**Pilot Prevention Planning Process**

**Meeting 1: What Prevention Services Do Families and Children Need?**

* How many families, children and youth need prevention services?
* What types of prevention services are needed? (for example, crisis intervention, basic needs supports, parent education and family support, mental health services, substance misuse services)

Data to Inform

* Age, risk data, and estimate of numbers shared by Chapin Hall
* Safety Assessment and Risk Assessment Data (RAP, FLAG)
* Administrative data (numbers receiving mandatory and non-mandatory prevention services, entering care, exiting care, pregnant and parenting teens in care, kin placements)
* Qualitative data on service needs (focus group, stakeholder input in planning)

Prep Work: Gather and analyze data on numbers, age, safety assessment and risk assessment data

**Meeting 2: What prevention Services Do We Have and What are our Gaps?**

* What services are we contracting for?
* What services are we regularly referring to?
* What services are in the community that we are not using regularly?
* What is the capacity, quality and fit of those services?
  + Are there services we are currently contracting for that are either low quality or not well-matched to the needs of families? How do we want to better align these services to needs? (*for example, modifying contracts? New models and training for providers?)*
  + Are there existing services we could better utilize by improving coordination and referrals?
  + What are the gaps in services? What types of services do we need more of?

Data to Inform

* Information on types of existing services, how they are funded, how many children and families they have capacity to serve, who is implementing them.

Prep Work: Complete prevention services assessment tool

**Meetings 3 & 4: What Service Models Will Fill Gaps?**

* What service models are the best fit for our families and local context and capacity?
  + Can we meet the staffing requirements? Is the model culturally appropriate for our families? Is the delivery time, approach, and location feasible and appealing to our families? Is there existing capacity to deliver the model among providers? Is there data demonstrating effectiveness of the model? Is the model included on the IV-E clearinghouse? Does it meet evidence-standards included in Family First?

Data to Inform

* Detailed information on requirements and evidence supporting different service and program models.

Prep Work: Summarize key requirements and costs of program models of interest, speak to program developers and/or other localities that are implementing models.

* **Meeting 5 & Follow-Up Meeting with Administrative & Fiscal Staff: What is our implementation plan? What is our financing plan?**
  + How will services be implemented? Staff directly implementing? New contracts? Existing contracts?
  + How many families will be served in year 1, 2, 3?
  + What is the plan for initial training and implementation? When will training be held? Who will be trained? When can they then begin service provision?
  + How will we monitor fidelity and support continuous quality improvement?
  + What is the cost of training, infrastructure and services?
  + What are the funding sources that will pay for prevention services and how and when can those sources be allocated to support implementation?
    - Do models meet requirements for IV-E funding?
    - Can they be supported with state prevention funds?
    - JJ funds?
    - Medicaid?
    - Other state or federal funds? Other county funds?
  + If contracting for service, how and when will contracting occur? What is timeline for RFP process if there will be one?

Data to Inform

* Projected numbers of families, children and youth needing services
* Cost information on program training, licensure, data systems, etc.

Prep Work: Conversations with program developers regarding training and implementation plan and costs. Development of budget estimates for training, implementation, and infrastructure.