

FY 2011-12 NBPB

Commonwealth of Pennsylvania

Office of Children, Youth and Families



**NEEDS BASED PLAN AND BUDGET  
NARRATIVE TEMPLATE**

**Monroe**

**Needs Based Plan and Budget  
FYs 2009/10, 2010/11, and 2011/12**

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## Section 2: NBPB Development

### 2-1: Executive Summary

Monroe County Children and Youth is committed to children's safety, permanency, and well-being. We endeavor to use evidence-based as well as innovative services to preserve families, and/or to reunify children who must be placed outside the home as quickly as possible. We are expanding our transition age youth programs in order to provide this population with life-long connections in addition to independent living skills.

Multi-Systemic Therapy (MST) was continued as an evidence-based practice in 2009-10 following a corrective action plan initiated by Monroe County Children and Youth. Outcomes improved markedly, and we will continue to provide this service to dependent and delinquent youth.

Family Group Decision Making (FGDM) will continue to be provided as an evidence-based practice in 2010-11, although we will be using a different provider. Referrals were down during 09-10 because the provider did not maintain a consistent coordinator presence in our office. The county is very supportive of this practice and committed to its successful implementation.

On July 1, 2010, Monroe County Children and Youth began its contract with VisionQuest's Home Quest program. The program will be used for dependent and delinquent youth and was implemented with the full participation of Children and Youth, the Juvenile and Dependency Court Judges, and the Juvenile Probation Office. The youth served are at the highest risk of out-of-home placement for issues involving delinquency, pre-delinquency, and truancy.

Monroe County continues its participation in the Children's Roundtables. Our positive communication with the Court has been enhanced by this participation, and the open forums provided by the initiative have contributed to a far better understanding by all about how our very different systems work.

Our second paralegal through the Statewide Adoption and Permanency Network (SWAN)'s Legal Services Initiative (LSI) was approved in late July 2010. It is expected that the hiring of this individual will make our diligent search process far more productive and meaningful to children and families. The paralegal will be involved with the Family Group Decision Making coordinator to make the most effective use of both services.

We continue to struggle with the challenges imposed by insufficient services for families and children and an antiquated infrastructure that makes access to these services difficult. It is expected that the recent census will place Monroe County into the correct county class and make it eligible for funding to meet some of our challenges.

Challenges continue in the areas of resources, both human and service, and funding. The economy has greatly reduced our ability to draw down funds, while the mandates have increased, straining our system's capacity to deliver quality services to families while also being required to

find personnel time for such mandates as Voter Registration, Accurint reporting, Educational Liaison, Safety Assessment Training, Out-of-Home Placement Safety Assessment Training, Paternity Tracking, AFCARS JPO reporting, Master Client Index, to name only a few of the requirements added within the past 12-14 months.

While we have significantly reduced out-of-home placements and have improved on our other outcomes since last year’s submission, our placement stability outcomes have not shown improvement, making that an area on which we must focus.

**2-2a. Collaboration**

Entity	County Engagement
<b>County Children and Youth Agency Staff</b>	Input was received from all members of the administrative staff for the 2011-2012 Needs Based Plan and Budget.
<b>Juvenile Probation Staff</b>	<p>The Chief Probation Officer and the Children and Youth budgeting team have jointly developed the projected needs for this plan and budget. The delinquency projections, components and outcome were the primary responsibility of the Chief Probation Officer. The Children and Youth team had lead responsibility for the dependency portion and collation of the statistics.</p> <p>Children and Youth provides services to appropriate referrals for status offenders, truants, and children involved in pre-delinquent behavior. The Adolescent Crisis Unit of MCCYS provides services to juveniles and their families to facilitate transition from JPO placements. This unit also provides a continuous operational connection to JPO allowing for very open communication between the two agencies.</p> <p>Joint case management is continuing to increase as the courts are now consistently having all placed delinquent youth ordered into the custody and supervision of Children and Youth Services which has caused the Adolescent Unit’s caseload to increase.</p>
<b>Juvenile Court and Family Court Judges and Legal Counsel for Parties</b>	<p>The President Judge is provided an opportunity to review and comment on the draft of the annual needs based budget plan.</p> <p>MCCYS remains in constant contact with the Guardians ad litem in the county to facilitate service delivery and effect positive change in the agency relative to children’s needs. The children’s attorneys are considered integral, objective representatives of children’s needs and their input is sought regarding enhancements of children’s services and</p>

Entity	County Engagement
	their perception of existing services. Case specific meetings continue to be held with parents' attorneys to discuss issues in the agency but not broader systems issues.
<b>Family Members and Youth, especially those who are or who have received services</b>	Caseworkers meet regularly with clients at their homes, MCCYS offices, foster homes, schools, and daycares. Caseworkers review the goals of the Family Service Plan during their contacts with the families.
<b>Child, Parent, and Family Advocates</b>	Although the county has no formal advocacy groups, families have requested that the county allow an advocate identified by the family to work with the family to help achieve their goals.
<b>Mental Health and Mental Retardation service system</b>	The CASSP Coordinator is a MH/MR employee; however, she participates in individual MCCYS unit meetings, administrative meetings and interagency meetings. In addition, all decisions to place a child in a setting more restrictive than a foster home are made with the CASSP Coordinator's input. The CASSP Coordinator also facilitates and coordinates MH intake and services for clients of MCCYS.
<b>Drug and Alcohol Service System</b>	Carbon-Monroe-Pike D&A Commission and MCCYS jointly fund a Coordinator position. The Coordinator facilitates D&A services, trains and assists casework staff to conduct drug screening and use of a breathalyzer.
<b>Early Intervention System</b>	<p>Monroe County expanded the use of the Ages and Stages screening tool. This tool, which is currently utilized by the Early Intervention program at Carbon/Monroe/Pike MH/MR was implemented by Monroe County Children and Youth Services as of September 1, 2008. The tool is being specifically used for all substantiated cases of abuse involving children under the age of 3. The tool is designed to identify potential early developmental delays, and use of the tool provides a system to refer delayed children for supplemental developmental services through the Early Intervention program for children under age 3, and the Colonial Intermediate Unit 20 for children ages 3-5. Monroe County Head Start or Developmental Educational Services also provide services for developmentally delayed children in conjunction with the identified agencies prior to the identified child's entry in the school system. Use of the tool between agencies will also allow for the development of a tracking system to reassess children that may not have displayed previous delays, in order to reassess these children on a regular basis and ensure no new delays have surfaced.</p> <p>MCCYS has expanded the use of this tool to include all children under the age of 5 that are opened for services through our agency.</p>

Entity	County Engagement
<b>Local Education System</b>	<p>Children and Youth Services continue to have involvement with each of the four school districts within the county. Superintendents and principals from each of the 4 school districts meet regularly with our three juvenile court judges and two supervisors from C&amp;Y to review the progress and problems of the county's truancy court. As a result of the truancy rules, schools are now required to begin fining students as of the fourth unexcused absence which will then prompt C&amp;Y truancy intervention. MCCYS will continue to monitor performance of this program and if necessary will make the changes necessary to ensure maximum productivity. School concerns and issues are also discussed at the CASSP Advisory Committee meetings.</p> <p>Our educational Liaison will be meeting with the districts superintendents to discuss the educational requirements of Fostering Connections and the Educational Stability Bulletin.</p>
<b>Community Organizations which provide support and services to children and families</b>	<p>Members of the Pocono Healthy Community Alliance (PHCA) include department heads of all Human Services in the county as well as representatives from other public and private agencies. MCCYS is a member of the Children's Committee whose mission is to ensure quality child care and gauge the overall needs of the community. As a United Way sponsored agency, PHCA represents a broad spectrum of the community who provide services to children and families in Monroe County. Our Child Care Information Services supervisor is a member of this committee.</p>
<b>Current Service Providers</b>	<p>The Quality Assurance Unit arranges meetings with private agencies throughout the year, at least twice a month. Representatives from all services in MCCYS are mandated to attend. This facilitates a constant dialogue with our providers regarding the needs of the county.</p>

**2-2b. Data Collection Details**

Resource	Data Collected	Date of Data
US Census	Population; poverty statistics	2009
Hornby Zeller Associates	Outcome Measures and Performance Indicators	April 1, 2005-March 31, 2010
Northwestern Human Services	Program Descriptions and outcomes	FY 09/10
PA Treatment and	Program Descriptions and	FY 09/10

Healing	outcomes	
Community Solutions Inc.	Program Outcomes	FY 09/10
Concern	Program Outcomes	FY 09/10
Visionquest	Program Descriptions and Outcomes	FY 09/10
AFCARS, CY 28's	Placement information and client population	FY 9/10

## 2-3: Meeting Mandates

### 2-3a. PA Rules of Juvenile Court Procedure

What steps are the county taking to address this mandate?

As a result of the changes there has been a dramatic increase in the number of pleadings that must be filed, the speed with which they must be filed and the number of court hearings that must take place with regard to each child. Although the rule changes affect all aspects of dependency, they are particularly burdensome as they relate to the events surrounding taking a child or children into emergency protective custody.

Under the current rules, the caseworker and the police officer must contact an on-call judge, 24 hours per day, 365 days per year and obtain the judge's oral permission to take a child / children into protective custody. The agency must then file a Shelter Care Application with 24 hours of protective custody being taken and the Shelter Care Hearing is now held within 72 hours. Provided that the court continues protective custody at the Shelter Care Hearing, a dependency petition is then filed within the next 24 hours with a hearing that follows within ten days. Clearly, there is a great deal more in the way of court activity which puts a heavy burden on caseworkers and the solicitor. Our solicitor has calculated that the amount of time spent in court has increased from an average of 53 hours per month prior to the new rules to an average of 71 hours following the enactment of the new rules in February 2006. This increased to an average of 82 hours in 2009/10. In addition to the court time, it is now necessary for separate petitions to be filed on each child in a family which takes additional time for document preparation, costs more for supplies, postage and copying and requires the need for more file space.

The increase in the numbers of hearings has resulted in additional guardian ad-litem being court appointed. Our agency solicitor has found it necessary to be more reliant upon a back-up solicitor due to conflicts.

### 2-3b. Truancy

What steps are the county taking to address this mandate?

Truancy has been clearly identified as one of the early warning signs of students headed for potential delinquent activity, social isolation, or educational failure. Lack of commitment to school has been directly linked with substance abuse issues, teen pregnancy, and school dropout. There are several factors contributing to truancy such as, home and community factors, personal factors, and various school factors.

The Truancy Intervention Program in Monroe County reserves the identified court related conferences for those children identified as truant through grades 5 through 9. During the 2007-2008 school year, the Monroe County Courts of Common Pleas judges and/or Magisterial Judges delegated to officiate the proceedings held 19 Truancy Elimination Court Conferences. Throughout 2007/2008 school year 692 children in grades 5 through 8 were identified as "habitually truant". During the 2008-2009 school year Monroe County Court of Common Pleas judges or Magisterial Judges delegated to officiate the proceedings held 15 Truancy Elimination Court Conferences. Throughout the 2008-2009 school year approximately 800 children in grades 5 through 9 were identified as "habitually truant". Throughout the 2009-2010 school year approximately 1,000 children in grades 5 through 9 were identified as habitually truant. The

agency has serviced over 300 families during 2009-2010 school year. During the 2009-2010 school year the agency attended 21 Truancy Elimination Court Conferences.

The Caseworkers and Supervisor attend TEP court proceedings; the following section explains what TEP is and the purpose it serve. The Truancy Elimination Plan (TEP), as described in Section IV (A)(3) BEC 24 P.S. 13-1327, is designed to serve as guidance. The TEP is developed cooperatively with involved personnel through a school-family conference, which is required upon the school's notice to the student's parent/guardian upon the third unlawful absence.

The Monroe County Children and Youth office is teamed with the Court of Common Pleas, Pocono Mountain School District, Stroudsburg School District, Pleasant Valley School District, and East Stroudsburg School District with the goal being to "stem the tide of truancy within our county schools."

### 2-3c. Quality Assurance Process

What steps are the county taking to address this mandate?

Monroe County Children and Youth has attended all RMTS training, participated in all conference calls, and trained staff per existing OCYF bulletins and guidelines. We have developed a protocol for capturing the information required for the Random Moment, and for making it easily accessible for an internal QA caseworker to locate and verify.

### 2-3d. Fostering Connections

What steps are the county taking to address this mandate?

Monroe County Children and Youth has historically made diligent efforts in locating resources for children in care. These efforts begin on the Intake level and continue throughout the life of the case. Resources for the children are gathered through interviews with the parents, children, school/ day care personnel and the use of the Accurint search program. The agency also utilizes its own knowledge of the family (prior case history) to establish resources for the child. The Legal Services Initiative through SWAN allowed Monroe County to hire a full-time paralegal that will assist caseworkers in their diligent searches for relatives. We were approved for a second paralegal in FY 10/11 to assist in our diligent search efforts. In addition, we send Notification for Kinship Caregiver Opportunity Letters to any relative that we are able to locate.

Our foster care program continues to take all steps necessary to keep siblings together in foster care. To date, our agency has requested several waivers from the state to ensure that a sibling group remains intact. We have also continued to make every effort in keeping children in their home school districts to promote educational stability. This effort includes paying the foster parents and/or staff members' mileage to transport the children to and from school when a placement within their home school district cannot be secured. Our educational liaison is reaching out to the school districts to help educate them on the requirements of Fostering Connections and the Educational Stability Bulletin.

The agency ensures that children have physical exams within 60 days of placement unless they have already had one within the last 90 days. Immediate medical exams are completed on children who are suspected to be victims of abuse. They will continue to receive exams as outlined by the EPSDT process. The child's caseworker and the foster home coordinator

maintain written documentation of these exams. Initial dental exams are scheduled as soon as possible. This continues to be an issue within Monroe County due to lack of providers accepting Medical Assistance. Our agency does use providers outside of the county, however there is often a waiting list for this service.

All of the children aging out in 2009-2010 had a personalized transition plan that was developed with them by their caseworker and with the assistance of the Independent Living Program. The plan was developed within 90 days of a planned aging out and as soon as possible after an unplanned aging out. This plan is presented at the dependency termination hearing.

Adoptive parents were notified of the Federal Adoption Tax Credit in several ways in the 2009-2010 fiscal year. Flyers outlining the eligibility requirements for the tax credit were sent to all adoptive parents during the 2009-2010 fiscal year. In addition, the adoptive parents were given this information again when they signed their Adoption Assistance Agreements. They were required to sign documentation stating that they received the information at that time.

Currently our agency makes referrals to the Statewide Adoption Network (SWAN) for the adoption of special needs children. These referrals are done for the purpose of Child Specific Recruitment.

### 2-3e. Safety Assessment

What steps are the county taking to address this mandate?

The purpose of a safety assessment and management process is to assure that each child in the family is protected. The primary focus of this process is to enable caregivers to provide protection to the children for whom they are responsible.

All staff with the exception of the fiscal and clerical departments were trained to use this tool. Training of the staff took place in March and April 2009. Our agency chose to implement the process on 7/1/09. All on-going cases require a Safety Assessment worksheet to be completed upon their first face to face contact after 7/1/09. All intake investigations received after 7/1/09 follow the requirement that the worksheet be completed within 72 hours of their first face to face contact. Any existing investigations require a safety assessment worksheet be completed before the case may be closed or transferred.

The safety leads continue to attend training and receive technical assistance from OCYF and CWTP on a regular basis. Our regional representative regularly reviews cases to ensure agency compliance.

### 2-3f. Children & Family Services Act of 2006

What steps are the county taking to address this mandate?

Children and Family Services Improvement Act seeks to protect and promote the welfare of all children; prevent the neglect, abuse or exploitation of children; promote safety, permanence and well being and ensure a well trained, well qualified workforce. The Act requires that caseworker visits with children in foster care be tracked. Monroe County has long been in the practice of conducting monthly visits on all children in care and continues to do so. The reporting mechanism/chart used to track these visits has been installed in our Casetracker system; visits are logged and monthly reports are easily generated.

Additionally, it requires that children under state care and supervision have continued availability of services that are displaced or adversely affected by a disaster. Monroe County C&Y along with all county agencies developed a Continuity of Operations Plan in August 2009. All Monroe County child welfare records though not impervious to certain disasters are, aside from the hard paper copies, backed up on a local or (in-house) server and further backed up to a server that is housed downtown in the County Administration Building. Monroe C&Y would also be available to respond to new child welfare cases by switching all necessary personnel to our on-call emergency system. Acquiring remote access to agency records is something that is being discussed in our Casetracker planning meetings.

### 2-3g. Development Evaluation & Early Intervention Referral

What steps are the county taking to address this mandate?

Monroe County Children and Youth staff members utilize the Ages and Stages Questionnaires and frequently refer to services through Early Intervention in order to comply with DPW policy and The Child Abuse Prevention and Treatment Act (CAPTA). All children under age three who are subjects of a substantiated report of child abuse or neglect receive either a direct referral to the Early Intervention agency for a full evaluation or a developmental screening using the Ages and Stages Questionnaire conducted by MCC&YS staff. The initial screening or referral is made within the first thirty days of acceptance of the case for service. Furthermore, all children under five that are in part of an open case with CPS, GPS, or out-of-home placement are screened using the ASQ and the ASQ-SE. When deemed necessary, referrals are made to the appropriate Early Intervention agency.

Monroe County Children & Youth staff members are trained on policy relating to Early Intervention and to utilize the Ages and Stages Questionnaires. The Ages and Stages Questionnaire (ASQ) is intended to review specific developmental domains; communication, gross motor, fine motor, problem-solving, and personal-social. The Ages and Stages Questionnaire for Social and Emotional (ASQ-SE) measures development of the specific domains: self-regulation, compliance, communication, adaptive functioning, autonomy, affect, interaction with people. Agency policy dictates that after a staff member conducts an ASQ, if the child falls into a gray area (on grid) or has a qualifying score they must be referred immediately to Early Intervention for a full evaluation. Children and Youth staff must sign a release for each child that is dependent. Parents or Caretakers must make the referral if the child is not dependent. Agency personnel must keep contact with Early Intervention staff to monitor compliance. When applicable, Children and Youth make ASQ screenings and services part of the Family Service Plan.

All children under the age of 5 that have had the ASQ and ASQ-SE screenings done and whose results do not indicate a score that would mandate an early intervention referral, are placed on a tracking program that was prescribed by DPW. The tracking program for ASQ is every two months for children under 24 months, every three months for children 24-36 months and every six months for children age 3 to 5 years. The tracking for the ASQ-SE is every six months for children up to age 5 years. If during any of the screenings the child's score is in the gray area or they have a qualifying score they are referred to the appropriate early intervention office for evaluation and services. If during the full early intervention evaluation they do not qualify for services, MCC&YS staff members request that the early intervention agency place them on their tracking program for continued monitoring.

All documents relating to Ages and Stages Questionnaires and Early Intervention Services are kept in the individual child's education file of agency records. MCC&YS staff utilizes materials from the ASQ when interacting with parents and caretakers in order to explain appropriate developmental milestones and activities that encourage children to develop age appropriate skills.

### 2-3h. CFSR Outcomes and Continuous Quality Improvement

What steps will the county take to develop or enhance a continuous quality improvement process related to the CFSR outcomes and themes?

Monroe County will continue to improve upon its youth and family engagement throughout the life of the case. These efforts begin on the Intake level and continue throughout the life of the case. Resources for the children are gathered through interviews with the parents, children, school/ day care personnel and the use of the Accurint search program. The agency also utilizes its own knowledge of the family (prior case history) to establish resources for the child. The Legal Services Initiative (LSI) through SWAN allowed Monroe County to hire a full-time paralegal that has assisted caseworkers in their diligent searches for relatives. MCCYS has requested another paralegal through LSI to provide additional assistance to our staff. The subject child and/or children must be encouraged and allowed to participate in the development of the Family Service Plan/Placement Amendment. In an effort to improve upon this, Monroe County Children & Youth Services has requested to have all staff trained on Engaging Clients through a Strengths Based Solution-Focused Perspective. These trainings will begin in August 2010 and will include Transfer of Learning sessions.

Monroe County Children & Youth Services notifies dependent children, foster parents, pre-adoptive and relative caregivers of all relevant court proceedings and ensures their right to voice their interest on behalf of the identified dependent child. The agency sends notification of any court proceeding to all dependent children, foster parents, pre-adoptive and relative caregivers, and/or placement staff via US Mail, via telephone and communication in person and stores all copies of notification and documentation in each dependent child's individual file. The agency has developed a standard notification template in which all agency staff utilizes for the notification.

In the instances of absent parents or when their whereabouts are unknown, county caseworkers and/or our paralegal complete diligent searches to locate parties, including a USPS address searches, US Immigration searches, Pennsylvania Department of Public Welfare searches, criminal searches, department of motor vehicles. When an address is known, the county solicitor notifies and/or subpoenas parties to the proceedings via certified US Mail, county sheriff service, or hand delivered service at time of court hearing.

Concurrent planning meetings are held on a monthly basis and cases are picked based on the length of time that the child has been in care. The administrative staff attend these meetings and make recommendations as to where the cases should progress. The caseworker is then to follow those recommendations and proceed with the case. The courts have begun to integrate concurrent goals in their court orders which gives the agency more direction as to where the case is going in working with the relatives to be pursued. Petitions are being filed requesting Termination of Parental Rights (TPR) and a goal change to adoption at the same time which alleviates the possibility of an appeal at the goal change hearing and then again at the TPR hearing. This can shorten the case about 12 months, therefore, reaching permanency at a

faster rate. There are also more SWAN monies available to help prepare children for permanency as well as help find an appropriate permanent placement resource.

On July 21, 2009, Monroe County Children and Youth became part of a CFSR Program Improvement Plan (PIP) involving concurrent planning. Its goal is to discuss policy implications and make recommendations for policy and procedural changes and action steps required for implementation of Concurrent Planning, to examine barriers to timely petitioning of TPR and TRP appeals, to assess, prioritize and develop trainings for Guardians ad litem. Currently the subcommittee is developing a bulletin in regard to Concurrent Planning. Monroe County Children and Youth's Permanency Services Program Manager is the designated team member.

Monroe County has improved upon its initial assessments of the family to identify underlying issues. A more thorough assessment of the family has been occurring with the implementation of the Safety Assessment and Management Process. We believe that the use of this tool has been paramount in the reduction of placements as evidenced in a 33% decrease of placements from 9/09-3/10. This process helps identify safety threats and establishes a safety plan for each child within the home. In addition, this has enabled the agency to identify resources for the child upon initial contact with the family. This tool also requires a specific level of supervision which in turn has improved the quality of practice. Upon completion of this process caseworkers are able to easily identify goals for the family to be outlined in the Family Service Plan.

Monroe County has improved upon its transition planning and preparing youth for adulthood. The Independent Living Program currently serves youth ages 16-21. All of the children aging out in 2009-2010 had a personalized transition plan that was developed with them by their caseworker and with the assistance of the Independent Living Program. The plan was developed within 90 days of a planned aging out and as soon as possible after an unplanned aging out. This plan is presented at the dependency termination hearing.

Monroe County Children & Youth Services is committed to the use of collaborative team planning and decision-making practices to integrate outcomes in permanency and preparation for our foster children "aging-out" and transitioning into adulthood. We have made it a priority to encourage youth to remain in care and continue their education after their eighteenth birthday. The Independent Living Program along with permanency staff, administration, and foster parents will utilize a family-focused strategic plan to guide the practices used to assist transitioning youth.

Monroe County Children and Youth Services is expanding its services for our "aging-out" youth. Through our Independent Living Program we began developing an on-site resource center for teens in June 2010. The Resource Center will be operational by September 2010. The center will allow youth access to the internet so that they may secure resources for employment, housing, and student loans. The youth will also be able to access the Ansell Casey Life Skills Assessment and the National Youth in Transition Database once it is implemented in October 2010. The youth will be able to use the resources such as the copy machine, computers, projectors, TV, and DVD player to better educate themselves on transitioning into Independent Living. The resource center will be available to the youth Monday-Friday 8:30-5:00 p.m. as well as during evening ILP classroom sessions.

Monroe County worked with the Homelessness Prevention and Rapid Re-housing Program (HPRP) to secure grant funding for a Post Foster Care Transitional Housing Program. This

program can assist teens that have aged out of the public welfare system yet still require assistance in securing and maintaining housing.

### 2-3i. Shared Case Responsibility

What steps are the county taking to address this mandate?

Monroe County is in a unique situation in that many of the requirements and procedures of the Office of Children, Youth and Families Bulletin Number 3130-10-01 have been implemented and are being followed. Monroe County implemented and began utilizing these procedures and protocols after the publication of the Draft OCYF Bulletin Shared Case Management Policy and Procedures. The implementation of said procedures was also at the behest of the Monroe County Court of Common Pleas. In conclusion, Monroe County will not require many of the suggested implementation tasks.

Monroe County has little need for an implementation team at this time and, thus, will continue to utilize interagency administrative meetings and information sharing sessions to relay needed policy updates. Monroe County will continue to utilize agency-wide staff training and development in addition to unit specific meetings where policy and procedure training is conducted. The timeframe for the implementation of shared case responsibility will be immediate in preparation of the bulletin effective date of October 1, 2010 and a full compliance effective date of October 1, 2011.

Monroe County Children & Youth Services Administration and Monroe County Probation Department will continue to appropriately identify children as shared case responsibility and will collaborate and communicate when questions arise as to the appropriateness of individual children. Monroe County Children & Youth Services Administration, including the Quality Assurance Unit, in addition to Monroe County Probation Department will monitor to ensure services are provided. Review of case documentation and consultation will ensure that coordination amongst the agencies is occurring. Monroe County Children & Youth Services Quality Assurance Unit has been provided with OCYF Bulletin 3130-10-01 and has implemented the policy and procedures as part of their quality control screening process. Implementation will be monitored through systematic reviews and audits of cases at time of opening a case for services and periodically throughout agency involvement. Transfer of Learning Activities will be used during agency-wide staff training and development as well as during individual unit and individual caseworker meetings.

Decisions and changes to policies and procedures will be shared with supervisors through interagency administrative meetings and information sharing sessions and during weekly administrative staff meetings. Monroe County Children & Youth Services administration will then relay any new requirements to their individual staff and allow any line staff to ask questions related to policy and procedure. Any clarification from the state will be shared with staff through this channel in addition to immediate agency-wide email notification. Any strategies or philosophy shifts will be relayed and encouraged during this same process as well.

With any additional requirements and policy procedures, there are possibilities for barriers to impede implementation. The philosophical shift and additional agency responsibilities may cause some trepidation. In addition to this, effective and immediate communication between collaborating agencies may face challenges. A lack of communication or delayed communication may result in misinformation and/or duplication of services. Effective and continued communication will help to reduce and eliminate this barrier. Concerns regarding

confidentiality and the dissemination of case information and agency involvement and history will need to be addressed through consultation with the court and solicitors. Monroe County Children & Youth Services and Monroe County Probation may need to develop a standard targeted release of information to address this concern. Further, protocol development may be warranted to assist in collaboration and to address any concerns as they arise.

#### 2-3j. The Child Abuse Prevention and Treatment Act (CAPTA) – Guardian Ad Litem training

What steps are the county taking to address this mandate?

Our administrator will address these new requirements at the quarterly local roundtable meetings. Our solicitor, appointed guardian ad litem and the county judges attend these meetings. Once the training curriculum is finalized by the Office of Children, Youth and Families, this information will be shared with the existing guardian ad litem and judges.

#### 2-3k. Chafee Foster Care Independence Program (CFCIP) - National Youth in Transition Database (NYTD) – Baseline Survey

What steps are the county taking to prepare for this mandate?

Monroe County Children and Youth Services already maintains a database of all children who are aging out of the foster care system. We will continue to use this database along with AFCARS to identify youth who need to participate in the NYTD Baseline Survey. Caseworkers will be responsible to request that the identified youth on their caseload participate in this survey. Our Community Services Supervisor along with the ILP after-care coordinator will be responsible for coordinating the date and time in which the youth can utilize our resource center to complete the survey. In addition, the ILP after-care coordinator will maintain contact with the youth after they exit foster care so that they can continue to participate in this survey at the required intervals.

#### 2-3l. Emergency and Disaster Planning

What steps are the county taking to address this mandate?

Monroe County Children and Youth Services along with all county agencies developed a Continuity of Operations Plan in August 2009. All Monroe County child welfare records though not impervious to certain disasters are, aside from the hard paper copies, backed up on a local or (in-house) server and further backed up to a server that is housed downtown in the County Administration Building. Monroe C&Y would also be available to respond to new child welfare cases by switching all necessary personnel to our on-call emergency system. Acquiring remote access to agency records is something that is being discussed in our Casetracker planning meetings.

#### 2-3m. Time Limited Family Reunification (TLFR)

What steps are the county taking to address this mandate?

Our county is not receiving any grant funds for this service nor are we requesting any grant funding.

## Section 3: General Indicators

### 3-1: County Information/Background

#### Population and poverty trends

The 2000 census places Monroe County's population at 138,687 and a U.S. census estimated population count as of July 1, 2009 estimates 166,355 residents (unofficially already a 4<sup>th</sup> class county). As of 2008, persons under the age of 18 make up 23.6% of Monroe County's population. Monroe County has seen a 19.9% population increase since 2000 compared to the 2.6% increase that the state has experienced.

Monroe County is facing on-going economic hardships. Our county's poverty level according to available 2009 census statistics is 10.1%. Due to a poor economy many of our residents that were former commuters have been forced to take local lower paying jobs which has resulted in bankruptcy filings rising 32% in 2009.

As per the Monroe County Prothonotary's Office there were 1,908 mortgage foreclosures in 2009 with 2,182 projected for 2010. As of May 2010, Monroe County's unemployment rate is 10.1%, as compared to the national unemployment rate of 9.7%. Couple this with the fact that one out of every 10 residents in Monroe County is receiving food stamps and one out of every seven receives government help with health coverage. Clearly the on-going financial stressors that are occurring within Monroe County continue to represent risk factors to the families that we serve.

#### □ Issues in annual licensing review and/or the Quality Services Review

During our last annual licensing inspection in February 2010 several issues needed to be addressed. The Intake department must ensure that all GPS assessments are completed within 60 days to determine whether or not the child/family should be accepted for GPS, be referred to another agency or closed out on the intake level. This did not occur in 3 out of 16 cases that Regional inspected. The Intake Unit was down one worker consistently during the past year and this played a role in cases taking longer than 60 days to open for on-going service. We have instituted a policy that allows caseworkers to formally open a case any day of the week in an effort to improve upon this outcome.

The county agency shall ensure that all response times on cases referred are met and will clearly document out of state requests for assessments. This did not occur in 1 of 16 cases that were reviewed. Staff has been informed that if a family is out of state during the investigation period, they are to request a courtesy safety assessment from the state that the child is visiting. These requests must include a courtesy interview of the caretaker as well.

The county agency shall provide written notice to the parents of the agency's decision to accept or not accept the family for services within 7 days of making the decision. This did not occur in 2 of the 16 cases that were reviewed. This regulation was reiterated to all staff.

The county agency shall within 15 days of placing the child, provide the parents with the address of the physical location of the child and the name of the person, agency or facility responsible for the child's care. The agency has been notifying the parents within the appropriate time frame but has not been disclosing the physical location. The foster care coordinators have met individually with each foster parent to review the regulation that we must

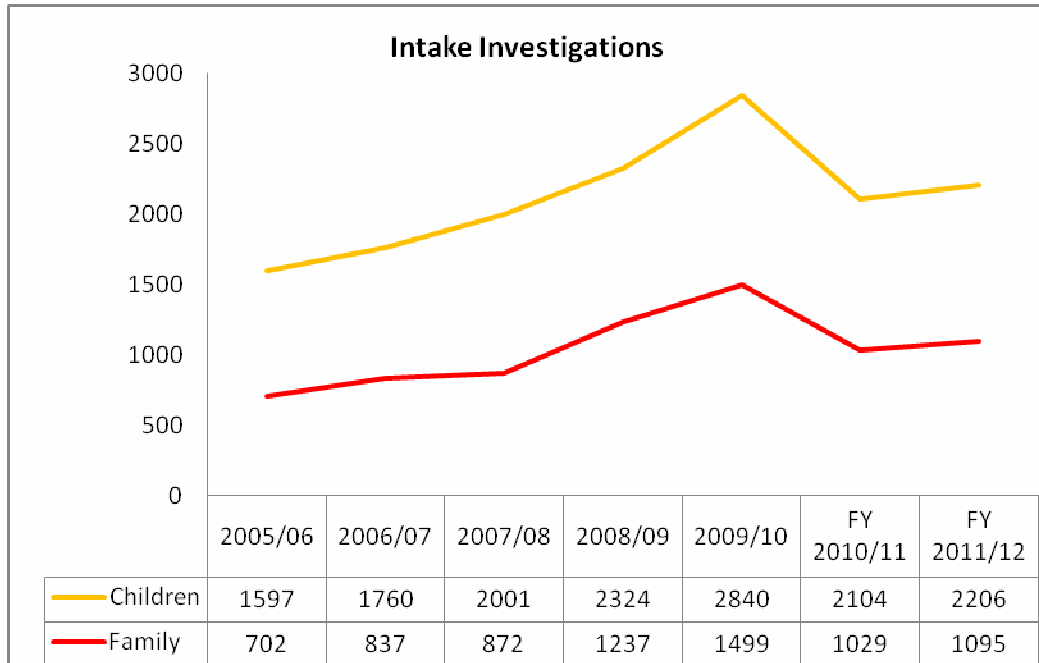
release the physical location of the placed child. Foster parents have the right to refuse this but must put their refusal in writing along with the reason for the refusal. This regulation is reviewed with the foster parents upon each new placement within in their home.

The agency shall have the child read and sign a grievance procedure form at time of placement. 1 of the 14 placement cases did not have a signed grievance at time of placement. This regulation was reviewed with all staff.

Our Quality Assurance Unit is now required to review all cases prior to them being opened for services and to randomly review open cases to ensure compliance with all regulations.

### 3-2a. Intake Investigations

Insert the Intake Investigations Chart (Chart 1) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.

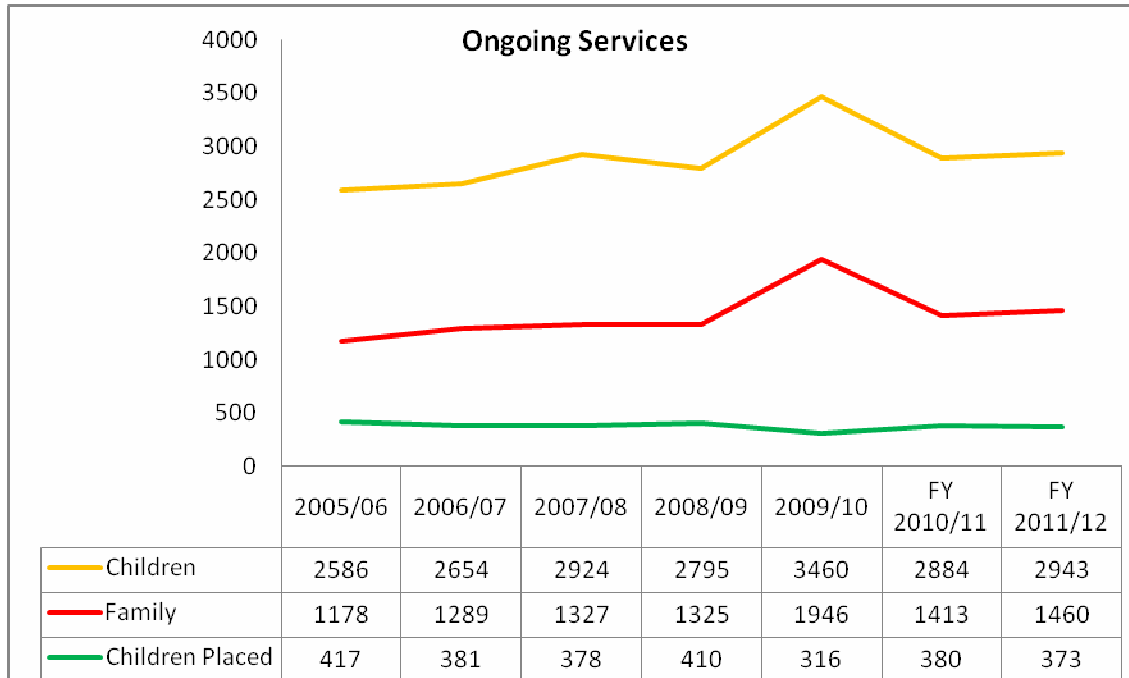


The number of Intake Investigations have steadily increased since 2005/2006 fiscal year. The number of children involved in those investigations have increased 77.8% while the number of families have increased 113.7% for the time period of 05/06-09/10 fiscal years. This can be attributed to several factors. Monroe County's population has increased 19.9% since 2000. In addition, truancy referrals have increased by 30% since the implementation of Truancy Intervention Court in 07/08. Our shared case management referrals have increased as the courts are putting a majority of placed JPO children into the Shared Legal Custody of our agency. Lastly due to the struggling economy numerous referrals have been received in regard to lack of food, shelter, utilities, and medical care. These type of referrals are expected to continue until our national economy significantly improves.

Our projections for FY 10/11 and 11/12 are based on an average on the five previous reporting periods.

### 3-2a. Ongoing Services

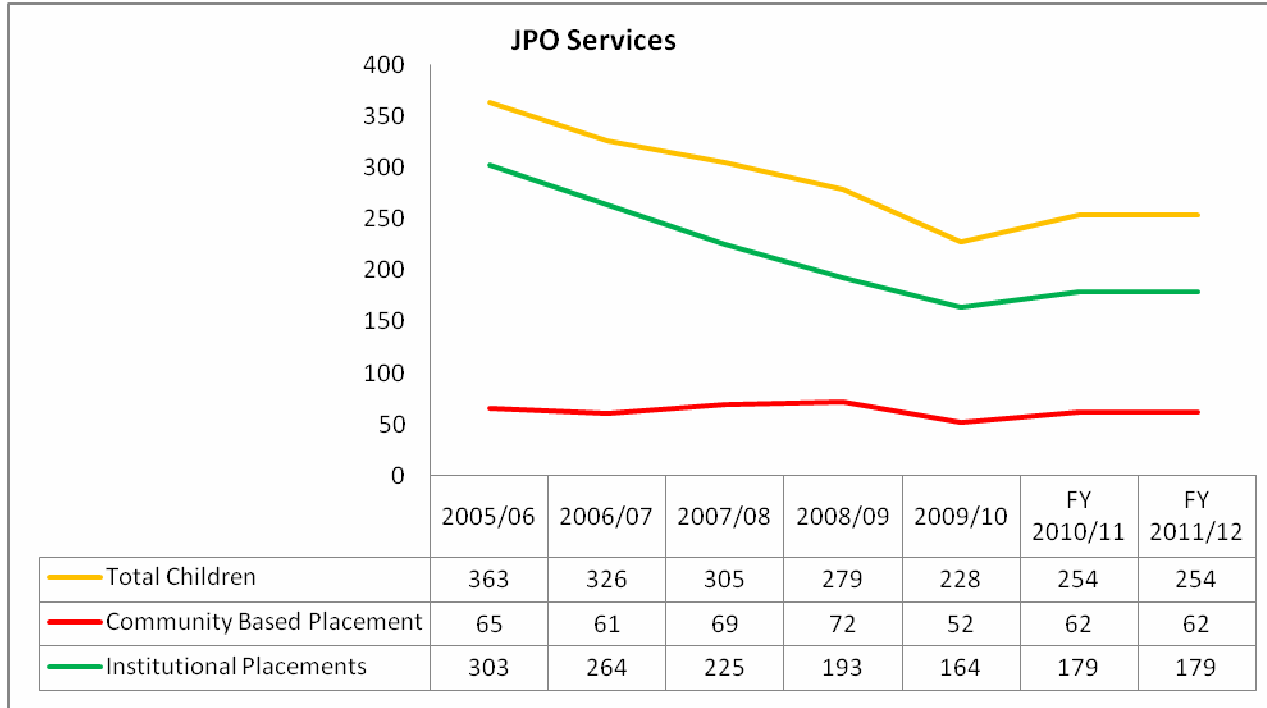
- Insert the Ongoing Services Chart (Chart 2) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



From 05/06 to 09/10 fiscal years, the number of children placed decreased a total of 24.2%. We continue to offer several in-home service programs such as MST and FGDM in a effort to decrease the number of children placed. We recently implemented the HomeQuest program this year in an effort to assist as well. We also believe that the utilization of the Safety Assessment Tool has decreased placements as it requires caseworkers to identify safety threats and to establish a safety plan that if possible will allow the children to remain in their home. Our increased efforts at locating appropriate family members in a timely manner has reduced placements and time spent in placement. While children placed have decreased, on-going services for families have increased and we anticipate this trend to continue based on current data.

**3-2a. JPO Services**

- Insert the JPO Services Chart (Chart 3) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



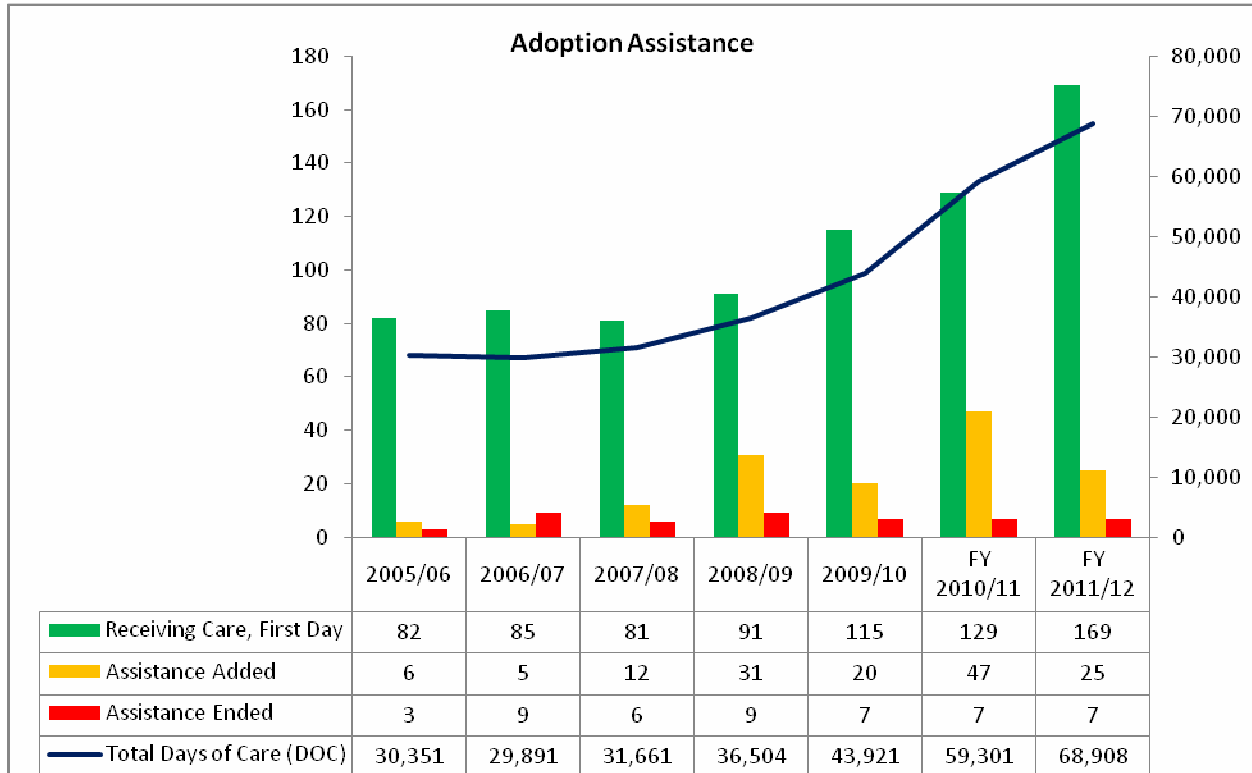
The total number of children receiving JPO services has decreased by 37.2 % since 05/06 fiscal year. Community Based Placement of JPO children has decreased by 20 % and Institutional Placements have decreased 45.9% for the same time period. The Monroe County Juvenile Court subscribes to the Balanced and Restorative Justice approach in Juvenile Justice. The Court’s policy will continue to adhere to the principles of community safety, accountability, and competency building. The Court’s position is not one that disregards community sanctions and focuses on out of home placements. On the contrary, the Juvenile Probation Department has expanded strict rules for community supervision and the court has consistently placed offenders on probation 81% of the time for initial dispositions in each of the past 5 years.

We will continue to contract for preventive services such as MST, HomeQuest and Day Treatment programs in an effort to reduce JPO placements.

## Monroe

### 3-2b. Adoption Assistance

- Insert the Adoption Assistance Chart (Chart 4) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



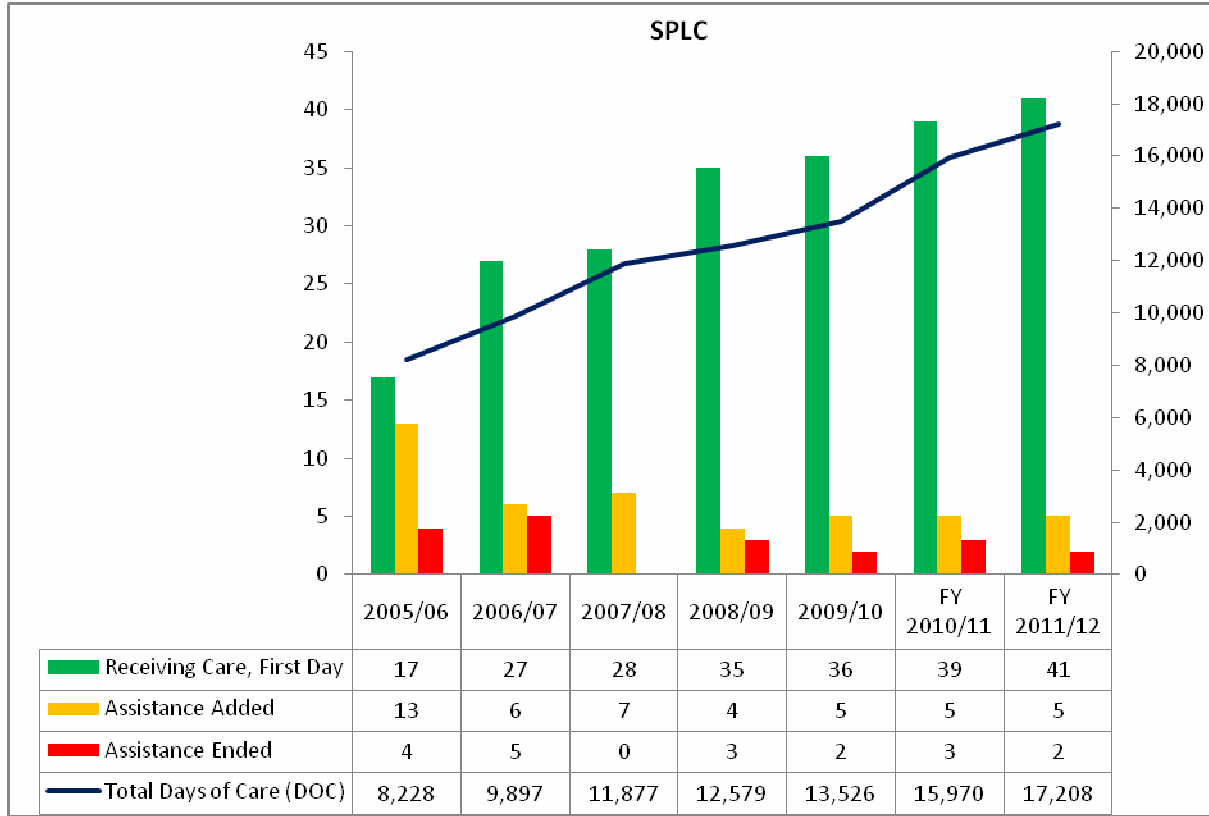
Adoption assistance added has increased by 233.3% for the 05/06-09/10 reporting periods. It is estimated to increase 50% this fiscal year as we are projecting 47 adoptions for 10/11 while 7 children's assistance will end. Assistance ended increased 133.3% during the same time frame as children aged out. It is expected to decrease over the next two fiscal years.

Children receiving care on the first day has increased 40.2% and total number of days in care has increased 44.7%. MCCYS is conscious of the need to improve upon the timeliness of the adoption process. We do hold regular concurrent planning meetings and we have a process to track the recommendations of those meetings to ensure that they are being followed. On July 21, 2009, Monroe County Children and Youth became part of a CFSR Program Improvement Plan (PIP) involving concurrent planning. We will be diligently following any recommendations that are made by this program. In addition, we will continue filing goal change/TPR petitions simultaneously in effort to decrease the length of the appeals process. The Legal Services Initiative through SWAN allowed Monroe County to hire a full-time paralegal that has been assisting caseworkers in their diligent searches for relatives. These actions are expected to improve our outcomes.

## Monroe

### 3-2c. Subsidized Permanent Legal Custody (SPLC)

- Insert the SPLC Chart (Chart 5) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.

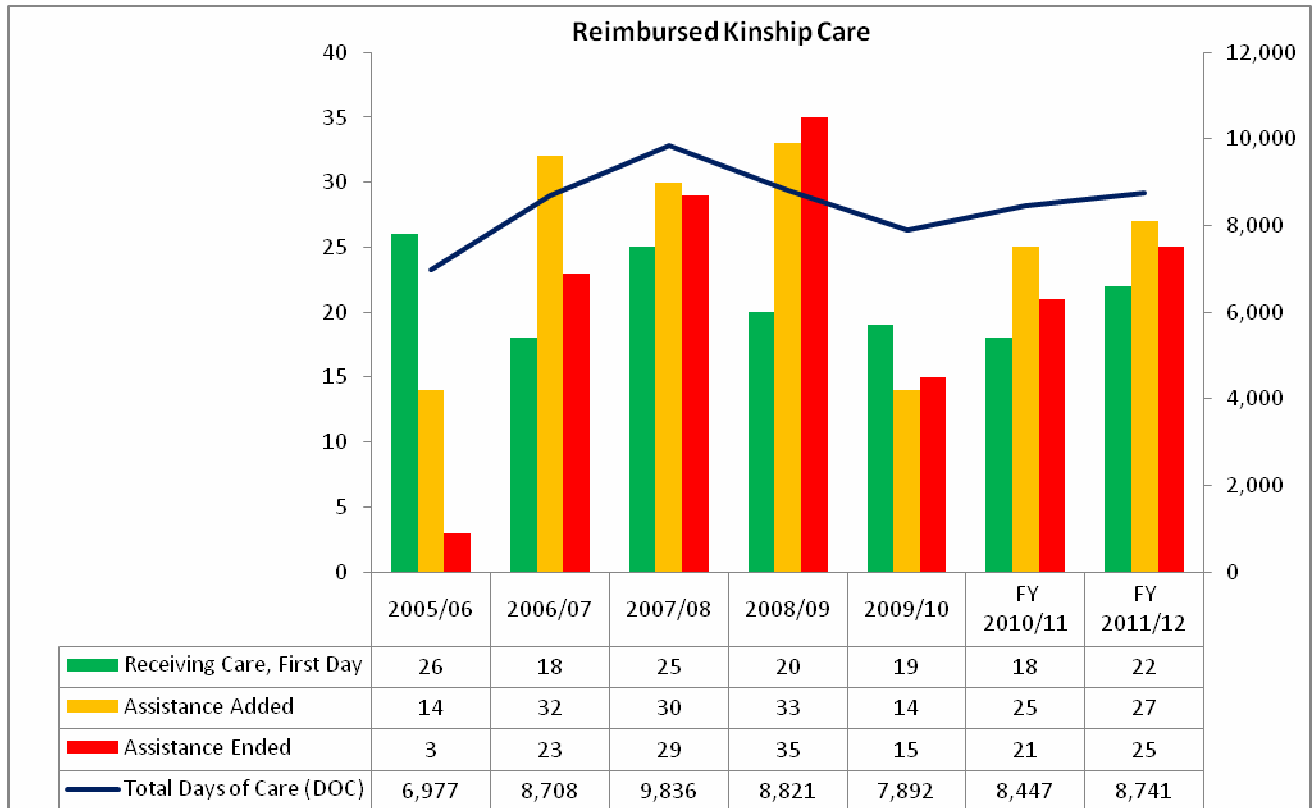


Children receiving SPLC care has increased 111.8% from 05/06-09/10 fiscal years. We do expect this measure to increase due to diligent efforts to find relatives which will lead to more children leaving care under the guardianship of a relative. Assistance ended fluctuates based on the age of the child when SPLC started. To date there have not been any SPLC cases that have been disrupted. The assistance ended due to the child reaching age 18. It should be noted that in FY08/09 there were 3 children that were placed in kinship homes that achieved permanency through adoption which accounts for the lower amount of assistance added.

## Monroe

### 3-2d. Out-of-Home Placements: County Selected Indicator

- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



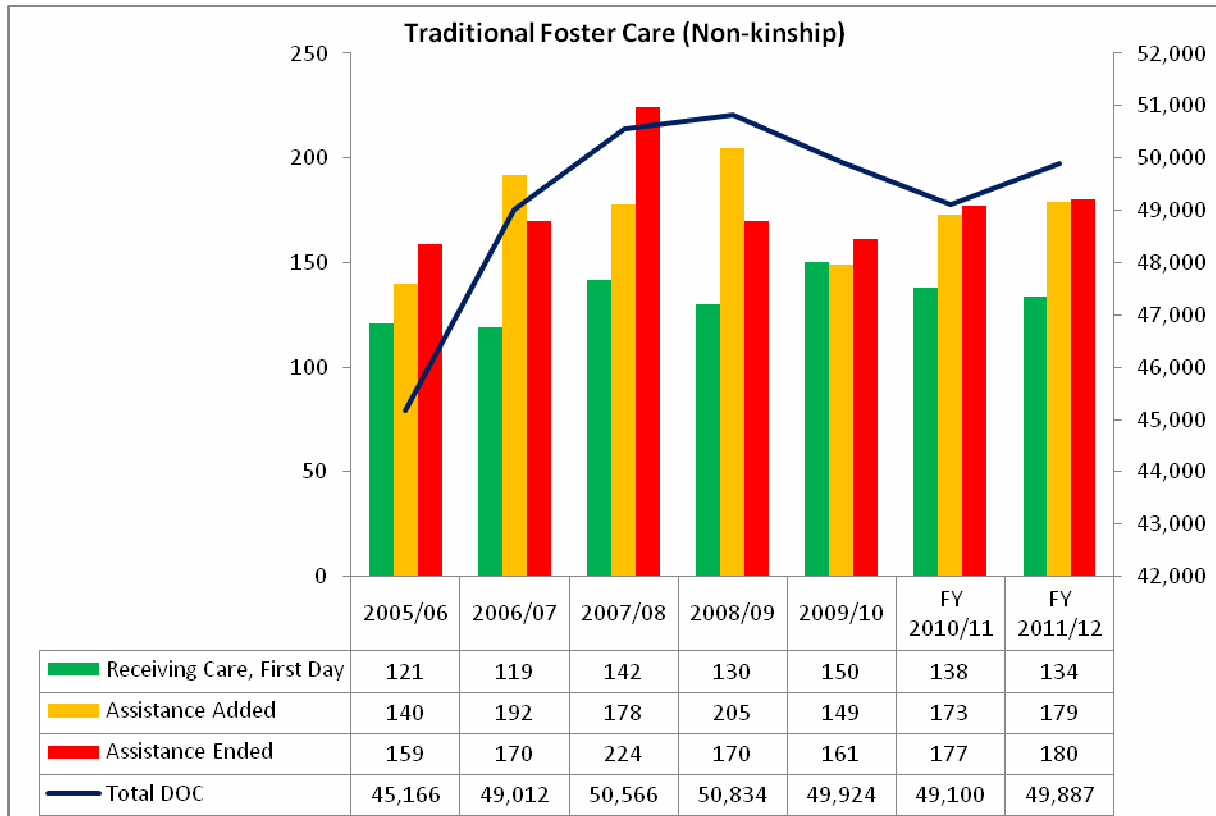
Monroe County Children and Youth strives to make reasonable efforts in locating resources for children in care. These efforts begin on the Intake level and continue throughout the life of the case. Resources for the children are gathered through interviews with the parents, children, school/ day care personnel and the use of the Accurant search program. The agency also utilizes its own knowledge of the family (prior case history) to establish resources for the child. The Legal Services Initiative through SWAN allowed Monroe County to hire a full-time paralegal that has assisted caseworkers in their diligent searches for relatives. In addition, we send Notification for Kinship Caregiver Opportunity Letter's to any relative that we are able to locate. We have seen a decrease in kinship assistance as children are being returned home or adopted by their kinship resource. In addition, private arrangements made by the family prior to dependency have been utilized on a regular basis.

Due to the various fluctuations in assistance added, our projections for 10/11 and 11/12 are based on averages of the previous five reporting periods.

## Monroe

### 3-2d. Out-of-Home Placements: County Selected Indicator

- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.

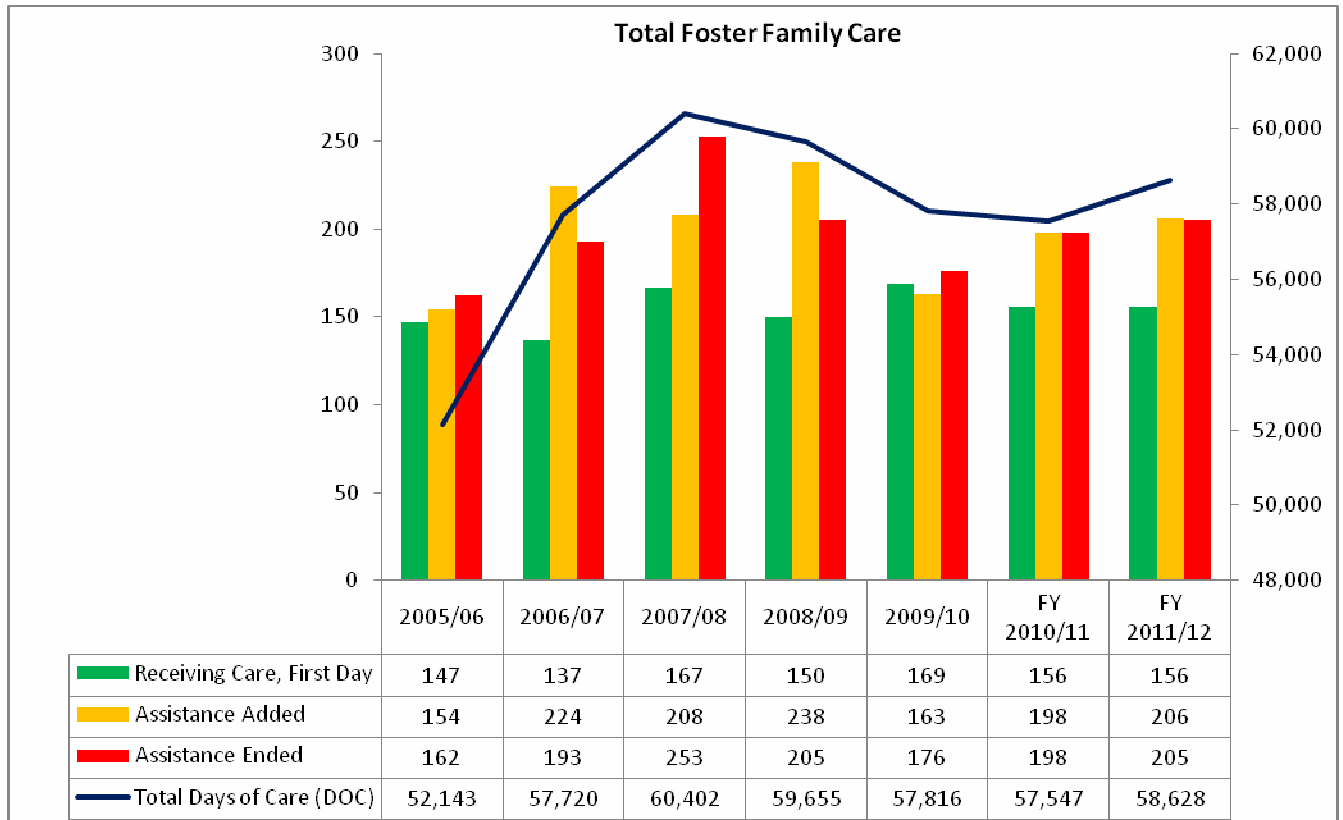


We have had a 15% increase in children receiving care on the first day and a 10.9% increase in total days of care since FY 05/06-09/10. We have clearly improved upon our goals of decreasing placements but continue to struggle with our reunification efforts. The most significant barrier for reunification is that Monroe County continues to have limited resources for parents to achieve their goals. We have contracted with two service providers to bring evidence based in-home services to Monroe County to expedite a return home or to prevent a placement episode. In addition, we are implementing HomeQuest this year in an effort to prevent placements. A further contributing asset has been the use of the safety assessment tool to decrease overall placements and facilitate a child’s return home from care while maintaining the safety of that child.

## Monroe

### 3-2d. Out-of-Home Placements: County Selected Indicator

- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.

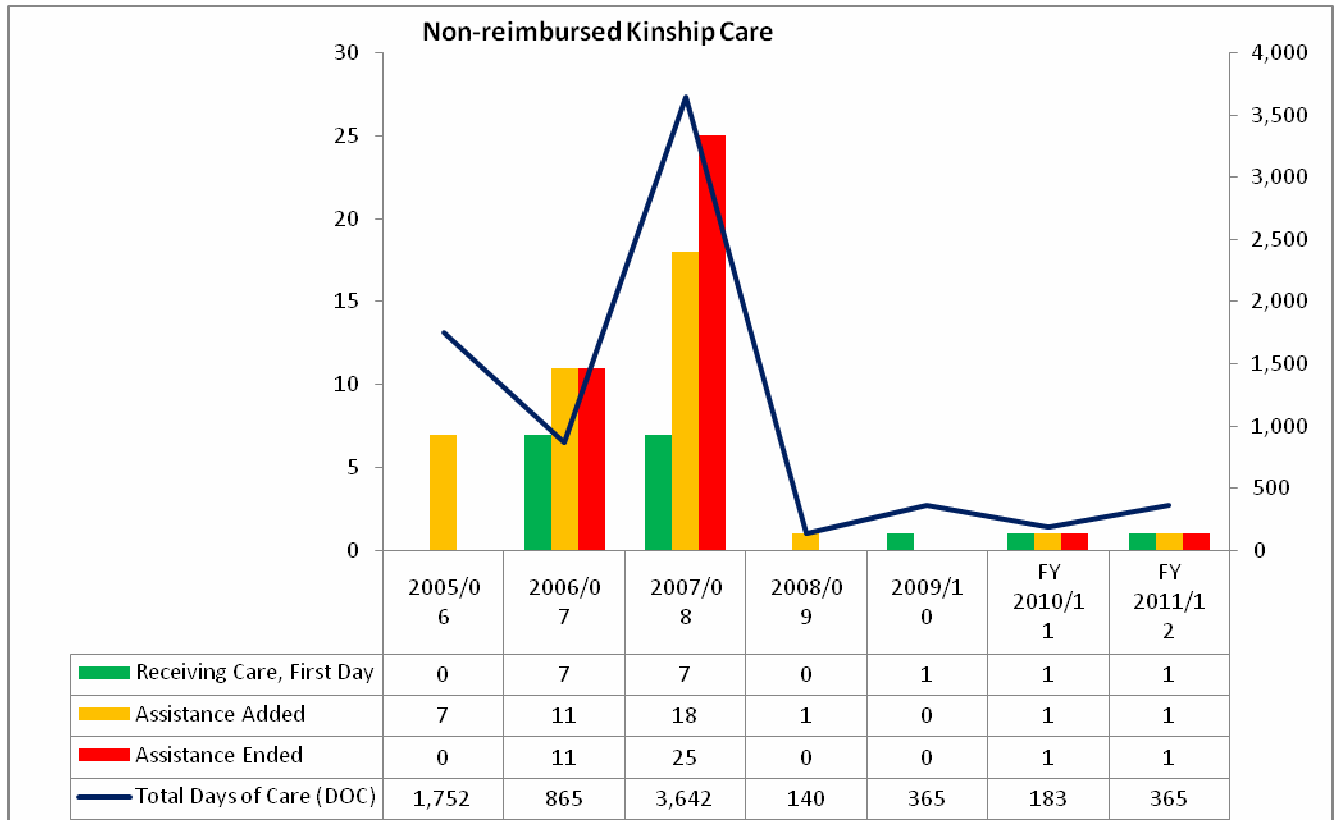


Overall the total number of days in care has increased 10.9% since FY 05/06. However it started to trend downward in 08-09. We expect total days in care and assistance added to decrease as we have contracted with two service providers to bring evidence based in-home services to Monroe County to expedite a return home or to prevent a placement episode. In addition, we are implementing the HomeQuest program to reduce placements. A further contributing asset has been the use of the safety assessment tool to decrease overall placements and facilitate a child's return home from care while maintaining the safety of that child.

## Monroe

### 3-2d. Out-of-Home Placements: County Selected Indicator

- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.

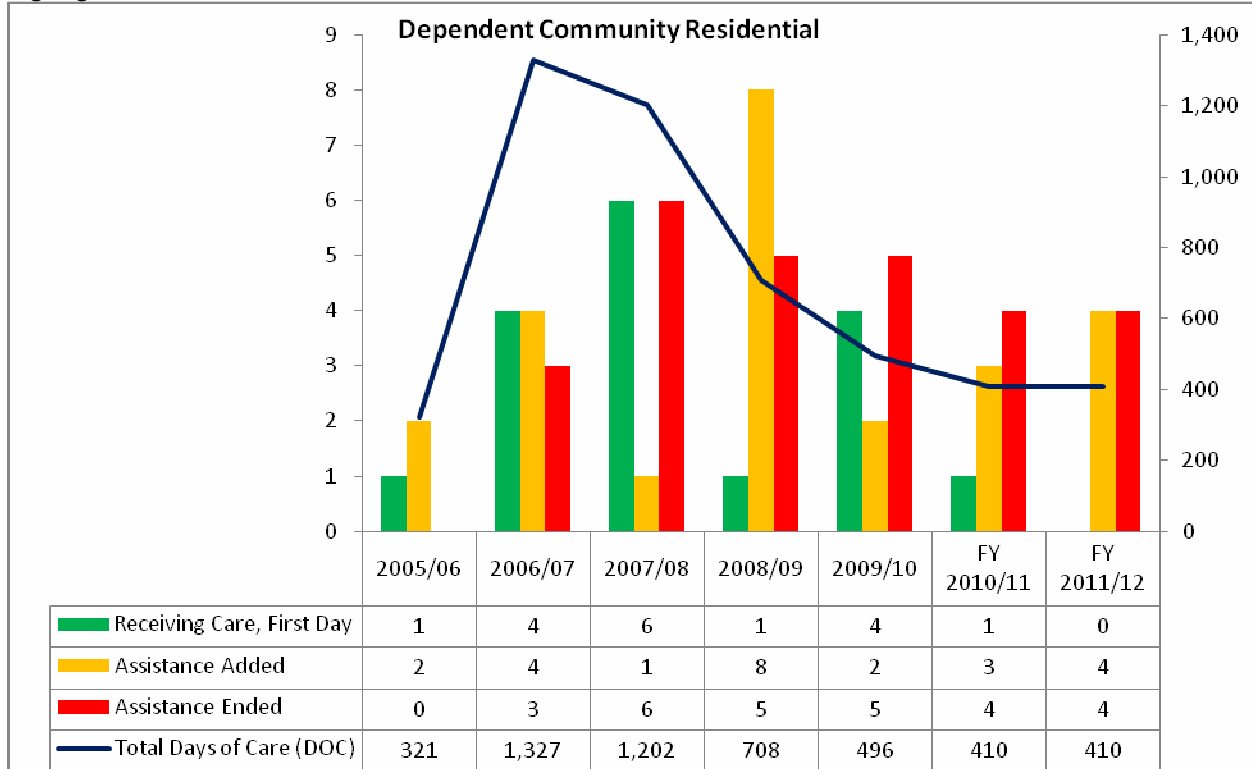


We have seen a significant decrease in the non-reimbursed kinship care rates. This is attributed to the fact that many of our kinship providers prefer getting paid foster care rates instead of receiving the lower TANF rates that are offered by the County Assistance Office. In addition, due to the poor economy many of our kinship resources need the additional income to offset the cost of caring for the children.

## Monroe

### 3-2d. Out-of-Home Placements: County Selected Indicator

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted



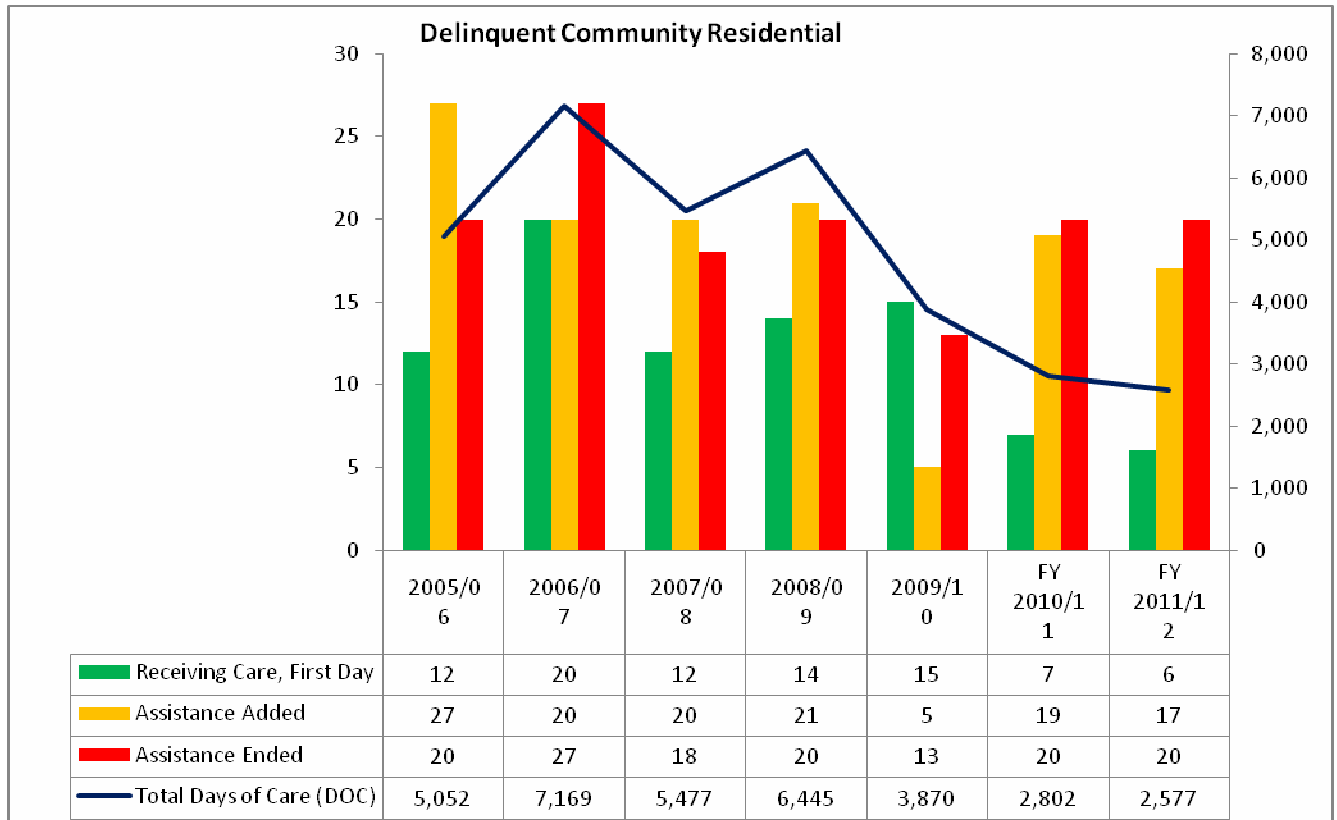
MCCYS makes every effort to place children within our own foster home system. The increase in FY 08/09 consisted of 7 youth ages 15-17 that had more than 3 placements prior to their admissions into group homes. Their behavioral and mental health issues were the reasons for the multiple placements as we tried to maintain the least restrictive placement setting available to each child prior to the more restrictive placement into the residential setting. Our placement numbers significantly decreased this year as we have offered additional training to our foster parents so that they are able to cope with the child's behavior and we have utilized purchased foster care providers to meet each child's individualized needs. It is important to note that the children who have been discharged from community residential have been successfully maintained in foster care.

We projected our numbers for 09/10 and 10/11 based on the average of the previous five reporting years.

## Monroe

### 3-2d. Out-of-Home Placements: County Selected Indicator

- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.

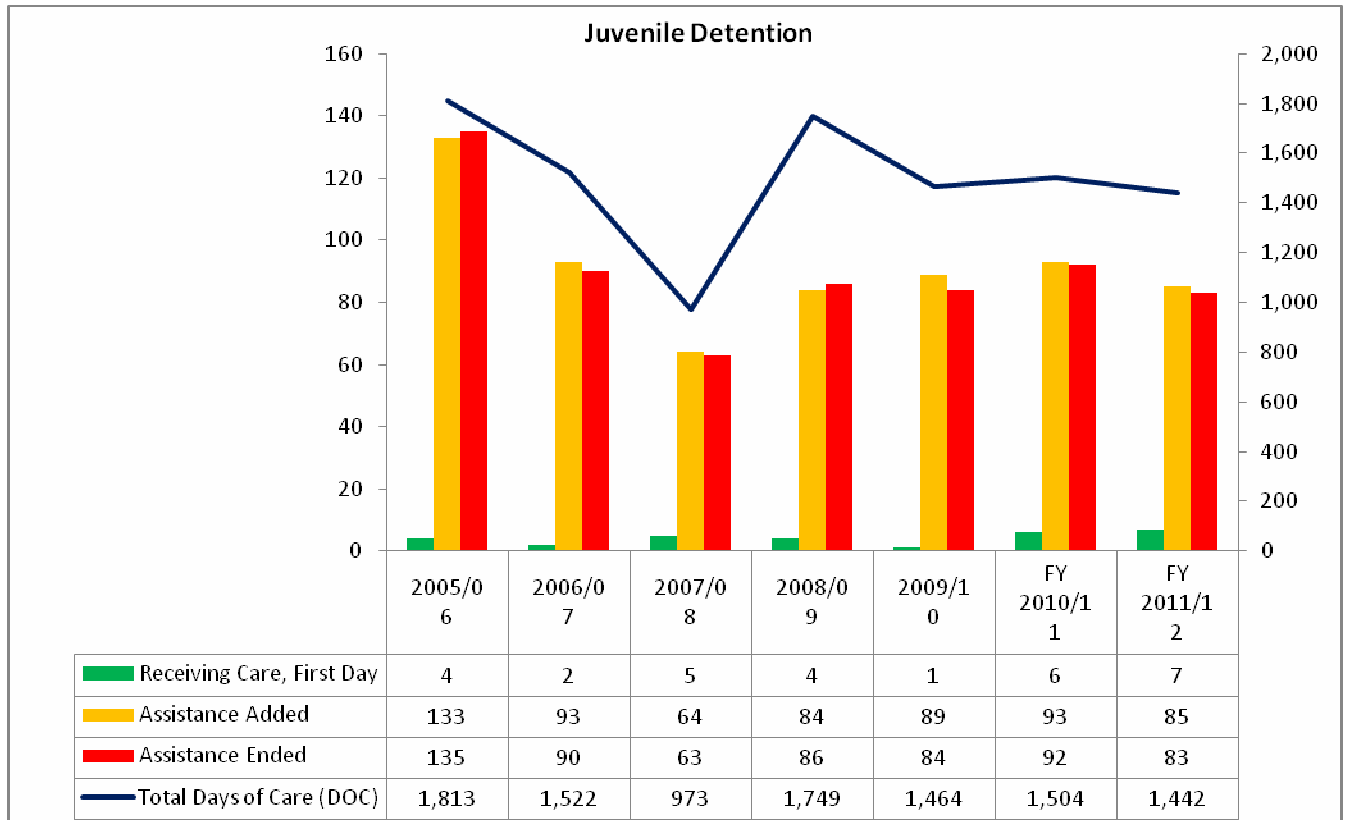


While the number of youth in delinquent community residential placement has decreased from FY 05/06-09/10, we do not anticipate any further downward trend due to the reasons for this type of placement. The need to ensure public safety when addressing youth involved in serious crime and continued adherence to BARJ principles is a practice that our agency and Court system supports and will continue to do so.

## Monroe

### 3-2d. Out-of-Home Placements: County Selected Indicator

- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.

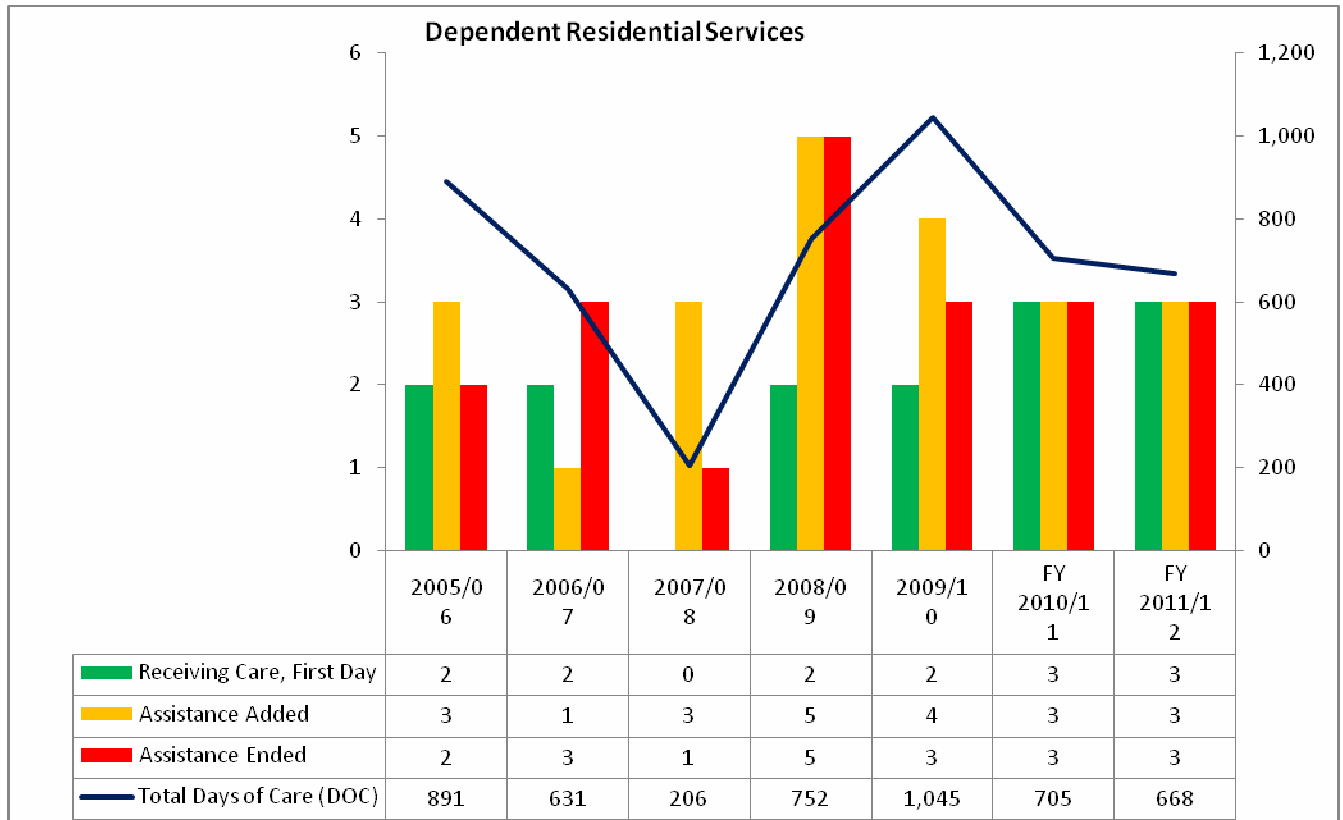


The youth receiving care on the first day has decreased by 75% over the last five reporting periods. The data show an overall 33% decrease in assistance added and a 37.8% decrease in assistance ended for the 05/06 through 09/10 fiscal years. As per our juvenile probation office they are seeing reductions of new allegations therefore the number of placements should decrease or at least remain stable. We projected our 10/11 and 11/12 numbers based on the average of the previous five reporting periods.

## Monroe

### 3-2d. Out-of-Home Placements: County Selected Indicator

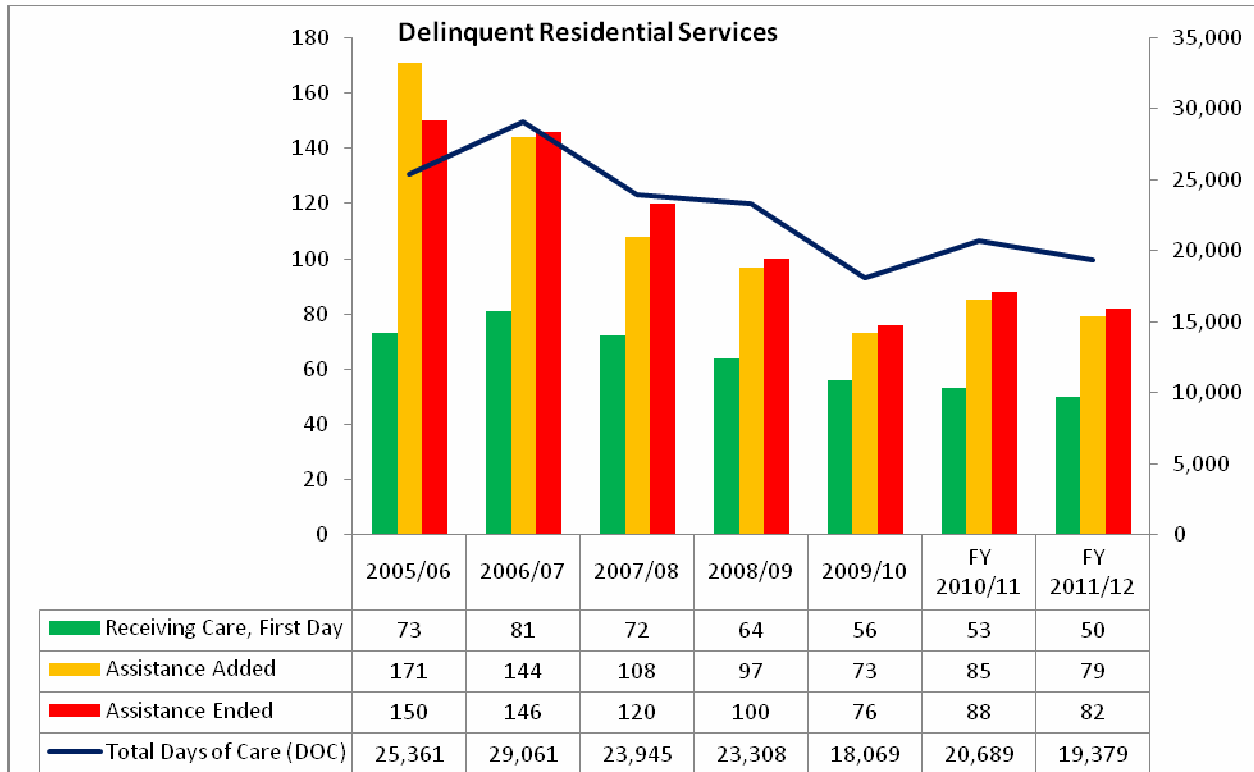
- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



The data indicates no increase in the number of children receiving care on the first day of the periods of 05/06-09/10. Assistance added has increased by 33% and total days of care have increased by 17.3%. These numbers are deceptive due to the small data pool. MCCYS anticipates these numbers to minimally stabilize if not decrease as we are implementing and utilizing various community based programs in an effort to prevent residential placement.

## Monroe

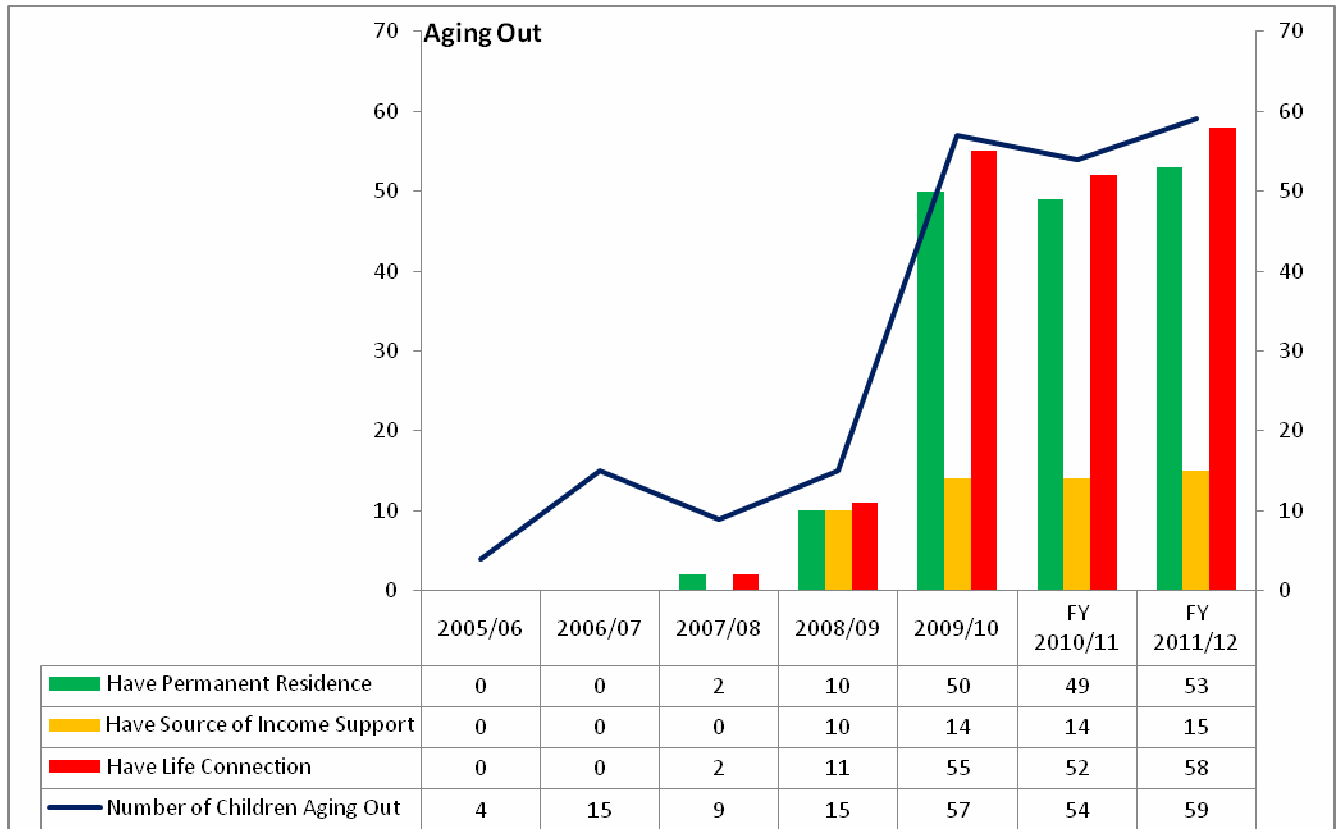
Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



This chart shows that we have had a 23.3% reduction in the number of youth in residential placements since FY 05/06. Assistance added has decreased 57.3% while assistance ended has decreased 49.3%. This has resulted in reduction in the total days of care from 2005/06 until the present. We expect these numbers to remain fairly stable as JPO is utilizing other programs for their delinquent youth. JPO is utilizing community residential and community based programs such as MST and Homequest as of 7/1/10 to reduce the numbers of children in residential care.

**3-2e. Aging Out**

- Insert the Aging Out Chart (Chart 14). If the county does not have sufficient data to analyze trends, describe how the county plans to track this data in the future.



The available data indicates a 1325% increase in the number of children aging out from 05/06-09/10 fiscal years. MCCYS informally began tracking children aging out of care during the 08/09 fiscal year. In FY 09/10 we formally implemented a tracking system to be monitored by the Program Manager of our Permanency Unit. That manager will collaborate with the Supervisor of our IL program to develop a transition plan for all children aging out of foster care. This plan will include methods to ensure that the child has a permanent residence, source of income, and a support system through life connections.

# Monroe

## 3-2f. General Indicators

3-2: General Indicators								
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County Number: <input style="width: 50px; border: 1px solid black;" type="text" value="45"/>			Class <span style="margin-left: 20px;">5</span>					
Monroe County								
<a href="#">Copy Part 1 for Narrative insertion</a>			<a href="#">Copy Part 2 for Narrative insertion</a>			<a href="#">Print</a>		
3-2a. Service Trends								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09 % Change
						FY 2010/11	FY 2011/12	
<b>Intake Investigations</b>								
Children	1597	1760	2001	2324	2840	2104	2206	77.8%
Family	702	837	872	1237	1499	1029	1095	113.5%
<b>Ongoing Services</b>								
Children	2586	2654	2924	2795	3460	2884	2943	33.8%
Family	1178	1289	1327	1325	1946	1413	1460	65.2%
Children Placed	417	381	378	410	316	380	373	-24.2%
<b>JPO Services</b>								
Total Children	363	326	305	279	228	254	254	-37.2%
Community Based Placement	65	61	69	72	52	62	62	-20.0%
Institutional Placements	303	264	225	193	164	179	179	-45.9%
3-2b. Adoption Assistance								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09 % Change
						FY 2010/11	FY 2011/12	
<b>Adoption Assistance</b>								
Receiving Care, First Day	82	85	81	91	115	129	168	40.2%
Assistance Added	6	5	12	31	20	46	40	233.3%
Assistance Ended	3	9	6	9	7	7	7	133.3%
Total Days of Care (DOC)	30,351	29,891	31,661	36,504	43,921	59,073	71,981	44.7%
3-2c. SPLC								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09 % Change
						FY 2010/11	FY 2011/12	
<b>Subsidized Permanent Legal Custodianship</b>								
Receiving Care, First Day	17	27	28	35	36	39	41	111.8%
Assistance Added	13	6	7	4	5	5	5	-61.5%
Assistance Ended	4	5	0	3	2	3	2	-50.0%
Total Days of Care (DOC)	8,228	9,897	11,877	12,579	13,526	15,970	17,208	64.4%

# Monroe

3-2d. Placement Data								
Indicator	FY	FY	FY	FY	FY	Projected		2005-09
	2005/06	2006/07	2007/08	2008/09	2009/10	FY 2010/11	FY 2011/12	% Change
<b>Traditional Foster Care (non-kinship)</b>								
Receiving Care, First Day	121	119	142	130	150	138	134	24.0%
Assistance Added	140	192	178	205	149	173	179	6.4%
Assistance Ended	159	170	224	170	161	177	180	1.3%
Total DOC	45,166	49,012	50,566	50,834	49,924	49,100	49,887	10.5%
<b>Reimbursed Kinship Care</b>								
Receiving Care, First Day	26	18	25	20	19	18	22	-26.9%
Assistance Added	14	32	30	33	14	25	27	0.0%
Assistance Ended	3	23	29	35	15	21	25	400.0%
Total Days of Care (DOC)	6,977	8,708	9,836	8,821	7,892	8,447	8,741	13.1%
<b>Foster Family Care (Total of 2 above)</b>								
Receiving Care, First Day	147	137	167	150	169	156	156	15.0%
Assistance Added	154	224	208	238	163	198	206	5.8%
Assistance Ended	162	193	253	205	176	198	205	8.6%
Total Days of Care (DOC)	52,143	57,720	60,402	59,655	57,816	57,547	58,628	10.9%
<b>Non-reimbursed Kinship Care</b>								
Receiving Care, First Day	0	7	7	0	1	1	1	#DIV/0!
Assistance Added	7	11	18	1	0	1	1	-100.0%
Assistance Ended	0	11	25	0	0	1	1	#DIV/0!
Total Days of Care (DOC)	1,752	865	3,642	140	365	183	365	-79.2%
<b>Dependent Community Residential</b>								
Receiving Care, First Day	1	4	6	1	4	1	0	300.0%
Assistance Added	2	4	1	8	2	3	4	0.0%
Assistance Ended	0	3	6	5	5	4	4	#DIV/0!
Total Days of Care (DOC)	321	1,327	1,202	708	496	410	410	54.5%
<b>Delinquent Community Residential</b>								
Receiving Care, First Day	12	20	12	14	15	7	6	25.0%
Assistance Added	27	20	20	21	5	19	17	-81.5%
Assistance Ended	20	27	18	20	13	20	20	-35.0%
Total Days of Care (DOC)	5,052	7,169	5,477	6,445	3,870	2,802	2,577	-23.4%
<b>Juvenile Detention</b>								
Receiving Care, First Day	4	2	5	4	1	6	7	-75.0%
Assistance Added	133	93	64	84	89	93	85	-33.1%
Assistance Ended	135	90	63	86	84	92	83	-37.8%
Total Days of Care (DOC)	1,813	1,522	973	1,749	1,464	1,504	1,442	-19.2%
<b>Dependent Residential Services</b>								
Receiving Care, First Day	2	2	0	2	2	3	3	0.0%
Assistance Added	3	1	3	5	4	3	3	33.3%
Assistance Ended	2	3	1	5	3	3	3	50.0%
Total Days of Care (DOC)	891	631	206	752	1,045	705	668	17.3%
<b>Delinquent Residential Services</b>								
Receiving Care, First Day	73	81	72	64	56	53	50	-23.3%
Assistance Added	171	144	108	97	73	85	79	-57.3%
Assistance Ended	150	146	120	100	76	88	82	-49.3%

## Section 4: County Programs & Services

### ☞ 4-1: Children/Families not Accepted for Service

How does the county determine a child/family is not accepted for service?

Monroe County determines whether a child/family is not accepted for services based on a thorough assessment at the Intake level. Upon receiving allegations of child abuse or neglect a caseworker is assigned to investigate these allegations. Once the allegations are investigated, the caseworker and supervisor will staff the case to determine if the case will be accepted for on-going casework services. The majority of cases are able to be resolved and closed out on the Intake level. This is due to many of the referrals being false, incidents are isolated and do not rise to the level of abuse under the Child Protective Services Law, or the family has rectified the concern that brought them to the attention of the agency in the first place.

Monroe County employs a full-time screener within the Intake Unit who accepts all incoming phone calls and/or referrals. The public often calls MCCYS to request information on available resources within Monroe County or to ask general questions about child abuse/neglect. In addition, we receive numerous requests from other counties to conduct courtesy interviews for other county or state child protective services agencies. These contacts are considered to be Information and Referral services that require no further involvement from our agency.

### ☞ 4-2: New/Enhanced Programs

- Briefly explain requests for funding of new programs or enhancements to existing programs. The explanation must include why the county is seeking funding for the new/enhanced program and how it relates to needs identified in the county.

Due to limited resources Monroe County Children and Youth Services is expanding its services for our “aging-out” youth. Through our Independent Living Program we began developing an on-site resource room for teens in June 2010. The costs associated with developing the room came from the 09/10 ILP grant. The Resource Room will be operational by September 2010. This will allow youth access to the internet so that they may secure resources for employment, housing, and student loans. The youth will also be able to access the Ansell Casey Life Skills Assessment and the National Youth in Transition Database once it is implemented in October 2010. The youth will be able to use the resources such as the copy machine, computers, projectors, TV, and DVD player to better educate themselves on transitioning into Independent Living. The resource room will be available to the youth Monday-Friday 8:30-5:00 p.m. as well as during evening ILP classroom sessions.

We are requesting one full time caseworker position to be approved for the Community Services Unit. This position would be split between our Truancy Intervention and ILP After-Care Programs. We are making this request as Truancy Intervention referrals have increased 30% in the past three years. We are also in the process of creating a formal after-care program for the children aging out of care. These services will include bi-weekly classes for IL after-care youth, assisting youth in obtaining community based services and stipend based services. The IL after-care coordinator will be responsible for teaching the IL after-care classes, supervising the completion of pilot programs and NYTD, implementing policies, overseeing individualized and peer to peer sharing groups and all procedures of the after-care program. These include

# Monroe

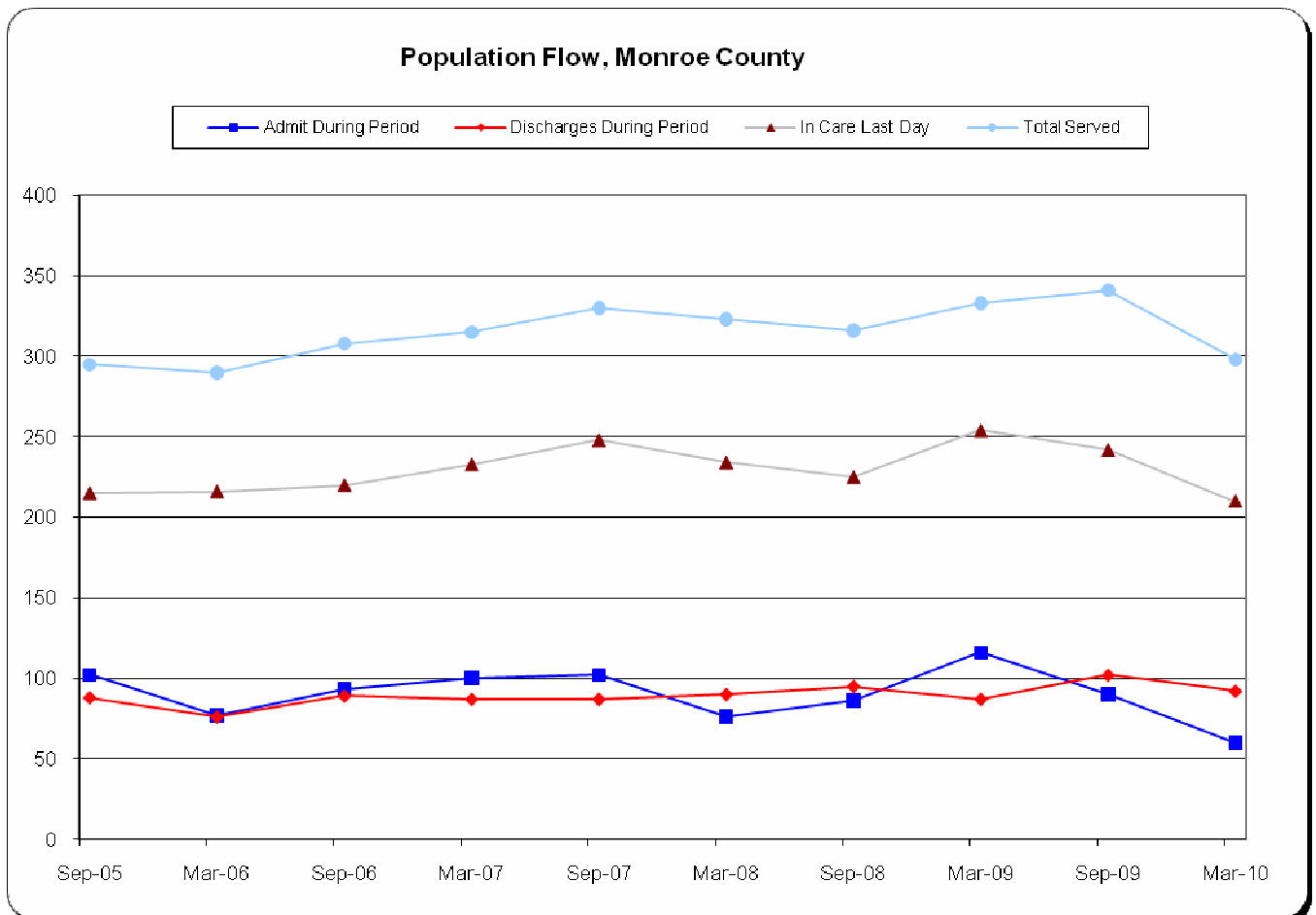
room/board assistance procedures, educational scholarships', distributions of stipends and supervision of youth advisors.

We recently contracted with VisionQuest to begin the HomeQuest program. HomeQuest is an intensive, highly supervised non-residential program designed to treat at-risk youth while they continue to live at home. These services will be utilized to prevent out-of-home placement, reduce the length of placement and to enhance family functioning. This program can work with non-dependent, dependent, and delinquent youth ages 10-18.

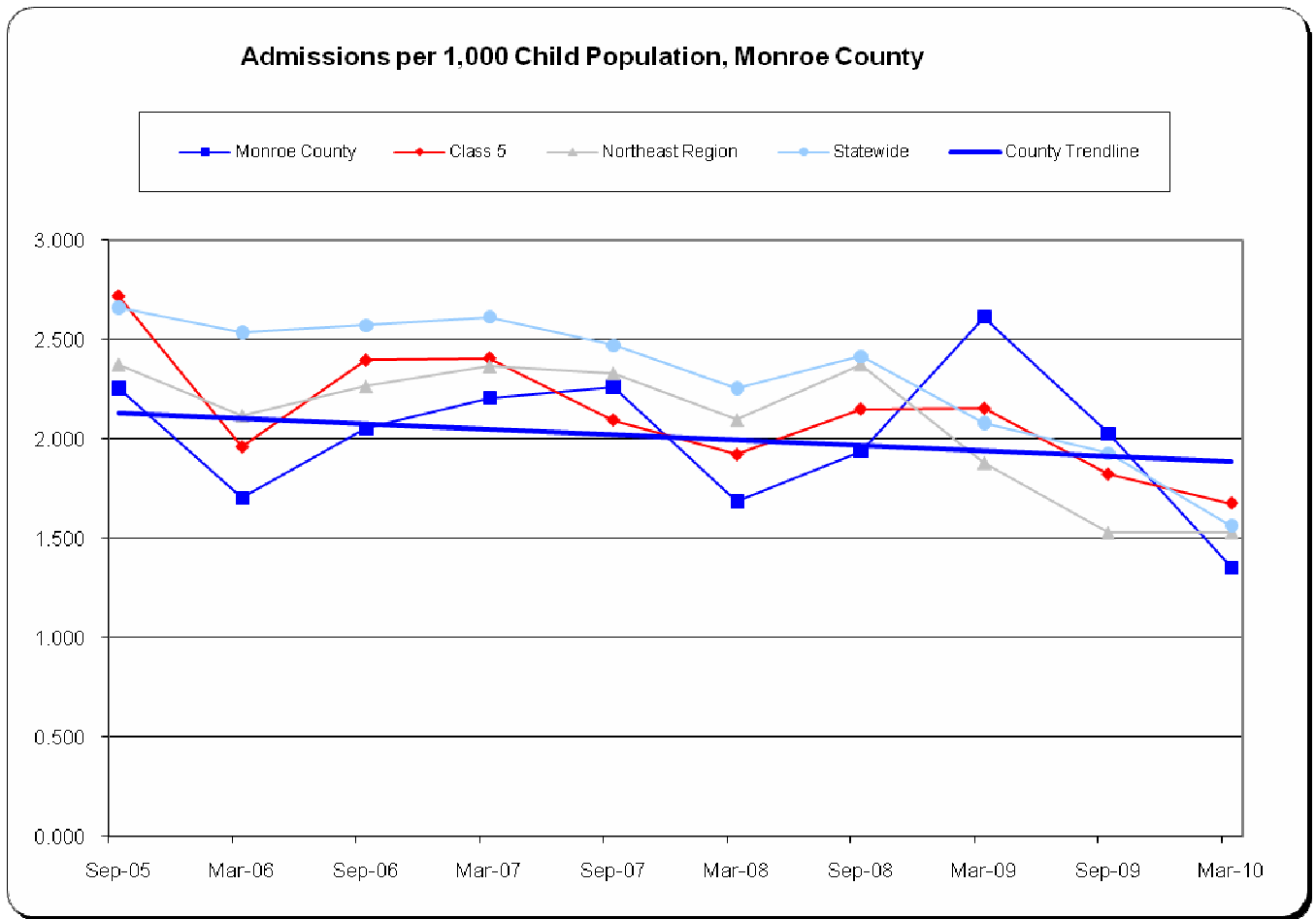
## Section 5: Outcome Indicators

### 5-1a. Foster Care Population Flow (See HZA Data Package)

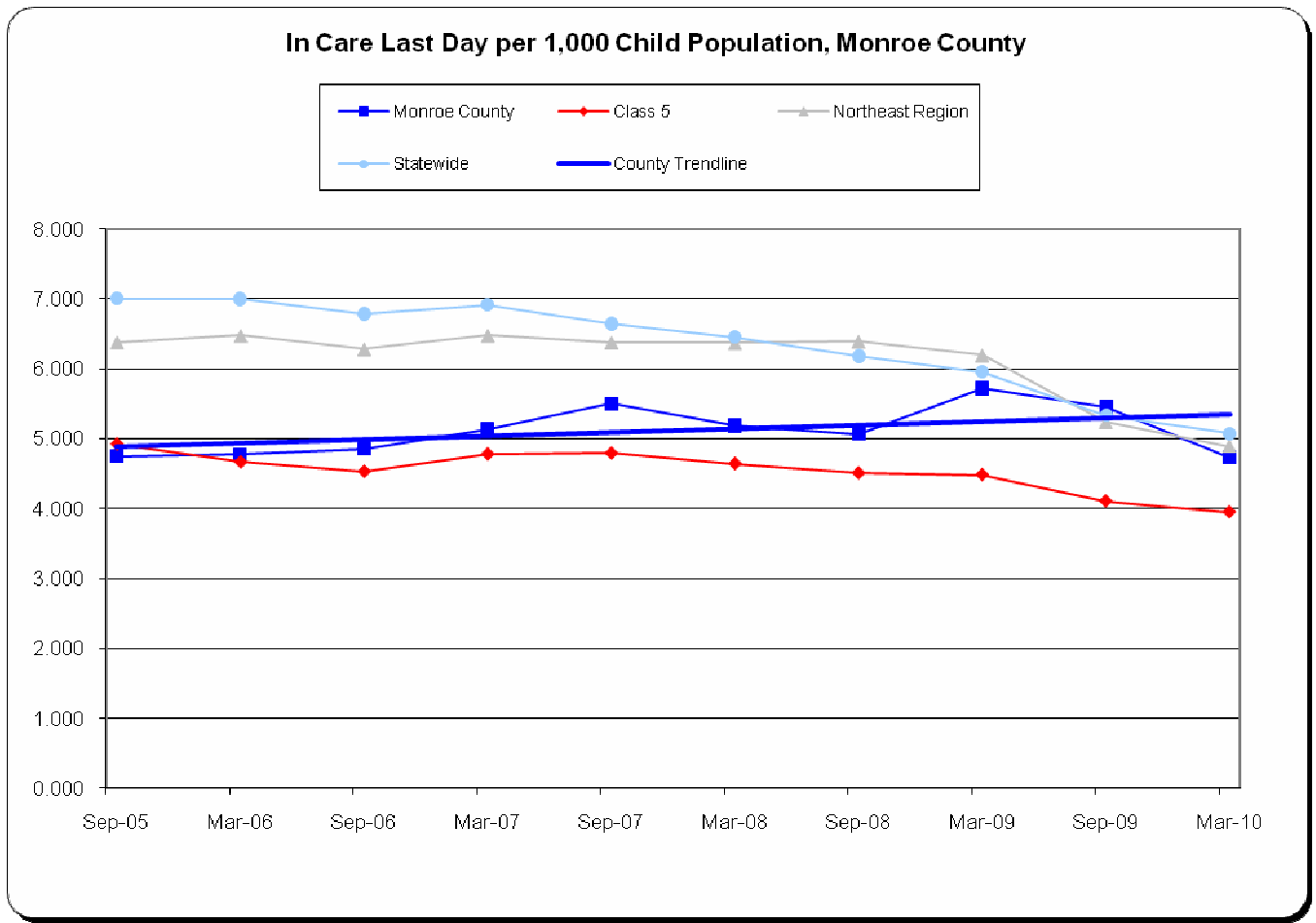
On the following pages, paste up to three charts from the HZA data. Each chart should be pasted on a separate page.



# Monroe



## Monroe



- ❑ Is the overall trend in the number of children being served or in care in the county different than that in the state as a whole? In counties of the same class?

In comparison to other Class 5 counties, the northeast region, and the state, Monroe County is faring as well as or better than Northeast Region and statewide in the number of children served and in care. However we, Northeast Region and statewide have a slightly higher average of the children served than the Class 5 category.

- ❑ Please describe what demographic factors, if any, have contributed to changes in the number of children being served or in care.

Monroe County's total population is well within the 4<sup>th</sup> class county requirements and our residents under the age of 18 is 23.6%.

Monroe County continues to face economic hardships. Our county's poverty level according to available 2009 census statistics is 10.1%. Due to a poor economy many of our residents that

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were former commuters have been forced to take local lower paying jobs which has resulted in bankruptcy filings rising 32% in 2009.

As per the Monroe County Prothonotary's Office there were 1,908 mortgage foreclosures in 2009 with 2,182 projected for 2010. As of May 2010, Monroe County's unemployment rate is 10.1%, as compared to the national unemployment rate of 9.7%. Couple this with the fact that one out of every 10 residents in Monroe County is receiving food stamps and one out of every seven receives government help with health coverage. Clearly the on-going financial stressors that are occurring within Monroe County continue to represent risk factors to the families that we serve.

Although we are servicing and placing less children during the past reporting period, financial issues have been a key factor in many of the cases that we service.

Please describe what changes in agency priorities or programs, if any, have contributed to changes in the number of children served or in care and/or the rate at which children are discharged from care.

A more thorough assessment of the family has been occurring with the implementation of the Safety Assessment and Management Process. We believe that the use of this tool has been paramount in the reduction of placements as evidenced in a 33% decrease of placements from 9/09-3/10. This process helps identify safety threats and establishes a safety plan for each child within the home. In addition, this has enabled the agency to identify resources for the child upon initial contact with the family. This tool also requires a specific level of supervision which in turn has improved the quality of practice.

Issues that continue to contribute to the length of time a child is in care are the lack of appropriate affordable housing and the lack of community based supportive services requiring clients to go outside of the county for this support.

- Are there any demographic shifts which impact the proportions of children in care (for example, are younger children making up a larger proportion of admissions than in years past)?

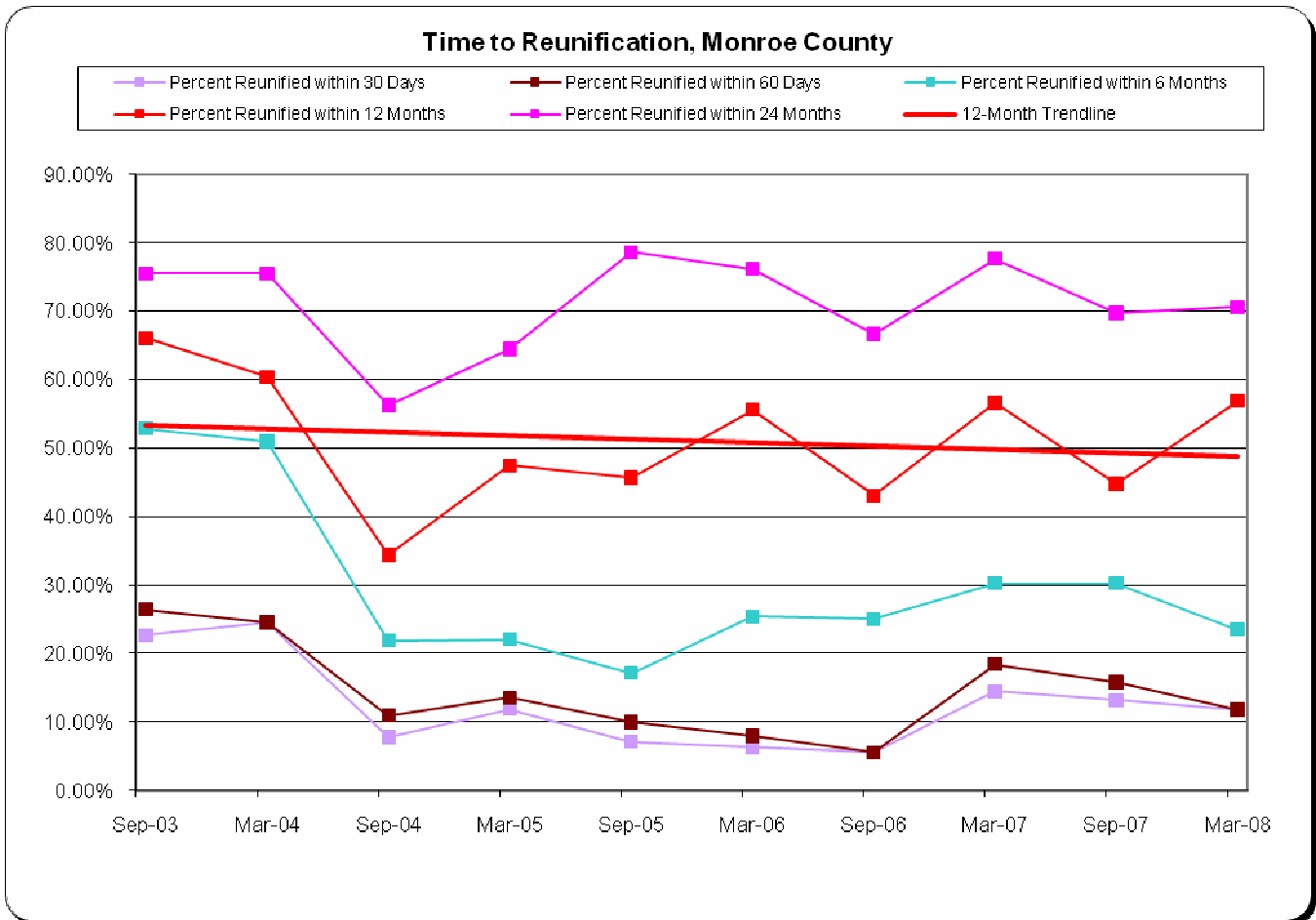
The first half of FY 09/10 saw a larger proportion of placements consisting of pre-teen and teenagers. The second half of FY 09/10 the placements were evenly distributed among all age groups.

- How has the county adjusted staff ratios and/or resource allocations (both financial and staffing, including vacancies, hiring, turnover, etc.) in response to a change in the foster care population? Is the county's current resource allocation appropriate to address projected needs?

The agency's current resource allocation is appropriate to meet the needs of the children in foster care.

# Monroe

## 5-1b. Reunification Survival Analysis (See HZA Data Package)



- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends?

The county's performance in each measure up until 6 months of reunification is below the averages for other Class 5 counties, the Northeast Region and the state. However we are higher in reunification percentages within 12-24 months in comparison to Northeast Region, statewide, and other Class 5 counties. We expect improvements in all categories as we have seen significant improvements in our MST outcomes and have already seen a reduction of placements/ length of placements due to the use of the Safety Assessment Tool. Furthermore, we have integrated FGDM into our service options and have included it into our concurrent planning protocol.

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- If there are fewer reunifications within 12 months of the child's removal, what is happening to those children? Are they returning home later or eventually being discharged in some other way?

The children are being returned home at a rate of 70.59% within 24 months. This is far greater than the statewide rate of 62.12% and the northeast rate of 64.60%.

- Are children being reunified more quickly, or more slowly, than in past years? Does the timeliness of the reunifications reflect the changing needs of families in the county? Among children reunified in less than 30 days, were the services provided sufficiently to alleviate the concerns that led to the child's removal? What services could have prevented removal of children who were reunified within 30 days?

Our reunification rates have been inconsistent over the past 5 reporting periods ending March 2008. The timeliness of reunifications reflects the limited resources available to families within our county to achieve their goals. The majority of the children that were reunified within 30 days were removed so that the county could identify the perpetrator of the alleged abuse/neglect and when appropriate, contract for safety with the non-offending parent. We believe that all of the reunifications rates will continue to improve with the use of the Safety Assessment Tool.

- How does the county's data compare to other counties of the same county class size? To the statewide data?

The county's performance in each measure up until 6 months of reunification is below the averages for other Class 5 counties. In addition, we are slightly lower than the Northeast Region and the state. However we are significantly higher in reunification percentages within 12-24 months in comparison to Northeast Region, statewide, and other Class 5 counties. The children are being returned home at a rate of 70.59% within 24 months. This is far greater than the statewide rate of 62.12% and the northeast rate of 64.60%

- If the county's performance exceeds comparable county and/or statewide performance, what policies or practices does the county believe have contributed to this result? What actions is the county taking to maintain or improve its performance?

Our county exceeds comparable county and statewide performance in reunification within 24 months. We believe the use of regular concurrent planning meetings and the transfer of cases to our placement unit to address reunification needs has contributed to our results.

***Or***

If the county's performance lags behind comparable county and/or statewide performance, what factors does the county believe have contributed to this result? What actions is the county taking to improve its performance?

Our county lags behind comparable county and/or statewide performance, in reunification prior to 12 months. Factors that contributed to this result include a limited amount of appropriate mental health and drug/alcohol rehabilitation services for families. In addition, families of Monroe County faced financial and unemployment issues at a greater rate than previously.

## Monroe

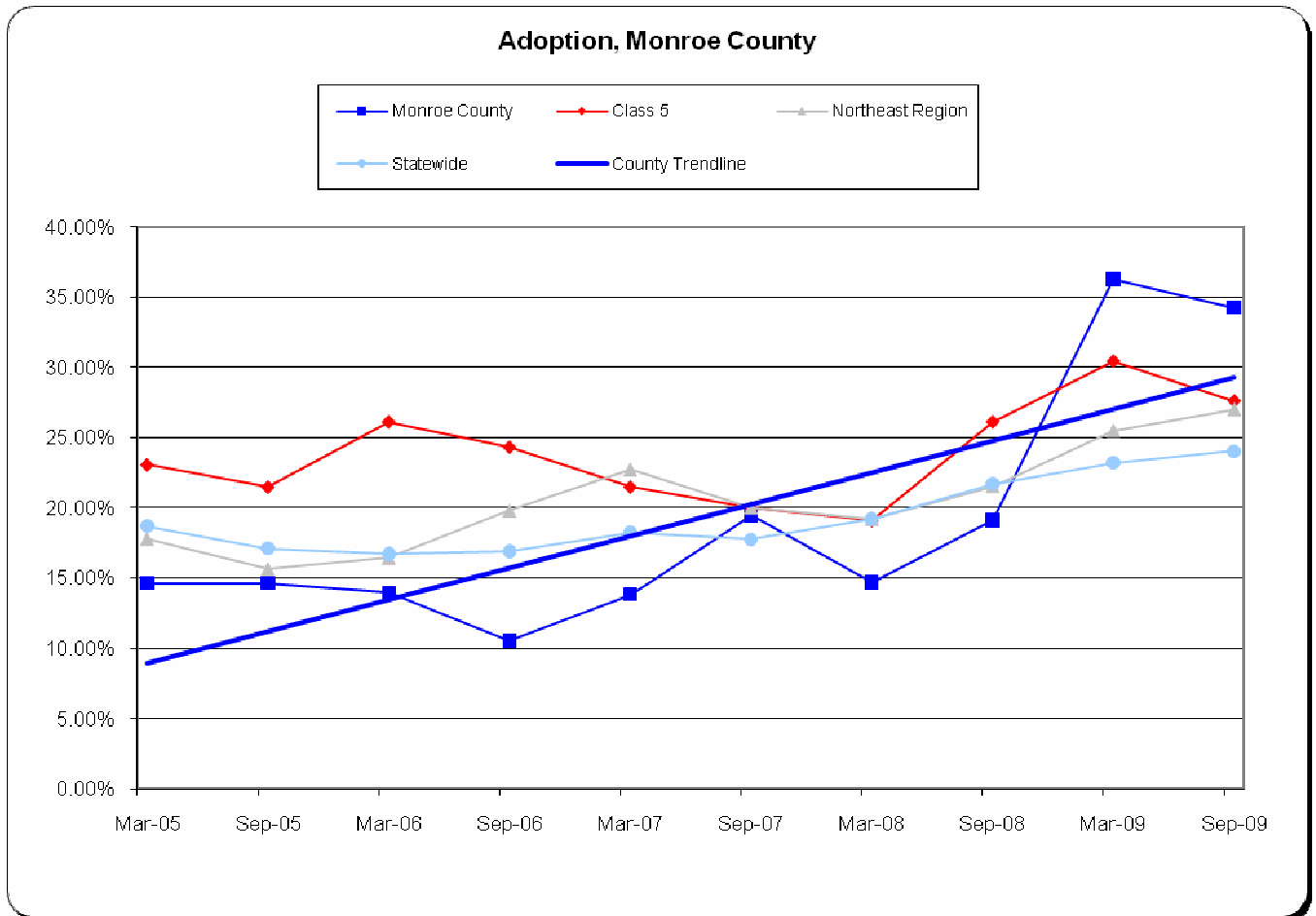
We have been improving the performance of reunification in less than 12 months by the use of FGDM, MST, Safety Assessment Tool and concurrent planning.

- Are there certain populations which are disproportionately represented in this measure? What actions is the county taking to address that population's needs?

Reunification of children ages 13-17 lags behind that of younger children. We believe that this is due to that fact that many of the older children have behavioral and/or mental health issues that take longer to address. We are addressing this by working closely with our CASSP coordinator to ensure that all of our children's mental health needs are being met. A barrier to this is the limited mental health resources within Monroe County. In addition, our agency offers MST services, FGDM, and the HomeQuest program to assist in the reunification process.

## Monroe

### 5-1c. Adoption Rate, 17 Months (See HZA Data Package)



- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends?

Monroe County's adoption outcomes have improved in that during the fiscal year 09-10 there were 21 adoptions finalized, four of which were in under 24 months. Two adoptions were completed at 25 months, 9 under 36 months and the remaining 6 were completed after 36 months. It is important to note that 4 of the 6 that exceeded 36 months were due to TPR appeals. The main reasons for these outcomes continue to be the same. There are limited services available for families in this county which makes the process longer in achieving the goals of their family service plans. The agency allows for that extra time due to the limited resources which in turn keeps the children in care longer. When families remain unable to meet their goals, the children have been in care significantly longer than comparable counties that do have the necessary resources.

We will continue to improve upon these outcomes by filing Goal Change/TPR petitions at the same time to limit the appeals process and by identifying potential pre-adoptive families earlier in the case.

## Monroe

- Do current policies of the agency or courts serve affect the timeliness of adoptions? Do the delays tend to occur between removal and TPR, between TPR and pre-adoptive placement, or between pre-adoptive placement and finalization?

The majority of delays tend to occur between removal and TPR. The parents are usually represented by the Public Defender's office and/or court appointed attorneys who zealously and at no cost making lengthy appeals attractive. The appeal process correlates to a significant portion of cases lingering and can take 8 – 12 months to complete. The courts are also another barrier for different reasons. Often they do not agree that a goal change to TPR / Adoption is the best option and will give the family another 6 months to meet the goals and objectives of the FSP. The courts are also taking a significant amount of time in reaching a decision in regard to termination of parental rights, sometimes more than 6 weeks which slows the process down as well. Additionally, continuances occur frequently. In a number of cases, TPR must be completed on multiple parents which often contributes to delays across all case benchmarks.

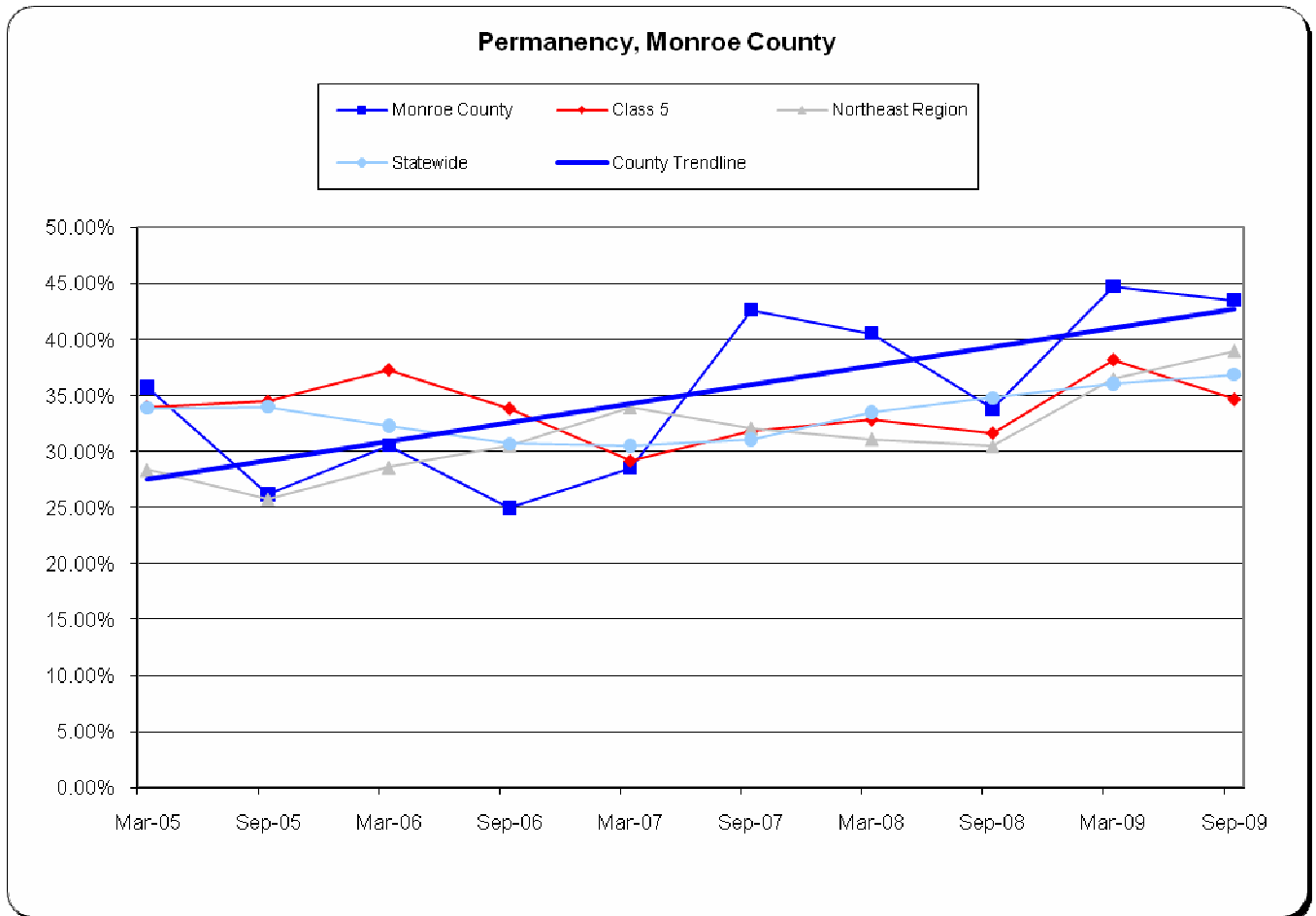
The agency is working on ways to improve this outcome. Monthly concurrent planning meetings are being conducted to identify those cases that need to move through the process to TPR and adoption and in turn these cases will then be moved to the Permanency Unit expeditiously. A referral for Family Group Decision Making is included in the concurrent planning assessment. Diligent searches for an absent parent and family resources are being done earlier in the life of the case. SWAN Legal Services Initiative began July 1, 2009 with the addition of a paralegal to assist in family finding. Accurint is being used as well. In addition we are filing for TPR and Adoption at the same time in an effort to save time in the appeals process.

- Which group of children represent the largest proportion/share of children for whom performance is below the national standard? What actions is the county taking to address that population's needs?

Children ages 6-9 make up the largest share of the children for whom performance is below the state standards. The reasons for this includes; TPR hearings were often continued on multiple occasions, criminal proceedings against the parents needed to be resolved prior to the court granting TPR and more sibling groups within this age range were affected by the proceeding reasons. The majority of these children have been in care less than 24 months and are in pre-adopt homes. TPR has occurred and finalization will occur in FY 10/11.

## Monroe

### 5-1d. Permanency, 24 Months (See HZA Data Package)



- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends?

Monroe County's performance trend is improving and we anticipate this to continue. Agency policy and practices to improve this outcome include making diligent search efforts to locate absent parents and /or extended family resources. This has resulted in an increase in referrals for kinship resources. We have conducted foster parent training on the importance of placement stability and behavior management as a means of aiding in permanency. We have seen an increase in the foster parents adopting the children.

Another achievement in FY 09/10 included four adoptions occurring in less than 24 months of placement.

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- ❑ Which group of children represent the largest proportion/share of children in care more than 24 months? What are the most frequent permanency goals for these children? What are the most frequent actual discharge destinations for these children?

Youth ages 13 and older represent a large proportion of the children in care longer than 24 months and tend to have the goal of placement with a relative or APPLA; many times this is due to their desire not to be adopted. However we have a significant population of children under 13 in pre-adopt homes waiting TPR appeals to be resolved in order for the adoption goal to be met. The actual discharge destinations for the younger children are adoptive homes and for the older children APLA or Independent Living.

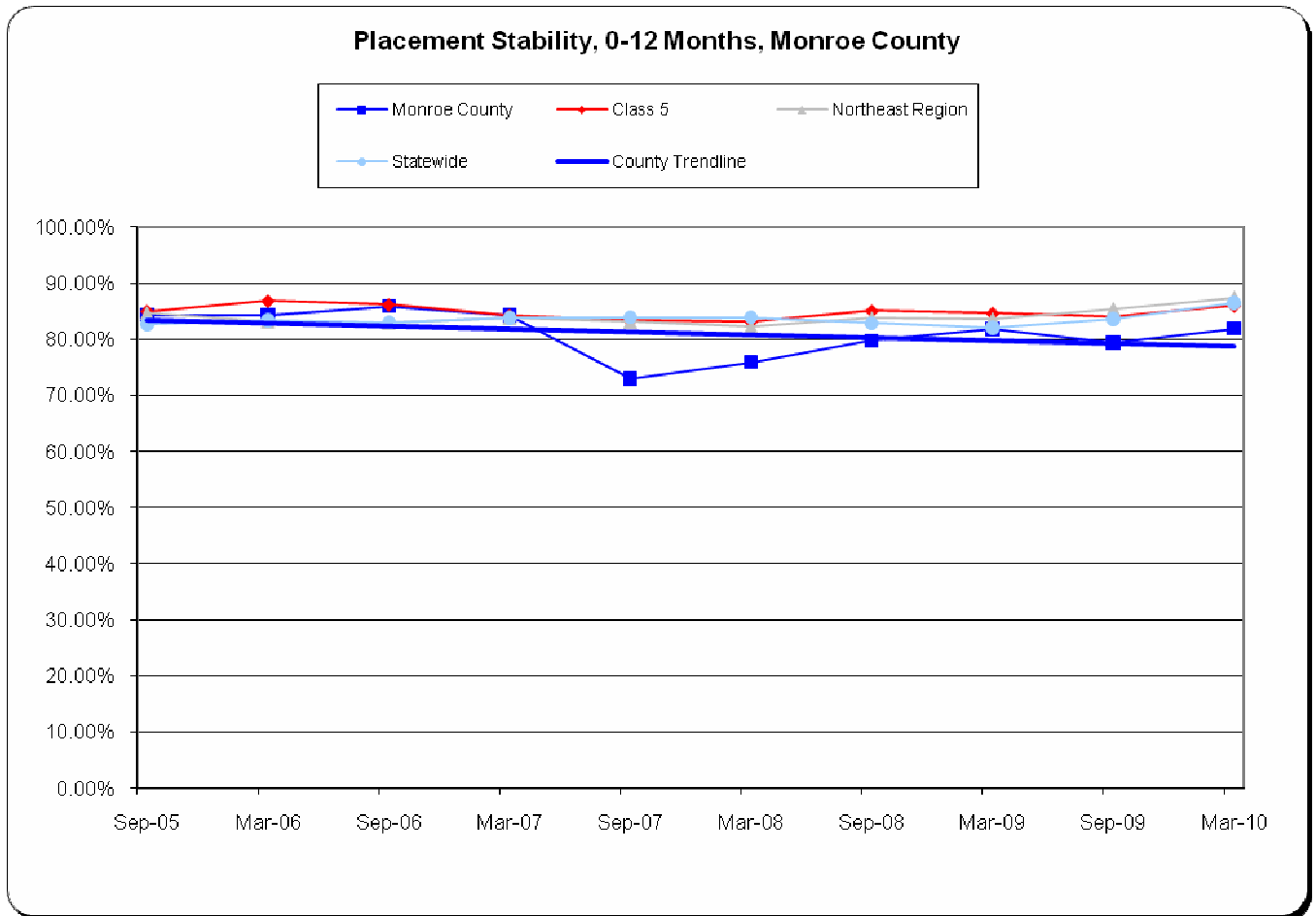
- ❑ What steps is the county taking to achieve permanency for these children? What are the barriers to achieving permanency?

The steps we are taking to achieve permanency for these children include; referrals to SWAN for Child Prep, Child Profile, and CSR, increased diligent search efforts to locate relatives and encouraging the current resource to become a permanent legal guardian. Our agency supports legislation in regard to open adoptions for older youth so that they would be more open to achieving permanency as they would be maintaining contact with their biological family.

The largest barrier for children over age 13 is their resistance to preferred permanency plans such as adoption or SPLC. In those situations, the goal of APPLA is maintained and adolescents are provided with Independent Living Skills.

## Monroe

**5-2a. Placement Stability, Less than 12 Months (CFSR Measure 4.1)  
(See HZA Data Package)**



- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends?

Monroe County has stayed relatively stagnant during the time measured. The county reached a low percentage of 72% in September of 2007 but showed increases through March 2010, ending with approximately 82%. At the initial placement, efforts are put in to obtain thorough and accurate information on the child and their individual needs. Placing caseworkers are making efforts to identify resource homes that can meet the child's needs to prevent the need for placement changes. There have been additional training offered to the resource parents in regard to the importance of placement stability and ways to work through placement problems. During the past year we have introduced a more enhanced informational staffing to resource parents regarding each child's presenting needs as they enter care.

- How does the county's data compare to other counties of the same size? To the statewide data?

## Monroe

Although we fall below statewide and other counties performance we have not decreased our ratings within the last year.

- If the county's performance exceeds comparable county and/or statewide performance, what policies or practices does the county believe have contributed to this result? What actions is the county taking to maintain or improve its performance?

*Or*

If the county's performance lags behind comparable county and/or statewide performance, what factors does the county believe have contributed to this result? What actions is the county taking to improve its performance?

There are minimal differences between Monroe County and the overall state and other counties. We have seen improvements in stability and believe that it comes from more complete personal information being provided at the start of a placement to the resource parent, coupled with increased education of resource parents. More of our approved foster parents have been open and available to take immediate placements that can remain long term versus moving the child after shelter care hearings.

- When compared to class and state performance on each of the measures, at what point does placement stability tend to break down– the first, second, or third year? What is the county doing differently than the class, region, or rest of the state?

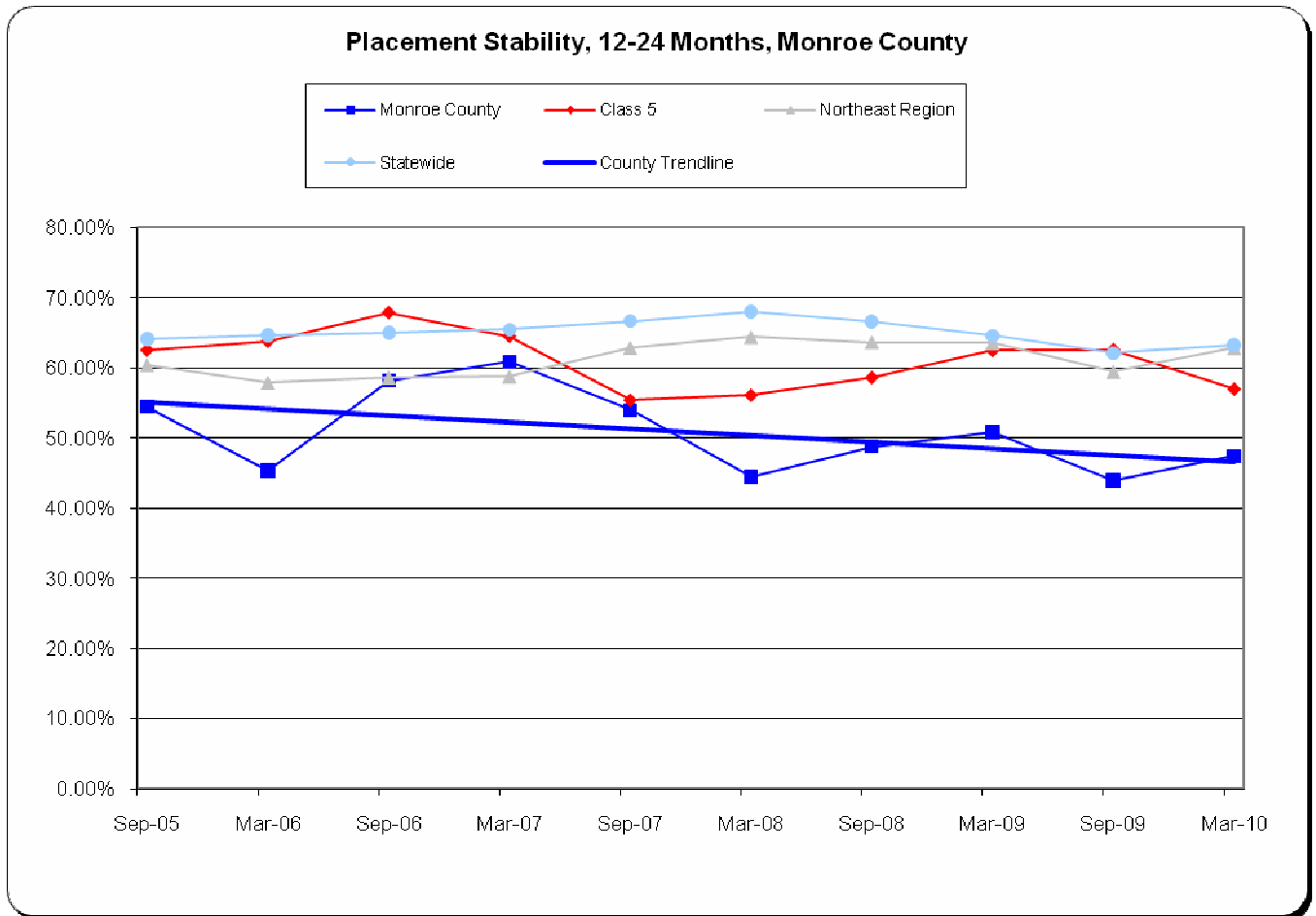
The longer a child remains in placement the more likely it is there will be disruptions that result in placement changes. 82% of children in placement for less than 12 months experience on average less than 2 placements. 18% experienced 3 or more placements during the first 12 months of placement. The largest instability factor relates to the child's behavioral and mental health issues. The placement instability average number increases to 47% for the period of 12 – 24 months in care and 29% for over 24 months. Monroe County's placements are more unstable than the Northeast Region, the other Class 5 counties and the overall state.

- Describe the relationship between actions taken in the first 24-72 hours of a child's removal and the on placement stability? How often does the child's first placement become the placement in which the child remains while in care? What steps is the county taking to increase that proportion?

Initial placement success is dependent upon accurate and complete information between families, caseworkers, and resource parents. When complete and thorough information is provided the placement can be maintained beyond the initial shelter care period. The county is making efforts to increase this by having more long-term foster parents available to take placements in the off hours (after 5pm and on weekends). Unfortunately many of our current resource parents work outside of their homes and require time to set up appropriate supervision and transportation for new children entering their homes.

## Monroe

**5-2b. Placement Stability, 12 to 24 Months (CFSR Measure 4.2)**  
 (See HZA Data Package)



- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends?

Monroe County has declined minimally in this our measure of the performance. Currently more than 47% of the children have placement stability. Placing caseworkers are making efforts to identify resource homes that can meet the child's needs to prevent the need for placement changes. There have been additional training offered to the resource parents in regard to the importance of placement stability and ways to work through placement problems. We believe this measure declined in the last year due to our efforts in keeping sibling groups together or to reunify sibling groups they were not initially able to be placed together. Lack of long-term commitment by kinship resources has negatively impacted this performance as well.

- How does the county's data compare to other counties of the same size? To the statewide data?  
 We consistently measure below other Class five counties and the statewide.

## Monroe

- ❑ If the county's performance exceeds comparable county and/or statewide performance, what policies or practices does the county believe have contributed to this result? What actions is the county taking to maintain or improve its performance?

*Or*

If the county's performance lags behind comparable county and/or statewide performance, what factors does the county believe have contributed to this result? What actions is the county taking to improve its performance?

Placement instability was due to a variety of negative issues including foster parent inconsistency and child's mental or behavioral issues health. Our agency has made a great attempt to place siblings together and in kinship homes and this has resulted in placement changes. Other significant impacts included failed kinship and pre-adopt placements. When we have been unable to locate an appropriate home within our own foster care system, we have utilized purchased service providers and this has resulted in placement instability as we are unable to control their policies regarding placement changes.

We are offering continual trainings and recruitment to try and increase our foster parent pool. In regard to retention, we are offering more enhanced training, both in-house and by purchasing these. We continue to utilize an internal policy that requires a foster parent to provide the agency with a 30 day written notice if they are requesting the removal of a child. This allows the agency time to work with the foster parents to alleviate any problems and to maintain the placement if possible.

- ❑ When compared to class and state performance on each of the measures, at what point does placement stability tend to break down— the first, second, or third year? What is the county doing differently than the class, region, or rest of the state?

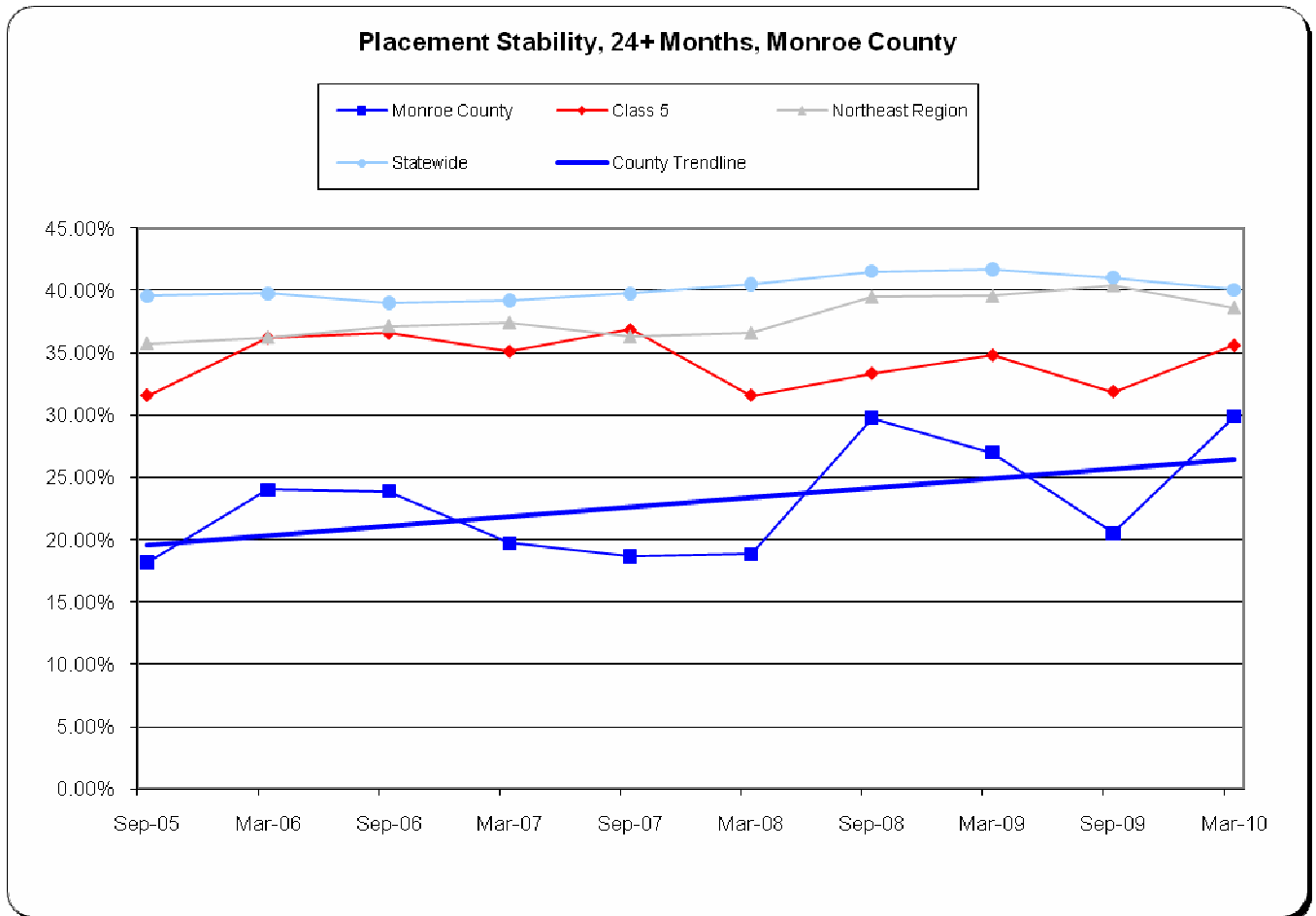
The longer a child remains in placement the more likely it is there will be disruptions that result in placement changes. 82% of children in placement for less than 12 months experience on average less than 2 placements. 18% experienced 3 or more placements during the first 12 months of placement. The largest instability factor relates to the child's behavioral and mental health issues. The placement instability average number increases to 47% for the period of 12 – 24 months in care and 29% for over 24 months. Monroe County's placements are more unstable than the Northeast Region, the other Class 5 counties and the overall state.

- ❑ Describe the relationship between actions taken in the first 24-72 hours of a child's removal and the on placement stability? How often does the child's first placement become the placement in which the child remains while in care? What steps is the county taking to increase that proportion?

Initial placement success is dependent upon accurate and complete information between families, caseworkers, and resource parents. When complete and thorough information is provided the placement can be maintained beyond the initial shelter care period. The county is making efforts to increase this by having more long-term foster parents available to take placements in the off hours (after 5pm and on weekends). Unfortunately many of our current resource parents work outside of their homes and require time to set up appropriate supervision and transportation for new children entering their homes.

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**5-2c. Placement Stability, More than 24 Months (CFSR Measure 4.3)  
(See HZA Data Package)**



- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends?

Monroe County's performance has improved in the last rating period. Placing caseworkers are making efforts to identify resource homes that can meet the child's needs to prevent the need for placement changes. There has been additional training offered to the resource parents in regard to the importance of placement stability and ways to work through placement problems. We are providing additional supportive services to foster parents to include respite care, child care, youth advisor, and other recreational activities that have assisted foster parents in maintaining placements.

- How does the county's data compare to other counties of the same size? To the statewide data?

We are improving in this measure but still fall below Class five counties and statewide.

## Monroe

- If the county's performance exceeds comparable county and/or statewide performance, what policies or practices does the county believe have contributed to this result? What actions is the county taking to maintain or improve its performance?

### *Or*

If the county's performance lags behind comparable county and/or statewide performance, what factors does the county believe have contributed to this result? What actions is the county taking to improve its performance?

Factors that have contributed to the low percentage of placement stability include significant mental health and behavioral problems. When it is deemed medically necessary for a foster child to receive in-patient mental health services or residential services our agency has diligently worked with the initial foster parent to accept the child back after the child has completed the treatment. Although statistically each placement setting is counted separately we believe that the child's well-being has been paramount in placement decisions. In addition some placement stability was impacted by movements of children into kinship homes, pre-adopt homes and placement with siblings.

We are offering continual trainings and recruitment to try and increase our foster parent pool. In regard to retention, we are offering more enhanced training, both in-house and by purchasing these. MCCYS is fortunate that we already have a diverse ethnic pool of foster parents that more than adequately represent the population flow of the children that are in foster care.

- When compared to class and state performance on each of the measures, at what point does placement stability tend to break down— the first, second, or third year? What is the county doing differently than the class, region, or rest of the state?

The longer a child remains in placement the more likely it is there will be disruptions that result in placement changes. 82% of children in placement for less than 12 months experience on average less than 2 placements. 18% experienced 3 or more placements during the first 12 months of placement. The largest instability factor relates to the child's behavioral and mental health issues. The placement instability average number increases to 47% for the period of 12 – 24 months in care and 29% for over 24 months. Monroe County's placements are more unstable than the Northeast Region, the other Class 5 counties and the overall state.

- Describe the relationship between actions taken in the first 24-72 hours of a child's removal and the on placement stability? How often does the child's first placement become the placement in which the child remains while in care? What steps is the county taking to increase that proportion?

Initial placement success is dependent upon accurate and complete information between families, caseworkers, and resource parents. When complete and thorough information is provided the placement can be maintained beyond the initial shelter care period. The county is making efforts to increase this by having more long-term foster parents available to take placements in the off hours (after 5pm and on weekends). Unfortunately many of our current resource parents work outside of their homes and require time to set up appropriate supervision and transportation for new children entering their homes.

**5-3a. Prevention Services**

Briefly describe prevention programs, including services to be provided and what will be prevented (i.e., child abuse, child neglect, truancy, delinquency).

MCCYS continues to offer and support an array of prevention programs including but not limited to MST, FGDM, HomeQuest, Youth/Parent Advisor program, Truancy Intervention, Parenting Classes, Resource Center and the Utilization of the Ages and Stages Assessment Tool. They assist the agency in preventing child abuse and neglect, truancy, and delinquency.

MST provides intensive in-home family therapy in an effort to prevent placement and reduce delinquent behavior. MST focuses on accountability for the youth and improvement of the parent/child relationship. FGDM provides families the opportunity to define their goals and means to achieve them. The Youth/Parent Advisor Program consists of mentoring activities for youth/parents. The youth advisor provides mentoring to a child in regard to education, community involvement and models appropriate behavior. The parent advisors are able to teach appropriate parenting skills, assist clients in obtaining community resources, and provide information on budgeting/household management.

Our truancy intervention program works with habitually truant youth to prevent out of home placement. This program works closely with the parents, school, and the court system in an effort to prevent children from becoming dependent or delinquent.

Our agency funds parenting classes through Headstart that teach parents first hand appropriate parenting and coping skills.

We recently contracted with VisionQuest to begin the HomeQuest program. HomeQuest is an intensive, highly supervised non-residential program designed to treat at-risk youth while they continue to live at home. These services will be utilized to prevent out-of-home placement, reduce the length of placement and to enhance family functioning. This program can work with non-dependent, dependent, and delinquent youth ages 10-18.

Monroe County Children and Youth staff members utilize the Ages and Stages Questionnaires and frequently refer to services through Early Intervention in order to comply with DPW policy and The Child Abuse Prevention and Treatment Act (CAPTA). All children under age three, who are subject of a substantiated report of child abuse or neglect, receive either a direct referral to the Early Intervention agency for a full evaluation or a developmental screening using the Ages and Stage Questionnaire is conducted by MCC&YS staff. The initial screening or referral is made within the first thirty days of acceptance of the case for service. Furthermore, all children under five that are in part of an open case with CPS, GPS, or out-of-home placement are screened using the ASQ and the ASQ-SE. When deemed necessary, referrals are made to the appropriate Early Intervention agency.

Monroe County Children and Youth Services is expanding its services for our "aging-out" youth. Through our Independent Living Program we began developing an on-site resource center for teens in June 2010. The Resource Center will be operational by September 2010. The center will allow youth access to the internet so that they may secure resources for employment, housing, and student loans. The youth will also be able to access the Ansell Casey Life Skills Assessment and the National Youth in Transition Database once it is implemented in October 2010. The youth will be able to use the resources such as the copy machine, computers, projectors, TV, and DVD player to better educate themselves on transitioning into Independent

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Living. The resource center will be available to the youth Monday-Friday 8:30-5:00 p.m. as well as during evening ILP classroom sessions.

### ➔ 5-3b. Previously Introduced Outcomes

- ❑ For each outcome introduced by the county in past budgets, describe the activities, programs, or services implemented in order to achieve the outcome and results.
  1. Children re-entering foster care within 12 months of reunification. MCCYS did not improve this outcome in the last reporting period (3/31/09-3/31/10). MCCYS believes that this is a result of significant parental drug use and lack of appropriate resources within the county.
  2. Children discharged to reunification within 12 months of removal. MCCYS did improve this outcome in the last six months of the reporting period. MCCYS believes that this is a result of our preventive services and the utilization of the Safety Assessment Tool. Utilizing our paralegal and the Accurint search engine has enabled us to locate appropriate family members to intervene in times of crisis.
  3. Adoption within 24 months of removal. MCCYS did improve upon this outcome during the last reporting period. MCCYS believes this is due our formal Concurrent Planning Meetings as well as filing Goal Change/TPR petitions simultaneously to reduce time spent on the appeals level.
  4. Improving Placement Stability. MCCYS did not improve this outcome during the last reporting period. It is important to recognize that MCCYS often places a child in a temporary home (shelter) and that this occurs through the on-call system. The child's placement is then changed to a more permanent placement that can meet the child's needs and then finally to a kinship or pre-adoptive resource. These situations occur regularly and can skew the placement stability statistics. Children with mental health issues are subject to more frequent moves as levels of service are approved, denied, or changed by CCBH.

Describe whether the county will continue its efforts to improve outcomes, or if the county has analyzed needs and chosen to address different outcomes.

We will continue our efforts in improving these outcomes.

Discuss whether the outcome has been achieved, and reasons for that status. Provide specifics on the activities, programs, or services that affect the targeted outcome (county provided and/or purchased).

Children re-entering foster care within 12 months of reunification. MCCYS did not improve this outcome in the last reporting period (3/31/09-3/31/10). MCCYS believes that this is a result of significant parental drug use and lack of adult mental health resources within the county. These numbers included 6 sibling groups.

Children discharged to reunification within 12 months of removal. MCCYS did improve this outcome in the last six months of the reporting period. MCCYS believes that this is a result of our preventive services and the utilization of the Safety Assessment Tool. Utilizing our paralegal and the Accurint search engine has enabled us to locate appropriate family members to intervene in times of crisis.

Adoption within 24 months of removal. MCCYS did improve upon this outcome during the last reporting period. MCCYS believes this is due our formal Concurrent Planning Meetings as well as filing Goal Change/TPR petitions simultaneously to reduce time spent on the appeals level.

## Monroe

Improving Placement Stability. MCCYS did not improve this outcome during the last reporting period. It is important to recognize that MCCYS often places a child in a temporary home (shelter) and that this occurs through the on-call system. The child's placement is then changed to a more permanent placement that can meet the child's needs and then finally to a kinship or pre-adoptive resource. These situations occur regularly and can skew the placement stability statistics. Children with mental health issues are subject to more frequent moves as levels of service are approved, denied, or changed by CCBH.

MCCYS and JPO will move incrementally toward the national standard for children re-entering placement within 12 months. MCCYS and JPO are targeting a minimum of 5% improvement each year until that goal is achieved.

MCCYS will continue to improve its reunification within 12 months score. We are currently exceeding the statewide reunification rate by 7.7%.

MCCYS will improve its adoption within twenty-four months composite score. Our goal is to improve this score by 5% a year until the national standards are being met.

MCCYS will improve upon its placement stability rates. Our goal is to improve 5% a year until national standards are met.

5. For continuing or newly targeted outcomes for FY 2009-10:  
Identify specific activities [planned] and services to improve the outcomes.  
Provide timeframes for measured improvement.  
Describe the process for data collection/measurement.

MCCYS will utilize the safety assessment tool so that all safety threats can be identified and controlled in a timely manner. This should improve re-entry and reunification rates. MCCYS will be filing for goal change and TPR simultaneously as to eliminate some of the time that the appeals process takes. In addition, SWAN services will be utilized to find appropriate resources for the children. These practices should improve this outcome. MCCYS will work on improving initial placements for children by gathering all necessary information in regard to the child prior to making placement and setting up any necessary services for the child to preserve the placement in a timely manner. In addition, MCCYS will provide any supportive services that the foster parent may need in an effort to prevent the children's placement needing to be changed.

These outcomes will be monitored on quarterly basis through information that is received from AFSCARS and concurrent planning meetings.

### 5-4a. Family Engagement in Case Planning

Assess performance to determine if improvement in this area is needed in the county, describe previous efforts which the county believes have had a positive impact, and any new initiatives to improve this area.

Monroe County needs to improve upon its family engagement throughout the life of the case. These efforts begin on the Intake level and continue throughout the life of the case. Resources for the children are gathered through interviews with the parents, children, school/ day care personnel and the use of the Accurint search program. The agency also utilizes its own

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knowledge of the family (prior case history) to establish resources for the child. The Legal Services Initiative through SWAN allowed Monroe County to hire a full-time paralegal that will assist caseworkers in their diligent searches for relatives.

Monroe County implemented the use of Family Group Decision Making in October 2008. In fiscal year 09/10 we held 6 conferences. An additional 8 families that were referred for a conference either moved out of the county or refused to attend the conference. It is important to note that the contracted provider (Concern) for FGDM had two personnel changes in regard to the FGDM coordinator position that resulted in our agency not having a coordinator for 4 months in FY 09/10. Concern has since decided to cease this service in Monroe County and we are in the process of contracting with a new provider for FGDM.

All conferences were held with the goal of returning the children home or to a kinship resource. FGDM is introduced to the families on the Intake level and periodically throughout the life of the case. All of the conferences held have been in regard to on-going cases. The concept of FGDM and its success may be attributed to the relationship between the family and their on-going caseworker.

In an effort to improve upon this, Monroe County Children & Youth Services has requested to have all staff trained on Engaging Clients through a Strengths Based Solution-Focused Perspective. These trainings will begin in August 2010 and will include Transfer of Learning sessions.

### 5-4b. Youth Involvement in Case Planning

Assess performance to determine if improvement in this area is needed in the county, describe previous efforts which the county believes have had a positive impact, and any new initiatives to improve this area.

The subject child and/or children need to be engaged in the case planning process from the first point of contact. Children need to be interviewed privately in order to ensure that they have the opportunity to speak freely and identify any concerns within their home. They must be encouraged when age appropriate to be allowed to participate in the development of the Family Service Plan/Placement Amendment. This has long been an agency practice that we will continue to enforce.

The agency makes every possible effort to ensure dependent children's interests and concerns are represented and voiced during all dependency and permanency hearings. Each caseworker consults with appointed guardian ad litem on every major decision affecting a dependent child. Caseworkers consult guardian ad litem in regards to educational placements, foster placement moves, legal concerns, parental progress, and goal progression. In the event of conflict or dispute, caseworkers seek the assistance of dependent children's guardian ad litem for assistance. This assistance may come in the form of a letter on behalf of a child or in the extreme instance; it may take the form of proposing a court order. Caseworkers facilitate and encourage pre-hearing meetings with the guardian ad litem by contacting the guardian ad litem either via telephone or US mail in which case documentation of contact is also kept on file. The agency provides transportation to the guardian ad litem's office or will arrange for and provide a meeting place at the county agency.

#### 5-4c. Transition Planning & Preparation

Assess performance to determine if improvement in this area is needed in the county, describe previous efforts which the county believes have had a positive impact, and any new initiatives to improve this area.

Monroe County needs to improve upon its transition planning and preparing youth for adulthood. The Independent Living Program currently serves youth ages 16-21. All of the children aging out in 2009-2010 had a personalized transition plan that was developed with them by their caseworker and with the assistance of the Independent Living Program. The plan was developed within 90 days of a planned aging out and as soon as possible after an unplanned aging out. This plan was presented at the dependency termination hearing.

For children and youth in the foster care system, life's ordinary challenges and opportunities frequently become extraordinary. There is growing recognition and concern that these challenges and opportunities are even more pronounced for young people who transition out of the foster care system when they reach their teen years.

Successful transition, for youth, ages 14 to 21 years, means that upon leaving the care of the public child welfare system, a young person is pre-disposed to a life of meaning and purpose. The transition is characterized by:

- Their connection to family, peers and caring adults;
- The completion of age appropriate educational levels;
- A safe and stable place to live;
- An opportunity for career exploration and employment;
- An understanding of how to manage financial assets; and
- Opportunities for social and civic engagement

Monroe County Children & Youth Services is committed to the use of collaborative team planning and decision-making practices to integrate outcomes in permanency and preparation for our foster children "aging-out" and transitioning into adulthood. The Independent Living Program along with permanency staff, administration, and foster parents will utilize a family-focused strategic plan to guide the practices used to assist transitioning youth.

Monroe County Children and Youth Services is expanding its services for our "aging-out" youth. Through our Independent Living Program we began developing an on-site resource center for teens in June 2010. The Resource Center will be operational by September 2010. The center will allow youth access to the internet so that they may secure resources for employment, housing, and student loans. The youth will also be able to access the Ansell Casey Life Skills Assessment and the National Youth in Transition Database once it is implemented in October 2010. The youth will be able to use the resources such as the copy machine, computers, projectors, TV, and DVD player to better educate themselves on transitioning into Independent Living. The resource center will be available to the youth Monday-Friday 8:30-5:00 p.m. as well as during evening ILP classroom sessions.

#### 5-4d. Implementation of Concurrent Planning

Assess performance to determine if improvement in this area is needed in the county, describe previous efforts which the county believes have had a positive impact, and any new initiatives to improve this area.

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Concurrent planning meetings are held on a monthly basis and cases are picked based on the length of time that the child has been in care. The administrative staff attend these meetings and make recommendations as to where the cases should progress. The caseworker is then to follow those recommendations and proceed with the case. The courts have begun to integrate concurrent goals in their court orders which gives the agency more direction as to where the case is going in working with the relatives to be pursued. Petitions are being filed requesting Termination of Parental Rights (TPR) and a goal change to adoption at the same time which eliminates the possibility of an appeal at the goal change hearing and then again at the TPR hearing. This should reduce the life of the case by approximately 12 months, therefore, reaching permanency at a faster rate. There are also more SWAN monies available for affiliate services to help prepare children for permanency as well as help find appropriate permanent placement resources.

On July 21, 2009, Monroe County Children and Youth became part of a CFSR Program Improvement Plan (PIP) involving concurrent planning. Its goal is to discuss policy implications and make recommendations for policy and procedural changes and action steps required for implementation of Concurrent Planning, to examine barriers to timely petitioning of TPR and TRP appeals, to assess, prioritize and develop trainings for Guardians ad litem. Currently the subcommittee is developing a bulletin in regard to Concurrent Planning. Monroe County Children and Youth's Permanency Services Program Manager is the designated team member.

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**6-1b. Employee Benefit Detail**

Submit a detailed description of the county's employee benefit package for FY 2010-11. Include a description of each benefit included in the package and the methodology for calculating benefit costs.

<b><u>Participants</u></b>	<b><u>1/1/2010 Plan Cost</u></b>	<b><u>COUNTY PAYS</u></b>	<b><u>EMPLOYEE PAYS</u></b>
BlueCare PPO			
Employee Only	613.85	613.85	0.00
Employee + 1	1361.10	1211.66	149.44
Employee + 2 (+)	1657.41	1448.71	208.70
BlueCare HMO & Geisinger			
Employee Only	439.09	439.09	0.00
Employee + 1	963.78	963.78	0.00
Employee + 2 (+)	1104.99	1104.99	0.00
VBA Vision			
Employee Only	3.07	3.07	0.00
Employee + 1	5.53	5.53	0.00
Employee + 2 (+)	7.53	7.53	0.00
UCCI Dental for BlueCare PPO			
Employee Only	16.03	16.03	0.00
Employee + 1 (+)	47.70	41.38	6.32
Employee + 2 (+)	47.70	41.38	6.32
UCCI Dental for BlueCare HMO & Giesinger			
Employee Only	16.03	16.03	0.00
Employee + 1 (+)	47.70	47.70	0.00
Employee + 2 (+)	47.70	47.70	0.00

**PSSU Members**

\$40,000.00 Group Life Insurance & ADD = \$6.00 per month per employee (County Pays 100%)

**Non Union**

\$50,000.00 Group Life Insurance & ADD = \$7.50 per month per employee (County Pays 100%)

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Retirement: Member Contribution is an automatic 5% pre-tax contribution and the County Contribution is calculated on a 1/60 class basis or 1.666%. Employees are vested after 5 years of employment

### 6-1d. Organizational Changes

There were no changes to our organizational chart.

### 6-1e. Staff Evaluations

Describe the method for evaluating staff effectiveness.

Each Unit Supervisor or Manager completes an employee performance review on each employee after the initial six months of employment and annually after that.

Each caseworker has individual and unit supervision. Cases are staffed as needed as well as on a regular basis during unit meetings which are held at least every other week. Dictation is reviewed and signed by each unit supervisor. Dictation addresses safety, permanency, and well-being.

Training through CWT is seen as a positive, although inherent problems exist for us with the Module Program. Since workers must train in successive modules, a worker who misses one training is significantly delayed in completion of CORE certification. Additionally, it sometimes becomes necessary for those workers who have to travel long distances to spend the night, costing the county additional money.

Staff retention continues to be an issue within our agency. However this year we did not lose staff to higher paying jobs in the surrounding states. Eighteen employees left MCCYS in the fiscal year 2009-2010. Thirteen of those resigned and nine of those relocated out of the county, and five were terminated. MCCYS uses job fairs, newspaper advertisement, in-services at the local colleges and word of mouth to recruit potential employees.

### 6-1f. Contract Monitoring & Evaluation

The Quality Assurance Unit is responsible for the execution of provider contracts, including the maintenance of current liability insurance and certificates of compliance.

This unit has expanded its oversight of the general effectiveness of the providers services by reviewing outcome reports submitted by providers, requesting satisfaction surveys from agency program managers who are responsible for the oversight of children who are placed from their unit's caseload and in turn the unit workers will address concerns that may arise as a result of these surveys.

Additionally, Family Service Plan meetings are held monthly for case management. Caseworkers develop service plans with the family and child input, oversight of progress is monitored regarding behaviors and treatment which is received in placements.

MCCYS has had a Permanency Planning Review Committee for nine years. A utilization review component was added to track the efficacy of our services as well as those provided by those with which we contract. This will be the basis of our performance-based contracting.

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**6-1g. Largest Providers Contract Review**

Review the Schedule of Existing Purchased Services and identify the four largest providers (regardless of whether it is a CCYA or JPO provider) as follows:

6. Two largest providers of In-Home Services. Include contact information.

<b>Provider Name</b>	<b>Provider Address &amp; Phone</b>	<b>Provider Contact Name</b>	<b># of Children Served FY 2009-10</b>	<b>Total \$ Amount of Services</b>
<b>1: Pennsylvania Treatment and Healing</b>	5972 Susquehanna Trail, Turbotville, Pa 17772	Jerilyn Keen	31	\$217,821
<b>2: Community Solutions Inc.</b>	546 W. Hamilton St. Ste 205 Allentown, Pa 18101	Jill Hoch	27	\$84,459

7. Largest provider of Community Based Placement services. Include contact information.

<b>Provider Name</b>	<b>Provider Address &amp; Phone</b>	<b>Provider Contact Name</b>	<b># of Children Served FY 2009-10</b>	<b>Total \$ Amount of Services</b>
<b>1: Monroe County Children and Youth</b>	730 Phillips St, Stroudsburg, Pa 18360	Diane Rogers	279	\$989,982

8. The largest provider of Institutional Placement services (excluding Youth Development Center and Juvenile Detention Center placements) . Include contact information.

<b>Provider Name</b>	<b>Provider Address &amp; Phone</b>	<b>Provider Contact Name</b>	<b># of Children Served FY 2009-10</b>	<b>Total \$ Amount of Services</b>
<b>1: Laurel Youth Services</b>	520 Ruah St, Blossburg, Pa 16912	Jan Grant	23	801,056

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9. Briefly summarize the services provided by these entities, the expected outcomes of those services, and how provider performance is monitored.

The largest purchased provider of In-Home Services is Pennsylvania Treatment & Healing Services (PATH). PA Treatment & Healing provides therapeutic services to both male and female youth, who are between 10 and 18 years of age with operating hours during non-traditional after school, evening and weekend hours. The program's main objective is to provide a variety of therapeutic approaches (individual, group, family, etc.), along with life skills, community service, and family intervention focused on restoring and reconciling broken family relationships. The program offers 24-hour/ 7 day a week intervention to support parents and clients when crisis occurs after hours. PATH provides transportation to and from the center, and counselors go to the home of the client's family weekly. The program also provides aftercare for youth who are removed from costly institutional placements and returned to their homes and community. Aftercare minimizes reentry problems for youth attempting to readjust to home life when returning from institutional life. Specific goals of the Day Treatment Program include:

- Restoring and reconciling broken family relationships.
- Identifying and treating the root causes of the youth's antisocial behavior.
- Preparing youth to become responsible, productive members of the community where they reside.
- Providing a variety of positive opportunities that may be substituted for a youth's previously negative behavior.

Expected outcomes of those services - Success within the program is measured by a demonstrated decrease in the frequency and intensity of the negative and acting out behaviors, during and following the completion of the program and by:

- the successful completion of predetermined goals,
- the client's rating upon discharge,
- enabling the client to remain in the community,
- the progress that the client and family have made in terms of their relationships and counseling through the completion of PATH's Relationship-based Cognitive Behavioral Therapeutic Model.

### Overview:

A total of 31 youth received treatment services in some capacity by PA Treatment & Healing from Monroe County during the period of 5/1/09 -6/30/10. All of these youth were served through the Day Treatment Programs. None of the youth were served at the Inpatient Non-Hospital Substance Abuse Residential Program (Halfway House).

We have 4 clients with recent intakes to the program. Although we have initial scores for them, they have not been in the program long enough for calculated results.

### Clients Discharged Without Notice

There were 12 clients who were in the program who had initial scores but were discharged abruptly or without adequate notice and therefore a second set of assessments were not able to be administered. No results could be tabulated and included in the outcomes for these clients. Abrupt discharges should not be construed as PATH's inability to improve outcomes as many clients are discharged for reason beyond the provider's control.

### Meaningful Clinical Outcomes:

Of the 15 youth that referred to the day treatment after the Ohio Scales Assessment began, and for who continued in treatment long enough to complete a second round of testing; the following results were determined: Meaningful Change (significant improvement in problem severity and

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functioning) in scores in the Youth, Worker or Parent Assessments were concluded in 9 out of 15 cases.

6 of the 15 cases reported no significant improvement in problem severity and functioning. This represents quantifiable improvement in 60% of the cases served Monroe County referrals to PA Treatment & Healing during 2009-2010.

Community Solutions Inc. is our second largest purchased provider of in-home services. We are currently contracting with them to provide MST services. Community Solutions target population for Monroe County is youth between the ages of 12 and 17 who are at risk of out-of-home placement due to antisocial or delinquent behaviors and/or youth involved with the juvenile justice system.

Analysis of program outcomes was completed utilizing data available for fiscal year 2009-2010. The results are as follows:

35 youth were referred by Monroe County to the MST program. 15 of the youth were referred from C&Y, and 20 were referred from JPO. 7 of those referred to the program withdrew before MST began providing service. One youth was pending MST service at the close of the fiscal year.

Of the remaining 27 youth who participated with MST service the following outcomes were obtained:

17 youth were "stepped down" from placement with MST services in place in the home. 2 of those youth are currently active with MST. 4 reached the age of 18 without any further placements. 8 are under the age of 18 and have not returned to substitute care. 3 of the youth that were stepped down returned to substitute care. For the three that returned to placement, two did not complete the MST program, and one remained home for over 6 months after program completion. This youth participated with MST services for 4 ½ months in the home – remaining home for a total of 10 ½ months before returning to care.

10 youth who received MST service had no placements in the 35 days prior to starting the program. All 10 of these youth completed the program. 4 of these youth had been in placement in the past, but had not been recently placed. 7 had no prior placements. Only one of the 10 youth was placed following MST services. This youth had left placement 3 months prior to beginning MST service, and participated with MST for 5 months, remaining in their home for a total of 11 ½ months before returning to care.

Monroe County Children and Youth serves as its own largest provider of in-home services. The agency consists of several in-home service units. In addition to our CPS and GPS units and our Placement, Adoption and Foster Care units, our Adolescent Unit workers provide support with practical problems and family counseling to assist with issues such as parent/child conflicts, truancy and drug and alcohol problems. Our Intensive In-Home Serves Unit provides services to families with children under the age of twelve who are at the greatest risk of abuse due to the family's circumstances and issues. IHS offers life skills education, parenting education as well as assistance in obtaining necessary support and counseling services. Our agency also offers a support service known as the Advisor Program which is designed to assist children to function more effectively and deal with the problems they may face. It is an in-home program which consists primarily of activities, tutoring and individual counseling provided by an advisor. Advisors are used as an addition to the services a caseworker provides to a family and as such they work with the caseworker to help achieve the goals of the family service plan.

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This performance is monitored by the supervisory staff by holding individual supervision, weekly unit and administrative meetings and quality assurance case reviews.

Laurel Youth Services (LYS) provided residential and diagnostic services to 23 children during the 2009-2010 fiscal year.

### Residential Program:

Total clients during the year: 12

Total Discharges: 10

All discharged clients successfully completed the program and met the permanency goal with the exception of one female client.

### Diagnostic Program:

Total clients during the year: 7

All seven clients successfully completed the diagnostic evaluation.

### LaSaQuik Sex Offenders Program

Total clients during the year: 4

All 4 clients are currently meeting program expectations.

### Performance-Based Outcome Measures

The effectiveness and progress of reaching our treatment goals are accomplished through several processes. Every child is reviewed weekly in our clinical meetings where staff discusses the work that is being accomplished and the roadblocks that are preventing any progress. Every three months, the youth's progress is reviewed with all members of the clinical team to determine the effectiveness of the treatment strategies and to reformulate the treatment plan to reflect the progress and changes necessary to complete the treatment goals. In addition, level systems are in place to plot the progress our youth are making in their behavioral gains and their therapeutic accomplishments.

LYS has developed a data base to track the overall functioning of each youth. This data base is also used to measure the permanency placement plans and the overall outcomes of youth by a follow-up after discharge, at 6 and 9 month intervals. This tracks recidivism, educational goals, and permanency placements.

LYS has always utilized cognitive based treatment strategies in working with our population. These strategies have been seen as being evidenced based when working with this population. In addition, our treatment milieu is rooted in reality therapy, positive discipline, and behavior modification. Utilizing the most effective treatments is critical to our youth's success.

**6-3a. Evidence Based Programs: Multi-Systemic Therapy**

10. Please indicate which type of request this is:

Request Type	Enter Y or N			
Renewal from 2009-10	Y			
New implementation for 2010-11 (did not receive funds in 2009-10)	N			
Funded and delivered services in 2009-10 but not renewing in 2010-11	N			
Requesting funds for 2011-12 (new, continuing or expanding)		<b>New</b>	<b>Continuing</b>	<b>Expanding</b>
			Y	

Complete the following table if providing this service or requesting a **transfer, shift, or revision** only of funds for FY 2010-11; and/or requesting funds for FY 2011-12. Enter the total amount of state and matching local funds. (Transfer/shifting is allowable only within EBP funds. Counties may not transfer/shift from or to other SGI categories.)

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Change + or -	Amount	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$85,986	0		\$85,986
FY 2011-12				\$100,000

11. Did your county request and receive approval to transfer/shift funds during FY 2009-10? If YES, will the rationale for the change remain the same for FY 2010-11? Describe, briefly that rationale for the approved change and do not respond to the next question. If NO, please respond to the following question.

*Response:* Yes, we shifted funds from FGDM and FFT to MST for 09/10. We requested this shift as we were unable to contract for FFT as CCBH denied the request for a new provider. In addition, we did not utilize all of our allotted money for FGDM as we were without an in-house FGDM coordinator for a third of the fiscal year.

12. Explain why the change is requested. What are the deciding factors to move from the originally requested program(s) to another(s)? Was this change discussed with the regional office?

*Response:* N/A

13. Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population			Ages12-18	Ages12-18		
# of Referrals			42	35		
# Successfully completing program			9	23		
Cost per year			151,042	84,459		

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Per Diem Cost/Program funded amount			\$56.57	\$ 56.57		
# of MA referrals			0	1		
# of Non MA referrals			42	34		
Name of provider			Community Solutions Inc.	Community Solutions Inc.		

**If this is a renewal of services delivered in FY 2009-10, answer the following:**

14. Clearly describe the program’s accomplishments or results; any challenges to implementation; and the impact on service delivery for FY 2010-11. Use data/statistics to show the impact of the program services.

*Response:* Of the 27 youth who received this service, 21 had no placements after program completion. One youth was able to remain at home for an additional 6 months after program completion. One youth remained home for 3 months after program completion. Only two youth were placed without completing the program. Our goal was to have 70% of the youth remain home after participating in the program, we exceeded this goal with 78% remaining home.

As of June 30, 2010, we had three youth receiving the service and one referral was pending. Their outcomes will be included in next year’s outcomes.

15. What are the barriers to the realization of your program outcomes? Identify each year and describe the barrier/challenge to reaching the program outcomes for that year.

*Response:* 2008-2009- Program analysis was conducted utilizing the 30 youth who had participated with the program but were no longer actively receiving MST services. Monroe County’s completion rate for the program was 30%, with 50% of the youth who participated with the program remaining in their home. These outcomes fell far short of what was anticipated from an evidence based practice. A corrective action plan was developed between Monroe County CYS, JPO and Community Solutions Inc. and was implemented in May 2009.

2009-2010- Our biggest barrier in 09/10 was staff confidence in the program. We saw a decrease in referrals due to the previous year’s outcomes. Our Quality Assurance Program Manger remained in constant contact with our provider to ensure compliance with corrective plan. We will continue to encourage our staff to buy in to the program based on the improved performance outcomes.

16. Describe the county’s expenditures history, if any, for the program/practice. What factors contributed to the successful or underspending or under-utilization of grant funds?

*Response:* In 2008-2009, we spent \$151,042. This far exceeded the allocated cost of the program. In 2009-2010, we spent \$84,459. This too exceeded the allocated cost of the program.

17. If there were instances of underspending or under-utilization of prior years grant funds, describe what changes have occurred or will occur to ensure that grant funds for this program/service are

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maximized and effectively managed. Also, identify the measures the county will utilize in both FY 2010-11 and FY 2011-12.

*Response:* We did not underspend.

### **Complete the following for each applicable year.**

18. Indicate and describe the target population for whom the county expects to provide these services. Describe how the target population was chosen and the internal and external factors influencing this decision. This may include age, location, type or reason for placement, whether it is county-wide, school district focused, etc.

#### **FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* Our target population is youth ages 12-18 who reside in Monroe County. It is primarily used as a step down program for delinquent youth coming out of placement to help reintegrate them into the community. We have used this service as a preventive program for youth in crisis.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services, which requires further information and justification. Describe the provider’s capacity to serve additional youth.

*Response:* Same as above

19. Identify the service outcomes the county expects to achieve as a result of providing these services. Explain how service outcomes will be measured and the frequency of measurement.

#### **FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* The county expects to see a reduction in the time spent in care as well as prevent placements entirely. Annual outcomes will be measured by total program participation, youth stepped down from placement, and youth remaining home following program participation. Use of special grants funding will be monitored by the Quality Assurance Unit throughout the fiscal year.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services or revising prior outcomes, which requires further information and justification.

*Response:* Same as above

20. Describe how the program will be implemented or operated for services from the identification and referral process through program completion. Do not describe the model. Discuss the agency’s experience with the provider agency, and their Medical Assistance approval and enrollment status. Provide a timeline for any changes or new program implementation.

#### **FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* Caseworkers will initially staff referrals with supervisors to determine appropriateness of referral. If deemed appropriate, a formal referral will be made to Community Solutions. Within two weeks of the initial referral being made, an evaluation will take place to

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determine if the services requested are medically necessary. MST services will begin within 2 weeks of that evaluation. Outcomes will be monitored by our Quality Assurance Unit.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services, which requires further information and justification.

*Response:* Same as above

21. Clearly explain the implementation year budget of FY 2010-11. Identify and discuss how the cost of services (per diem/unit or program funded) is determined and included in the budget, and provide a brief narrative description of each budget line item. Also describe the invoicing process and any requirements between the county and provider agencies.

22. **FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* MST services costs \$56.57 per youth, per day. Our initial projection for funding estimated that each youth would receive 2 days a week of service on average. However, the program bills for service seven days a week. This is why we spent \$151,000 in 08/09 fiscal year and requested \$150,000 for 10/11. We were allocated \$85,986 for FY 10/11. This reflects actual costs and will enable us to continue providing services to youth that are not eligible for medical access.

Community Solutions will send their invoices to MCCYS as per contractual agreement.

23. **FY 2011-12** For new funding requests or renewing counties requesting an increase or expansion of funds, clearly describe the process used to calculate the county request for funding and the rationale. Provide historical information as to the county’s successes or barriers to new program/practice implementation, including provider contracting and participation. Refer to the county timeline (requested above) as part of the rationale.

*Response:* We are a renewing county however we are not requesting an increase or an expansion.

24. For FY 2011-12 Explain the potential cost savings/offsets and impact of increased use. When is it predicted that the cost savings will be realized? What type of placement will be utilized?

*Response:* In FY 2010-11 we will be looking to service 25 youth at the cost of \$56.57 a day with the average case receiving 16 weeks of service. The cost per child would be \$6,336. The total cost for twenty youth would be \$158,400. It is our expectation that at least half of the youths served will be eligible to receive medical assistance funding.

The average cost of group home residential is \$150 per day, while a sixteen week program would be \$16,800 or \$420,000 for twenty-five youth. The average cost of a JPO residential is \$162 a day, with a sixteen week program costing \$18,144 or \$453,600 for twenty-five youth.

25. Identify any technical assistance needs the county or provider agency has to provide effective services.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

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*Response:* None

**FY 2011-12** (for counties requesting funds for the first time)

*Response:* N/A

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**6-3a. Evidence Based Programs: Functional Family Therapy**

We are not requesting funding for this program.

**Evidence Based Programs: Multidimensional Treatment Foster Care**

We are not requesting funding for this program.

**6-3a. Evidence Based Programs: Family Group Decision Making**

26. Please indicate which type of request this is:

Request Type	Enter Y or N			
Renewal from 2009-10	Y			
New implementation for 2010-11 (did not receive funds in 2009-10)	N			
Funded and delivered services in 2009-10 but not renewing in 2010-11	N			
Requesting funds for 2011-12 (new, continuing or expanding)		<b>New</b>	<b>Continuing</b>	<b>Expanding</b>
			Y	

Complete the following table if providing this service or requesting a **transfer, shift, or revision** only of funds for FY 2010-11; and/or requesting funds for FY 2011-12. Enter the total amount of state and matching local funds. (Transfer/shifting is allowable only within EBP funds. Counties may not transfer/shift from or to other SGI categories.)

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Change + or -	Amount	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$30,429	0		\$30,429
FY 2011-12				\$50,000

27. Did your county request and receive approval to transfer/shift funds during FY 2009-10? If YES, will the rationale for the change remain the same for FY 2010-11? Describe, briefly that rationale for the approved change and do not respond to the next question. If NO, please respond to the following question.

*Response:* We did shift money from FGDM to MST in 09/10. Rationale will be the same in 10/11.

28. Explain why the change is requested. What are the deciding factors to move from the originally requested program(s) to another(s)? Was this change discussed with the regional office?

*Response:* N/A

29. Complete the following table for each applicable year.

Monroe

	0607	0708	0809	0910	1011	1112
Target Population			All ages	All ages		
# of Referrals			12	14		
# Successfully completing program			6	6		
Cost per year			\$22,331.75	\$19,477.50		
Per Diem Cost/Program funded amount			\$49 an hour	\$49 an hour		
# of MA referrals			n/a	n/a		
# of Non MA referrals			n/a	n/a		
Name of provider			Concern	Concern		

**If this is a renewal of services delivered in FY 2009-10, answer the following:**

30. Clearly describe the program’s accomplishments or results; any challenges to implementation; and the impact on service delivery for FY 2010-11. Use data/statistics to show the impact of the program services.

*Response:* Fourteen referrals were made to FGDM for FY 09/10. Six of those families chose to hold conference. The conferences resulted in reunification for 50% of the children. Our challenge for FY 10/11 is to secure a new FGDM provider who will consistently provide us with an in-house coordinator. We are in the process of contracting with Justice Works Youth Care to provide this service as our previous provider no longer offers this service in Monroe County.

31. What are the barriers to the realization of your program outcomes? Identify each year and describe the barrier/challenge to reaching the program outcomes for that year.

*Response:* The barriers for FY 09/10 were lack of an in-house coordinator for 4 months of the fiscal year. The program lacked consistency in that the program had two different coordinators, one of those coordinators worked for only a month. In addition, 3 of the 8 families that were referred did not go to conference as they moved out of county. 3 of the families did not go to conference due to lack of family buy in to the process. The remaining 2 families did not go to conference due to lack of coordinator. We have not had a coordinator since April 2010 therefore no further referrals have been made.

32. Describe the county’s expenditures history, if any, for the program/practice. What factors contributed to the successful or underspending or under-utilization of grant funds?

*Response:* FY 08/09 we underspent however this was due to a late implementation date of November 2008. FY 09/10 we underspent by \$522, we feel that this was due to a lack of in-house coordinator to facilitate the conferences. Concern is no longer offering FGDM in our county. We are in the process of contracting with Justice Works Youth Care to provide this service.

## Monroe

33. If there were instances of underspending or under-utilization of prior years grant funds, describe what changes have occurred or will occur to ensure that grant funds for this program/service are maximized and effectively managed. Also, identify the measures the county will utilize in both FY 2010-11 and FY 2011-12.

*Response:* We are actively pursuing a contract with a different provider to ensure that services are delivered consistently. We expect this to occur by 8/1/10. Once the new provider begins, management will actively promote program buy in with their staff at their unit meetings. Administration will review utilization of this program during weekly meetings.

**Complete the following for each applicable year.**

34. Indicate and describe the target population for whom the county expects to provide these services. Describe how the target population was chosen and the internal and external factors influencing this decision. This may include age, location, type or reason for placement, whether it is county-wide, school district focused, etc.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* Our target population is children of all ages who are in care or at high risk of out of home care. Clients will be identified by their caseworkers as being receptive to the conference and being able to identify family supports. In addition, we will be broadening our focus to children aging out of care to incorporate this service into a comprehensive transition plan that utilizes their identified support system.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services, which requires further information and justification. Describe the provider’s capacity to serve additional youth.

*Response:* Same as above

35. Identify the service outcomes the county expects to achieve as a result of providing these services. Explain how service outcomes will be measured and the frequency of measurement.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* We anticipate a reduction in the length of time spent in care and successful transitional planning for youth aging out of care.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services or revising prior outcomes, which requires further information and justification.

*Response:* Same as above

36. Describe how the program will be implemented or operated for services from the identification and referral process through program completion. Do not describe the model. Discuss the agency’s experience with the provider agency, and their Medical Assistance approval and enrollment status. Provide a timeline for any changes or new program implementation.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

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*Response:* Referrals are made by the caseworker directly to the FGDM coordinator. They are then staffed with the FGDM coordinator, caseworker and supervisor. If deemed appropriate the coordinator will contact the family to begin the process and to identify participants for the conference. Once the family agrees to hold the conference, time and location is identified and the conference is held. Upon conference completion outcomes will be tracked by how quickly a child can be reunified with their family, by the number of children who avoid placement altogether, and the number of children for whom a permanent connection is identified.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services, which requires further information and justification.

*Response:* Same as above

37. Clearly explain the implementation year budget of FY 2010-11. Identify and discuss how the cost of services (per diem/unit or program funded) is determined and included in the budget, and provide a brief narrative description of each budget line item. Also describe the invoicing process and any requirements between the county and provider agencies.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* We were allocated \$30,429 in 10/11. This is to cover the projected 8-10 family conferences and to cover costs for families that begin the conference process but elect not to utilize this service. The provider will submit invoices to MCCYS as per contractual agreement for children identified for this service.

**FY 2011-12** For new funding requests or renewing counties requesting an increase or expansion of funds, clearly describe the process used to calculate the county request for funding and the rationale. Provide historical information as to the county’s successes or barriers to new program/practice implementation, including provider contracting and participation. Refer to the county timeline (requested above) as part of the rationale.

*Response:* N/A

38. For FY 2011-12 Explain the potential cost savings/offsets and impact of increased use. When is it predicted that the cost savings will be realized? What type of placement will be utilized?

*Response:* We hope to recognize savings in a decrease in the length of time in care or avoid placement entirely. It is possible that we would save \$30,000 in per diem costs, however, if a FGDM case results in a family driven decision to accept adoption, SPLC, or kinship care as an alternative to agency out of home placement, then MCCYS will still incur the costs.

39. Identify any technical assistance needs the county or provider agency has to provide effective services.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* N/A

**FY 2011-12** (for counties requesting funds for the first time)-N/A

**6-3a. Evidence Based Programs: Family Development Credentialing**

We are not requesting funding for this program.

**6-3a. Evidence Based Programs: Family Finding**

We are not requesting funding for this program.

**6-3a. Evidence Based Programs: High-Fidelity Wrap Around**

We are not requesting funding for this program.

**6-3b. Pennsylvania Promising Practices**

The following questions must be answered for the PaPP Initiative by counties with an approved allocation for the Implementation Year 2010-2011 and to request funds for FY 2011-2012. Refer to the Needs Based Plan and Budget Instructions, Appendix 9 for more information.

**PaPP Dependent and Delinquent**

Program Name: HomeQuest

Request Type	Enter Y or N			
	Renewal from 2009-10	N		
New implementation for 2010-11 (did not receive funds in 2009-10)	N			
Funded and delivered services in 2009-10 but not renewing in 2010-11	N			
Requesting funds for 2011-12 (new, continuing or expanding)		<b>New</b>	<b>Continuing</b>	<b>Expanding</b>
		Y		

Complete the following table if providing this service or requesting a **transfer, shift, or revision** only of funds for FY 2010-11; and/or requesting funds for FY 2011-12. Enter the total amount of state and matching local funds. (Transfer/shifting is allowable only within PaPP funds. Counties may not transfer/shift from or to other SGI categories.)

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Change + or -	Amount	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$0			\$0
FY 2011-12				\$198,000

40. Did your county request and receive approval to transfer/shift funds during FY 2009-10? If YES, will the rationale for the change remain the same for

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FY 2010-11? Describe, briefly that rationale for the approved change and do not respond to the next question. If NO, please respond to the following question.

*Response:* N/A

41. Explain why the change is requested. What are the deciding factors to move from the originally requested program to another? Was this change discussed with the regional office?

*Response:* N/A

42. Complete the following table for each applicable year.

**We are implementing this program on 7/1/10. At the time of this writing there are no outcomes to report. Additionally the original allocation of \$132,000 was withdrawn in a letter dated 7/23/10.**

	0607	0708	0809	0910	1011	1112
Target Population					Ages 10-18	
# of Referrals						
# Successfully completing program						
Cost per year					Based on number of children served	
Per Diem Cost/Program funded amount					\$52.41	
# of MA referrals					Not an MA funded program	
# of Non MA referrals						
Name of provider					VisionQuest	

**If this is a renewal of services delivered in FY 2009-10, answer the following:**

43. Clearly describe the program’s accomplishments or results; any challenges to implementation; and the impact on service delivery for FY 2010-11. Use data/statistics to show the impact of the program services.

*Response:* N/A

44. What are the barriers to the realization of your program outcomes? Identify each year and describe the barrier/challenge to reaching the program outcomes for that year.

*Response:* Our program was implemented on 7/1/10.

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45. Describe the county's expenditures history, if any, for the program/practice. What factors contributed to the successful or underspending or under-utilization of grant funds?

*Response:* N/A

46. If there were instances of underspending or under-utilization of prior years grant funds, describe what changes have occurred or will occur to ensure that grant funds for this program/service are maximized and effectively managed. Also, identify the measures the county will utilize in both FY 2010-11 and FY 2011-12.

*Response:* Our county will monitor program usage through our Quality Assurance Program Unit.

### **Complete the following for each applicable year.**

47. Indicate and describe the target population for whom the county expects to provide these services. Describe how the target population was chosen and the internal and external factors influencing this decision. This may include age, location, type or reason for placement, whether it is county-wide, school district focused, etc.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* Our original allocation was withdrawn on 7/23/10.

**FY 2011-12** Renewing counties may reply with "same as above" unless expanding or decreasing the services, which requires further information and justification. Describe the provider's capacity to serve additional youth.

*Response:* The target population for HomeQuest would be youth ages 10-18. The referrals will primarily come from JPO. The services are designed to prevent out of home placement, reduce the time in out of home placement, and enhance family functioning by improving the safety and well-being of children living in the home

48. Identify the service outcomes the county expects to achieve as a result of providing these services. Explain how service outcomes will be measured and the frequency of measurement.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* N/A as our original allocation was withdrawn on 7/23/10.

**FY 2011-12** Renewing counties may reply with "same as above" unless expanding or decreasing the services or revising prior outcomes, which requires further information and justification.

*Response:* The outcomes of the program will be quantified by the successful completion of the program that results in the children remaining in their home environment. The County expects to reduce the number of placements and reduce the amount of time spent in placement for youth already in care.

49. Describe how the program will be implemented or operated for services from the identification and referral process through program completion. Discuss the agency's experience with the provider agency. Provide a timeline for any changes or new program implementation.

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**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* N/A as our original allocation was withdrawn on 7/23/10.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services, which requires further information and justification.

*Response:* Clients will be referred by their caseworker or probation officer. Quarterly meetings will be held with JPO to identify youth who could benefit from this program to avoid placement or reduce length of time in placement. Once services begin the caseworker or JPO officer will receive weekly written service delivery logs and monthly progress reports until the youth is discharged from the program.

MCCYS has had a long term relationship with VisionQuest due to the utilization of their other programs and this relationship has been positive.

50. Clearly explain the implementation year budget of FY 2010-11. Identify and discuss how the cost of services (per diem/unit or program funded) is determined and included in the budget, and provide a brief narrative description of each budget line item. Also describe the invoicing process and any requirements between the county and provider agencies.

**FY 2010-11** (for counties with approved allocations or transfer/shift requests)

*Response:* N/A as our original allocation was withdrawn on 7/23/10.

51. **FY 2011-12** For new funding requests or renewing counties requesting an increase or expansion of funds, clearly describe the process used to calculate the county request for funding and the rationale. Provide historical information as to the county’s successes or barriers to new program/practice implementation, including provider contracting and participation. Refer to the county timeline (requested above) as part of the rationale.

*Response:* In FY 2011-12 we will be looking to service 45 youth at the cost of \$52.41 a day with the average case receiving 12 weeks of service. The cost per child would be \$4,402.44. The total cost for thirty youth would be \$198,109.80. VisionQuest will provide monthly invoices to the county.

This program will serve as a preventive service to reduce out of home placements for adjudicated and non-adjudicated youth.

52. **For FY 2011-12**, Explain the potential cost savings/offsets and impact of increased use. When is it predicted that the cost savings will be realized? What type of placement will be utilized?

*Response:* In FY 2011-12 we will be looking to service 45 youth at the cost of \$52.41 a day with the average case receiving 12 weeks of service. The cost per child would be \$4,402.44. The total cost for forty-five youth would be \$198,109.80.

The average cost of group home residential is \$150 per day, while a twelve week program would be \$12,600 or \$567,000 for forty-five youth. The average cost of a JPO residential is \$162 a day, with a twelve week program costing \$13,608 or \$612,360.

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53. Identify any technical assistance needs the county or provider agency has to provide effective services.

**FY 2010-11** (for counties with approved allocations)

*Response:* N/A as our original allocation was withdrawn on 7/23/10.

**FY 2011-12** (for counties requesting funds for the first time)

*Response:* The service provider is responsible to provide training and technical assistance to the HomeQuest teams as outlined in the services description that has been reviewed by the county.

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**6-3c. Housing Initiative**

The following questions must be answered for the Housing Initiative by counties with an approved allocation for the Implementation Year 2010-2011 and to request funds for FY 2011-2012. Refer to the Needs Based Plan and Budget Instructions, Appendix 9 for more information.

Program Name: Monroe County Children & Youth

Request Type	Enter Y or N			
Renewal from 2009-10	Y			
New implementation for 2010-11 (did not receive funds in 2009-10)	N			
Funded and delivered services in 2009-10 but not renewing in 2010-11	N			
Requesting funds for 2011-12 (new, continuing or expanding)	Y	New	Continuing	Expanding

Budget	\$ amount
FY 2010-11 Approved Budget	\$0
FY 2011-12 Budget Request	\$25,000

**If this is a renewal of Housing services delivered in FY 2009-10, answer the following:**

54. Clearly describe the program’s accomplishments or results; any challenges to implementation; and the impact on service delivery for FY 2010-11. Use data/statistics to show the impact of the program services.

*Response:* In FY 09/10 we provided financial assistance to 17 families with a total of 46 children. These families were at risk of homelessness and with our help they were able to maintain their housing therefore preventing placement of their children. It should be noted that 7 of these children came into foster care for other reasons after the assistance was provided to the family.

55. What are the barriers to the realization of your program outcomes? Identify each year and describe the barrier/challenge to reaching the program outcomes for that year.

*Response:* Our allocation for FY 10/11 was withdrawn via a letter dated 7/23/10, therefore we will be unable to provide this assistance in FY 10/11. This may increase our placement numbers.

56. Describe the county’s expenditures history, if any, for the program/practice. What factors contributed to the successful or underspending or under-utilization of grant funds?

*Response:* In FY 09/10 we were allocated \$15,000 and spent \$15,041.66. The program was a success in that we kept families together using the least restrictive means.

57. If there were instances of underspending or under-utilization of prior years grant funds, describe what changes have occurred or will occur to ensure that grant funds for this program/service are

## Monroe

maximized and effectively managed. Also, identify the measures the county will utilize in both FY 2010-11 and FY 2011-12.

*Response:* Due to our FY 10/11 allocation being withdrawn on 7/23/10 we will be unable to provide this assistance during this fiscal year. We will maximize this program in 11/12 by reminding staff of the availability of these funds and reviewing potential recipients for these funds during unit meetings with the direct line staff.

58. Identify and describe the target population(s) for whom the county expects to provide these services.

In an effort to prevent placement of the children we would use this funding for families who are about to become homeless. Priority will be given to identifying the target population of open cases that we are servicing where lack of stable housing is preventing the children from being returned. We would then assist any teens aging out of care that are not eligible for IL aftercare funding.

59. Describe the programs for dependent and delinquent youth which:
- Prevent children from being placed, or
  - Facilitate the reunification of children with their families, or
  - Facilitate the successful transition of youth aging out, or who have aged out of placement. As of FY 2010-11, this includes all aging out youth with the exception of those who emancipate care on or after age 18, who will be funded through Appendix 8: IL Services, Room and Board.

60. **FY 2010-11** (for counties with approved allocations)

*Response:* Our allocation for FY 10/11 was withdrawn on 7/23/10.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services or revising prior outcomes, which requires further information and justification.

*Response:* Currently MCCYS has limited resources for families facing unstable housing. All of our Family Reunification Vouchers through Section 8 are being used and we were not allotted any new vouchers for the 10/11 fiscal year. In addition, there is a three or more year waiting list for public housing. We currently refer homeless families to the Salvation Army Shelter or Pocono Area Transitional Housing (PATH). These programs are overwhelmed and often have waiting lists. In addition, we have no Transitional Living Programs within our county for the teens who are aging out of the system. We do provide Independent Living aftercare services for teens aging out that are eligible for these services.

61. Identify the service outcomes the county expects to achieve as a result of providing these services. Explain how service outcomes will be measured and the frequency of measurement.

- FY 2010-11** (for counties with approved allocations)

*Response:* Our allocation for FY 10/11 was withdrawn on 7/23/10.

**FY 2011-12** Renewing counties may reply with “same as above” unless expanding or decreasing the services or revising prior outcomes, which requires further information and justification.

## Monroe

*Response:* The county expects that 70% of the families that are assisted will be able to maintain housing and therefore prevent placement of their children. Outcomes will be monitored annually by our Quality Assurance Unit.

62. Describe how the program will be implemented or operated for services from the identification and referral process through program completion. Discuss the agency's experience with the provider agency, and their Medical Assistance approval and enrollment status. Provide a timeline for any changes or new program implementation.

**FY 2010-11** (for counties with approved allocations)

*Response:* Our allocation for FY 10/11 was withdrawn on 7/23/10.

**FY 2011-12** Renewing counties may reply with "same as above" unless expanding or decreasing the services, which requires further information and justification.

*Response:* Caseworkers will refer clients based on need. Top priority will be given to clients who need housing assistance to expedite reunification with the children. Additional priorities are families facing homelessness and teens aging out of care that are not eligible for IL aftercare funding.

63. Clearly explain the implementation year budget of FY 2010-11. Identify and discuss how the cost of services (per diem/unit or program funded) is determined and included in the budget, and provide a brief narrative description of each budget line item. Also describe the invoicing process and any requirements between the county and provider agencies.

**FY 2010-11** (for counties with approved allocations)

*Response:* Our allocation for FY 10/11 was withdrawn on 7/23/10.

64. **FY 2011-12** For new funding requests or renewing counties requesting an increase or expansion of funds, clearly describe the process used to calculate the county request for funding and the rationale. Provide historical information as to the county's successes or barriers to new program/practice implementation, including provider contracting and participation. Refer to the county timeline (requested above) as part of the rationale.

*Response:* Caseworkers will identify clients based on need and priority. After identifying the families, the caseworkers will develop a service plan with their clients outlining how the clients will be able to sustain their housing once our assistance ceases. The costs of services will be determined based on how much the family needs to maintain or secure housing. Due to our limited funding, we will be allotting no more than \$1,000 to a given family. Since we will be serving as our own provider, we will disburse the funds directly to the landlord.

65. **For FY 2011-12** Explain the potential cost savings/offsets and impact of increased use. When is it predicted that the cost savings will be realized? What type of placement will be utilized?

*Response:* We are requesting a \$25,000 FY 11/12. The impact of increased use would be the reduction of new placements as well as a reduction in time spent in care due to housing issues. Cost savings will be immediate as foster placements will be reduced.

Monroe

66. Identify any technical assistance needs the county or provider agency has to provide effective services.

**FY 2010-11** (for counties with approved allocations)

*Response:* N/A

**FY 2011-12** (for counties requesting funds for the first time)

*Response:* N/A

6-3d. Alternatives to Truancy Prevention

We are not requesting funding for this program.

6-3d. State Reintegration Plan

We are not requesting funding for this program.

Monroe

6-3e. Independent Living Service Grant

67. In the table below, place an "X" for the services that will be provided by CCYA (regardless of funding source). Check as many boxes as apply.

Mark "X" in this column	Services
X	A. Needs Assessment/Case Planning
X	B. Life Skills Training
	C. Prevention Services
X	Dental/Health
X	Drug Abuse Prevention
X	Alcohol/Tobacco/Substance
X	Safe Sex/Pregnancy
	D. Education
X	Vocational Training
X	High School Support and Retention
X	Preparation for GED
X	Assistance in Obtaining Higher Education
	E. Support
X	Individual and Group Counseling
X	Stipends
X	Services for Teen Parents
X	Mentoring
	F. Employment
X	Job Placement
X	Subsidized Employment
X	G. Location of Housing
X	H. Room and Board
X	I. Retreats/Camps
X	J. Indirect Services
X	K. Program Administration

68. In the following forms, complete the form **for services marked with an "X" in the above table only**. Provide the requested information pertaining to each specific IL service to be provided by the CCYA. Enter all county IL services information in this template. In each service area table, list the estimated requested grant amount to be used for IL services. Include the following in the estimate: staff costs to perform these services, the cost of materials and supplies and the cost to develop, implement and monitor implementation of these services unless adding in Indirect Services or Program Administration.

69. For each IL service **marked with an "X" in the above table**, estimate the number of in care; delinquent, discharged and total youth (unduplicated counts) who will receive IL services.

Monroe

IL Services (federal, state, local)	\$ amount
FY 2010-11 Approved Budget *	\$213,750
FY 2011-12 Budget Request *	\$343,850

\* These amounts must match the amounts on the county's budget worksheets.

Describe the county's expenditures history for IL Services for FY 2006-07, 2007-08, 2008-09 and 2009-10. What factors contributed to the successful or unsuccessful spending of grant funds for each year? The county has utilized the allotted amount for each grant year. The program was successful as the staff completed all necessary requirements of the grant.

70. If there were instances of underspending of prior years grant funds, describe what changes have occurred to ensure that grant funds for this program/service are maximized and effectively managed. N/A

A. Needs Assessment/Case Planning

71. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

Service	Budget Request (\$)	In Youth*	Care Delinquent Youth*	Discharged Youth*	Total Youth*
Needs Assessment/Case Planning	\$ 68,500	60	35	20	40
<b>Total</b>	<b>\$68,500</b>	<b>60</b>	<b>35</b>	<b>20</b>	<b>40</b>

\* Enter unduplicated youth count only.

72. Describe how the needs assessment/case planning process will be delivered; who will deliver the activities (provider or agency staff); what tool(s) will be used; and the frequency of the activity for or with youth.

Referrals for youth who are eligible or in need of Independent Living Skills are identified by caseworkers who are currently working with youth in foster care placements or in a protective services capacity after that youth have returned to their natural home, kinship or planned permanency living arrangement. They are accepted for services based on a face to face interview with the IL coordinator. The tools that are used are the Ansell-Casey Life Skill Assessment. The IL coordinator meets with the youth three times during the assessment period.

73. Describe how the costs to provide the activities are determined.  
Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

B. Life Skills Training

Monroe

74. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Life Skills Training	\$25,000	55-65	90	50	35-40
<b>Total</b>	\$25,000	55-65	90	50	35-40

\* Enter unduplicated youth count only.

75. Estimate the percentage of the delivery method for this service area.

30%	70%
Individualized Svcs.	Group or Classroom Svcs.

76. Describe how life skills training will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth.

During the classroom instruction period of 26 weeks; all youth are continually engaged in practice academia, as well as tested on all subjects. Classroom instruction also includes role playing scenarios. Every youth has a advisor/mentor, this person engages the youth in real life scenarios and practices with hands on assistance.

77. Describe how the costs to provide the activities are determined.

Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

C. Prevention

78. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Dental/Health	\$1,000	65	90	10	75
Drug Abuse Prevention	\$1,000	50	40	10	40
Alcohol/Tobacco Substances	\$1,000	50	40	10	40
Safe Sex/Pregnancy	\$1,000	40	40	10	30
<b>Total</b>	\$4,000	205	210	40	185

\* Enter unduplicated youth count only.

79. Estimate the percentage of the delivery method for this service area.

Monroe

20%	80%
Individualized Svcs.	Group or Classroom Svcs.

80. Describe how prevention services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth.  
 IL supervisor and coordinator contacts Planned Parenthood, D&A Commission and local RN's to assist in instructing youth on appropriate prevention skills.

81. Describe any additional prevention services provided to the youth that are not listed above and who will provide those services.  
 N/A

82. Describe how the costs to provide the activities are determined.  
 Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

D. Education

83. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

Service	Budget Request (\$)	In Youth*	Care Delinquent Youth*	Discharged Youth*	Total Youth*
Vocational	\$2,500	3	0	0	3
High School Support and Retention	\$10,000	70	50	10	60
GED	\$2,000	20	10	5	15
Assistance in Obtaining Higher Education	\$9,000	30	20	5	35
Education and Training Grant (ETG) Provision and Retention	\$1,000	30	15	5	30
<b>Total</b>	<b>\$24,500</b>	<b>153</b>	<b>95</b>	<b>25</b>	<b>143</b>

\* Enter unduplicated youth count only.

84. Estimate the percentage of the delivery method for this service area.

25%	75%
Individualized Svcs.	Group or Classroom Svcs.

85. Describe how education services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth.

Monroe

Education services will be delivered during the 26 week curriculum. The ILP coordinator along with guidance and admission counselors will provide education services to the youth. FAFSA, SAT waivers and ETG applications are reviewed with youth. Advisors and ILP coordinators assist youth on a bi-weekly basis.

86. Describe any additional services provided to the youth that are not listed above and who will provide those services.  
None
87. Describe how the costs to provide the activities are determined.  
Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

E. Support Services

88. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

Service	Budget Request (\$)	In Youth* Care	Delinquent Youth*	Discharged Youth*	Total Youth*
Individual and/or Group Counseling	N/a	0	0	0	0
Stipends	\$40,000	40	20	15	40
Services for Teen Parents	\$5,000	15	10	5	20
Mentoring	\$15,600	40	20	10	40
<b>Total</b>	<b>\$60,600</b>	<b>95</b>	<b>50</b>	<b>30</b>	<b>100</b>

\* Enter unduplicated youth count only.

89. Estimate the number of youth who the county will refer to the SWAN prime contractor for the following services related to permanent connections.

SWAN	
	No. of Youths
<b>Child Profile:</b>	25
<b>Child Preparation:</b>	25
<b>Child Specific Recruitment:</b>	0

90. Estimate the percentage of the delivery method for this service area.

60%	40%
Individualized Svcs.	Group or Classroom Svcs.

91. Describe how support services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth.

## Monroe

During the 26 week curriculum support services are available to all IL youth. Each youth is assigned an advisor/mentor. They meet with their mentor a minimum of twice a week. Upon successful completion of ILP class each youth will receive a stipend.

92. Describe any additional services provided to the youth that are not listed above and who will provide those services. N/A
93. Describe how the costs to provide the activities are determined.  
Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

### F. Employment

94. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Job Placement	0	50	30	10	40
Subsidized Employment	0	30	15	10	20
<b>Total</b>	0	80	45	20	60

\* Enter unduplicated youth count only.

95. Mark with an "X" the types of subsidized employment services which will be offered, and whether the subsidy will be full or partial.

Subsidy Type	Offered	Full	Partial
Summer Employment			
Agency Operated Only			
Tax Credits			
Other (describe: )			

96. Estimate the percentage of the delivery method for this service area.

20%	80%
Individualized Svcs.	Group or Classroom Svcs.

97. Describe how employment services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth.  
During the 26 week curriculum, Goodwill Industries and the IL coordinator will teach youth how to create a resume, job search and interviewing skills. This is taught on a monthly basis.
98. Describe any additional services provided to the youth that are not listed above and who will provide those services.  
Youth are referred to Career Link for additional employment opportunities.

Monroe

99. Describe how the costs to provide the activities are determined.

Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

G. Location of Housing

100. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file. **Do not request placement costs in this service area or grant.**

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Location of Housing	\$2,000	20	5	5	15
<b>Total</b>	\$2,000	20	5	5	15

\* Enter unduplicated youth count only.

101. Mark with an "X" the types of assistance which will be offered.

Assistance Type	Offered
Referral to public housing agency	X
Interview preparation	X
Application assistance	X
Accompany on inspection	X
Use local realtors as a housing resource	X
Other (describe: )	

102. Estimate the percentage of the delivery method for this service area.

30%	70%
Individualized Svcs.	Group or Classroom Svcs.

103. Describe how location of housing services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth.

During the 26 week curriculum the Housing Authority along with IL Coordinator and mentors will instruct youth on how to locate and secure appropriate affordable housing. The resources used are local classified advertisements and apartment finder. Frequency of the activity occurs monthly.

104. Describe any additional services provided to the youth that are not listed above and who will provide those services.

N/A

Monroe

105. Describe how the costs to provide the activities are determined.  
 Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

H. Room & Board

106. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Room and Board	\$20,000	15	10	0	15
<b>Total</b>	<b>\$20,000</b>	<b>15</b>	<b>10</b>	<b>0</b>	<b>15</b>

\* Enter unduplicated youth count only.

107. If the agency **does** provide youth with room and board, describe the frequency of staff contact with youth accessing these services.  
 The staff meets with the youth on a monthly basis to discuss room and board options while transitioning out of care.

108. If the agency **does** provide youth with room and board, describe the period of time that youth can access the service, by type of assistance offered and whether a “step-down” approach will be used.  
 Youth have the ability to utilize the services until age 21. These funds will be utilized for youth who are exiting substitute care and transitioning to independence, on or after their 18<sup>th</sup> birthday. This step-down program will include contributions to the Independent Living students based on 1<sup>st</sup>/2<sup>nd</sup> month= 75%, 3<sup>rd</sup>/4<sup>th</sup>= 50%, and the 5<sup>th</sup>/6<sup>th</sup> months=25%. Based upon the needs of the Aftercare eligible youth he/she may chose to receive the funds in a 50/50% for a period of six months.

109. If the agency **does not** provide youth with room and board, describe what services are used to meet housing needs.  
 N/A

110. Describe how the costs to provide the activities are determined.  
 Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

I. Retreats/Camps

111. Complete the table and estimate the unduplicated total number of youth who will receive the services. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
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Monroe

Retreats/Camps	\$1,500	5	2	0	5
<b>Total</b>	\$1,500	5	2	0	5

\* Enter unduplicated youth count only.

112. Estimate the percentage of the delivery method for this service area.

75%	25%
Individualized Svcs.	Group or Classroom Svcs.

113. Describe how retreats/camps will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth.

During the 26 week curriculum youth are encouraged to attend the Youth Advisory Board and/or any IL related retreats/camps. This is reviewed with youth on a bi-monthly basis.

114. Describe how the costs to provide the activities are determined.

Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

J. Indirect Services

115. Complete the table and breakout the costs for these activities. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

<b>Indirect Service Type</b>	<b>Budget Request \$</b>
Staff, Foster/Adoptive and other Residential Child Care Providers	0
Community Outreach and Educational Efforts	0
Interagency coordination to support IL activities and services at the local level	0
System change efforts	0
Other (describe: )	0
<b>Total</b>	<b>0</b>

116. Describe the indirect services provided by the county.

N/A

117. Describe any additional indirect services provided by the county and who will provide those services.

118. Describe how the costs to provide the activities are determined. N/A

Monroe

K. Program Administration

119. Complete the table and breakout the costs for these activities. These totals must equal the amounts on the FY 11-12 IL Grant Request worksheet in the Budget Excel file.

<b>Indirect Service Type</b>	<b>Budget Request \$</b>
Staff providing direct services	\$104,250
Program reporting costs	0
Equipment, training materials, supplies, postage, facility expenses	\$25,691
IL and Youth Advisory Board related travel	0
Other (describe: Staff Travel & Conferences )	\$7,500

120. Explain the administrative costs of providing IL services and the drivers of these costs. Rent for the resource center is \$20,088 annually, \$2,053 for Microsoft licensing fees for the resource center computers, \$250 postage, \$42,900 for salary for the mentoring staff, \$23,145 to cover the cost an ILP coordinator and benefits, \$23,145 for ILP after-care coordinator and benefits, \$2,500 for office supplies, \$15,000 for IL supervision that includes 25% of the supervisor's salary and benefits. \$7,500 for IL staff travel and registration fees to all conferences and \$800 for utilities.

121. Describe any additional administrative costs of providing IL services that are not listed above and the drivers of these costs.  
N/A

122. Describe how the costs to provide the activities are determined.  
Costs are determined based on cost of equipment used, rent, utilities, salary and benefits for IL dedicated staff.

**6-4. Accurint Search Tool**

The following information must be provided for the Accurint Search Tool for the Implementation Year 2010-11 and to request and justify the number of users needed for FY 2011-12.

**Column Instructions**

**Column 1**

Provide the number of Accurint users that your county was allotted in FY 2009-10. If you do not know the number of users your county was allotted, please contact the DPW/OCYF Accurint Manager listed in Appendix 8.

**Column 2**

Provide the number of Accurint users that your county was allotted in the tentative or final allocations for July 1, 2010 by DPW/OCYF. If the final FY 2010-11 allocations have not been provided by the submission deadline, counties should not create more user ID's than originally assigned in FY 2009-10. If you do not know the number of tentative or final users your county was allocated, please contact the DPW/OCYF Accurint Manager.

**Column 3**

Provide the number of additional Accurint users your county needs for FY 2011-12. Before requesting additional users, counties should analyze their current usage. Justification for additional users must include the following:

- The type of staff selected to use Accurint and the reasons why. Examples of the types of staff may include County Administrator, LSI paralegal, supervisor, JPO, etc.
- The average monthly number of users who did searches in FY 2009-10.
- The average monthly number of searches completed by users in FY 2009-10.
- The total number of searches completed by your county for FY 2009-10.

For assistance with an analysis of your county's usage, contact the DPW/OCYF Accurint Manager.

**Column 4**

Provide the total number of Accurint users your county would like for FY 2011-12. This number is calculated by adding columns 2 and 3 together.

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
Number of users assigned by DPW for FY 2009-10	Number of users assigned by DPW for FY 2010-11	Number of additional users requested for FY 2011-12	Total number of users requested for FY 2011-12
8	9	0	9

Provide Justification for Column 2: Members of our administrative staff and our paralegal have Accurint accounts so that they may be able to conduct searches to locate parents and family resources for children that we service.

Provide Justification for Column 3: Same as above

**6-3 g. Information Technology**

Submit a detailed description of the county's current Information Technology Plan. The description should provide answers to the following questions and should include what the county is doing in FY 2010-2011 and planning for FY 2011-2012.

1. Does the county currently have an automated case management system that is sustainable? NO

At the time of this writing we intend to convert to The Child Accounting and Profile System (CAPS). Our intent is to be fully implemented during FY 11/12. CAPS is approved by OCYF and is technically sustainable. The implementation costs are approximately \$93,750. These costs are \$50,000 for Implementation and Data Conversion, \$33,750 for annual ASP costs, \$5,000 for training and \$5,000 for a share of the upgrade costs that will be completed by the time we implement.

We chose this system as our current system is not sustainable and would take 2-3 years to become sustainable.

2. How does the county's current system or transfer system align with the goals of the Statewide Child Welfare Information System Strategic Plan (Statewide Plan)?
  - a. Interoperability – The system uses technology that is web-based and allows the efficient and secure exchange of information with other systems or components.
  - b. Real-Time Information – The system is accessible to all workers, allows the direct input of real time information and will be capable of exchanging real time information with a statewide database. Information is not first tracked on paper and then entered into the system by data entry staff.
  - c. Standardized Data – the system accurately collects and reports data associated with federal and state reporting, such as AFCARS; and can be enhanced to exchange data with a statewide database using a standard data schema.
  - d. Case Management System – the system is a true case management system that is used by all caseworkers and supervisors to manage day to day caseload activities. The system adequately supports the following functional areas: Case Management (Intake/Investigation, In-Home Services, Placement Services, Adoption, etc.); Eligibility; and Resource/Provider Management.
  - e. The system is compliant with DPW and/or Commonwealth Enterprise Standards and the system software code is public domain.

CAPS aligns with the goals of the Statewide Child Welfare Information System Strategic Plan.

3. How does the county's current system or transfer system support other critical business areas such as Financial Management and Administrative Functions?

CAPS supports the critical business areas such as Financial Management and Administrative Functions.

4. How does the county's current system or transfer system support the evaluation of child welfare outcomes in the areas of child safety, permanency and well-being?

## Monroe

CAPS supports all aspects of case management including the evaluation of child welfare outcomes in the areas of child safety, permanency and well-being.

5. How does the county plan support the reuse of existing IT assets? All of our current IT equipment will be used during and after the transition to CAPS.

If the county is requesting funding for ongoing or new development in their FY 2011-2012 ITG, the county must provide the following information.

1. Business Need - describe the business need for the ongoing or new development;
2. High Level Requirements – provide a description of the high level business and technical requirements;
3. Project Cost Proposal – provide the total costs for the development as well as the total estimated project costs if the development is part of a larger project; and
4. Cost/Benefit Analysis – provide a cost/benefit analysis that demonstrates the ongoing or new development provides a better return on investment than transfer of an already existing system or component.

CAPS supports the goals of the Statewide plan and our current system does not. To our knowledge this new system will not require any additional high level business and technical requirements.

At the time of this writing we intend to convert to The Child Accounting and Profile System (CAPS). Our intent is to be fully implemented during FY 11/12. CAPS is approved by OCYF and is technically sustainable. The implementation costs are approximately \$93,750. These costs are \$50,000 for Implementation and Data Conversion, \$33,750 for annual ASP costs, \$5,000 for training and \$5,000 for a share of the upgrade costs that will be completed by the time we implement.

We choose this system as our current system is not sustainable and would take 2-3 years to become sustainable.

**Section 7: Required & Additional Language**

**7-1. Assurances**

The following pages include assurance forms to be completed by counties. These forms are included:

1. Assurance of Compliance/Participation
2. Documentation of Participation by the Judiciary
3. Assurance of Financial Commitment and Participation

**The following forms must be signed and submitted in hard copy to:**

Mr. Cliff Crowe  
Office of Children, Youth and Families  
Health and Welfare Building Annex  
Seventh and Forster Streets  
P.O. Box 2675  
Harrisburg, Pennsylvania 17105-2675

**and**

Mr. James Anderson, Executive Director  
Juvenile Court Judges' Commission  
401 Finance Building  
Harrisburg, Pennsylvania 17102-0018

**ASSURANCE OF COMPLIANCE/PARTICIPATION FORM  
DOCUMENTATION OF PARTICIPATION BY THE JUVENILE COURT**

**The Assurance of Compliance/Participation Form**

The Assurance of Compliance/Review Form provided in this bulletin must be signed by the County Executive or a majority of the County Commissioners, the Juvenile Court Judge(s) or his/her designee, the County Human Services Director, the County Children and Youth Administrator, and the County Chief Juvenile Probation Officer and submitted with the FY2011-2012 Needs Based Plan and Budget submission.

The Assurance of Compliance/Review Form has two signatory pages. The first page is for the County Human Services Director, the County Children and Youth Administrator, the County Chief Juvenile Probation Officer and the Juvenile Court Judge(s) or his/her designee. This page must be submitted at the time of the county's implementation plan and needs based plan submissions. The second page is for the signatures of the County Executive or a majority of the County Commissioners. This page must be submitted at the time of the county's financial budget submission and must contain the financial commitment of the county.

**COUNTY:** \_\_\_\_\_

These assurances are applicable as indicated below.

\_\_\_\_\_ Fiscal Year 2011 - 2012 Children and Youth Needs Based Plan and Budget Estimate and/or the

\_\_\_\_\_ Fiscal Year 2010 - 2011 Children and Youth Implementation Plan

**Note: A separate, signed Assurance of Compliance/Participation form must accompany the Children and Youth Implementation Plan and the Needs Based Plan and Budget when they are submitted separately. This Assurance of Compliance/Participation form cannot be modified or altered in any manner or the Children and Youth Implementation Plan and the Needs Based Plan and Budget will not be accepted.**

**COMMON ASSURANCES**

I/We hereby expressly, and as a condition precedent to the receipt of state and federal funds, assure that in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Pennsylvania Human Relations Act of 1955, as amended, and 16 PA Code, Chapter 49 (Contract Compliance Regulations):

1. I/We do not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation or disability:
  - a. in providing services or employment, or in our relationship with other providers;
  - b. in providing access to services and employment for handicapped individuals.
2. I/We will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

I/We assure that these documents shall constitute the agreement required by Title IV-E of the Social Security Act 42 U.S.C. § 672 (a)(2) for foster care maintenance and adoption assistance payments.

I/We assure:

- the County Children and Youth Agency and Juvenile Probation Office has the responsibility for placement and care of the children for whom Title IV-E foster care maintenance and adoption assistance payments are claimed;
- the County Children and Youth Agency/Juvenile Probation Office will provide each child all of the statutory and regulatory protections required under the Title IV-E agency, including permanency hearings, case plans etc.;
- the agreement between the Office of Children, Youth and Families and the County Children and Youth Agency/Juvenile Probation Office shall be binding on both parties; and
- the State Title IV-E agency shall have access to case records, reports or other informational materials that may be needed to monitor Title IV-E compliance.

I/We understand that any Administration for Children and Families (ACF) disallowance incurred as a result of county noncompliance with Title IV-E foster care maintenance, adoption assistance or Title IV-E administrative claim requirements will be the responsibility of the county.

I/We assure that all information herein is true to the best of my/our knowledge and belief, based on my/our thorough review of the information submitted.

## **EXECUTIVE ASSURANCES**

### **In addition to the Common Assurances,**

I/We assure that I/we have participated in the development of the Plan, are in agreement with the Plan as submitted and that all mandated services if funded by the Plan will be delivered.

I/We assure that these Plans comply with the “Planning and Financial Reimbursement Requirements for County Children and Youth Social Services Programs” as found in 55 PA Code Chapter 3140.

I/We assure that, when approved by the Department of Public Welfare, the attached Children and Youth Implementation Plan and Needs Based Plan and Budget, including any new initiatives, additional staff and/or increased services and special grants that are approved, shall be the basis for administration of public child welfare services for all children in need under Article VII of the Public Welfare Code, 62 P.S. § 701 et seq., as amended.

I/We assure that, where possible, the county will cooperate with state efforts to maximize the use of federal funds for the services in this Plan.

I/We assure that all contracts for the provision of services addressed herein will require the providers to comply with the Chapter 49 provisions (contract compliance regulations).

I/We assure that expenditure of funds shall be in accordance with these Plans and estimates and Department of Public Welfare regulations.

I/We assure that services required by 55 PA code 3130.34 through 3130.38 will be made available as required by 55 PA code 3140.17 (b)(2);

I/We assure that the capacity of both the county and the providers has been assessed and it is my/our judgment that it will be adequate to implement the Plan as presented;

I/We assure all Title IV-E foster care maintenance and adoption assistance payment eligibility requirements are met for the specified children, not merely addressed by the agreement;

I/We assure that the County Children and Youth Advisory Committee has participated in the development of this Plan and has reviewed the Plan as submitted; and

I/We assure that representatives of the community, providers and consumers have been given the opportunity to participate in the development of this Plan; and

I/We assure that the county programs that affect children (e.g., Mental Health, Mental Retardation, and Drug and Alcohol) have participated in the development and review of this Plan.

I/We understand that the accompanying budget projections are based on estimates and that the amounts may change when the state budget is adopted and final allocations are made.

I/We understand that substantial changes to the Plans subsequent to Departmental approval must be submitted to the Regional Office of Children, Youth and Families for approval.

**NEW ASSUARANCE in FY 2011-2012 NBB Bulletin**

**I/We assure that all new Guardians Ad Litem have/will complete the pre-service training prior to being appointed to represent a child. If the GAL has not completed the pre-service training, costs incurred for representation of children by this GAL will not be claimed.**

**COUNTY ASSURANCE OF COMPLIANCE AND PARTICIPATION  
DOCUMENTATION OF PARTICIPATION BY THE JUVENILE COURT**

**THE SIGNATURES OF THESE COUNTY OFFICIALS REPRESENTS AN  
ACKNOWLEDGEMENT OF COUNTY COMMITMENT TO ADHERE TO THE COMMON AND  
EXECUTIVE ASSURANCES CONTAINED IN THE PRECEEDING PARAGRAPHS**

**County Human Services Director**

\_\_\_\_\_  
Name Signature Date

**County Children and Youth Administrator**

\_\_\_\_\_  
Name Signature Date

**County Chief Juvenile Probation Officer**

\_\_\_\_\_  
Name Signature Date

**DOCUMENTATION OF PARTICIPATION BY THE JUDICIARY**

**In addition to the Common Assurances:**

I/We assure that I/we had the opportunity to review, comment and/or participate to the level desired in the development of the Children, Youth and Families Needs Based Plan and Budget.

I/We assure that the plan accurately reflects the needs of children and youth served by the juvenile court.

I/We assure that the Juvenile Probation Office has actively participated in the development of the Children, Youth and Families Needs Based Plan and Budget.

Judicial Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Juvenile Court Judge(s)/ Designee

\_\_\_\_\_

Name

Signature

Date

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Name

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Signature

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Date

**COUNTY ASSURANCE OF FINACIAL COMMITMENT AND PARTICIPATION**

**THE SIGNATURES OF THESE COUNTY OFFICIALS REPRESENTS AN ACKNOWLEDGEMENT OF COUNTY COMMITMENT TO ADHERE TO THE COMMON AND EXECUTIVE ASSURANCES CONTAINED IN THE PRECEEDING PARAGRAPHS AS WELL AS COUNTY COMMITMENT TO PROVIDE THE LOCAL FUNDS SPECIFIED IN THE PLAN AS NECESSARY TO OBTAIN THE MATCHING STATE AND FEDERAL FUNDS BASED ON THE COUNTY'S PROPOSAL. THE LOCAL FUND COMMITMENT AS PROVIDED IN THE COUNTY'S PROPOSAL TOTAL \$\_\_\_\_\_.**

**Signature(s)**

**County Executive/Mayor**

_____	_____	_____
Name	Signature	Date

**County Commissioners**

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date