



## Technical Bulletin #2

### Title IV-E Prevention Program Data Submission Timelines

January 27, 2020

---

#### Table of Contents

1.1 Overview of Technical Bulletin.....	2
1.2 Background.....	2
2.1 Overview of the title IV-E data collection schedule .....	3

*THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) Public reporting burden for this collection of information is estimated to average 31 hours 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<sup>1</sup>.*

---

<sup>1</sup> OMB Approval number: 0970-0529, Expiration Date: 07/31/2022

## **1.1 Overview of Technical Bulletin**

This technical bulletin provides general information on the title IV-E prevention program data collection timelines the Children's Bureau (CB) will use to manage data submission.

## **1.2 Background**

On February 9, 2018 the Family First Prevention Services Act (Family First) was enacted to authorize new optional title IV-E funding for time-limited (one year) prevention services for mental health/substance abuse, and in-home parent skill-based programs for:

- 1) A child who is a candidate for foster care (as defined in section 475(13) of the Social Security Act (the Act),
- 2) pregnant or parenting youth in foster care, and
- 3) the parents/kin caregivers of those children and youth (sections 471(e), 474(a)(6), and 475(13) of the Act).

The prevention program authorized by Family First is referred to as the title IV-E prevention program, and the services being provided under this program are referred to as title IV-E prevention services. States and tribes that elect to implement the title IV-E prevention program are required to submit a five-year prevention program plan. Please see the following resources for more information:

- 1) **IM-18-02** - Published: April 12, 2018 - This Information Memorandum (IM) informs title IV-E agencies of the enactment of the Family First Prevention Services Act and provides basic information on the new law.
- 2) **PI-18-09** - Published: November 30, 2018 - This Program Instruction (PI) provides instruction for state title IV-E agencies on the title IV-E prevention program requirements.
- 3) **PI-18-10** - Published: November 30, 2018 - This PI instructs tribal title IV-E agencies administering or supervising the administration of title IV-E under sections 479B and 471(a) of the Act on the title IV-E prevention program requirements.
- 4) **PI-19-06** – Published: July 18, 2019 - This PI provides instruction on the procedures for transitional payments for title IV-E prevention services and programs.
- 5) **Technical Bulletin #1**- Published: August 19, 2019 - This Technical Bulletin (TB) provides instruction regarding title IV-E prevention program data elements.

The Children's Bureau (CB) will use the information from states and tribes operating a title IV-E prevention program to calculate annual title IV-E prevention services measures in accordance with section 471(e)(6)(A) of the Act. In addition, the Children's Bureau may use this data to assess the extent to which the provision of the services and programs reduces the likelihood of foster care placements, increases kinship arrangements, or improves child well-being in accordance with section 476(d)(3) of the Act.

In accordance with section 471(e)(5)(B)(x) of the Act, each state or tribe with an approved title IV-E prevention program plan submitted Attachment I: State or Tribal Title IV-E Prevention Program Reporting Assurance to the Children's Bureau as part of the agency's title IV-E prevention program plan. Title IV-E agencies use Attachment I to satisfy section 471(e)(5)(B)(x) of the Act by assuring that they will report to the Secretary such information and data as the Secretary may require with respect to the title IV-E prevention program, including information and data necessary to determine the performance measures.

## 2.1 Overview of the title IV-E data collection schedule

Title IV-E agencies that elect to implement the title IV-E prevention program are required to collect and report data on participants who have a prevention plan for title IV-E prevention services using title IV-E agency specific administrative data as required in sections 471(e)(4)(E) and 471(e)(5)(B)(x) of the Act. Many of the data elements for the title IV-E prevention program data collection are unique compared to what is currently captured in existing federal child welfare data sources (i.e., Adoption and Foster Care Analysis Reporting System (AFCARS), National Youth in Transition Database (NYTD), and the National Child Abuse and Neglect Data System (NCANDS)). Therefore, we anticipate that title IV-E agencies will need to modify their Comprehensive Child Welfare Information System (CCWIS) in order to report this data to the Children’s Bureau. Preliminary data element details are provided in [Technical Bulletin #1](#) that was issued on August 19, 2019.

Title IV-E agencies may choose to begin collecting data at any point after the agency’s title IV-E prevention program plan is approved. However, agencies are not required to begin collecting data until the beginning of the federal fiscal year (FFY) after the FFY in which the Children’s Bureau approved the title IV-E agency’s prevention plan. Therefore, a title IV-E agency will have the remainder of the current FFY in which the prevention plan is approved, in addition to the next full FFY as a planning year to prepare for data submission.

Title IV-E agencies are required to submit data on all participants with a prevention plan on a six month basis. Data collection periods will be bi-annual from October 1 through March 31 and April 1 through September 30. Title IV-E agencies will have a data transmission period of 45 days in which to transfer data. The 45 day transmission period begins the day after the six month period ends. These transmission dates will be April 1 through May 15 and September 30 through November 15.

The data file should be cumulative, and include data on all participants receiving title IV-E programs or services as of the first day of the title IV-E agency first collection period. Each submission should include data elements on all participants previously or currently served under the approved title IV-E prevention services program. Table 2 below provides examples of initial title IV-E prevention plan approval dates and corresponding data collection and transmission dates.

**Table 1: Title IV-E first data collection and transmission examples for FFYs 2019-2023**

FFY Approval	Calendar Approval Date	First Data Period*	First Data Transmission Period [Date Data Due to CB]
FFY 2020	Oct 2019	FFY 2022: Oct 1 2021 - March 31 2022	April 1 2022 – [May 15 2022]
FFY 2020	April 2020	FFY 2022: Oct 1 2021- March 31 2022	April 1 2022 – [May 15 2022]
FFY 2021	Jan 2021	FFY 2023: Oct 1 2022 - March 31 2023	April 1 2023 – [May 15 2023]
FFY 2022	Sept 2021	FFY 2023: Oct 1 2022 - March 31 2023	April 1 2023 – [May 15 2023]

\*States must begin collecting data starting one full FFY following the FFY in which the plan was approved.