

**U.S. DEPARTMENT OF HEALTH AND  
HUMAN SERVICES  
Administration for Children and  
Families  
Administration on Children, Youth  
and Families  
Children's Bureau**

<b>CASE NAME:</b>
<b>REVIEWERS FEDERAL: STATE:</b>
<b>CASE DEBRIEFED:</b> <input type="checkbox"/>

**Children's Bureau  
Child and Family Services Reviews  
Onsite Review Instrument and Instructions  
July 2008**

**General Instructions**

The Onsite Review Instrument is used to review both foster care and in-home services cases during the onsite review component of the Child and Family Services Reviews (CFSRs) of State child welfare agencies. In completing the Onsite Review Instrument, reviewers will conduct case file reviews and case-related interviews with children, parents, foster parents, caseworkers, and other professionals involved with the child.

The instrument is organized into a Face Sheet and three sections. On the Face Sheet, reviewers document general information about a case, such as the type of case. Reviewers are to document the names of individuals involved in the case on the Face Sheet. For the remainder of the instrument, reviewers are not to use proper names, but should use titles (for example, biological mother, target child, caseworker, etc.) when referencing individuals. When it is necessary to identify a child to clarify a response on the instrument, enter the child's first name only. No surnames are to appear anywhere in the instrument, except on the first page.

The three sections focus on the outcome domains that form the basis of the CFRs: safety, permanency, and child and family well-being. For each outcome, reviewers collect information on a number of "items" related to that outcome.

While reviewers use the Onsite Review Instrument to review both foster care and in-home services cases, they complete the permanency section only if the case under review is a foster care case.

For children in foster care, reviewers should consider the Safety items (1 through 4) for all children in the family, but complete the Permanency items (5 through 16) and the Child and Family Well-Being items (17 through 23) only as they apply to the specific child whose case is under review. For children receiving in-home services, reviewers should apply the Safety and Child and Family Well-Being items to all the children in the family who are residing with, and included in services to, the family.

#### **Reviewing the Case**

Reviewers must answer all the questions for each applicable item. If the question is not applicable to the case, then Not Applicable (NA) should be marked for that question.

Reviewers should document relevant and supporting information in the Reason for Rating and Documentation section at the end of each item. It is critical that reviewers document in this space the information gathered from the case record and interviews that supports the responses to the questions and indicate the source of the information (for example, during the interview with the biological mother she stated that she visits with the child weekly). While the instrument provides directions on where to find information, reviewers should use their professional judgment to determine how best to gather all the relevant information. Further direction for answering the questions relating to the individual items is provided below the relevant question.

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