



CFE FUNDING OVERVIEW

OVERALL CFE TRACKING

- CFE eligibility will still be used for the identification of children and families receiving the CFE approach. The CFE eligibility date can be entered when:
 - CPS/SSCC agree to use the CFE approach, and
 - The volunteer or staff is trained in CFE.
- Programs will collect data/activities of The 4Cs of CFE using Optima activities:
 - Collaborate (Contact with CPS/SSCC)
 - Cultivate (CFE Tool Completed and Parent Contact)
 - Convene (CFE Family Meeting)
 - Connect (Family/Child Connections)

CFE FUNDING

- CFE Activities that will be funded are:
 - CFE Tool Completed
 - CFE Family Meeting
 - Family Child Connections
 - Parent Contact
- All completed Contact Logs with one of these Activity Types will be included in the funding (regardless of whether the case has been designated as CFE).
- Optima/Case Management System will be the accepted means of tracking CFE Activities which can be entered into Salesforce (Texas CASA's ODM) quarterly.
- CASA Volunteer and Staff activities will both count toward funding.
- Funding will count CFE activities from September 1, 2022 - May 31, 2024 (seven quarters).
- Programs will now upload both staff and volunteer's activities to the ODM/Salesforce quarterly and at EOY:
 - EOY will be broken into volunteer activities/hours vs staff activities/hours for all 25 activities
 - Quarterly will only include the four CFE activities listed above, combined for volunteers and staff

ACTIVITY DEFINITIONS

Case Related Meeting - Child/Family:
Participation in statutory or non-statutory planning meetings about or regarding the child/youth or parents; *in which extended family or fictive kin is not invited.

CFE Family Meeting:
A meeting between family and professionals in which family members and support networks are invited prior to the meeting occurring and have the opportunity to participate in planning and decision making. Plans of support for the child and/or parents are developed. In advance of the family meeting, family is contacted or attempted to be contacted and invited, and one or more family meetings were attempted or completed, informally or formally.

Family/Child Connections:
*Action taken by CASA to support, build or strengthen connections for the child and/or parents (i.e.: CASA arranges that grandma will call youth monthly).

**Definition updated in August 2023*

FREQUENTLY ASKED QUESTIONS

My program enters multiple contact logs to reflect the different CFE activities that a volunteer completes during their one event or instance of advocacy. Is that okay and will we get funded for each contact log with a CFE activity?

- It is a best practice to just enter one contact log that captures a volunteer's advocacy, so it is not overwhelming to volunteers or staff. The other activities completed during that instance of advocacy could be recorded either as a note in the contact log or uploaded as a document if applicable. To clarify, funding only occurs through contact logs with CFE Activity types. CFE Funding will not occur if CFE activities are logged only in notes.
- Your program can enter a contact log for each advocacy activity completed (one activity=one contact log) if it is your practice to do so and each contact log will be funded.
- The program should track the advocacy that CASA has done, not work that other members of the CFE team or others have completed.
- Volunteers should never enter multiple contact logs with the same activity type during one instance of advocacy. (EX. Volunteer completes three tools with children during a child visit- this is entered as one contact log with activity CFE Tool completed).
- Volunteers should ensure the amount of time entered for each contact log equals the total time they spent in that instance/event of advocacy.

If CPS completes a tool, should we enter it into Optima/ODM?

- a. Optima/your Data Management System is a vehicle to track CASA advocacy, so a program should not enter this as a contact log; CFE tool completed.
- b. If the tool or information completed by CPS/SSCC is shared with CASA, it can be uploaded into the Document section of the Case file. It could also be entered as a contact log: Contact with CPS/SSCC.

Do CFE activity attempts count toward CFE funding?

- While we hope that a volunteer or staff is able to actually complete the advocacy/activity that they intend, in the rare instance that after multiple attempts and/or best effort, the CFE activity cannot be completed, the volunteer may log it as an activity but **MUST** document the effort that went into that attempt. For example, multiple people are invited to a CFE Family Meeting and reminders were sent out to invite those members and no one shows, it can still be documented as a CFE Family Meeting and in the subject line or notes, explained that a family meeting was attempted.

I still don't understand Family/Child Connections?

- The best way to understand Family/Child Connection is to think of the Calendar. The actionable connection activity that CASA develops with the child, parents, family members or fictive kin through CFE work, could be written on a calendar.
- Examples include- The CASA volunteer arranges for Grandma to call Johnny twice a month on Sundays. The instance of advocacy was that the CASA volunteer arranged for Grandma to call the child. That would be entered as one instance of family/child activity. It would not be logged as a connection activity each time Grandma calls because the CASA volunteer was only involved in the initial plan.
- The Family/Child Connection entered should be an action taken by CASA to help build, support or strengthen a connection between the child/parents and their network (family or fictive kin).

What happened to the 'full CFE case definition'?

- Funding for CFE will no longer be set using the full CFE case definition. However, this definition and explanation of what it means to fully do CFE with/for a child is still the best practice and outlines the fidelity of the practice. This full CFE definition includes advocacy work from each of The 4Cs of CFE, and takes into consideration that the more CFE work that happens, the better the child outcomes are (as learned from our UT evaluation of CFE). You are welcome to work towards this full CFE approach for each child/family and will receive CFE funding for each of the activities (one activity per advocacy instance, as explained above).