

					South Carolina		
					Department of Social Services SC CAPTA Plan		
					Plan of Safe Care		
					PL 111-320 Section 106(b)(2)(B)(ii) and (iii)		
					FFYs 2016-2017 Program Improvement Plan		
3/29/2016							
Step	Policy - Statute / Page in Plan / Action Step / Task Name /	Target Start Date	Target Comp. Date	Lead Staff	Implementation Supports	Progress / Challenges	Status : IP /
ID					Resources Required : Staff / Information / Organizations / Items / Financial		Complete Date
A	Research 106(b)(2)(B) (ii) and (iii) for required CAPTA Plan additions/revisions			Greg Moore	Charlene Robinson / 2016 APSR CAPTA Plan / ACYF-CB-PI-11-05 / PL 111-320		
A1	ii. policies and procedures (including appropriate referrals to child protection service systems and for other appropriate services) to address the needs of infants born with and identified as being affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder, including a requirement that health care providers involved in the delivery or care of such infants notify the child protective services system of the occurrence of such condition of such infants, except that such notification shall not be construed to— I. establish a definition under Federal law of what constitutes child abuse or neglect; or II. require prosecution for any illegal action.			Greg Moore	See Children's Bureau, Child Welfare Policy Manual, CAPTA, Questions and Answers section for specific information and guidance. Contact the Children's Bureau for states successfully implemented PL 111-320 for further action steps.		
A2	iii. the development of a plan of safe care for the infant born and identified as being affected by illegal substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder;			Greg Moore	See Children's Bureau, Child Welfare Policy Manual, Questions and Answers section for specific information and guidance. Contact the Children's Bureau for states successfully implemented PL 111-320 for further action steps.		
B1	Submit Final Draft CAPTA PIP to Taron Davis		3/25/16	Greg Moore	PIP		
B2	Submit CAPTA PIP to ACF		4/3/16	Greg Moore	PIP		
B3	Communicate PIP status monthly to Director of Child Welfare Programs, Policy, and Practice and Regional Directors.	3/1/16		Greg Moore	Tara Hall March ____ April ____ May ____ June ____ July ____		
B4	CAPTA PIP report to ACF @ 90 day intervals	90 days after approval		Greg Moore	TBD		
B5	Coordinate (ii) for CAPTA Plan additions/revisions with Policy and procedure, Legislative action items.			Tara Hall	Greg, Amanda, Shawn, Sally		

C1	Research (ii) for policy and procedure revisions/additions: determine Policy Manual Re-write Focus Group(s), and determine if a Memorandum of Understanding is needed, and report to PIP Team.	2/17/2016	4/30/16	Sally Branch	Charlene Robinson	Need to do a thorough run through/research this item: go through policies and procedures (the new Policy Manual re-write that is currently being drafted) to determine our current situation and bring that information back to the group. All Chapters in Policy Manual re-write Project to be sent to PIP Team 1st week of April by Daniel Gibbs, the UofSC Children's Law Center. Ch 2 Intake/CPS, Ch 4 Family Preservation, Ch 5 Foster Care, Ch 6 Adoption, Ch 7 Foster Care Licensing. Tim requested Sally let him know if she comes across anything in new policy drafts that involves Law Enforcement. He is aware there is a new MOU being worked on with Law Enforcement, so if there is anything that needs to be added to it, he can look at that. May need to look at including in our INTAKE policy something about referring to CBPS if mom is positive at birth for medically prescribed substance, so CBPS could work with mom around safe plan of care. Research doing MOUs for hospitals etc re: reporting.		
C2	Develop the Policy and forms, and review.		5/31/16	Sally Branch	Dr. Khetpal, Charlene Robinson, Shawn Reeves, Amanda Whittle. Dr. Olga Rosa, Certified Child Abuse Pediatrician. Add other external stakeholders.			
C3	Submit (ii) to Policy Unit.		6/15/2016	Sally Branch	Charlene Robinson			
C4	Policy changes to SCDSS Director Child Welfare Services Programs, Policy, and Practice.		8/15/16	Sally Branch				
C5	Policy changes signed by SCDSS Executive Staff.	9/15/16	10/15/16	Taron Davis				
C6	Publish new policy additions and revisions, effective date 4/30/17, post SCDSS Leaders initial training completed 4/30/17.	10/15/16	10/31/16	Sally Branch	Database team - Josh Emory, Nancy Buck. Charlene Robinson.	Per Josh Emory, policy only takes a few minutes (5 mins-1 hour) to update content. SCDSS Office of General Counsel, Division of Knowledge Management and Practice Standards, Deputy Director Taron Davis affirmed publishing additional and revised policies and procedures with an effective date at the end of projected completion of training of SCDSS leadership from State Office to County Directors, Performance Coaches and Program Coordinators.		
D1	Determine (ii) for additions/revisions to SC Code of Laws and/or Regulations are needed and present to PIP Team.		4/1/16	OGC- Amanda Whittle	OGC-Shawn Reeves.			
D2	Develop and provide (ii) SCDSS Legislative Liaison statute(s) for 2016 Session and Regulations.		4/15/16	OGC- Amanda Whittle	OGC-Shawn Reeves / Karen Wingo- Legislative Liaison			
E1	Determine (ii) for additions/revisions needed for CAPSS after receiving policy drafts.	6/15/2016	7/31/16	Paulette Salley	Lynn Horne, Policy drafts and procedures			
E2	Develop and submit recommendations for CAPSS additions/revisions to Director Child Welfare Services Programs, Policy, and Practice.		8/31/16	Paulette Salley	CAPTA PIP team, Lynn Horne			
F1a	Recommend (ii) Training Development and Delivery, review contract(s) for funding approval.	4/1/2016	5/1/16	Greg Moore	CAPTA PIP Team / Contracts Units			
F1b	Communicate training needs to Finance, Contract Managers, Training Funding Manager, for 2016-2017 contracts' additions request.	3/23/2016	5/1/16	Greg Moore	Contracts Units, Finance, Contracts Managers, Training Funding Manager, Knowledge Management and Practice Standards.			
F2	Development of training activity plan for (ii), presentations, dates, submit training funding checklists for pre-approval.	10/1/2016	9/30/17	Greg Moore		DAODAS is already doing some training for the medical community on the topic of infants impacted by drugs. 3/29/16: DAODAS and DSS are doing collaborative training on drug testing and child welfare.		
F2a	Determine Registration Logistics		4/30/16	Tara Hall	By name or reporting of numbers to attend, who will handle registration, target audience, mandatory.			
F2b	Develop method to track training participants		7/1/16	Greg Moore	CAPTA PIP Team, Assigned Providers. Paulette researching LMS.			

F2c	Determine training dates and sites		6/1/2016	Tara Hall	Providers, Performance Coaches, Regional Directors			
F2d	Training Funding Checklists		6/30/16	Greg Moore	Providers			
F2e	Publicize training dates, and registration to staff and stakeholders	8/1/2016	8/15/16	Tara Hall	TBD			
F2f	Review presentation material draft, policy and procedure drafts		8/15/16	Tara Hall	CAPTA PIP Team			
F2g	Training material complete with policy and procedures- to SCDSS to print.		10/30/16	Tara Hall	SCDSS-Chris Cushing. 300 pocket folders for handouts.	Requires 2 weeks+ notice.		
F2h	If required, training of trainers	11/1/2016	12/20/16	Tara Hall				
F2i	Target Registration complete date		12/15/2016	Tara Hall				
F2j	Training of SCDSS leaders to support implementation of (ii).	1/15/2017	4/30/17	Tara Hall	Training provider(s), SCDSS Executive staff, Regional Directors, IFCCS and Adoption Regional Administrators, County Directors, Performance Coaches and Program Coordinators			
F2k	Training of SCDSS front line practitioners and stakeholders to support implementation of (ii).	5/1/2017	TBD	Tara Hall	Training providers, front line practitioners and stakeholders.	Target end date of training to be 1 year after PIP approved by ACF, full implementation date.		
F2l	Review 1st round of training (the first year), determine 2nd round training?	10/1/2017	10/15/17	Greg Moore	CAPTA PIP Team			
G1	Coordinate (iii) for CAPTA Plan additions/revisions with Policy and procedure, Legislative action items.			Tara Hall	Greg, Amanda, Shawn, Sally			
H1:	Research (iii) for policy and procedure revisions/additions: determine Policy Manual Re-write Focus Group(s), and determine if a Memorandum of Understanding is needed, and report to PIP Team.	2/17/2016	4/30/16	Sally Branch	Dr. Khetpal, Charlene Robinson, Shawn Reeves, Amanda Whittle, Dr. Olga Rose, Certified Child Abuse Pediatrician.	Need to do a thorough run through/research this item: go through policies and procedures (the new Policy Manual re-write that is currently being drafted) to determine our current situation and bring that information back to the group. All Chapters in Policy Manual Re-write Project to be sent to PIP Team 1st week of April by Daniel Gibbs, the UofSC Children's Law Center. Ch 2 Intake/CPS, Ch 4 Family Preservation, Ch 5 Foster Care, Ch 6 Adoption, Ch 7 Foster Care Licensing. Determine if need to include in INTAKE policy something about referring to CBPS if mom is positive at birth for medically prescribed substance, so CBPS could work with mom around safe plan of care.		
H2	Develop policy and forms; review.		5/31/16	Sally Branch	Dr. Khetpal, Charlene Robinson, Shawn Reeves, Amanda Whittle. Dr. Olga Rosa, Certified Child Abuse Pediatrician. Add other external stakeholders.			
H3	Submit (iii) to Policy Unit.		6/15/2016	Sally Branch				
H4	Policy changes to Deputy Child Welfare		8/15/16	Sally Branch				
H5	Policy changes signed by SCDSS Executive Staff.	9/15/16	10/15/16	Taron Davis				
H6	Publish new policy additions and revisions, effective date 4/30/17, post SCDSS Leaders initial training completed 4/30/17.	10/15/16	10/31/16	Sally Branch	Database team - Josh Emory, Nancy Buck. Charlene Robinson.	Per Josh Emory, policy only takes a few minutes (5 mins-1 hour) to update content. SCDSS Office of General Counsel, Division of Knowledge Management and Practice Standards, Deputy Director Taron Davis affirmed publishing additional and revised policies and procedures with an effective date at the end of projected completion of training of SCDSS leadership from State Office to County Directors, Performance Coaches, and Program Coordinators.		
I1a	Determine (iii) for additions/revisions to SC Code of Laws and/or Regulations are needed.		4/1/16	OGC- Amanda Whittle	OGC-Shawn Reeves			
I1b	Research Fetal Alcohol Spectrum Disorder definition in SC Code, "affected by",	2/9/2016	4/1/16	Amanda Whittle	Shawn Reeves	The term "fetal alcohol spectrum disorder" is not defined in state statutes.	Complete	
I2	Develop and provide SCDSS Legislative Liaison statute(s) for 2016 Session		4/15/16	OGC- Amanda Whittle	OGC-Shawn Reeves / Karen Wingo- Legislative Liaison			
J1	Determine (iii) for additions/revisions needed for CAPSS after receiving policy drafts.	6/15/2016	7/31/16	Paulette Salley	Lynn Horne, Policy drafts and procedures			
J2	Develop and submit recommendations for CAPSS additions/revisions to Deputy Director Child Welfare Services		8/31/16	Paulette Salley	Deputy Director-Taron Davis, Lynn Horne, CAPTA PIP team			
K1a	Recommend (ii) Training Development and Delivery, review contract(s) for funding approval.	4/1/2016	5/1/16	Greg Moore	CAPTA PIP Team / Contracts Units			
K1b	Communicate training needs to Finance, Contract Managers, Training Funding Manager, for 2016-2017 contracts' additions request.	3/23/2016	5/1/16	Greg Moore	Contracts Units, Finance, Contracts Managers, Training Funding Manager, Knowledge Management and Practice Standards.			

K2	Development of training activity plan for (ii), presentations, dates, submit training funding checklists for pre-approval.	10/1/2016	9/30/17	Greg Moore	CAPTA PIP Team	DAODAS is already doing some training for the medical community on the topic of infants impacted by drugs. 3/29/16: DAODAS and DSS are doing collaborative training on drug testing and child welfare.		
K2a	Determine Registration Logistics.		4/30/16	Tara Hall	By name or reporting of numbers to attend, who will handle registration, target audience, mandatory.			
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K2c	Determine training dates and sites		6/1/2016		Providers, Performance Coaches, Regional Directors			
K2d	Training Funding Checklists		6/30/16	Greg Moore	Providers			
K2e	Publicize training dates, and registration to staff and stakeholders.	8/1/2016	8/15/16	Tara Hall	Assigned providers			
K2f	Review presentation material draft, policy and procedure drafts.		8/15/16	Tara Hall	CAPTA PIP Team			
K2g	Training material complete with policy and procedures- to SCDSS to print.		10/30/16	Tara Hall	Chris Cushing. Requires 2 weeks+ notice. 300 pocket folders for handouts			
K2h	If required, training of trainers.	11/1/2016	12/20/16	Tara Hall				
K2i	Target Registration complete date.		12/15/2016	Tara Hall				
K2j	Training of SCDSS leaders to support implementation of (iii).	1/15/2017	4/30/17	Tara Hall	Training provider(s), SCDSS Executive staff, Regional Directors, IFCCS and Adoption Regional Administrators, County Directors, Performance Coaches and Program Coordinators			
K2j2	Training of SCDSS front line practitioners and stakeholders to support implementation of (iii).	5/1/2017	TBD	Tara Hall	Training providers, front line practitioners and stakeholders.	Target end date of training to be 1 year after PIP approved by ACF, full implementation date.		
K2k	Review 1st round of training (the first year), determine 2nd round training.		10/1/17	Greg Moore	CAPTA PIP Team			
L	Submit approved policies and procedures for services to ACF.		9/30/17	Greg Moore	PIP letter			
M	Submit consultation / collaboration documentation for services to ACF.		9/30/17	Greg Moore		As CAPTA PIP team members consult with others, create a log that shows contributions, suggestions, recommendations		
N	Submit Final amended SC CAPTA Plan in 2017 APSR to ACF.		6/30/16	Greg Moore				
O1	Develop recommendations for ongoing training post-implementation.	3/1/2017	4/1/17	Tara Hall	Greg Moore, CAPTA PIP Team, Training Providers, SCDSS County Directors, Intake and Caseworkers.			
O2	Present recommendations for ongoing training.		4/1/17	Greg Moore	Deputy Director Child Welfare-Taron Davis.			
O3	Present recommendations for ongoing training to Contracts Managers, if required for 2017-2018 training contracts.		4/15/17	Greg Moore	Contracts Managers.			