

Local Implementation Team Deliverables Checklist

As local implementation teams begin the process of answering the 5 basic questions for assembling their RBS approach, these answers have to be translated into the 4 deliverables required under AB 1453. Although the five questions do not translate directly into the 4 deliverables, the content from each of the inquiries can be used to complete the elements required in the deliverables. Question 1 helps local teams identify who they are going to serve and develop baseline measurements for the chosen group. This information goes into the program description and the voluntary agreement. Question 2 helps teams develop their intervention model. The model is summarized in the program description and described in detail in the voluntary agreement. Question 3 identifies the roles and responsibilities of the public and private agencies who will operate the RBS demonstration. This becomes the heart of the voluntary agreement. Question 4 guides the development of the funding model, which is presented in the third deliverable. Question 5 asks the local team to say how they will put their plan into action. As the team thinks through the implementation steps, they should have a better idea of the operational elements for which they will seek waivers, and this can form the basis of the 4th deliverable.

The Five Questions	The Four Deliverables
1. Who are you going to help (target population)?	1. Program Description
2. How are you going to help them (intervention model)?	
3. Who is going to provide the help (public-private partners)?	2. Voluntary Agreement
4. How will you pay for it?	3. Funding Model
5. How will you make it happen?	4. Waiver Request

The following checklists are provided to help teams as they begin the process of translating the concepts that they have developed through the Some Assembly Required exercises into AB 1453's four deliverables. With so many elements, it is easy to lose track. The purpose of the checklist is to highlight each of the main points that should be included in each of the 4 documents so that teams can monitor what they have done, and what remains to be decided. This checklist is based on the content of AB 1453 and roadmap for the deliverables that was provided to the demonstration sites at the kickoff symposium in June.

Project Description

The purpose of the project description is to provide a brief overview of the approach that each site will be taking to implement the RBS model. The point of the demonstrations authorized by AB 1453 are to test and compare a variety of innovations in system operations, services and funding to help us learn better ways of meeting the needs of the children and youth who currently spend long periods of time in residential placement, and their families. The project descriptions will help us highlight the ideas and innovations you are testing to the legislature and our other stakeholders. They will also make it easier for each of the demonstration sites to see what their colleagues in the other sites are working on. The project description should have 8 sections:

1. **Participation commitments** (Who is going to be a part of the demonstration? This comes from step three of the SAR. At the time of the submission of the Project Description, not all of the participants may be known, especially the private providers. In that case, this section should describe the recruitment process and the characteristics of those who will be recruited.)
2. **Mission, vision and guiding principles** (This is actually three sections. The first is a succinct statement of what you want to accomplish. The second is a bird's eye view of what your demonstration project will look like. This is how we will help our stakeholders understand what you are trying to do, and how you plan to get it done. The third summarizes the values in action that provide the foundation for the innovations you are testing in the project. These three elements are developed in Step Two of the SAR.)
3. **General outcome goals** (This section should identify the measurable differences in the lives of the children and youth in your project and their families that you expect to see as a result of the new approach you will be using. The parameters you choose should fall within the 3 overarching goals established in California for children and youth placed outside their homes: Safety, Permanency and Well-being. These goals will reflect changes made from the

baselines summarized in the following sections of the project description. Step Two of the SAR includes exercises to help set outcome goals for your project.)

4. **Target population baseline** (This can be derived from the exercises in Step One of the SAR. The baseline should use the same measurements as the outcome goals in section 3 of the project description.)
5. **Service arrangement baseline** (This information was also developed in Step One of the SAR. It will allow us to compare the way children, youth and families are currently being served with the way things will be different in your new approach.
6. **Funding baseline** (This is developed in Step One and examined in greater detail in Step Four of the SAR>)
7. **Data baseline** (This provision was not addressed in the SAR, but it asks you to describe your current data collection capacity and methodology, and provide a foundation for how you may be enhancing it as part of the demonstration project.)
8. **Strategic plan** (Given where you are now as outlined in the service baseline, this section summarizes how you will move toward new system you will move to the new system described in your vision statement. This will be derived from the planning process outlined in Step Five of the SAR).

The following table can be used to track progress on the completion of each of the sections of the document. Who is supposed to write this section? Where will they get the information needed for it? What actions are needed to gather this information? What decisions must be made to complete the section? When was the section completed?

Section	Person(s) Responsible	Information Needed	Actions Needed	Decisions Needed	Completed
Participant commitments					
Mission					
Vision					
Guiding Principles					
Outcome Goals					
Target Population Baseline					
Service Arrangement Baseline					
Funding Baseline					
Data Baseline					
Strategic Plan					

Voluntary Agreement

The voluntary agreement is required by AB 1453 to clarify the specific elements of each demonstration site's efforts and ratify the public-private partnership that will be implementing the local project. The agreement has 5 basic sections, two of which have several subsections. This document should provide a more detailed description of each project and will be one of the documents that CDSS will review as part of its project approval process. Ultimately, these documents will also be used to create the proposal for statewide RBS implementation that AB 1453 requires in 2011. These elements come out of the same exercises in the SAR that informed the project description. The difference here is that they are laid out with more specificity and detail, and that they express a formal commitment from the demonstration project participants to CDSS.

- 1. Target population for the demonstration project**
- 2. Performance measures for the demonstration project**
- 3. Programmatic design**
 - a. Assessment & Matching (Process)**
 - b. RBS Plan of Care (Product)**
 - c. Facility-Based Services (Core innovations)**
 - d. Community-Based Services (Parallel and follow-up)**
- 4. Operational design**
 - a. Partnership Roles and Responsibilities (System level who does what?)**
 - b. Staffing Model (Service level who does what?)**
 - c. Quality Assurance Mechanism (Are we doing what we said we would do?)**
 - d. Preliminary Training Plan**
- 5. Evaluation design (This will be developed with assistance from Harder+Company consultants.)**

Section	Person(s) Responsible	Information Needed	Actions Needed	Decisions Needed	Completed
Target Population					
Performance Measures					
Program: assessment and matching					
Program: plan of care					
Program: Facility-based services					
Program: Community-based services					
Operations: Participant roles and responsibilities					
Operations: Staffing model					
Operations: Quality assurance mechanism					
Operations: Preliminary training plan					
Evaluation Design					

Funding Model

The third deliverable required of each project by AB 1453 is a description of the funding model that will be used. The legislature is interested in seeing the impact of a variety of different funding models. Step Four of the SAR has detailed exercises to help local implementation teams decide how they want to pay for the operations within their RBS model. Some models may require waivers of one or more state regulations. Those waiver requests should be described in the fourth deliverable. This section should explain the proposed fiscal framework. Four sections are needed:

1. **Payment Protocol (How the money will go out)**
2. **Claiming Protocol (Where the money will come from)**
3. **Risk Management System (How will risk be allocated, and resources managed against unexpected variations in cost)**
4. **Cost Containment Mechanism (AB 1453 requires that the demonstration projects not result in an increased draw of state general fund dollars for group home payments, calculated on an annual basis.)**

Section	Person(s) Responsible	Information Needed	Actions Needed	Decisions Needed	Completed
Payment Protocols					
Claiming Protocols					
Risk Management System					
Cost Containment System					

Waiver Request

The fourth deliverable is a document describing any specific requests for waivers of existing state regulations that stand in the way of implementing the demonstration project. It should be noted that waiver requests would not have to be submitted “cold” to CDSS. Staff from CDSS will be available throughout the project design phase to answer questions and provide guidance and feedback. Some alterations may not require a formal waiver. Others may only need a narrow readjustment. The waiver request should have 4 sections:

- 1. Which state requirements would have to be waived (e.g., case planning, monitoring, licensing, documentation, etc.) in order to implement the RBS program model?**
- 2. How will the intent of the requirements of those state requirements be addressed in alternative fashion?**
- 3. How will the waiver improve services and contribute to better outcomes?**
- 4. How does the request meet the AB 1453 criteria?**

Section	Person(s) Responsible	Information Needed	Actions Needed	Decisions Needed	Completed
Requested waivers					
How the intent of requirements will be met					
How the waiver will contribute to improved outcomes					
How the waiver will meet AB 1453 criteria					

