

The checklist is required to be submitted to the OCAP with the draft and final version of the CSA to expediate the review process .

**County Name:** \_\_\_\_\_  
**Start date of the System Improvement Plan:** \_\_\_\_\_  
**End date of the System Improvement Plan:** \_\_\_\_\_

No.	Page in Guide	Element	Element Present (provide page no.)	Element Not Present	Element N/A
<b>Contact Information</b>					
1	14	Name, mailing address, e-mail address, phone and fax number of lead agency (County CWS Agency)			
2	14	Name, mailing address, e-mail address, phone and fax number of CAPIT liaison			
3	14	Name, mailing address, e-mail address, phone and fax number of CBCAP liaison			
4	14	Name, mailing address, e-mail address, phone and fax number of PSSF liaison			
<b>Evidence the CSA was developed in collaboration with identified representation as directed by the CSA guide. The following list is pertinent to CAPIT/CBCAP/PSSF and does not include all core representatives.</b>					
5	13	Submits a list of the CSA planning participants. Include a list of names with affiliations and identify which participant is representing the required core representatives .			
6	12	List includes: CAPC representative			
7	12	List includes: CAPIT/CBCAP/PSSF Liaisons			
8	12	List includes: Parent/consumers			
9	12	List includes: CCTF Commission or CAPC representative if acting as the CCTF Commission			
10	12	List includes: County Board of Supervisor's designated agency to administer CAPIT/CBCPA/PSSF			
11	12	List includes: PSSF Collaborative, if applicable			
<b>Demographics of General Population (Needs Assessment)</b>					
12	15	County population			
13	15	Active Tribes in the county (Identify all federally recognized tribes)			
14	15	Number of children attending school			
15	15	Number of children attending special education classes			
16	15	Number of children born to teen parents			
17	15	Number of children who are leaving school prior to graduation			
18	15	Number of children on child care waiting lists			
19	15	Number of children participating in subsidized school lunch programs			
20	15	Number of children receiving age-appropriate immunizations			
21	15	Number of babies born with low-birth weight			
22	15	Number of families receiving public assistance (CalWorks)			
23	15	Number of families living below poverty level			

No.	Page in Guide	Element	Element Present (provide page no.)	Element Not Present	Element N/A
24	16	Number of families with no health insurance (suggested)			
25	16	County unemployment rate (suggested)			
26	16	County rate of drug and alcohol abuse (suggested)			
		<b>CWS Participation Rates</b>			
27	16	Number of children age 0-18 in population			
28	16	Number and rate of children with referrals			
29	16	Number and rate of first entries			
30	16	Number and rate of children with substantiated referrals (suggested)			
31	16	Number and rate of children in care (suggested)			
		<b>Public Agency Characteristics - County Government Structure - Financial/ Material resources</b>			
32	18	Description of opportunities, interagency collaborations and/or resources including CAPIT/CBCAP/PSSF funds, CCTF and other funding sources, and their impact on the ability to achieve positive outcomes for children and families.			
		<b>Identify the page # for each outcome/measure analysis, if the analysis indicates either unmet need(s) or continued need(s) for services which qualify for CAPIT/CBCAP/PSSF funds. Indicate "N/A" if the outcome/measure analysis does not indicate a need to utilize CAPIT/CBCAP/PSSF funds.</b>			
33	19	outcome/measure(s):			
34	19	outcome/measure(s):			
35	19	outcome/measure(s):			
36	19	outcome/measure(s):			
37	19	outcome/measure(s):			
38	19	outcome/measure(s):			
39	19	outcome/measure(s):			
		<b>Systemic Factors - Requirements of the Report</b>			
		<b>Relevant Management Information Systems (MIS)</b>			
40	24	Description of the county's MIS or the process for gathering, storing and disseminating program information as required by CAPIT/CBCAP/PSSF.			
		<b>Quality Assurance System</b>			
41	26	Briefly describe how the designated county agency ensures effective fiscal and program accountability for the CAPIT, CBCAP, and PSSF vendor/contractor activities. This description must be specific to CAPIT, CBCAP, PSSF programs and not limited to a general description of current county policies. Briefly describe how prevention programs are evaluated, include:			
42	26	Description of the methodology used to assess client satisfaction.			
43	26	Describe how the county assesses the vendor's service delivery system to identify the strengths and needs.			
44	26	Describe the mechanisms used to report to the agency on the quality of services evaluated and needs for improvement.			

No.	Page in Guide	Element	Element Present (provide page no.)	Element Not Present	Element N/A
45	26	Description of the methodology or the process for reporting information regarding the outcome of the evaluation and issues of			
46	26	Description of the methodology or process used to evaluate the vendor/contractor to determine if the corrective action was developed and implemented.			
		<b>Service Array</b>			
47	27	Analysis of the efficacy and availability of the community-based and prevention-focused programs and activities provided by public and private, nonprofit organizations, including faith-based programs and how they fit in to an overall continuum of family-centered, holistic care.			
48	28	Description of services available to meet the needs of ethnic/ minority populations including an assessment of the availability of culturally appropriate services.			
49	28	Description of services and the delivery of services for children with disabilities and their families.			
50	28	Description of services and the delivery of services targeted to children at high risk for abuse or neglect.			
51	28	Description of services designed to enable children at risk of foster care placement to remain with their families when their safety and well-being can be reasonably assured.			
52	28	Description of services designed to help children achieve permanency by returning to families from which they have been removed or be placed for adoption or with a legal guardian or in some other planned, permanent living arrangement, and through post-legal adoption services.			
53	28	Description of services accessible to families and children in all geographical locations including isolated areas of the county.			
54	28	Description of services that can be individualized to meet the unique needs of children and families served by the agency.			
55	28	Description of services to Native American children			
56	28	Description of the availability of child abuse prevention education.			
57	28	Description of the availability of child and family health and well-being resources.			
58	28	Description of the existence of established networks of community services and resources, such as family resource centers or other comprehensive community service centers.			
59	28	Description of outreach activities that maximize participation of parents as well as racial and ethnic populations, children, and adults with disabilities, and members of other underserved or underrepresented groups.			
60	28	Does the description of the service array (3a-3m) indicate which services are funded by CAPIT/CBCAP/PSSF.			
61	29	Description of the county's current efforts on the development and implementation of Evidence-based and Evidence-informed prevention program and practices			

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<b>Training</b>					
62	29	Description of county's infrastructure and capacity to allocate CAPIT/CBCAP/PSSF funds for county liaisons and parent consumers to attend required meetings, conferences, and training events.			
63	29	Description of additional training and technical assistance specifically for CAPIT/CBCAP/PSSF county liaisons, vendor/contractors, and parent liaisons/consumers.			
<b>Agency collaboration</b>					
64	30	Description of the county/community partnership's extent of shared responsibility, risks, development of resources, supports, blending/braiding of multiple funding streams.			