FFPSA Readiness Checklist for Voluntary Agency Providers

		Step	Key Tasks/Questions
Infrastructure	(March – May 2019)	1. Develop VA Implementation Team for FFPSA	Identify FFPSA Liaison Identify county partners and coordinate with the FFPSA implementation teams Participate in FFPSA trainings and webinars
Assessment and Analysis (May – December 2019)	Congregate Care (CC)	2. Assess current congregate care (CC) business model in relation to FFPSA expectations	How does the structure of your agency's current CC programs compare to the needs of your partner counties? Which of your programs fit under the various FFPSA categories (non-specified settings, qualified residential treatment programs (QRTP) and QRTP exempt settings)? Based on county needs, which of these types of programs might be a good fit for your agency's FFPSA implementation plan?
		3. Analyze current CC population for opportunities/ vulnerabilities under FFPSA	How might FFPSA impact your current CC caseload? Are there children who could be served in home-based settings (including therapeutic homes) if supports were available? How long do children stay in your CC programs? What could be done to reduce length of stay? How does the profile of available foster homes compare to the children in CC?
	Foster Boarding Homes (FBH)	4. Analyze current foster boarding home (FBH) population for opportunities/vulnerabilities under FFPSA	How does the profile of available FBHs compare to the profile of children in foster care?
		5. Assess current FBH recruitment and retention practices in relation to FFPSA expectations	How do your agency's current foster parent recruitment, licensing, training and retention practices impact your agency's FBH capacity?
Implementation (October 2019 – September 2021)		6. Develop a FFPSA Business Model/Vision	Establish targets for the number and types of placement options needed based on the forecasting of county partners. (How many and what type of foster homes, non-specified and other specified congregate care and QRTPs will your agency offer?) How will kinship placements be prioritized? What types of services could be provided to support placement in home-based settings? Share your model with your county partners and Board of Directors

	6a. Increase/enhance FBH capacity	What strategies will your agency implement to enhance recruitment and retention of FBHs?
		Complete and utilize Recruitment and Retention Plan in collaboration with contracting counties
	6b. Operating a Specified Setting – QRTP	Is your program accredited? What steps must your agency take to align with the QRTP requirements? How long will it take to comply with the requirements?
		How will children be referred and assessed? How will courts, schools and county partners be engaged?
		How will families be engaged in the treatment and planning process? How will families be engaged in planning for permanency?
		What procedures will be implemented for monitoring length of stay?
		How will after care services be provided?
	6c. Operating a Specified Setting – QRTP Exception	What steps must your agency take to be recognized as a QRTP exception? What is your intake process to determine appropriateness of placement?
	6d. Operating a Non-Specified CC setting	What steps must your agency take with the county to coordinate placements?