.
5. Maintain a database of completed training hours for RFA applicants.
6. Maintain frequent communication with the RFA Unit, Supervisor, and Manager as to any concerns or issues related to an RFA family.

**PLAN FOR MAINTAINING PROGRAM STAFF QUALIFICATIONS, SKILLS,
AND PROGRAM EXPERTISE**

<p>Requirement Ensuring Minimum Staffing Qualification</p>	<p>Resource Family Social Worker positions require the following:</p> <ul style="list-style-type: none"> • Possession of a Bachelor’s degree in Social Work AND more than one year of experience performing duties in a public social services agency (One year of the required experience may be substituted with a related Master’s degree); <p>OR:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Psychology, Sociology, or a closely related Social Science AND more than two years of experience performing duties in a public social services agency (One year of the required experience may be substituted with a related Master’s degree).
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¹ Please see attached sample training calendar.

RESOURCE FAMILY APPROVAL PROCESS

RFA Process, Emergency Placement

An Emergency Placement is defined as a home evaluation for Relatives/NREFM's received directly from Child Welfare Services social workers to facilitate the initial placement of children with their family. This is intended to be a same-day service, and 24 hour follow-up is required to ensure that children are placed in Relative/NREFM care, if at all possible, so as to mitigate the trauma of removal. Social workers may submit a referral and request it to be expedited on a case-by-case basis to address a 7-day notice and other requirements. The Resource Family Approval social worker shall respond as soon as possible after receiving an accurately completed referral. The Resource Family Approval social worker will coordinate with the Child Welfare Services social worker to best meet the needs of the Emergency Placement request.

If an adult in the home has an existing or pending criminal or child welfare history:

- The Resource Family Approval social worker will check CWS/CMS Collateral section for all new and returning RFA applicants to review whether a prior Home Approval had been completed through the exemption process.
- If such a Home Approval exists, the Resource Family Approval social worker shall investigate whether the Department has sent a No Longer Interested (NLI) Notification (BCIA 8302) to DOJ in reference to any and all adults that would require an exemption. The NLI notice discontinues the Department's notification from DOJ of any individual's subsequent arrests/convictions.

CWS and/or RFA Social Worker will:

- Assess caregiver/s' suitability and willingness to provide care.
- Conduct an in-person Buildings and Grounds inspection.
- Ensure caregiver understands the Child's Personal Rights.
- Perform a criminal records and prior child abuse/neglect history check on all adults in the home, to include, CLETS and CACI clearance on all caregivers. Criminal exemptions will be approved or denied in accordance with County policy and practice.
- Start a conversation about becoming a Resource Family for the child.
- Approve Family Caregiver Home for emergency placement only.

A Family Support Meeting (FSM) will be held within 48 hours of a protective custody action, if possible, and during such meeting, the participants will also discuss the placement of the child(ren) to assure the least restrictive placement that is in the child's best interests and that the decision is guided by family input.

Prospective FSM participants to be considered are:

- Parent/s - Guardian/s
- Resource Family members
- Resource Family Social Worker and Supervisor
- Community partners
- Probation Officer

- School Foster Care Liaison
- Child (10+ and if appropriate)
- Family's support network
- Child Welfare Services social worker

The FSM Facilitator will engage the FSM participants to identify a primary RFA for the child.

After the initial placement FSM, a Resource Family Social Worker will be assigned to begin the RFA process with the identified Resource Family and will work diligently with the Emergency Placement home to submit the RFA application within five (5) days of the placement and complete Live Scan within ten (10) days of placement.

The RFA Unit supervisor will maintain regular communication and weekly staffings with the RFA social workers to ensure emergency RFA placements are on track to meet the 90-day deadline. At the 30-day mark, the RFA social worker will ensure all required documentation has been submitted.

At the 60-day mark, the RFA social worker will ensure in-home visits have commenced and that the emergency home applicants have completed the Self-Study Questionnaire in preparation for the psychosocial assessment.

If it appears the emergency home applicants are reluctant to pursue or complete the RFA process and/or they are struggling to meet the requirements of an RFA family, the RFA social worker, the case carrying social worker, and their respective supervisors will staff the matter and, if necessary, recommend a Family Support Meeting (FSM) to include the caregivers.

RFA Process, Non-Emergent Placement

During the initial 30 days of the RFA process, HHSA and/or FKCE will work with the Resource Family applicant/s to begin the RFA process:

- Meet with the potential RFA applicant/s to discuss process and requirements.
- If potential RFA applicant/s is/are ready to move forward, have the applicant/s complete the RFA application.

Once the RFA application is received by the Department, the RFA Social Worker/s will work with the applicant/s to:

- Assess the applicant/s suitability and willingness to provide care.
- Ensure the applicant understand Child's Personal Rights.
- Complete Initial Risk Assessment.
- Conduct in-person Home Environment Assessment.
- Perform criminal records check.
- Refer the RFA applicant/s to enroll in RFA training.
- Gather the required documents (i.e., DMV records, Criminal Record Statement, Health Screening, etc.)

Upon completion of the process, the RFA Social Worker Supervisor will review the RFA Application and Comprehensive Assessment to ensure professional standards of practice and

consistent compliance with state regulations. In addition, the Social Worker Supervisor will affirm the appropriateness of the applicant/s to be certified as a Yolo County Resource Family. The RFA application and Written Assessment is then forwarded to the Child Welfare Manager for a decision pertaining to the Resource Family application.

HHS Child Welfare Services retains final authority and responsibility for any decisions pertaining to the RFA process. HHS CWS will be responsible for retaining a copy of the RFA approval certificate. The original certificate will be provided to the RFA family. These documents will be kept in a separate locking file cabinet. Only RFA staff, supervisors, and Child Welfare Services manager will have access to the files.

Once the RFA home is certified, RFA workers will provide approval documents to Foster Care Eligibility Workers. Foster Care Eligibility Workers will determine the financial eligibility of the child, benefit amount, and duration, and will prepare associated RFA paperwork as required.

PROPOSED RESOURCE FAMILY ASSESSMENT TOOLS

Tool	Description
Monthly generated RFA implementation overview report	CWS will generate a monthly report to monitor RFA activities. This report will include such areas as: <ul style="list-style-type: none"> ▪ Percentage of placements with relatives/ matched families versus unmatched families. ▪ Percentage of realignment versus federal dollars used to fund Foster Care ▪ Average length of time to achieve permanency (reunification, legal guardianship, or adoption)
RFA Implementation Steering Committee meetings	The Implementation Steering Committee will meet every other week to review progress toward implementation.
RFA Subcommittees	Members of the RFA Implementation Steering Committee will meet with subcommittees (which include staff, community partners, and foster parents) to guide training, the application process itself, and complaints about families.
RFA Database Reports	Use reports to identify the number of RFA applicants, approvals/declinations, and applicant/home compliance, in addition to other information required by the State.

CONFIDENTIALITY

To ensure confidentiality, the following steps will be followed:

CHILD WELFARE SERVICES:

- All staff will follow CWS Confidentiality Policies and Procedures.
- A series of Release of Information forms will be obtained from RFA families allowing CWS to release information to Cooperative Agencies and others as applicable.

PROBATION:

- A Release of Information will be obtained from the RFA family allowing Probation to release information to CWS and the Cooperative Agencies.
- Probation staff will be trained in and will follow Confidentiality Policies and Procedures as outlined in the CWS Handbook.

COOPERATIVE AGENCIES:

- Cooperative Agencies will be trained in and will follow Confidentiality Policies and Procedures.
- Cooperative Agencies will not have access to the CWS RFA database.
- Under no circumstances will Cooperative Agencies share confidential information regarding RFA applicants or RFA families with anyone other than the assigned CWS RFA Social Worker or Supervisor.

TRAINING PLAN FOR PROGRAM STAFF:

All RFA Social Workers and Child Welfare social workers will be trained on the new RFA Program, regulations, statutes, and policies and procedures prior to implementation. The Resource Family Approval Program overview and training will be required for all staff. The RFA Unit supervisor and/or Division Manager will begin early discussion of the RFA program with the division on a monthly basis prior to the actual implementation. A detailed training will be provided to all staff during the implementation month on how to conduct emergency approvals of relative or non-relative extended family member homes.

TRAINING PLAN FOR RESOURCE FAMILIES:

Resource Families are required to complete an initial training related to foster parenting and child development. The 30 hour curriculum is prepared and facilitated by the Foster Kinship Care Education Program of Woodland Community College.

- An Introduction: What is Child Abuse & Neglect
- How the Foster System Works Trauma Informed Caregiving
- Community Supports Placement & Visitation
- Home as a Safe Haven Addiction & Recovery
- Medically Fragile Infants & Their Care

The required 30 hours of training will be provided on an ongoing basis throughout the year. Classes will be held in the evenings and/or Saturdays. Further, RFA Orientations will be held on a monthly basis.

Prospective families will be required to complete CPR/First Aid certification.

TRIBAL PARTICIPATION:

We will continue current practices regarding partnerships with tribes whenever applicable, including inviting to stakeholders’ meetings and focus groups, as well as keeping tribes updated with current information.

MONITORING OF RESOURCE FAMILIES

The County of Yolo will monitor resource families by conducting periodic evaluations and onsite visits, developing Corrective Action Plans when deficiencies are identified, and requiring RFA families to comply with Corrective Action Plans.

PROCESS	RESPONSIBLE STAFF	PROCEDURES
Annual Evaluations and Onsite Visits	Resource Family Approval Social Workers	RFA families shall be updated on an annual basis using the Resource Family Annual Update (Form RFA-04). Annual home visits will be conducted one year from the date of certification. Updates shall include: <ul style="list-style-type: none"> • Annual in-home visit • Verification of background clearance for all adults in the home • Interview of all individuals in the home OR documentation of why an interviewee was not available • A determination as to whether RFA training and CPR/First Aid training are current and up-to-date. • A psychosocial assessment will be conducted if there has been a change to the household composition (i.e., partnership, marriage, divorce, etc.)

		<p>RFA families will be contacted via mail 30 days prior to their annual recertification to schedule a home visit and to obtain any remaining ongoing training hours.</p> <p>A copy of the update will be provided to the Resource Family.</p>
General Practice	RFA Social Workers, Supervisor, and Child Welfare Manager	<p>Upon identification of a condition that puts the Resource Family out of compliance, the RFA Social Worker will take appropriate actions and report findings to the Child Welfare Manager.</p> <p>The Resource Family will be responsible for completing an Unusual Incident Report to the County of Yolo Child Welfare consisting with reporting requirements specified in California Code of Regulations, Title 22, Division 6, Chapter 9.5, Foster Family Homes, Section 89361.</p> <p>In all cases, the input of the child and the input of the Resource Family shall be given high priority.</p>
Corrective Action Plans (describe how plans will be developed and monitored)	Resource Family Approval Workers and Supervisor	<p>When deficiencies related to the buildings and ground or non-child abuse or neglect are noted or reported about an approved RFA home, an RFA social worker will assist the Resource Family in developing and submitting a written Corrective Action Plan. The Corrective Action Plan will describe how the deficiency will be corrected and state the timeline in which the</p>

		<p>correction must be made. This plan will be developed in partnership between the RFA Social Worker and the Resource Family. The assigned RFA Social Worker will be responsible for monitoring the plan and ensuring the corrections are made timely.</p> <p>If a deficiency is so severe that the County determines it is necessary to rescind the home's approval as a Resource Family, the County will inform the home in writing and provide appeal rights information. The County will ensure that the health and safety of any child/ren placed in the home is considered first and foremost and that, if the children need to be moved, those placement moves are made in accordance with current County business practices.</p>
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INVESTIGATION OF COMPLAINTS AND INCIDENTS INVOLVING RESOURCE FAMILIES

PROCESS	RESPONSIBLE STAFF	PROCEDURES
Investigating Complaints and Incidents	<ul style="list-style-type: none"> • Resource Family Approval Social Workers • Emergency Response Social Workers • Resource Family Approval Supervisor • Emergency Response Supervisor 	<p>Upon receipt of a complaint against an RFA home, information will be gathered including:</p> <ul style="list-style-type: none"> • Date the event occurred • Alleged victim • Alleged perpetrator • Alleged issues of complaint <p>Information will be forwarded to the Resource Family Approval Social Worker.</p>

		<p>The RFA Supervisor will log the complaint and assign a RFA Social Worker to investigate. When possible, the RFA Social Worker assigned to the investigation will not be the same RFA Social Worker who initially approved the home.</p> <p>The outcome of the investigation will be sent to the Resource Family and filed in their case folder.</p> <p>INCIDENTS: Upon receipt of an Incident report (allegation of child abuse/neglect) within an RFA family, the information will be forwarded to the RFA Supervisor.</p> <p>The RFA Supervisor will log the Incident report and assign to an RFA Social worker, and working collaboratively with the Emergency Response supervisor, an ER social worker will also be assigned.</p> <p>The response time on the Incident report is dependent upon the allegation(s), RED team staffing, and SDM Hotline Tool completion.</p>
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DUE PROCESS FOR DENIAL OR RESCISSION OF APPROVALS AND OTHER ADVERSE ACTIONS

PROCESS	RESPONSIBLE STAFF	PROCEDURES
Process for Resource Family denials	RFA workers	Consultation with CDSS RFA Legal Department.
Process to rescind approval	RFA workers	Consultation with CDSS RFA

		Legal Department.
Process for other adverse actions	RFA workers	If a complaint investigation results in a substantiated finding, the Resource Family will be provided information as to their rights and Due Process. The outcome of any proceedings, Fair Hearings or Administrative Hearings, will be forwarded to the CWS Resource Family Unit for inclusion in the Resource Family's file.

PLACEMENT TRANSITION PLAN

REQUIREMENTS	HOW WILL THIS BE ACCOMPLISHED?
Minimize disruption to the family	Placement moves will be made in the manner that most honors the needs of the child.
Maximize child safety	The child's safety will always be considered first and foremost in all situations.
Ensure that Resource Families will operate in accordance with proper authority <ul style="list-style-type: none"> • Federal: Title IV-E, Section 471(a)(10) of the Social Security Act • State: W&IC Code 16519.5 	Resource Families will be consistently monitored for compliance with all W&IC and Health and Safety codes. Resource Families who no longer meet the qualifications will be recommended for placement hold and staff will work with them to bring them back into compliance.
Ensure that eligibility for foster care payments will not be delayed or interrupted	Following the certification of the RFA home, at no time will a disruption to eligibility for foster payments occur. RFA Social Workers and Foster Care Eligibility Workers will work collaboratively to ensure seamless service delivery.

TERMINATION PLAN

REQUIREMENTS	HOW WILL THIS BE ACCOMPLISHED?
Minimize disruption to the family	<ol style="list-style-type: none"> 1. The cutoff date for new foster family home licensing applications will be January 1, 2016. 2. The cutoff date for new Relative/NREFM assessment requests will be January 1, 2016. However, the Department will consider relative/NREFM requests on a case-by-case manner, as some relatives/NREFMs may reside outside of the County of Yolo, and their

	<p>county of residence may have yet to implement RFA.</p> <p>3. ER/After-Hours will continue emergency placements.</p> <p>4. The Relative Assessment worker will finalize pending Relative/NREFM assessments.</p> <p>5. CCL will finalize pending licensures.</p> <p>6. Anyone approved or licensed prior to January 1, 2016, will be required to convert no later than January 1, 2019.</p>
Maximize child safety	<p>1. Oversight of the RFA Program will continue by the RFA Supervisor and Manager.</p> <p>2. Any concerns will be reported to ER and/or the RFA unit for investigation.</p>
<p>Ensure that Resource Families will operate in accordance with proper authority</p> <ul style="list-style-type: none"> • Federal: Title IV-E, Section 471(a)(10) of the Social Security Act • State: W&IC Code 16519.5 	The County will follow all related statutes.
Ensure that eligibility for foster care payments will not be delayed or interrupted	<p>Emergency Placements- The relative or NREFM applicant is not eligible for an Aid to Families with Dependent Children-Foster Care payment until the applicant completes pre-approval training, complies with the Written Directives, receives Resource Family Approval, and meets any other Title IV-E eligibility criteria . The relative/NREFM caregiver can apply for CalWORKs Non-Needy Caretaker Relative aid, and the Department will make all attempts to expedite this, which may include applying on their behalf.</p>

TIMELINE FOR IMPLEMENTATION

TASK/STEP	2015						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Implementation Committee Meetings	x	X	X	X	X	X	X
Stakeholder meeting	X						X
Task focused groups	x	x	x	X	X	X	
Development of Training Materials	x	x	x	X	X	X	X
Gathering of baseline data	X						
Training of staff				X	X	X	X
Implementation							
Mass mailing to existing approved families to inform them about RFA							X

TASK/STEP	2016				
	Jan	Feb	Mar	Apr	May
Follow up with staff to review implementation	X	X	X	X	
Follow up with stakeholders to review implementation	X			X	
Post implementation data comparison				X	
Implementation steering committee reconvenes to review overall process and determine additional steps needed.	X	X	X	x	X
Follow-up meetings and/or additional trainings as needed	x	x	x	x	X