

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) Public reporting burden for this collection of information is estimated to average 180 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Needs and Fit Exploration Tool Phase 2

Purpose

- The purpose of Phase II is to conduct an on-site meeting with a tribe when there is sufficient information gathered in Phase I to proceed with Phase II. This next phase occurs when the Center for Tribes Team and Collaborative Review Team concur that the Tribe's inquiry may be addressed through a brief or intensive capacity building project. Phase II occurs after the Collaborative Review Team has approved the Phase I Summary Assessment Report.
- The Phase II of the Needs and Fit Exploration process occurs during **an on-site meeting between Center for Tribes Team members and tribal child welfare leadership** and stakeholders. Using a structured group conversations the onsite meeting continues to build relationships, share information about the Center for Tribes, and assess the Tribal program's needs and current capacity.
- Brief and intensive recommended level of services and requirements for a Center for Tribes project will be discussed and performance expectations of both the tribe and the Center will be outlined.
- In Phase II of the Needs and Fit Exploration, we will also gather additional, and more in-depth, information to clarify tribal understanding of Center for Tribes involvement, match fit of Center for Tribes services to tribal expectations, and discuss tribal commitment to a capacity building project.

Upon conclusion of on-site meeting, a **Needs and Fit Exploration Phase II Review Form** will be completed by the Center for Tribes and provided to Tribe and Collaborative Review Team.

Phase II: On-site Meeting with Tribal Child Welfare Leadership And Stakeholders

Instructions to Conduct Phase II

1. Send Phase II Needs and Fit Exploration questions to tribe for review prior to the scheduled on-site visit.
2. A site visit agenda will be developed by the Center for Tribes Team and shared with the tribe for review and comment.
3. Prior to the site visit, Center for Tribes Team members will review all information collected through the assessment process and incorporate it into visit planning.
3. Tribe will be informed that basic information gathered during the on-site visit will be provided to the CB Collaborative Review Team for final project approval.
4. Ensure Tribe understands the possibility that tribal participants may need to give informed consent for participation in any evaluation-related activity.
5. During this meeting, the Center for Tribes Team will listen to tribal stakeholders, discuss with the tribe expectations, fit, and MOU and/or Letter of Commitment, and outline next steps and timeframes.

The following questions comprise an interview protocol for an on-site structured discussion to continue to explore tribal interest, readiness, and fit for a brief or intensive tailored services of permanency project.



Prior to conducting the on-site visit, the Center for Tribes Team should review all assessment information gathered up to this point and familiarize themselves with what is known in each of the question areas below. *The project lead will tailor the questions according to the information gathered to date.*

1. We discussed this during one of our previous telephone calls and I'd like to touch upon it again. What outcomes, or changes, do you expect to see as a result of a Center for Tribes project?

Reiterate response from Phase I; probe more deeply or ask if additional thoughts in this area have arisen since the phone call.

2. We began discussing your tribal child welfare program's major challenges and needed changes and improvements in our previous call. Have you thought of anything additional or do those who were not part of the call want to share their thoughts?

Reiterate response from Phase I; probe more deeply and ask if anything has changed since the last discussion.

- How have you tried to address this issue(s) in the past? What has worked? What hasn't worked?
- How do you see a Center for Tribes project helping you address these challenges?
- To what extent do you feel the services being offered by the Center for Tribes will help your tribal child welfare program make the changes you've identified?

3. What strengths exist in your tribal child welfare program that will help it be successful with a Center for Tribes project?

4. What do you hope the Center for Tribes will help your tribal child welfare program accomplish?

Reiterate phone call response as to how tribe would benefit from a Center for Tribes project; ask if there are additional thoughts in this area.

- What is your understanding of the role of the Center for Tribes in bringing about this change?
- What is your understanding of the tribe's role in bringing about this change?

5. To what extent do you anticipate support for a Center for Tribes child welfare program project?

- What efforts do you think will be needed to get the buy-in from tribal leadership and/or other decision-makers?
- What efforts do you think will be needed to get buy-in from child welfare program staff to fully participate in a Center for Tribes project?
- How do you think child welfare staff members will feel about a new project (i.e., excited, cautious, jaded, etc.)
- Will there be any group that will not be supportive?

6. What internal resources are you expecting to devote to implementing a Center for Tribes project?

- What needs to be put in place, or strengthened, to increase the readiness of the program to carry out a Center for Tribes project?
- What internal resources are you expecting to devote to implementing a Center for Tribes project?

7. How do you currently track and monitor cases?

- What child and family information do you think will be important for planning your project?
- Do you maintain documentation about cases in an electronic data system or in a hard copy paper files (or both)?
- Do you document child-level information about permanency, well-being, and risk/safety outcomes for children and families?
- How do you use the information you document about families and children to monitor, manage, and improve practice for the cases you serve?
- Are you interested in improving your program's ability to collect, analyze, and use data to manage cases, improve practice and make decisions?

8. Do you think the recommended Center for Tribes project is feasible for your child welfare program right now?

- Why or why not?
- What additional supports would you need?

9. Is there anything that hasn't been discussed that would limit the tribe's or child welfare program's ability to commit to carrying out a Center for Tribes program?

- Who will make the final decision to engage in a Center for Tribes project?
Who will sign the letter of commitment or MOA for the Center for Tribes project?

This completes the on-site interview questions. Center for Tribes staff should conclude the meeting with a discussion with the tribe of next steps, and then Center staff should convene to complete the NAFET Phase II Review Form that follows.



Center for Tribes staff will complete the Phase II Review Form.

Next steps include:

- Preparation of Summary Assessment Report
- CB Collaborative Review Team review
- Discussion with Tribe about recommendations
Letter of Commitment (for brief projects) or
Memorandum of Agreement (for intensive projects).

Needs and Fit Exploration Phase II Review Form

Tribal organization requesting assistance: _____

Date of NAFET on-site visit: _____

Tribal participants/role:

Center for Tribes participants:

The proposed project is:

- Tailored services project Brief Intensive
- Permanency project Brief Intensive

Anticipated duration of the project: _____ months

Briefly outline the proposed project:

Anticipated outcomes/changes:

Areas of concern identified from Phase I NAFET call:

Explain how these concerns were addressed or resolved during the on-site visit:

Please rate the following capacity areas:	Serious Concerns	Some Concerns	Clear Strength	Unable to Assess	Notes
1. Infrastructure (program structure and operations)					
2. Workforce					
3. Support of leadership and decision-makers					
4. Available internal resources					

5. Data and Technology					
6. Organizational climate					
7. Engagement and partnerships					
8. Anticipated project challenges or barriers					
9. Level of Interest					
10. Level of readiness					
11. Fit with CBCT services model					
12. Feasibility of tribe's proposed project					

Center for Tribes Team supports approval of this project: Yes No

Reviewer name: _____

Please add additional comments here: