

**WESTERN AND PACIFIC CHILD WELFARE IMPLEMENTATION CENTER
IMPLEMENTATION PROJECT REQUEST FOR ASSISTANCE**

APPLICATION RATING SHEET

Applicant: _____ Reviewer Name: _____

Application Score After the Reviewer's Reading _____ (max. 150 points)

Number of Questions Rated N/A _____ (max 5 questions)

Final Score After Discussion at the Review Meeting _____ (max. 150 points)

APPLICATION REVIEWER INSTRUCTIONS: Please rate each of the following criteria within the four sections below on a scale of 1 - 5 with 1 being the least and 5 being the best possible rating. There are 5 marked questions that can be rated N/A if no data/information is available, without penalty to the applicant. For this review, please score those questions rated N/A as 0 points in calculating the total application score. Then please note above how many of the three questions you rated N/A so that the Selection Committee can make adjustments in the final total possible score for that application.

After each Selection Committee member provides his/her individual ratings for each application, the Selection Committee chair will convene all reviewers to share their respective scores, discuss the merits of each application, and arrive at a consensus score and recommendation. The recommendation will also consider other factors such as geographic balance, project diversity, and type of jurisdiction applying. Recommendations will be submitted to the Children's Bureau for review and final approval.

1. ASSESSMENT OF THE CURRENT SITUATION

This section provides information on the current child welfare system, including priorities for systems change, organizational structure, demographic and outcome data, and effective collaborations.

- A. The applicant provides a clear and compelling identification of areas of its system that are high priorities for change to improve service delivery, service delivery processes, and outcomes for children, youth, and families. Available data on these issues supports the identification of change priorities. 1 2 3 4 5
- B. The current child welfare organizational structure is clearly described for the reviewer. 1 2 3 4 5
- C. The reviewer has a clear understanding of the applicant's child welfare agency's population through the specific demographic and outcome data provided (or narrative information if data is not available) and the listing of specific outcomes that have been achieved or are of concern. 1 2 3 4 5
- D. The applicant clearly describes for the reviewer any collaboration (formal or informal) across agencies that support the delivery of services for these children, youth, and their families and how the collaboration will be central to their proposed systems change. *(If no collaborations exist, score N/A)* 1 2 3 4 5 N/A

Section 1 Total Score _____ (Max. 20 pts)

2. PROPOSED SYSTEMS CHANGE

This section provides an overview of the proposed systems change for an Implementation Project, outcomes expected from the initiative, and readiness factors for the initiative to be successful.

- A. The applicant provides an overview of the overall change envisioned for the child welfare agency. The system change relates to the high priority areas assessed as needing improvement in Section 1. Included are:
1. A clearly articulated and feasible vision and purpose of the envisioned systems change.
1 2 3 4 5
 2. Feasible and appropriate goals and measurable objectives for the systems change, if currently developed. *(If not developed, score N/A);*
1 2 3 4 5 N/A
 3. A brief description of efforts to promote this change that seem promising to the reviewer based on the systems change proposed. *(If efforts are not currently taking place, score N/A).*
1 2 3 4 5 N/A
- B. The applicant clearly describes how systems change will be achieved with an Implementation Project, including:
1. Values and principles that will serve as the framework around which the systems change will be built and that the reviewer believes are relevant to the proposed systems change;
1 2 3 4 5
 2. A feasible, comprehensive, and appropriate approach to achieving the proposed systems change, through a description of:
 - a) activities proposed; 1 2 3 4 5
 - b) how this approach aligns with the values and principles; 1 2 3 4 5
 - c) the size and characteristics of the population to be affected; and 1 2 3 4 5
 - d) how child welfare programs and staff will be affected by the proposed system change; 1 2 3 4 5
 3. A clear correlation for how the proposed approach aligns with any current child welfare reform initiatives and, if applicable, to findings from the Child and Family Service Reviews and the Program Improvement Plan;
1 2 3 4 5
 4. A clear and feasible plan for how proposed changes in policy, practice, supervision and administration will be sustained through agency regulations, administrative rules, training, collaborative partnerships, etc;
1 2 3 4 5
 5. A clear and feasible plan for partnering with families and youth who are intended to benefit from the proposed systems change in project development, implementation, and evaluation;
1 2 3 4 5
 6. An effective plan for addressing cultural and linguistic competence and reducing disparities;
1 2 3 4 5

7. An effective plan for engaging and involving appropriate partners (e.g. other child serving agencies and organizations, community-based organizations, other technical assistance providers);
1 2 3 4 5
8. A collaborative, cross-agency structure, that seems to the reviewer as appropriate and workable, that will serve in a governance role for this project. *(If none is proposed, score N/A).*
1 2 3 4 5 N/A
9. A clear description of the types of technical assistance needed to assist in the implementation of the proposed systems change. The technical assistance seems appropriate to the proposed systems change by the reviewer .
1 2 3 4 5
- C. The applicant lists the expected outcomes that the systems change will achieve both at the child welfare system level and for children, youth and families served by the child welfare agency. The outcomes seem appropriate and feasible to measure to the reviewer.
1 2 3 4 5
- D. The applicant clearly describes the key contextual factors that provide opportunities for the systems change to be effective:
1. The most significant strengths and resources currently available for implementing systems change successfully. These seem to the reviewer to be significant to the effectiveness of proposed systems change.
1 2 3 4 5
 2. Any current training and technical assistance efforts that can be applied to and support this systems change effort. The reviewer clearly sees the applicability of these efforts to the proposed system change.
1 2 3 4 5
 3. Anticipated challenges to implementing the systems change and the approach to addressing these challenges. These challenges seem realistic to the reviewer as does the plan for addressing them.
1 2 3 4 5
 4. The extent to which the applicant has obtained commitments to accomplishing the systems change (e.g. key individuals or governmental bodies that support and provide authority for the systems change effort, sources of funding commitments, necessary staff to work on this effort, etc).
1 2 3 4 5

Section 2 Total Score _____ (Max. 100 pts)

3. APPROACH TO MEASURING PROGRESS

This section provides an overview of how Implementation Project progress will be measured.

- A. The applicant clearly describes its strategy for measuring progress toward the achievement of expected outcomes for children, youth, and families and expected outcomes for the child welfare system. To the reviewer, the strategy seems feasible and appropriate to the proposed outcomes. 1 2 3 4 5
 - 1. The applicant clearly describes what data is critical to measuring expected outcomes. The data seem appropriate to the outcomes and feasible to collect. 1 2 3 4 5
 - 2. The applicant clearly describes what infrastructure is in place for the collection and analysis of data. 1 2 3 4 5

Section 3 Total Score_____ (Max 15 pts)

4. OPERATIONAL RESOURCES

This section lists the operational resources that will be applied to the Implementation Project. This section should show the applicant has sufficient commitment to making the project successful.

- A. The applicant lists the key child welfare agency staff that will serve as the agency's leadership for the Implementation Project, their levels of time commitment, and their roles. The commitments seem to the reviewer to be sufficient to accomplishing the systems change proposed. 1 2 3 4 5
- B. The applicant lists the membership of the collaborative, cross agency structure, if any, that will provide governance for the Implementation Project and what commitments, if any, have already been made. The reviewer finds these to be the right individuals and commitments necessary to accomplishing the proposed systems change. *(If no collaborative is proposed, score N/A)* 1 2 3 4 5 N/A
- C. The applicant describes the current or anticipated investment of fiscal and other operational resources to support the systems change effort. The reviewer finds this investment adequate to accomplishing the proposed system change. 1 2 3 4 5

Section 4 Total Score_____ (Max 15 pts)

Please total all scores for the four Sections and enter on the top of the first page of the rating sheet. Maximum total score is 150 points.

Comments on Strengths and Areas of Concerns for the Application: