

Family First: Prevention Scenarios Tipsheet

This communication is directed to DCW Program Staff, County Superusers, and the Family First Implementation Team.

Introduction

As the Family First Prevention Services Act (Family First) comes into effect in Colorado, child welfare staff need to understand and have the tools to accurately enter child and family data in Trails. The provisions and coverage under Family First, a Title IV-E service, are new practice and therefore require more in-depth support to implement. Caseworkers should become familiar with creating Family First prevention cases and monitoring/completing prevention plans. Caseworkers should also know the places within the Trails screens where Family First prevention information is required.

Purpose

This tip sheet intends to provide child welfare staff with a step-by-step walkthrough of the Trails entry screens and steps they will encounter as they complete casework activities related to the development of prevention plans. These activities will require the creation of prevention cases and developing prevention plans as well as related fields. Caseworkers will be responsible for accurately completing the prevention screens and selecting the appropriate services for each active child/youth.

Many thanks to Grant Miller with Arapahoe County for his assistance in developing this tipsheet and to the many members of the Mod Squad who offered their helpful feedback.

Prevention Cases and Prevention Plan References from the Family First Prevention Plan for Colorado

Youth and families receiving prevention services as part of the Colorado Family First Plan are required to have prevention plans in Trails.

The following is the Colorado Candidacy definition describing those to whom this would apply:

In Colorado, for the purposes of Title IV-E Prevention Services, a child/youth is a candidate for foster care when at serious risk of entering or re-entering foster care and who is able to remain safely in the home with provision of mental health, substance use disorder, or in-home parenting services for the child/youth, parent, or kin caregiver. Foster youth who are pregnant and/or parenting are also candidates. A child may be at serious risk of entering foster care based on circumstances and characteristics of the family as a whole and/or circumstances and characteristics of individual parents or children that may affect the parents' ability to safely care for and nurture their children.

Colorado's bold definition of candidacy includes the following circumstances or characteristics of the child/youth, parent, or kin caregiver that may put a child/youth at "serious risk" of entering or re-entering foster care:

- *Substance use disorder or addiction*
- *Mental illness*
- *Lack of parenting skills*
- *Limited capacity or willingness to function in parenting roles*
- *Parents' inability, or need for additional support, to address serious needs of a child/youth or related to the child/youth's behavior or physical or intellectual disability*
- *Parental protective capacity compromised by basic needs challenges, i.e. homelessness, food insecurity, etc.*
- *Developmental delays*
- *Reunification, adoption or guardianship arrangements that are at risk of disruption*

A child is considered to be a IV-E Prevention Candidate when:

- *The child is designated as being at "serious risk" of out-of-home placement. (For more information, refer to [CDHS's IV-E Candidacy talking points](#))*
- *There is a prevention/treatment plan in place for the child/family; and,*
- *The child and/or their family is receiving an evidence-based service (as identified through Colorado's prevention plan)*

(actual text from [Colorado Family First Plan](#) submission)

Family First Prevention Cases and Prevention Plans in Trails

Circumstances when prevention cases need to be opened in Trails:

1. Youth are identified who meet candidacy for services without an open case, but who are involved in the child welfare system and have risk factors present
2. When families or children/youth have a screened out referral for abuse or neglect allegations that do not rise to the level of traditional Child Welfare involvement

Circumstances when prevention plans need to be created in Trails:

1. New Prevention cases
2. Active cases who now need Prevention services

TRAILS Profile Access

- Caseworker
- Caseworker Supervisor

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Part 1: You create a Prevention Case in Trails

Step-By-Step Guide:

1. Once you have logged in to Trails Legacy, Click on the Workload icon to bring up the workload search window
2. Click the button to select "Prevention".
3. Then in the section below this click the button to select the "New" Prevention case
4. Once these options are selected, click OK on the right
5. This will open a new Prevention Summary window - you must enter:
 - a. the Case Name,
 - b. your county as the Office of Assessment, and
 - c. the date (this will be your only chance to backdate the Open Date
 - d. Then click on "Add".

STEP-BY-STEP WITH SCREENSHOTS:

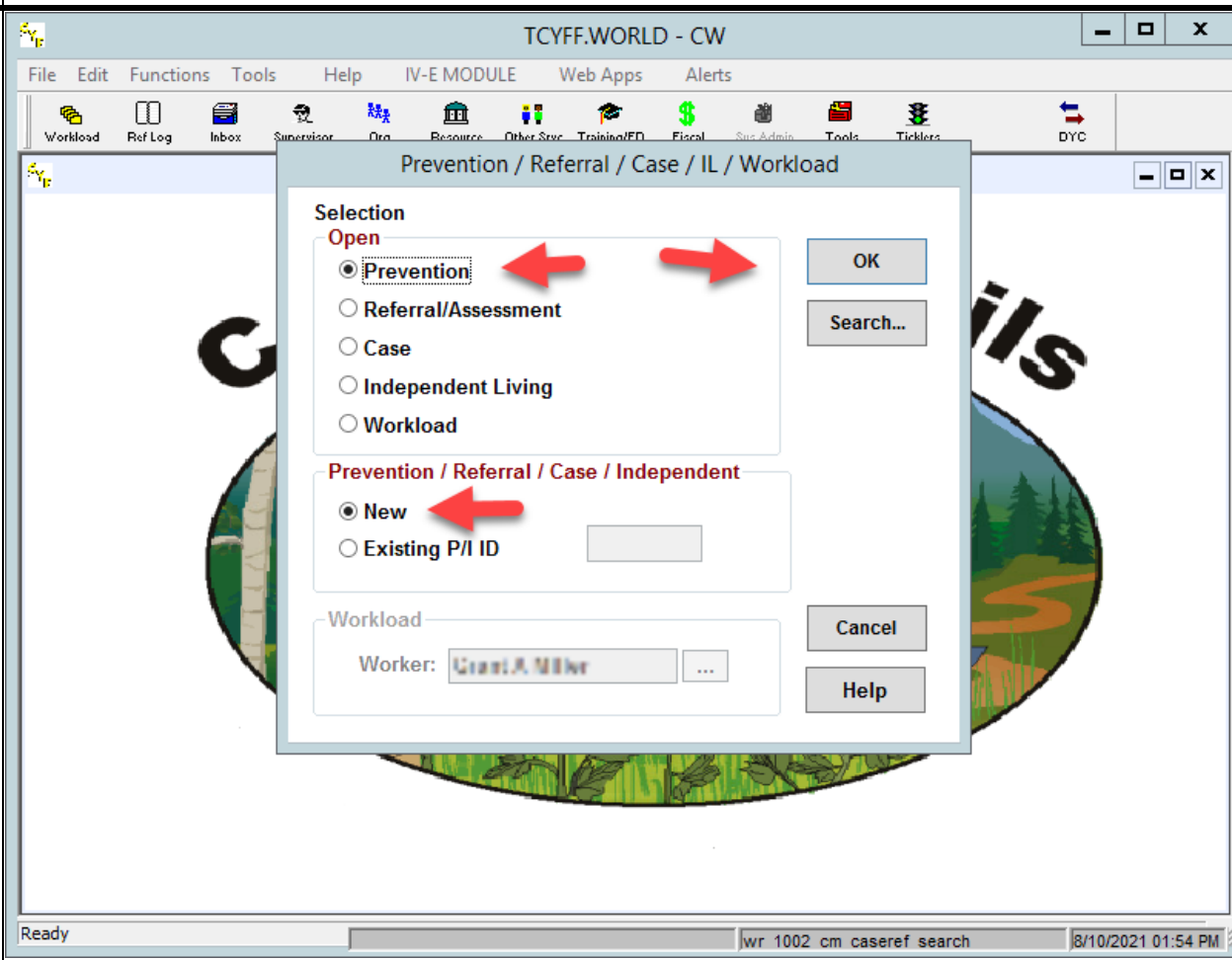
Steps/Output

Screenshot

Steps 1-4:

Once you have logged in to Trails Legacy

1. Click on the Workload icon to bring up the workload search window
2. Click the button to select "Prevention".
3. Then in the section below this click the button to select the "New" Prevention case
4. Once these options are selected, click OK on the right



Step 5:

5. This will open a new Prevention Summary window - you must enter:
 - a. the Case Name,
 - b. your county as the Office of Assessment, and
 - c. the date (this will be your only chance to backdate the Open Date
 - d. Then click on "Add".

TCYFF.WORLD - CW

File Edit Functions Tools Help IV-E MODULE Web Apps Alerts

Workload Ref Log Inbox Supervisor Org Resource Other Srvc Training/ED Fiscal Sys Admin Tools Ticklers DYC

Workload Summary Client Assessments Coll Info Contacts/Vets FSP Srvc Prov Adpt/Rel Gd Court Assign Other MOE Reports

Prevention Summary - New

Closure History

Open Date	Close Date	Reason	Case Type
08/10/2021	00/00/0000		

Closure Detail

Open: 08/10/2021 Closed: 00/00/0000 Requested by: on: 00/00/0000

Reason: Approved by: on: 00/00/0000

Closure Summary:

Case Information

Case Name: TEST Last Worker: Grant A Miller

Case Type: CW Case Number:

Sub Type: Prevention Will services be provided within the FAR?

Type of FAR Service:

Office of Assessment: Arapahoe Services Approval By:

Ready | lwm 1014 cm case summary | 8/10/2021 01:55 PM

Part 2: You add clients to the Prevention Case and indicate that they are Participating as a Child (PAC) with a Participation Category and Type of Prevention.

Step-By-Step Guide:

1. Click on the Client icon.
2. Then select the New option to add your first Client to the case.
3. If the Client is a child receiving services, you must mark them as Participating as a Child and enter their Participation Category and select the Prevention Category and Type in the dropdown menu.
 - a. You must also enter a Household Number corresponding to the county entering the prevention service(s) for any PAC clients for which a service authorization will be entered. The start date of the household number span should be the same as the Client's involvement start date. Refer to your county's protocol for creating the 6-digit household number.

STEP-BY-STEP WITH SCREENSHOTS:

Steps/Output

In this scenario, you add clients to the Prevention Case and indicate if they are receiving Prevention Services.

Steps 1-2:

1. Click on the Client button.
2. Then click the New button to add your first Client to the case.

Screenshot

The screenshot displays the 'Select Client' dialog box within the TCYFF.WORLD - CW application. The dialog box features a table with the following columns: Name, Client ID, State ID, Age, Gender, IVE Acc Determ, Date of Birth, and Stu. A red arrow points to the 'Date of Birth' column. Below the table, there are two radio buttons: 'Active Clients' (which is selected) and 'All Clients'. To the right of the table and radio buttons, there are several buttons: 'Show', 'New', 'Sort...', 'Force IVE Client', 'Cancel', and 'Help'. The background of the application shows a menu bar with 'File', 'Edit', 'Functions', 'Tools', 'Help', 'IV-E MODULE', 'Web Apps', and 'Alerts'. Below the menu bar is a toolbar with various icons representing different functions like Workload, Ref Log, Inbox, Supervisor, Org, Resource, Other Srvc, Training/ED, Fiscal, Sys Admin, Tools, Ticklers, and DYC. At the bottom of the application window, there is a status bar showing 'Ready', 'Case : 1950718', 'wr 1040 cl selection', and the date/time '8/25/2021 09:14 AM'.

Step 3a:

- a. You must also enter a Household Number corresponding to the county entering the prevention service(s) for any PAC clients for which a service authorization will be entered. The start date of the household number span should be the same as the Client's involvement start date. Refer to your county's protocol for creating the 6-digit household number.

The screenshot shows the 'Household Update' dialog box in the TCYFF.WORLD - CW application. The dialog is divided into several sections:

- Households:** A table with columns for Household, Start Date, End Date, and County. The first row contains '00/00/0000', '00/00/0000', and an empty County field.
- Detail:** A section containing input fields for:
 - Household:** A 6-digit number field (indicated by a red arrow).
 - County:** A dropdown menu.
 - Start Date:** A date field (indicated by a red arrow).
 - End Date:** A date field.
- Personal Information:** Fields for Prefix, *First (TEST), Middle, *Last (PERSON), Suffix, Gender (Female), Date of Birth (01/01/2005), and SSN (- -). There is also an unchecked checkbox for 'Estimated Birth Date'.
- Languages:** A section with a 'Select...' button.
- Active Households:** A section with a 'Household...' button.

Buttons for 'OK', 'New', 'Delete', 'Cancel', and 'Help' are visible on the right side of the dialog. The status bar at the bottom shows 'Ready', 'Case : 1950719', 'lwr 1016 cl household', and '8/25/2021 09:26 AM'.

Part 3: You enter a Prevention Service authorization for PAC clients

Step-By-Step Guide:

1. Now you can enter services via the Srvc Prov > Srvc Auth window. Select the Client on the Srvc Prov window, then click Srvc Auth, then click Find to do your provider and service search.
2. Here you can search for provider ID & Service Category and Service Type, or search for all providers that have an Open service of the category and type for which you do your search.
 - Note that only Child Welfare Services and Core Services are available categories for a Prevention Case.
3. For Child Welfare Services, you must pick the Allocation in addition to the regularly required fields for entering a service auth. Make sure to click Yes next to Pay Provider if you intend to pay for the service.

STEP-BY-STEP WITH SCREENSHOTS:

Steps/Output

Screenshot

Step 1:

Now you can enter services via the Srvc Prov > Srvc Auth window. Select the Client on the Srvc Prov window, then click Srvc Auth, then click Find to do your provider and service search.

The screenshot displays the 'Services Authorized' window in the IV-E MODULE. The window title is 'Services Authorized -'. It features a menu bar with 'File', 'Edit', 'Functions', 'Tools', 'Help', 'IV-E MODULE', 'Web Apps', and 'Alerts'. Below the menu bar is a toolbar with various icons for 'Workload', 'Ref Log', 'Inbox', 'Supervisor', 'Org', 'Resource', 'Other Srvc', 'Training/ED', 'Fiscal', 'Sys Admin', 'Tools', 'Ticklers', and 'DYC'. A secondary toolbar includes 'Workload', 'Srvc Prov', 'Removal', 'Srvc Auth', 'History', 'Trial Visits', 'CCAR', and 'QRTP Detrm'. The main area contains a table with the following columns: 'Provider#', 'Provider', 'Service Type', 'Start Date', 'End Date', and 'Approved CW/DYC Case#'. The table has a header row with values '00/00/0000', '00/00/0000', and 'CW'. To the right of the table are buttons for 'Add', 'Change', 'Clear', 'Print', 'Approval...', 'Find...', 'Delete', 'Sort...', 'Details...', 'Absent...', 'Runaway...', 'Srvc.Ref...', 'Cancel', and 'Help'. A red arrow points to the 'Find...' button. Below the table is a 'General' tab with sub-tabs for 'Core Srvc Det.', 'PSSP', 'Comments', 'Rate Det.', 'Absence', 'Entry/Exit Reason', 'Addit. Info', and 'No...'. The 'Service Information' section includes fields for 'Service Category', 'Service Type', 'Start Date', 'End Date', 'County', 'Allocation', 'Fund.Source', and 'Pay Provider' (Yes/No). There are also checkboxes for 'Pre-Adoptive Home', 'Permanent Placement', and 'Whole Family Placement', and a field for 'Evidence Based Service Tier Level'. The status bar at the bottom shows 'Ready' and 'Case : Client : wfm 1003 svpr srvc auth'.

Step 2:

Here you can search for provider ID & Service Category and Service Type, or search for all providers that have an Open service of the category and type for which you do your search.

Note that only Child Welfare Services and Core Services are available categories.

Find Provider

Search Criteria

Provider Id:

Service Category:

Service Type:

Service Detail:

Region Id:

Judicial district:

Characteristics of Child:

Ethnicity and Race
Hispanic Origin: Yes
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian/Other Pacific Islander
 White

Date of Birth (Age): 04/30/2001
 Gender: Male
 Tribe
Primary Tribe:
Secondary Tribe:

Soundex Search

Step 2 Results

And here's the results of the search above:

Provider Search Results

Provider Matches

Resource ID	Agency/Resource Name	Owner County/Division
1647171	APRENDI INC.	Mesa
45021	EL PASO COUNTY DSS	Division of Child Welfare
1515278	CITY OF PUEBLO	Pueblo
1699827	DEVELOPMENTAL PATHWAYS	Douglas
17775	DbA Treatment And Evaluation Services	Douglas
1512672	ACCOUNTABILITY POLYGRAPH	Arapahoe
45047	PARK COUNTY DSS	Division of Child Welfare
1511735	REGIONAL TRANSPORTATION DISTRICT (RTD)	Division of Youth Services

OK

New

Sort...

New Search...

General

Address

Phone

Acceptance & Restrictions

Abuse/Neglect

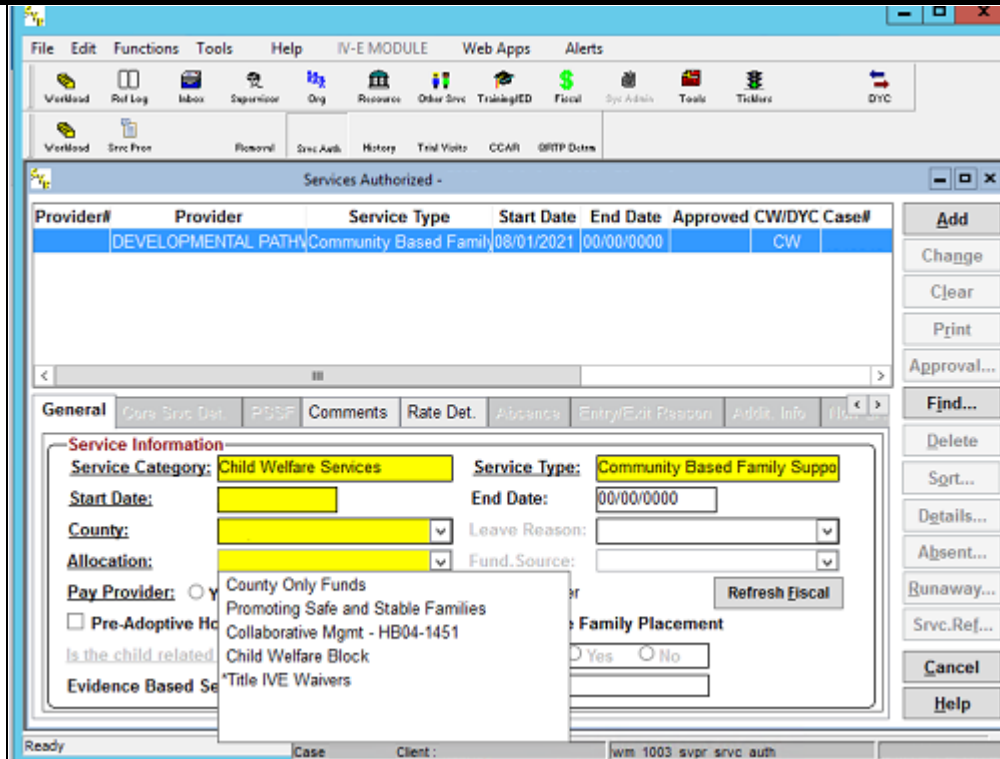
Provider Id:	1647171	Resource Type:	Service
Name:			
Agency Name:	APRENDI INC.	FEIN:	20-2977048
SSN:	- -		
Governing Body:	NONE		
Summary:			

Cancel

Help

Step 3:

For Child Welfare Services, you must pick the Allocation in addition to the regularly required fields (highlighted in yellow) for entering a service auth. Make sure to click Yes next to Pay Provider if you intend to pay for the service.



Part 4: You create a Prevention Plan in Trails.

Step-By-Step Guide:

1. To enter the Prevention Plan, we must first complete the FSP 1 (a.k.a. FSP > Family Info window) by adding at least one Client to it, giving them a Permanency Goal and start and target dates.
 - (Note: The start date will typically be the same date as the Prevention case start date - consult your supervisor for exceptions)
 - Note: You may be required to create an imminent risk document if one was not created previously. This can be completed by clicking the Immn Risk option and then clicking the New button.
2. Next, click the Treat/Prev button to begin creating the Prevention Plan. You must enter a plan description before you can click Add.
3. Click Add to create the Prevention Plan. Then when you click the New button in the Action steps panel, a pop-up message will appear on your screen. Click Yes to launch Trails Modernization, where you must complete a IV-E [Prevention Candidacy](#) determination before you can finish adding the Action Step.
 - a. After this, you will close the Modernized Trails window and then click back into Legacy Trails.
 - (Note: See [Candidacy Tipsheet Scenario 2](#) for walkthrough completion of candidacy screens in TRAILS Mod)

STEP-BY-STEP WITH SCREENSHOTS:

Steps/Output

Screenshot

Step 1:

To enter the Prevention Plan, we must first complete the FSP 1 (a.k.a. FSP > Family Info window) by adding at least one Client to it, giving them a Permanency Goal and start and target dates.

- (Note: The start date will typically be the same date as the Prevention case start date - consult your supervisor for exceptions)

The screenshot shows the 'Family Information-' application window. The main area displays a 'Participant Summary' table with the following data:

Participant	Client/Rsrc ID	Permanency Goal	Date Set	Target Date
		Remain Home	00/00/0000	00/00/0000

Below the table is the 'Participant Details' form. The 'Participant' section has radio buttons for *Client, *Collateral, and *Provider. The 'FSP Participation Dates' section has 'Start Date' and 'End Date' fields, both set to 00/00/0000. The 'Current Permanency Goal' section has a dropdown menu set to 'Remain Home'. The 'Alternative Permanency Goal' section has an empty dropdown menu. The 'Date Set' and 'Target Date' fields are both set to 00/00/0000. The 'Date Updated' and 'Updated By' fields are empty.

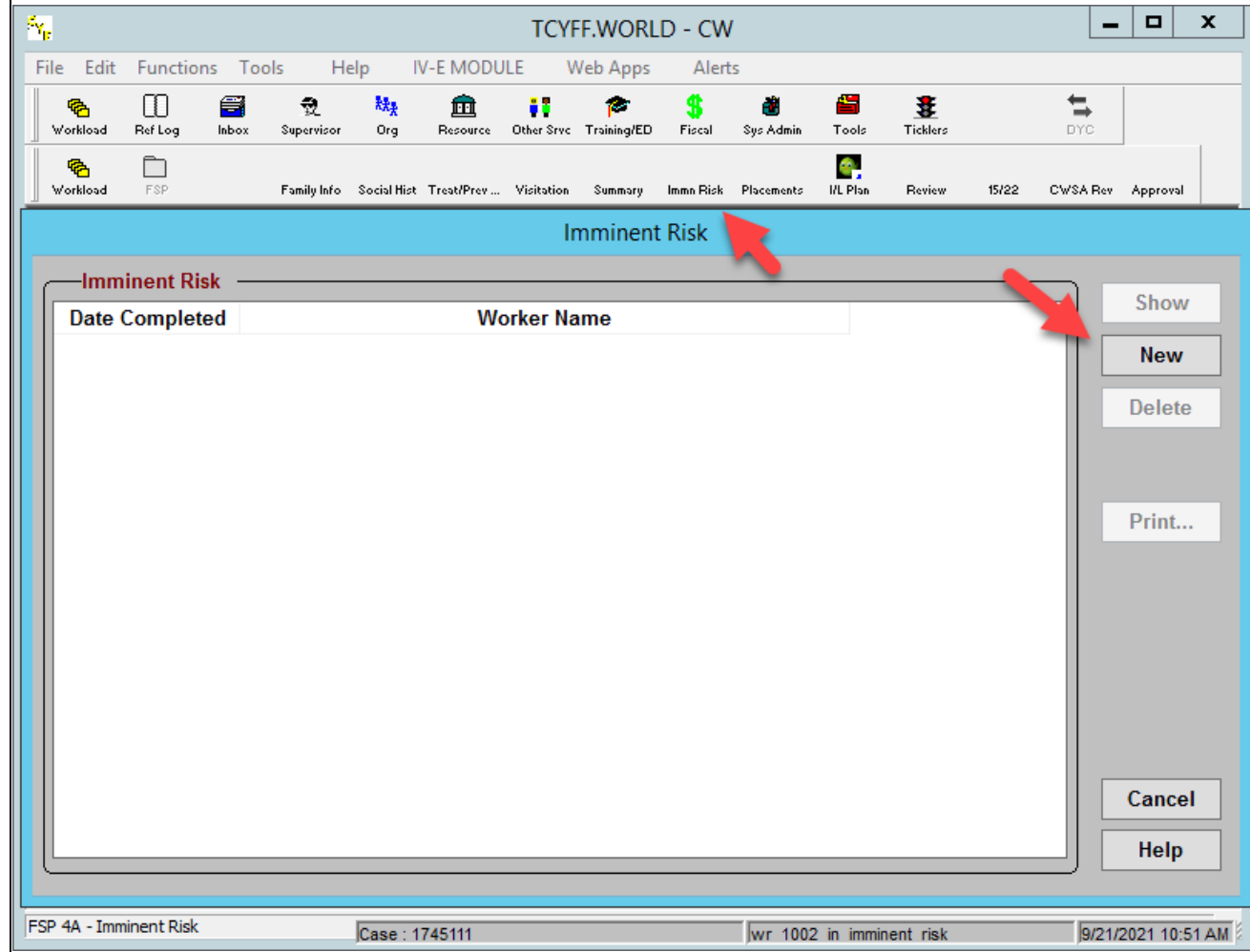
On the right side of the window, there are several buttons: Add, Change, Delete, Clear, Show..., Perm Goal History..., Print..., Cancel, and Help.

The status bar at the bottom shows 'Ready', 'Case :', 'wm 3001 fsp participant info', and '8/10/2021 03:13 PM'.

Note:

You may be required to create an imminent risk document if one was not created previously.

This can be completed by clicking the Immn Risk option and then clicking the New button.



The screenshot displays the TCYFF.WORLD - CW software interface. The main window is titled "Imminent Risk" and contains a table with two columns: "Date Completed" and "Worker Name". The table is currently empty. To the right of the table are several buttons: "Show", "New", "Delete", "Print...", "Cancel", and "Help". A red arrow points to the "Imminent Risk" title bar, and another red arrow points to the "New" button. The status bar at the bottom shows "FSP 4A - Imminent Risk", "Case : 1745111", "lwr 1002 in imminent risk", and "9/21/2021 10:51 AM".

Step 2:

Next, click the Treat/Prev button to begin creating the Prevention Plan. You must enter a plan description before you can click Add.

FSP Part 3A : Treatment/Prevention Plan Objective

Treatment/Prevention Plans

Date Created	Created By	Date Court Approved	Description
00/00/0000		00/00/0000	Test Prevention Plan

Treatment/Prevention Plan Objectives

Display by Objectives Display by Participant

Objective	Status

Participant	Service Category / Type	Start Date	Est.Cmpl Date

Buttons: Add, Change, Delete, Clear, Show Objective..., New Objective..., Delete Objective, CAC, Print, Cancel, Help

Status: Ready Case : |wm 3003 fsp treatment

Step 3:

Click Add to create the Prevention Plan. Then when you click the New button in the Action steps panel, a pop-up message will appear on your screen. Click Yes to launch Trails Modernization where you must complete a IV-E [Prevention Candidacy](#) determination before you can finish adding the Action Step.

After this, you will close the Modernized Trails window and then click back into Legacy Trails.

The screenshot shows the 'FSP Part 3A : Treatment/Prevention Plan Objective' form in the TCYFF.WORLD - CW application. The form is divided into several sections:

- Objective:** A text area containing 'test objective' (highlighted in yellow) and a 'Status' dropdown menu set to 'Active'. A red arrow points to the 'Add' button on the right.
- Objective Participants:** A table with columns for 'Participant', 'Service Category / Type', 'Start Date', and 'Est.Cmpl Date'. A red arrow points to the empty table area.
- Action Steps:** A table with columns for 'Action Step' and 'Status'. The first row contains 'test action step' and 'Active'. A red arrow points to the 'New' button on the right.
- Criteria/Measurement of Success:** A text area for entering success criteria.
- Responsibility for Fees:** A text area for entering fee responsibility.
- Service Provider:** A text area for entering the service provider.

Additional buttons on the right side include 'Change', 'Delete', 'Clear', 'Cancel', and 'Help'. The status bar at the bottom shows 'Ready' and 'Case : |wr 3003 fsp treatment'.

(Note: See [Candidacy Tipsheet Scenario 2](#) for walkthrough completion of candidacy screens in TRAILS Mod