

FY 2011-12 NBPB

Commonwealth of
Pennsylvania

Office of Children,
Youth and
Families



**NEEDS BASED PLAN AND BUDGET
NARRATIVE TEMPLATE**

Budget Narrative Template

The following pages provide a template for counties to use to complete the narrative piece of the 2011-2012 Needs Based Plan and Budget. All narrative pieces should be included in this template; no additional narrative is necessary. Detailed instructions for completing each section are in the Needs Based Plan and Budget Bulletin, Instructions & Appendices.

The budget narrative is limited to a MAXIMUM of 50 pages, excluding charts, Special Grants Request Forms, and IL Documentation. All text must be in either 11-point Arial or 12-point Times New Roman font, and all margins (bottom, top, left, and right) must be 1 inch.

Note: On the following page, once the county inserts its name in the gray shaded text, headers throughout the document will automatically populate with the county name. Enter the county name by clicking on the gray shaded area and typing in the name.

Snyder County Children and Youth Services

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

Version Control	
Original Submission Date:	08/4/2010
Version 2 Submission Date:	
Version 3 Submission Date:	
Version 4 Submission Date:	

Section 2: NBPB Development

2-1: Executive Summary

- Submit an executive summary highlighting the major priorities, challenges, and successes identified by the county since its most recent NBPB submission. The summary should include any widespread trends or staffing challenges which affect the county, particularly those which impact all outcome indicators.

In 09/10, Snyder County Children and Youth Services focused on enhancing components of the Permanency Practice Initiative which was started in 08/09. In January 2009, the agency began holding three month reviews on all children in placement, including shared care responsibility. The agency doubled the number of referrals to Family Group Conferencing, as well as the number of held conferences. Family Finding was utilized for families accepted for ongoing services, in addition to those children who were placed outside their home. The local roundtable met more frequently and had a change in leadership. The new judge is very vested in enhancing services and the court experience provided to children and their families. Caseworkers and social services aides continue to participate in the Family Development Credentialing coursework. Over half of the direct service staff received their credential thus far. It is anticipated by the end of 2010/2011 all currently employed caseworkers and social services aides will have completed the Family Development Credentialing coursework.

In addition to enhancing the components of the Permanency Practice Initiative, the casework staff participated in a two-day training on child welfare trauma. This training focused on the trauma that children in the child welfare system frequently experience. Workers learned about the impact of trauma on a child's behavior, development, and relationships; ways to assess trauma; techniques in providing support to the child, their family, and caregivers; and how to manage their own professional and personal stress.

As with most Children and Youth Services agencies, recruiting and maintaining staff is a challenge. We had a caseworker vacancy since October 2009 that was not filled until July 2010. Initially, the County delayed filling the position until they were more confident with the State reimbursement due to the delay in resolving the State Budget of 2009/2010. The next challenge was having viable candidates on the civil service list. Finally, the County delayed the hiring when the employees filed a petition to have Union representation. Based on legal advice, all hiring was placed on hold until resolution. The Union petition delayed the hiring for four months. While one vacancy may not seem to be significant for most agencies, it is significant for a small county, as this one position represents ten percent of the agency's casework staff. The challenge was having a vacancy coupled with three out of nine caseworkers involved with the Family Development Credentialing coursework.

Lastly, one important service change in the County is the implementation of school-based mental health services. Snyder County Children and Youth Services does not provide this service, but has been an intricate partner in planning and coordination of services for children with mental health needs. The caseworkers frequently participate in the planning and assessment sessions with the child and their family. Services are coordinated, thus reducing duplication.

2-2a. Collaboration

Entity	County Engagement
County Children and Youth Agency Staff	Monthly staff meetings, including discussion of outcomes and suggestions for program improvement. NBPB is reviewed by supervisory staff.
Juvenile Probation Staff	JPO is a partner with the Integrated Family Services Council as part of the local roundtable for the Permanency Practice Initiative.
Juvenile Court and Family Court Judges and Legal Counsel for Parties	All parties of the court system remain involved in the planning process via the Integrated Family Services Council, which is the local roundtable.
Family Members and Youth, especially those who are or who have received services	We have community members that have received CYS, as well as other community services, on our ICS team who provide input. In addition, IL youth evaluate the IL program yearly. Several advisory board members also have been recipients of services and serve on the NBPB committee.
Child, Parent, and Family Advocates	We do not have a formal advocate system in Snyder County.
Mental Health and Mental Retardation service system	MH/MR serves on the Integrated Family Services Council, and participates in the committee to develop and review the ICSP submission.
Drug and Alcohol Service System	DA serves on the Integrated Family Services Council.
Early Intervention System	Early Intervention serves on multiple committees that review CYS and other community services. CYS also participates in EI community service day.
Local Education System	Both school districts are active members of the PPI roundtable and Integrated Family Services Council.
Community Organizations which provide support and services to children and families	The Agency participates in the local ministerium to support their efforts and to assure that there are no duplication of services.
Current Service Providers	Many service providers are active members of the Integrated Family Services Council including domestic violence, Nurse Family Partnership, Community Action Agency, AIDS Coalition, transportation services, Assistance Office, etc. These agencies work collaboratively in assessing community needs, providing input into meeting community needs, and evaluating these services.

2-2b. Data Collection Details

Resource	Data Collected	Date of Data
US Census	Population; poverty statistics	2009
County Assistance Office	Poverty statistics	2009 & 2010

2-3: Meeting Mandates

2-3a. PA Rules of Juvenile Court Procedure

- What steps are the county taking to address this mandate?

In 2008, the rules were reviewed by the agency solicitor, GAL, the Judge, JPO, and CYS. It was determined that we did not need to change the established protocol to meet the mandate.

2-3b. Truancy

- What steps are the county taking to address this mandate?

Several years ago, the Agency developed protocols with both school districts. The protocols have been revised every year in order to improve the referral process as well as to serve the families more timely manner. The Administrator meets with the specified school personnel at least twice each school year to review what is going well and what concerns need to be addressed in regards to all referrals to the agency, including truancy. The school districts are also part of the Integrated Family Services Council, which addresses a variety of community needs and solutions to these needs. No youth has been in formal placement solely as a result of truancy. According to the Department of Education statistics, the truancy rate for both school districts in Snyder County are very low as compared to statewide averages.

2-3c. Quality Assurance Process

- What steps are the county taking to address this mandate?

The program specialist is responsible for distributing the RMTS hits as well as verifying the workers' documentation of those hits. The program specialist maintains a file on the hits and corresponding documentation. IV-E reviews indicate that the agency's documentation and verification is handled correctly. The agency has not received any citations or recommendations for improvement with the documentation/ verification portion of the IV-E review.

The agency is currently in the beginning stages of establishing a formal continuous quality improvement policy and procedure. The program specialist has been participating in quarterly regional meetings on quality assurance and has been in contact with other agencies in an effort to gather tools and information. The program specialist and one of the supervisors also attended the CWT Supervisory Training Event on quality improvement. Preliminary discussions have already occurred with staff and two caseworkers have volunteered to serve on the agency's continuous quality improvement team, along with the administrator, program specialist, and supervisors. The agency hopes to eventually include family members, youth, and resource parents on this team, as well. The administrator, program specialist, and supervisors will

discuss and establish the parameters of quality improvement within the agency; this has been unexpectedly delayed due to a supervisor being on an extended leave.

The administrator, program specialist, and supervisors have been working together to make improvements within the agency's supervisory unit. The administrator has been facilitating discussions with the program specialist and supervisory staff based on the manual entitled, "Building a Model and Framework: Child Welfare Supervision," which was published by the National Resource Center for Family-Centered Practice and Permanency Planning and the National Child Welfare Resource Center for Organizational Improvement. These discussions have centered around the three primary areas of child welfare supervision: administration, education, and support. The unit has been making efforts to identify areas of strength and need and improve consistency between supervisors.

The program specialist has been restructuring and updating the agency's casework and law manuals in an effort to make them more user-friendly for staff. The program specialist has sought and received input from staff from all levels and units within the agency in doing so. As part of this effort, the agency is attempting to assure that staff have access to all current and applicable bulletins, special transmittals, and policy clarifications based on their role within the agency. The program specialist and administrator are also updating and revising all of the agency's policies and procedures to assure they are consistent with current laws, regulations, and policies from the state. The first manual, Administration, is completed and awaiting commissioner approval of the agency policies and procedures contained therein for finalization. Each manual will be provided and reviewed with agency staff upon completion. The remaining manuals include Fiscal, Major Laws and Regulations, Program, CPS, GPS, Placement, Permanency, IL, and Resource Parents. The intent of this project is to make this information easily accessible to staff for reference, ultimately aiding in quality improvement.

2-3d. Fostering Connections

What steps are the county taking to address this mandate?

The agency will utilize federal funding for SPLC as approved via the State plan. Currently, the agency provides subsidies to the permanent legal custodians, who are also federally defined kin, of two children. When the fiscal component is completed to invoice for federal funds for these children, the agency will comply.

The Independent Living worker, along with the child's caseworker, have completed transition plans for youth exiting placement at age 18 or older. The goal is to also use the transition plan template for those youth younger than age 18 prior to their discharge from care. The agency is working with Juvenile Probation to assure that delinquent children also have a transition plan prior to discharge.

Both school districts have worked with the Agency to either retain children in the same school district or, when it is in the child's best interest, to transition the child to the new school district. The Agency has a positive working relationship with the educational system. When the educational screens are released, the agency will screen the children as required.

The Agency has utilized the model forms for adoption assistance annual redetermination and tax credit awareness.

2-3e. Safety Assessment

- What steps are the county taking to address this mandate?

The Agency began implementation of the in-home safety assessment in February 2009. The program specialist serves as the county safety lead. The program specialist also participates in regular all-county conference calls. The Agency provides space for regional safety support sessions for supervisors. After initial challenges with implementation, the caseworkers and supervisors have adapted to the new process. We are awaiting responses to questions the Agency submitted over a year ago asking for clarifications on application of safety assessment, especially regarding non-custodial but involved parents.

The Agency intends to follow the same process to implement the out-of-home safety assessment and management process. After the county safety lead is trained, all direct service staff will be trained by the county safety lead. We anticipate to fully implement the out-of-home safety assessment and management process by June 30, 2011.

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

- What steps are the county taking to address this mandate?

The Agency has tracked casework contacts for several years as part of the caseworker evaluation and quality assurance. In relation to meeting this mandate, the workers have achieved 100% compliance in visiting with their children in placement on at least a monthly basis. The contacts that are considered acceptable are quality contacts in which the worker spends time with the child and the family to discuss elements of the Child Permanency Plan and progress toward the child's permanency goal. Contacts that are for transportation only do not count as quality contacts.

This Agency was chosen as an intervention county for the mobile technology pilot. The Agency received one notebook, which was given to a caseworker whose primary function is to serve children and families in foster care.

2-3g. Development Evaluation & Early Intervention Referral

- What steps are the county taking to address this mandate?

The Agency's social worker conducts the Ages and Stages screenings. The Agency screens children who are 59 months or younger and is the subject of an indicated/founded abuse report; children who are 59 months or younger and accepted for general protective services; and children who are 59 months or younger and in county custody (formal placement). During 200/2010, there were 20 referrals and 17 screenings conducted. The Agency makes referrals to Early Intervention as deemed appropriate based on the screen results.

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?

In 2005, the Agency developed a five-year plan for improving services to families improving the work environment for employees, enhancing caseworker skills, and improving outcomes as measured by the CFSR.

The Agency's weaknesses correlate to the five identified areas needing improvement statewide, however, strong efforts have been made. In relation to youth and family engagement, the agency sponsored the "Engaging the Absent Parent" sessions through the Child Welfare Program in the previous fiscal year. Two MSW / CWEL students conducted a research project to determine if the agency's services increased the involvement of the absent parent. As noted in last year's plan, the results were slightly encouraging, but the range of time was limited. Anecdotal information from caseworkers, supervisors, and parents indicate that the caseworkers are engaging the families more frequently and consistently by writing letters, making more telephone calls, and increasing home visits. The caseworkers also visit parents who reside outside of the county. The Independent Living review indicates that the youth are engaged in the development of their plan. The youth also provide input for improvements to the Independent Living program. The Agency has increased the utilization of Family Group Conferencing for the development of Family Service Plans and Child Permanency Plans.

With regards to timely permanence, the Agency has shortened the length of stay for those children who return home to their parents. Concurrent planning has improved in searching for essential connections for children. We continue to struggle with timeliness of termination of parental rights proceedings, which negatively impacts timeliness of permanency for children.

The Agency utilizes the mandated risk and safety assessment and management process. Caseworkers develop the Family Service Plan and Child Permanency Plan along with the family and based on the identified safety threats, protective capacities necessary to mitigate those safety threats, and also moderate/high risk factors. Much discussion has occurred with the local mental health and juvenile probation offices to consider implementing an assessment tool. No agreement has been reached.

In addressing transitional planning, the Agency has a successful Independent Living program and, along with the child's caseworker, the IL worker assists youth in developing a viable transition plan. The Agency will begin to utilize the transition plan template that was recently distributed. The Agency has very few youth leaving placement at age 18 or older. The majority of youth in placement return home prior to their 18th birthday, however, the Agency works with youth to develop an alternative plan if the return home disrupts past their 18th birthday.

The last area needing improvement was quality of practice. The newly hired program specialist has been working on revision of the Agency's caseworker manuals to make the manuals more user friendly, update the agency's policies and procedures contained therein, and ensure agency staff are provided with all current and applicable laws, regulations, bulletins, and special transmittals. The program specialist also serves as the agency's training liaison. The Agency has focused on staff recruitment and retention and has been successful in this area. The interview process has changed to incorporate the civil service video; the questions have changed in order to make a better determination of a good fit for the agency; and the persons interviewing have changed, as well. The orientation process has been extended and revised to

build a solid foundation of knowledge and support in order for new workers to be successful. The Agency has participated extensively with the Child Welfare Training Program for organizational effectiveness. As noted last year, the Agency participated in additional in-house trainings to enhance skills. We did lose two caseworkers during 2009/2010, one of which was encouraged to leave. The agency has improved the overall retention numbers. During monthly meetings, the supervisors and administrator are reviewing the publication, "Building a Model and Framework for Child Welfare Supervision," which emphasizes the supervisors' roles relating to education, support, and administration. It is the administrator's belief that developing a supportive and knowledgeable work environment will lead to improved retention. By retaining caseworkers, families generally receive better services, as they have the same worker throughout the life of their case. Research also supports this concept. The program specialist constantly reviews quality improvement with supervisory and casework staff. The program specialist has been networking with other agencies to learn about the tools used to assess the quality of services provided. The intent is to establish a policy and procedure for continuous quality improvement and begin assessing cases for quality during 2010/2011. Casework staff, in addition to the supervisors and administrator, will be included in the agency's continuous quality improvement team. We will refine or change our practices based on our findings.

In addition to the program specialist, the Agency has fully implemented all components of the Permanency Practice Initiative. Three-months court reviews have been occurring since January 2009. Family Group Conferencing has been a part of the Agency's practice since 2002, with conferences beginning in 2004. The Agency has refined the delivery of this planning process during 2009/2010 and has more than doubled completed conferences. The local roundtable has been redefined and continues to improve in networking and improvement with the delivery of services. Family Development Credentialing has completed one round and is over halfway through the second round of training. Agencies that have or are currently participating are Child Development, Community Action Agency, Children and Youth, AmeriCorps, Intermediate Unit, and Family Literacy.

2-3i. Shared Case Responsibility

- What steps are the county taking to address this mandate?

In 2009, the courts, juvenile probation, and children and youth met to review the draft bulletin and began to develop a written protocol regarding shared case responsibility. When it was apparent that the draft bulletin was going to be revised, these agencies decided to postpone further development of local protocol. However, juvenile probation and children and youth have a positive working relationship and continued with our current practice, in which juvenile probation makes referrals to children and youth if their assessment indicates a need. Both agencies have shared responsibilities for youth who were adjudicated shared case responsibility. Both departments ended the practice of correlating shared case responsibility with funding when the State clarified that this practice was inappropriate.

After the release of the new bulletin, both judges, juvenile probation, and children and youth met to review the bulletin and to develop a formal protocol. The draft protocol is written, but some elements have not been completely implemented at this time. The draft policy and procedure was sent to the regional office as requested. Both agencies will fully implement the protocol by October 1, 2010.

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

- What steps are the county taking to address this mandate?

The court is preparing a letter to inform local attorneys who currently serve as GAL and who have served in the past of the requirement to complete pre-service training. Currently, the primary attorney who serves as GAL has done so for the past three years. The only time the children receive another GAL is if this attorney has a conflict of interest, which is fairly rare. The local court, in partnership with children and youth, is sponsoring a breakfast meeting to disseminate information on court preparation for children and the effects of abuse and neglect on child development. The tentative date to hold the meeting is October 2010.

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

- What steps are the county taking to prepare to address this mandate?

The Agency has designated the Independent Living worker to collect the data and to report the data to be in compliance with this requirement. The Agency does not anticipate data collection or reporting to be challenging, with the exception of youth in the delinquency system. The Agency isn't always aware of delinquent youth on a timely basis, although this has improved and, with the implementation of the shared case responsibility procedures, it is anticipated that the Agency will be more readily aware of delinquent youth in placement.

2-3l. Emergency and Disaster Planning

- What steps are the county taking to address this mandate?

The Agency prepared a disaster plan in collaboration with emergency services and the information technology service provider. The County needs to update the plan, as the information technology provider has changed. In addition, the department head for emergency services has also changed. The plan is to revise the disaster plan during 2010/2011.

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

- What steps are the county taking to address this mandate?

Snyder County Children and Youth Services does not intend to apply for this grant.

If your county is currently receiving Federal IV-B TLFR grant funds and you are requesting a continuation of TLFR program with state funds please answer the following questions:

- 1) The desired outcomes for the TLFR program may include a combination of the following:
 - a. Reduce the length of time that children spend in foster care.
 - b. Reduce the re-entry rates for children returning to county custody.
 - c. Reduce the number of placement moves for children in foster care.
 - d. Increase the stabilization of families who have a child in foster care in order to facilitate reunification with the family within 15 months.
 - e. Increase the rates and timeliness of reunification of children with their families.

- f. Increase the success in locating absent parents as permanent resources for their children.
- g. Enhance the working relationships between the CCYA and other agencies and service providers at the county and community levels to support families.
- h. Enhance the CCYA's use of child profiles and child preparation for children in placement with a goal of reunification.

Each CCYA must select a minimum of three outcomes. Identify and describe the outcome goals for your grant program from SFY 2008-2009 to SFY 2010-2011. Identify and describe if you plan to make any changes to your goals for SFY 2011-2012.

- 2) Identify and describe the results of the program during the grant funding period. i.e. How many children were reunified within 15 months? How many placements did the children experience?
- 3) What services and activities do you plan for SFY 2011-2012?
- 4) What changes, if any, will you be making to the program at the conclusion of the grant funding?
- 5) Did you realize any under spending of TLFR funds during any SFY?
 - a. If yes, please explain what changes, both programmatic and administrative, that you have made to ensure that you do not have under spending for SFY 2011-2012.

Section 3: General Indicators

3-1: County Information/Background

Population and poverty trends

According to the U. S. Census Bureau the population of Snyder County in 2008 was 38,074 of which 51 percent were females and 49 percent were males. The median age was 37.8 years. Twenty-two percent of the population was under 18 years and 14 percent was 65 years and older.

In addition, 9 percent of the population live in poverty; 8 percent of related children under 18 were below the poverty level, as compared with 11 percent of people 65 years old and over. Five percent of all families and 24 percent of families with a female head of household had incomes below the poverty level.

According to the Snyder County Assistance Office, a comparison of utilization of benefits in March 2009 and March 2010 revealed an increase in utilization of all benefits. There was a 1.3% increase in cash assistance, 7.3% increase in medical assistance benefits, and most significantly a 31.9% increase in SNAP (food stamps). In comparison with the statewide numbers, utilization of SNAP increased by 19.8% therefore Snyder County has exceeded statewide utilization of this benefit.

The impact of poverty is significant, especially in regard to transportation costs. Snyder County does not have public transportation. The County does provide transportation services through other government funding, but the restrictions of this transportation service limit its accessibility for families. The Agency has provided more gas cards to families in order to access services, such as counseling, visit with their children in placement, and work programs.

When the agency is fully staffed, the agency is able to meet desired outcomes. The challenge at times is keeping quality staff.

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

The Agency has implemented all the corrective actions as written and approved by the state reviewers. The majority of citations were errors with specific workers or a specific case and not systemic errors. No resources or changes need to be made, as policies are in effect that address the citations. Errors occurred due to not following established policies.

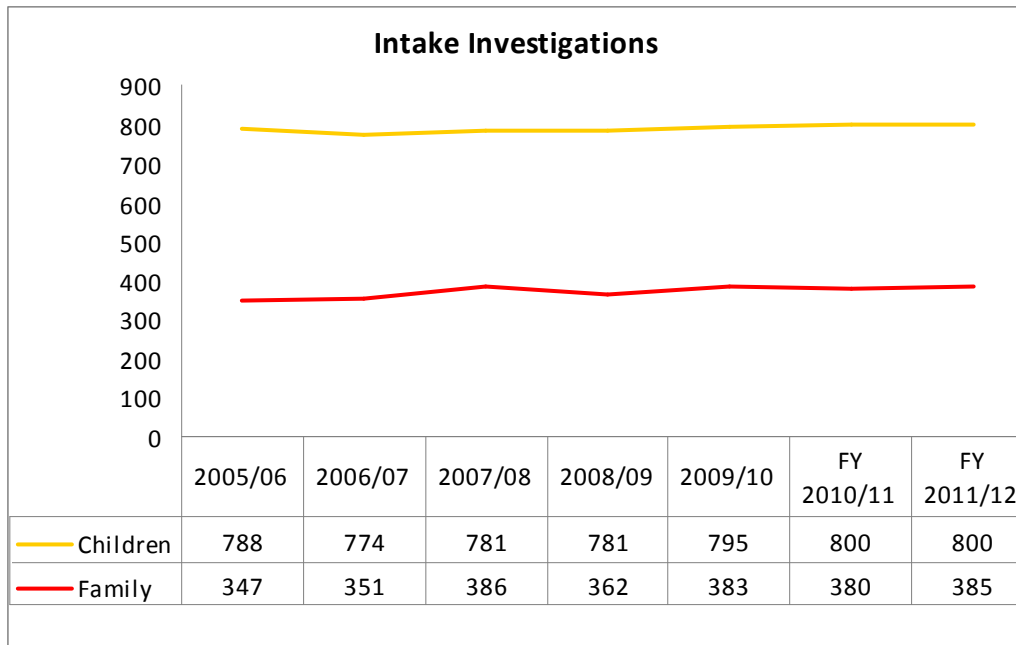
Other Changes or Important Trends

The significant changes or challenges that occurred in 2009/2010 were related to staffing issues. A caseworker position was vacated in October 2009 and was not filled until July 2010. In addition to the reduction of one caseworker by vacancy, two caseworkers were out on family medical leave for 12 weeks. While this small number does not appear significant to larger counties, it is very significant to a small county, as these workers represent 30% of the agency's casework staff. At this time, it is unknown if the staff reduction has impacted client outcomes. When the data from HZA is released for the later part of 2009/2010, the Agency will better determine the impact of the lack of staff. However, antidotal information indicates increased

stress on the remaining staff to meet response times, to complete the appropriate paperwork and dictation, and to complete additional tasks, such as the homework for the Family Development Credentialing curriculum. Adding the responsibilities of the Family Development Credentialing portfolio in addition to the regular duties was overwhelming for many workers and a taxing stressor for those caseworkers not participating in the credentialing process. The caseworkers not participating in Family Development Credentialing had to cover for those individuals in the credentialing program on training days.

3-2a. Intake Investigations

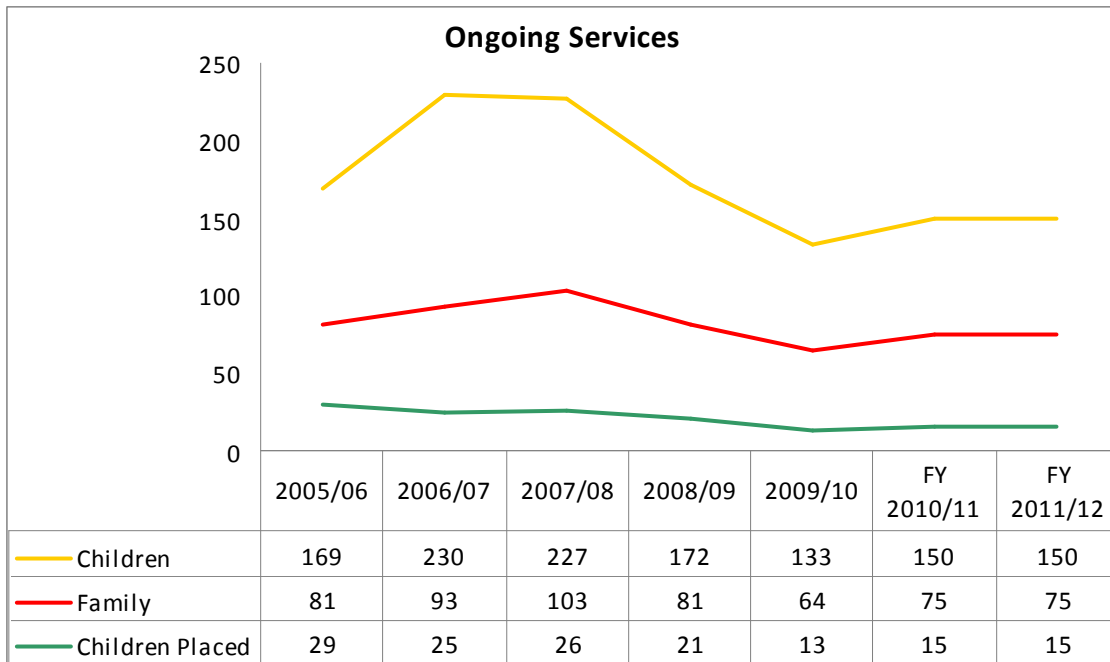
Insert the Intake Investigations Chart (Chart 1) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



Intake investigations have increased slightly over the five years by approximately 11.5%. This is not a substantial increase. The trend line is fairly stable with the number of referrals. What isn't reflected on the chart would be the types of referrals received. Even though the number of referrals isn't significantly higher, there has been an increase in referrals involving illegal drugs and misuse of prescription drugs. There has also been an increase in referrals involving mental health concerns of the parents and/or children living in the home.

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.

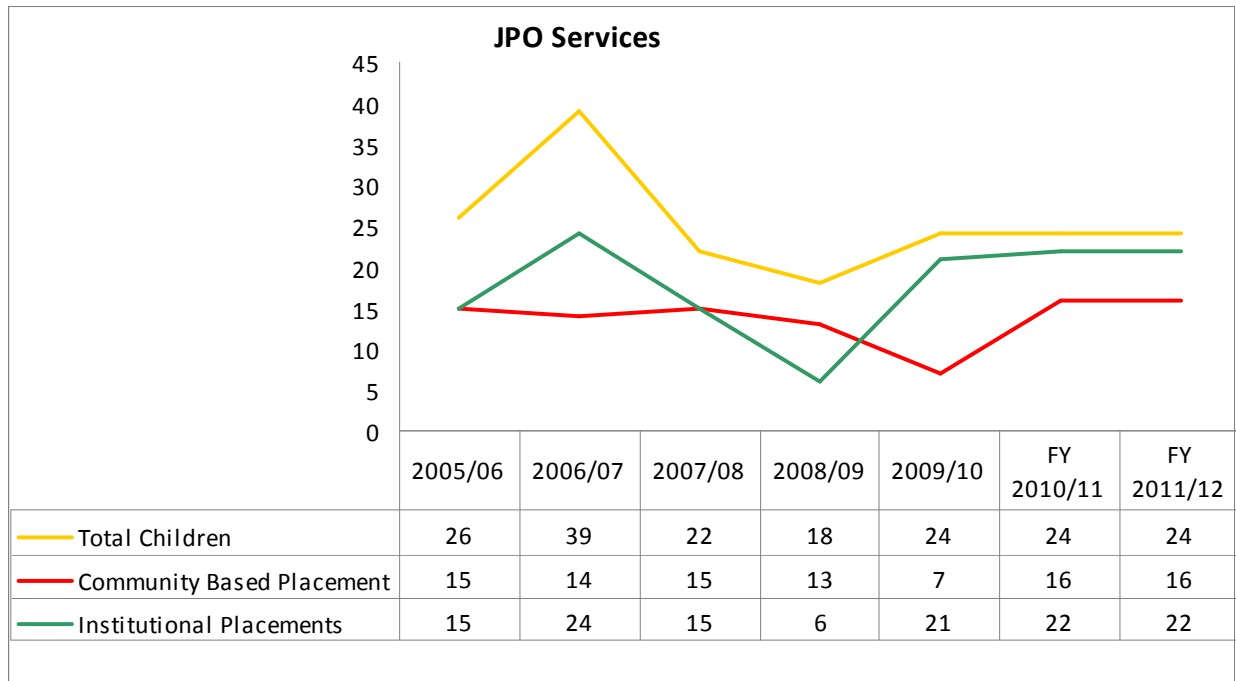


The five-year trend indicates a decrease in the number of children and families accepted for ongoing services. The Agency has restructured, increasing the number of caseworkers handling assessments and providing intensive services during the assessment period. Many families are able to make the necessary changes during the 60-day assessment period and are, therefore, not in need of continued services by the agency, thus reducing the ongoing service numbers.

There has been a 55% reduction of children placed in foster care over the past five years. Significant factors leading to this reduction include a better-trained workforce, retention of caseworkers, increased utilization of Family Group Conferencing, an increase in informal placements, and increased court involvement.

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.

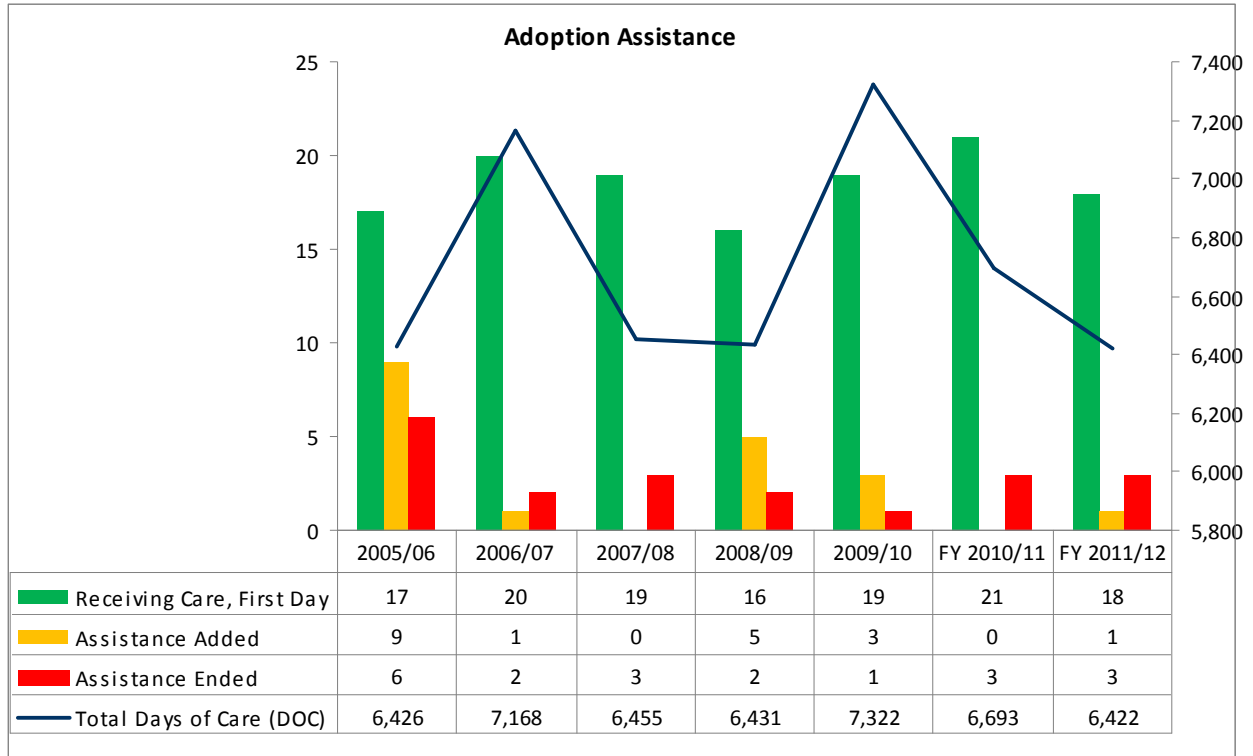


Other than the increase in 06/07, the total number of children served has remained fairly constant. The spike in 06/07 was due to significant criminal activity resulting in several youth placed in institutional settings. 09/10 numbers mirrored other years for placement types, with the exception of 08/09 when community-based placements were more heavily utilized rather than institutional placements. Probation attempts to utilize home-based services, such as Multi-Systemic Therapy and Family Preservation Services to prevent placements.

Children and Youth Services

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.

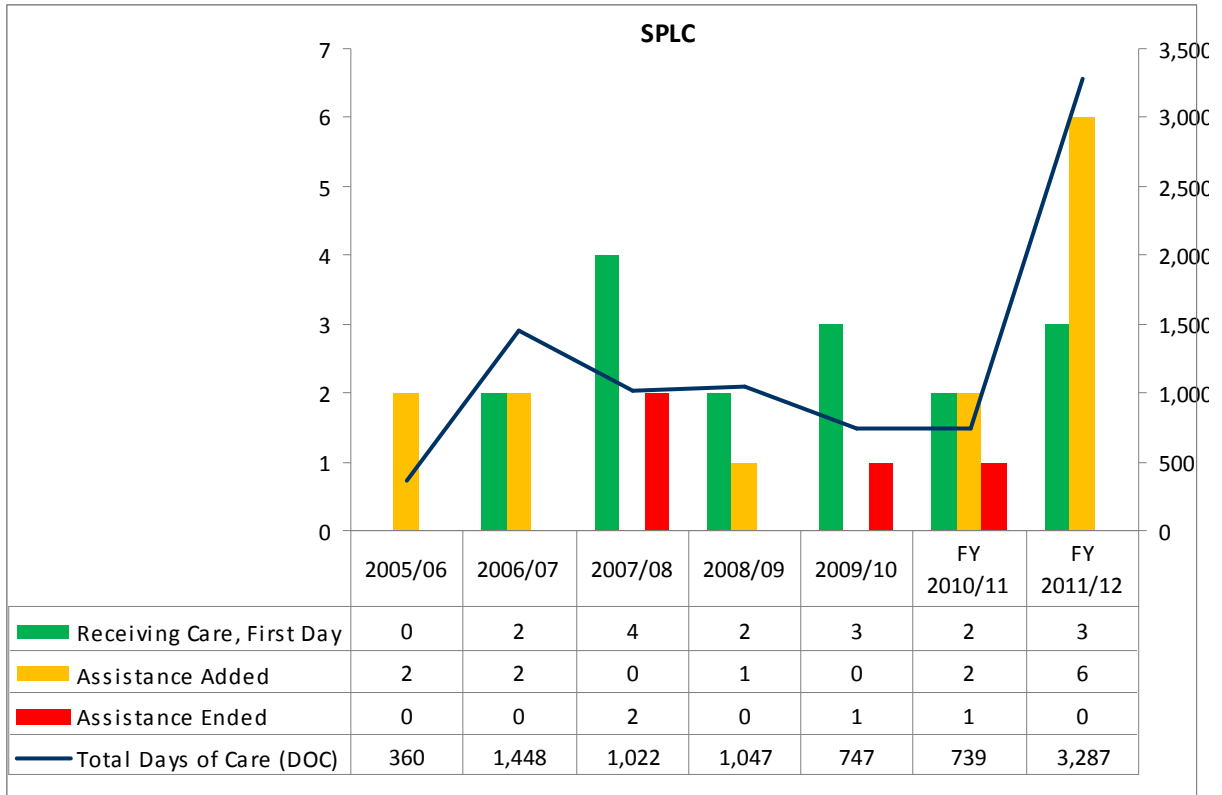


09/10 was the highest year of utilization of adoption assistance in terms of days of care. It is anticipated that the days of care will be reduced as more children are returning home or achieving permanency through permanent legal guardianship as opposed to adoption.

Children and Youth Services

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.



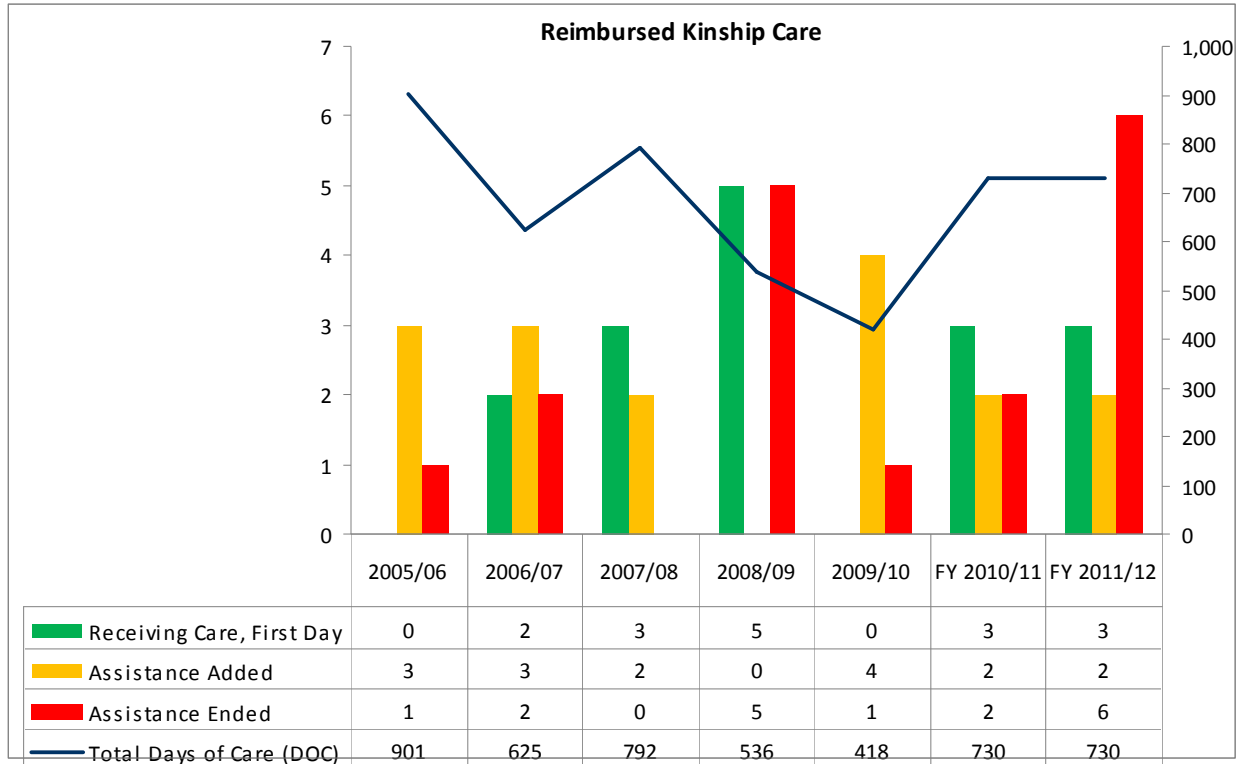
09/10 showed a reduction in SPLC, however, it is anticipated that the number of children utilizing SPLC will greatly increase in 11/12. Currently, there are six children who are expected to move into a kinship arrangement and achieve permanency through SPLC as opposed to adoption. Two of the children are older and have voiced their permanency desires. The other four children have a strong bond with their mothers, making termination of parental rights unlikely. Therefore, SPLC is a viable permanency option for these children.

The trend difference from last year's projections is a likely increase in SPLC to achieve permanency verses achieving permanency through adoption. The factors that led to this trend are the noted desires of the children, the opinions of the potential custodians (who are also kin) not wanting parental rights terminated as these are family members, and the unlikelihood of termination of parental rights due to a strong bond with a parent.

Children and Youth Services

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.



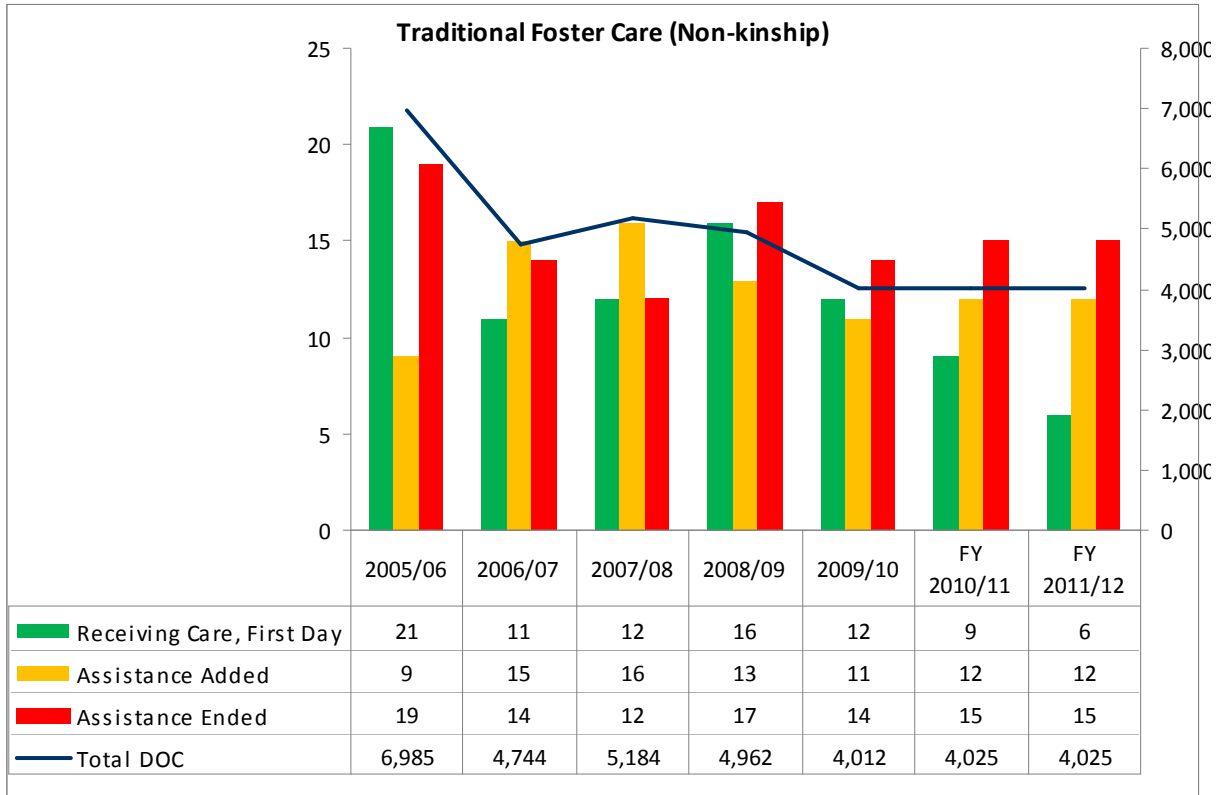
The Agency attempts to utilize kinship care whenever possible. Utilization of kinship is very small and, therefore, difficult to draw any conclusions on trends. 09/10 was the lowest days of care during the five years identified on the chart. This reduction of days in care was due to one child only being in kinship placement a short period of time, as compared to the length of time in care for other children in kinship care.

It is anticipated that several of the children currently in traditional foster care will move into kinship care and then to SPLC during 10/11 and 11/12.

Children and Youth Services

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.

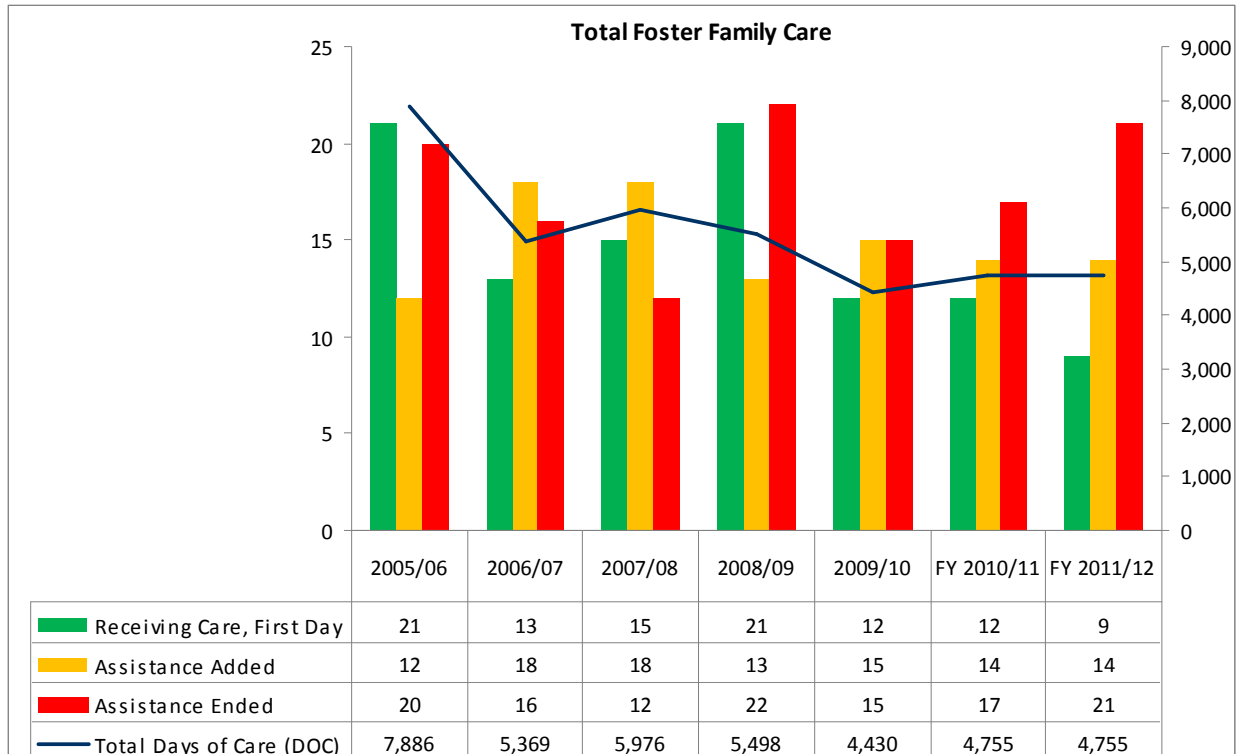


The trend of children entering and leaving traditional foster care has remained fairly constant. The most notable difference is that the days of care are significantly shorter. While the agency may not be placing fewer children, the length of stay has shortened, thus reducing the total days of care. Factors that impact the reduction of days of care is the increased efforts to locate kin, increased awareness by the parents of the Adoption and Safe Families Act due to frequent reminders from the caseworkers and the court, increased utilization of Family Group Conferencing, and increased court reviews.

Children and Youth Services

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.

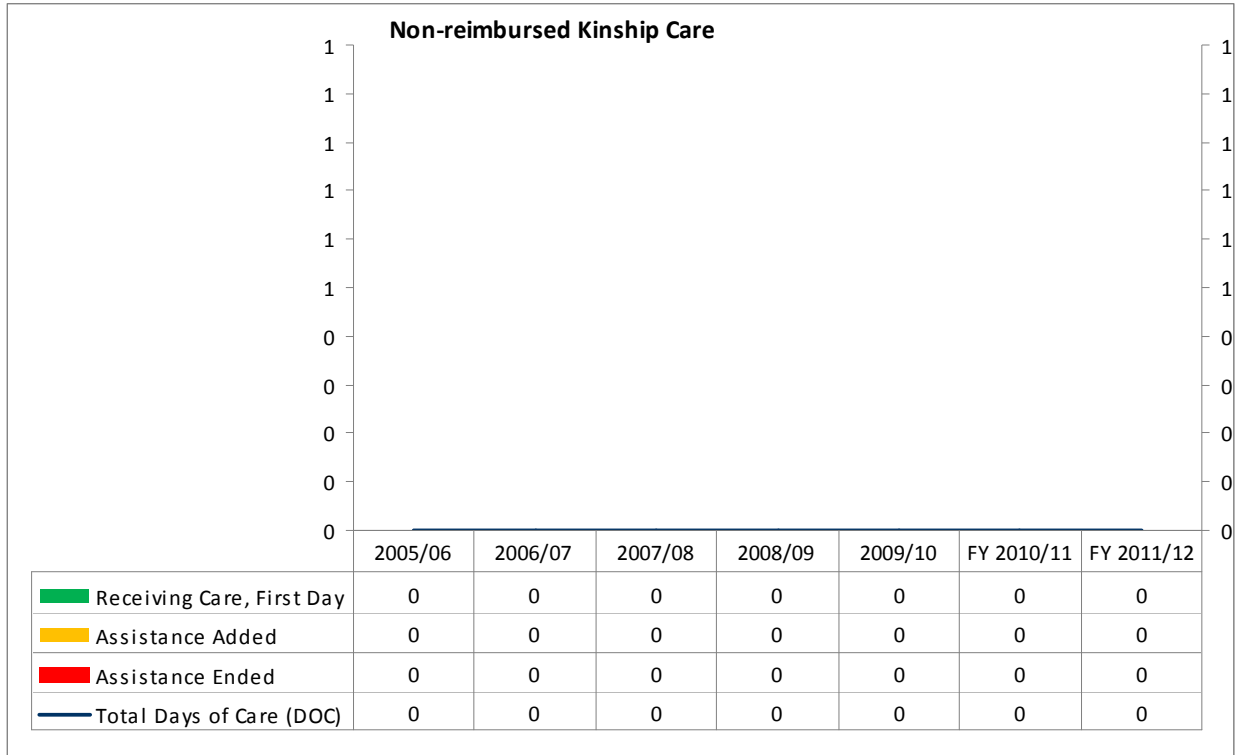


As noted previously the number of children entering and exiting foster care remains fairly constant, but the significant difference is the days of care. There has been a reduction of 44% in days of care from 05/06 to 09/10. Factors that contribute to the reduction were identified in the previous chart.

Children and Youth Services

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.

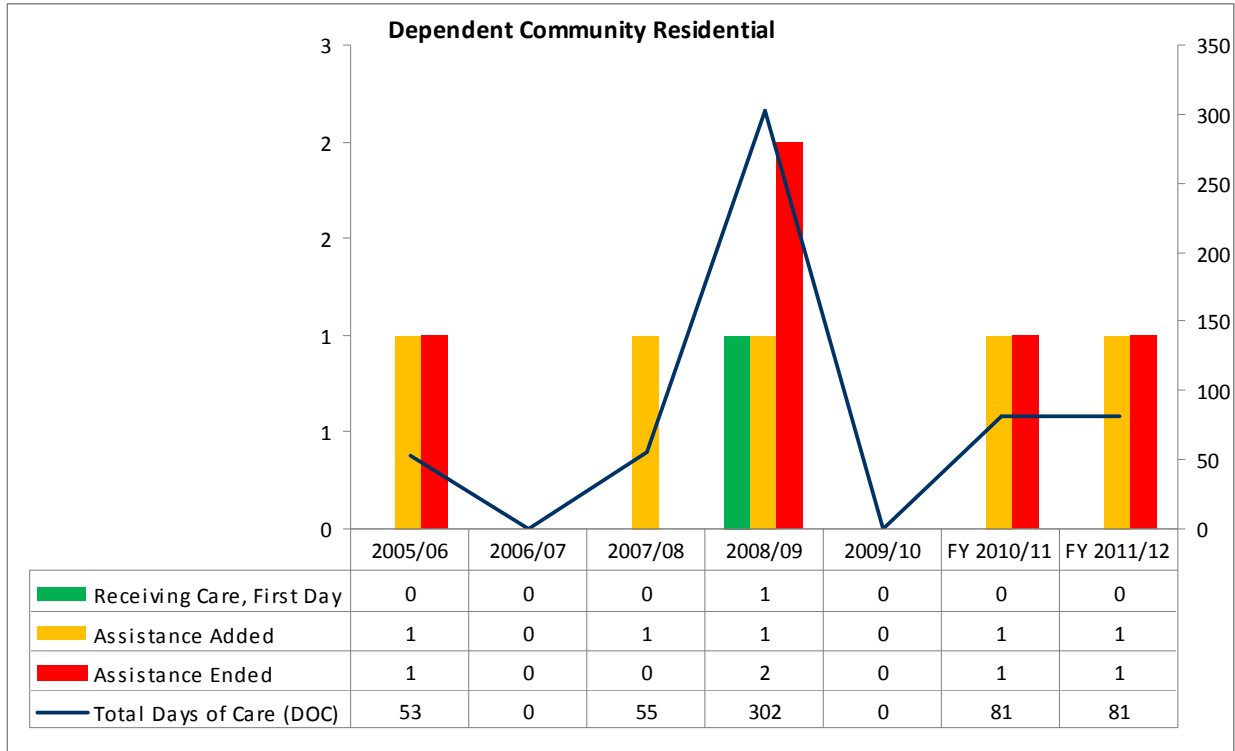


No trends. If the family desires to become a kinship provider, they do so requesting payment for these services. We have several families who provide care for their kin that are informal arrangements. These families have been informed of their opportunities to provide formal kinship care, but have declined the offer.

Children and Youth Services

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.

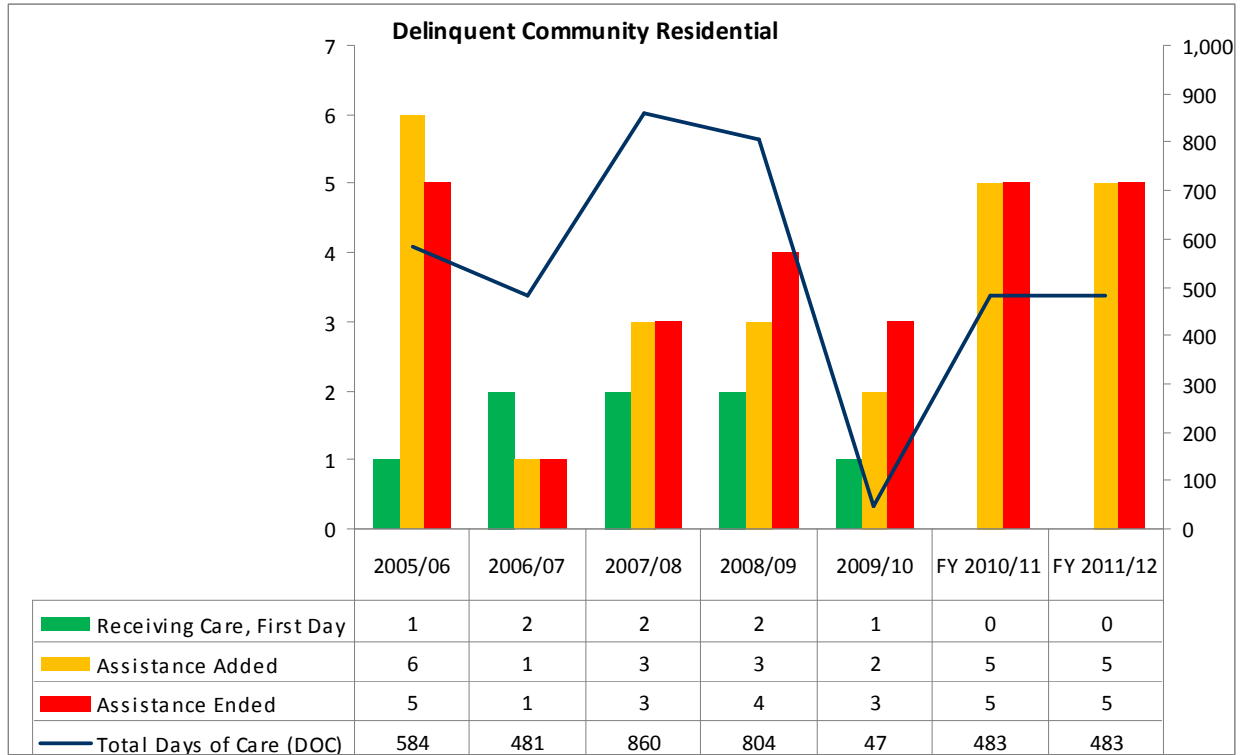


The numbers are statistically insignificant due to the small placement population in this category. There are no notable trends or factors that impact this placement type.

Children and Youth Services

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.

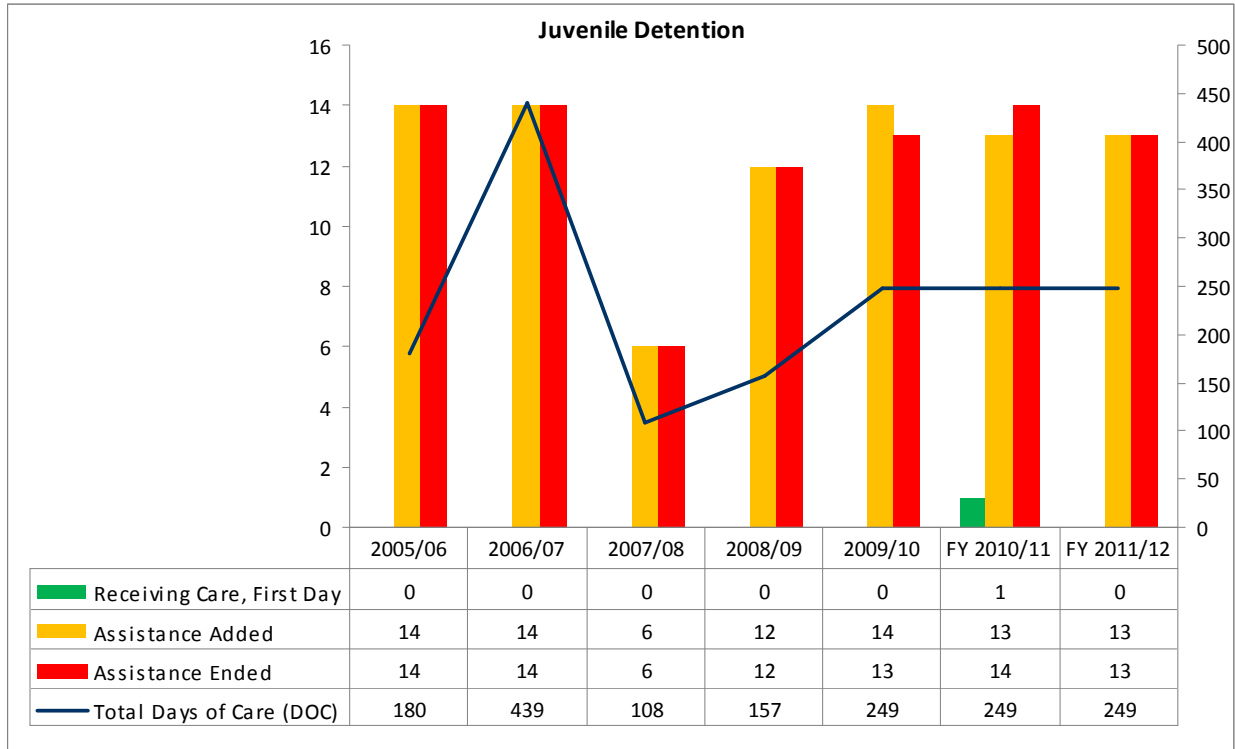


JPO significantly reduced their utilization of community residential placements in 09/10. JPO attempts to utilize least restrictive placements, but is not always able to do so based on the needs of the delinquent child and/or the safety of the community. What can be noted is that, even though the placement numbers are somewhat constant, the days of care were significantly reduced, as some youth needed to transition into a more restrictive placement setting.

Children and Youth Services

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.

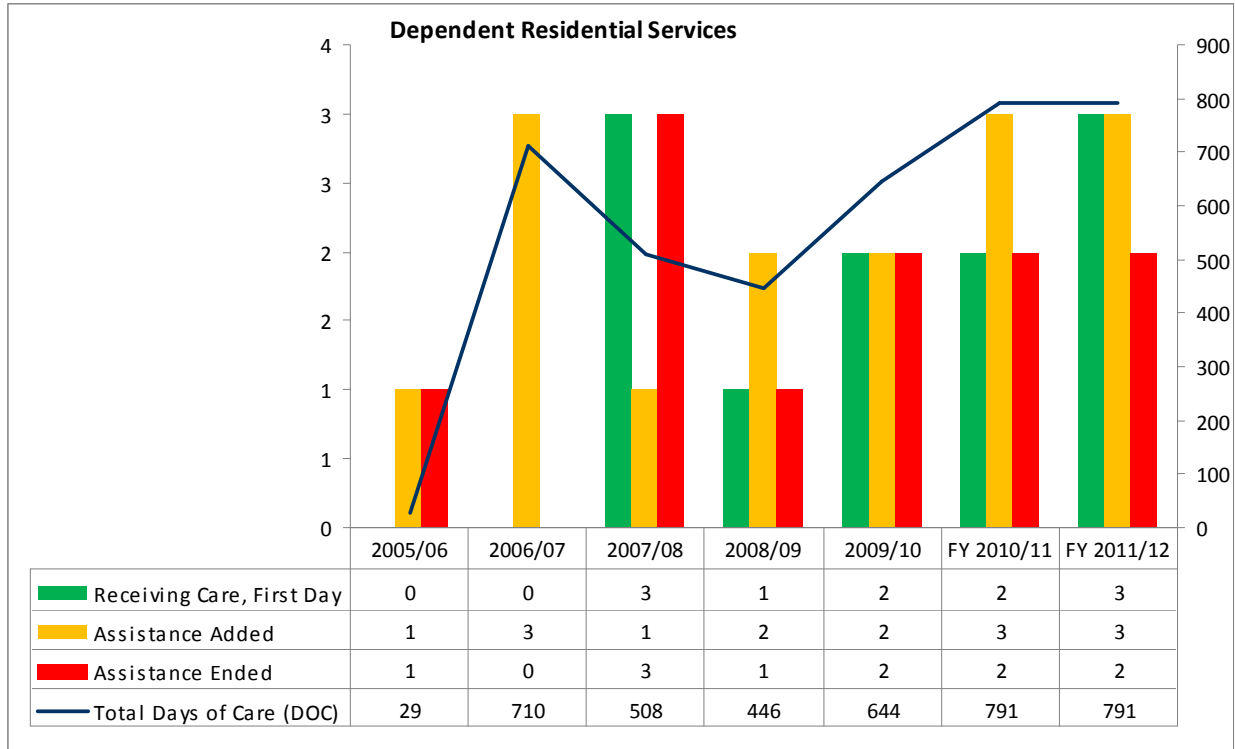


With the exception of 07/08, the number of delinquent youth in juvenile detention is fairly constant. There are no significant trends or factors with this placement type.

Children and Youth Services

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.

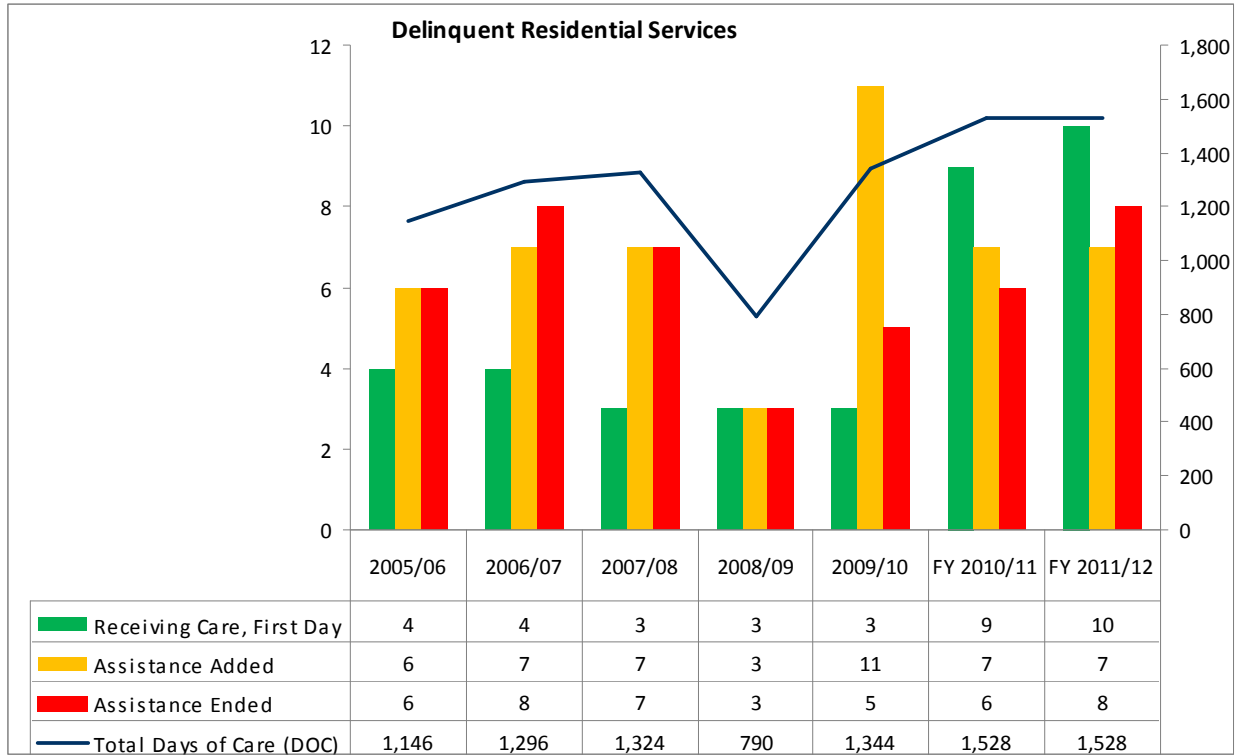


Due to the small numbers of children utilizing dependent residential services, there is no trend or factors that make an impact on utilization. The Agency attempts to utilize least restrictive placements, as illustrated by the lack of children in this placement setting. In 09/10, 2 of the 4 youth were in residential treatment facilities for a combined total of 527 days of care.

Children and Youth Services

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.

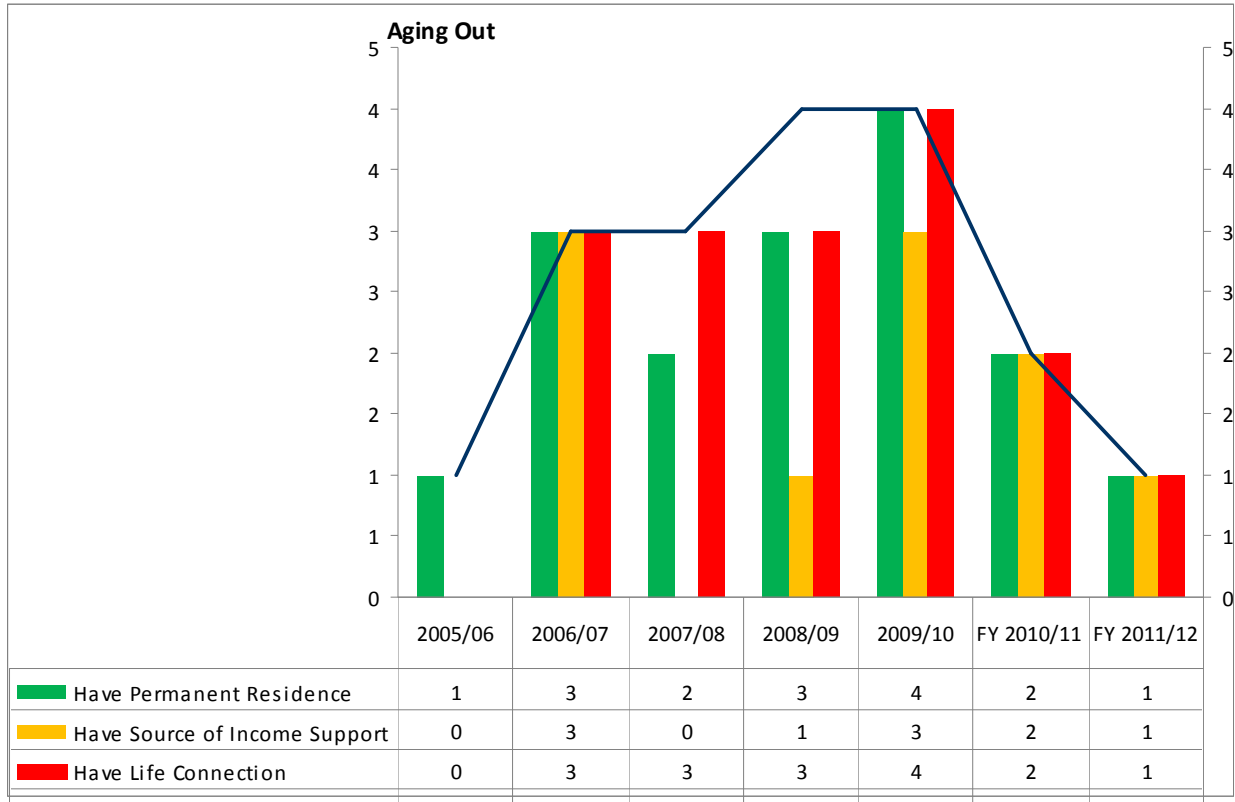


The most significant highlight of this five-year comparison is the increased utilization of the number of youth placed in residential services in 09/10. However, the days of care did not increase proportionately, indicating that the length of stay is shorter than in previous utilizations of this placement type. In 09/10, 3 youth were in residential treatment facilities for a total of 167 days of care.

Children and Youth Services

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 majority of youth discharged from placement at age 18 or older have a permanent residence, a source of income and at least one life connection. For most youth, they have substantially more than one life connection. No significant trends.

Children and Youth Services

3-2f. General Indicators

3-2: General Indicators

Type in PURPLE boxes only (blue for Excel 2007 users)

County Number:

Class

#N/A

#N/A

Copy Part 1 for Narrative insertion

Copy Part 2 for Narrative insertion

Print

3-2a. Service Trends

Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected FY 2010/11	FY 2011/12	2005-09 % Change
Intake Investigations								
Children	788	774	781	781	795	800	800	0.9%
Family	347	351	386	362	383	380	385	10.4%
Ongoing Services								
Children	169	230	227	172	133	150	150	-21.3%
Family	81	93	103	81	64	75	75	-21.0%
Children Placed	29	25	26	21	13	15	15	-55.2%
JPO Services								
Total Children	26	39	22	18	27	24	24	3.8%
Community Based Placement	15	14	15	13	7	16	16	-53.3%
Institutional Placements	15	24	15	6	24	22	22	60.0%

3-2b. Adoption Assistance

Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected FY 2010/11	FY 2011/12	2005-09 % Change
Adoption Assistance								
Receiving Care, First Day	17	20	19	16	19	21	18	11.8%
Assistance Added	9	1	0	5	3	0	1	-66.7%
Assistance Ended	6	2	3	2	1	3	3	-83.3%
Total Days of Care (DOC)	6,426	7,168	6,455	6,431	7,322	6,693	6,422	13.9%

3-2c. SPLC

Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected FY 2010/11	FY 2011/12	2005-09 % Change
Subsidized Permanent Legal Custodianship								
Receiving Care, First Day	0	2	4	2	3	2	3	#DIV/0!
Assistance Added	2	2	0	1	0	2	6	-100.0%
Assistance Ended	0	0	2	0	1	1	0	#DIV/0!
Total Days of Care (DOC)	360	1,448	1,022	1,047	747	739	3,287	107.5%

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3-2d. Placement Data							
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected FY 2010/11	FY 2011/12
Traditional Foster Care (non-kinship)							
Receiving Care, First Day	21	11	12	16	12	9	6
Assistance Added	9	15	16	13	11	12	12
Assistance Ended	19	14	12	17	14	15	15
Total DOC	6,985	4,744	5,184	4,962	4,012	4,025	4,025
Reimbursed Kinship Care							
Receiving Care, First Day	0	2	3	5	0	3	3
Assistance Added	3	3	2	0	4	2	2
Assistance Ended	1	2	0	5	1	2	6
Total Days of Care (DOC)	901	625	792	536	418	730	730
Foster Family Care (Total of 2 above)							
Receiving Care, First Day	21	13	15	21	12	12	9
Assistance Added	12	18	18	13	15	14	14
Assistance Ended	20	16	12	22	15	17	21
Total Days of Care (DOC)	7,886	5,369	5,976	5,498	4,430	4,755	4,755
Non-reimbursed Kinship Care							
Receiving Care, First Day	0	0	0	0	0	0	0
Assistance Added	0	0	0	0	0	0	0
Assistance Ended	0	0	0	0	0	0	0
Total Days of Care (DOC)	0	0	0	0	0	0	0
Dependent Community Residential							
Receiving Care, First Day	0	0	0	1	0	0	0
Assistance Added	1	0	1	1	0	1	1
Assistance Ended	1	0	0	2	0	1	1
Total Days of Care (DOC)	53	0	55	302	0	81	81
Delinquent Community Residential							
Receiving Care, First Day	1	2	2	2	1	0	0
Assistance Added	6	1	3	3	2	5	5
Assistance Ended	5	1	3	4	3	5	5
Total Days of Care (DOC)	584	481	860	804	47	483	483
Juvenile Detention							
Receiving Care, First Day	0	0	0	0	0	1	0
Assistance Added	14	14	6	12	14	13	13
Assistance Ended	14	14	6	12	13	14	13
Total Days of Care (DOC)	180	439	108	157	249	249	249

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Dependent Residential Services								
Receiving Care, First Day	0	0	3	1	2	2	3	
Assistance Added	1	3	1	2	2	3	3	
Assistance Ended	1	0	3	1	2	2	2	
Total Days of Care (DOC)	29	710	508	446	644	791	791	
Delinquent Residential Services								
Receiving Care, First Day	4	4	3	3	3	9	10	
Assistance Added	6	7	7	3	11	7	7	
Assistance Ended	6	8	7	3	5	6	8	
Total Days of Care (DOC)	1,146	1,296	1,324	790	1,344	1,528	1,528	
3-2e. Aging Out Data								
	FY	FY	FY	FY	FY	Projected		
Indicator	2005/06	2006/07	2007/08	2008/09	2009/10	FY	FY	
Aging Out						2010/11	2011/12	
Number of Children Aging Out	1	3	3	4	4	2	1	
Have Permanent Residence	1	3	2	3	4	2	1	
Have Source of Income Support	0	3	0	1	3	2	1	
Have Life Connection	0	3	3	3	4	2	1	

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?

Determination of a family being accepted for ongoing services is based on the identification of safety threats and whether there are protective capacities to mitigate them, the presence of moderate/high risk factors, and the family's need for services to prevent or address issues relating to abuse/neglect or dependency. If the family is able to sufficiently address these issues during the 60-day assessment period in order for the child to remain safely in the home, the case would not be accepted for ongoing services, but closed after the assessment period. When a safety plan is in place or when the overall risk to the children is moderate/high, families are accepted for services.

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➤ 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.

Snyder County Children and Youth Services is not initiating new programs or enhancing existing programs.

- ❑ In the specific budget adjustment forms for new initiatives or services, identify cost savings and reduced rates, and provide evidence that the new program is less expensive or more effective than the current service.

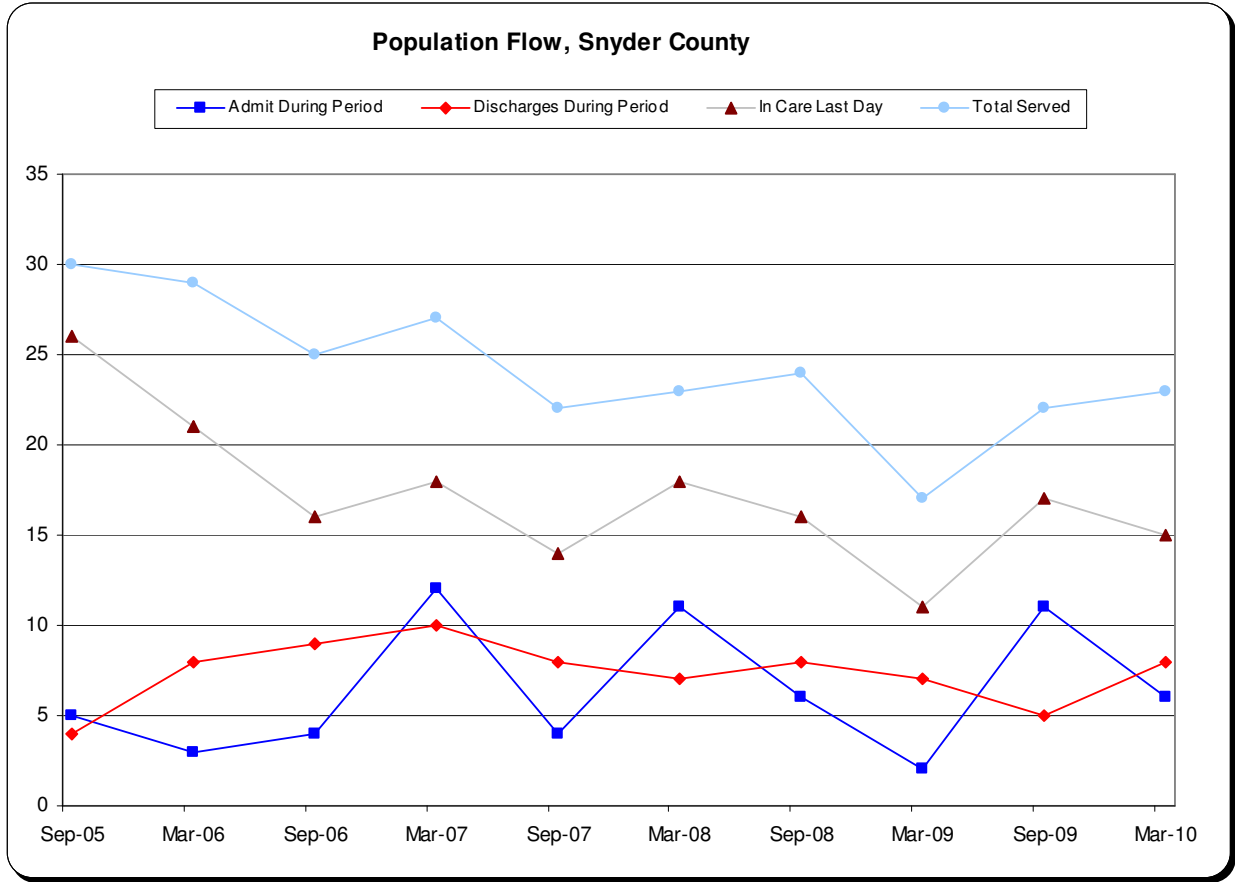
- ❑ For enhanced programs, describe how the program is effective.

- ❑ For enhanced programs, discuss the expected level of program improvement, and describe how the program will reduce costs or the rate of future cost increases.

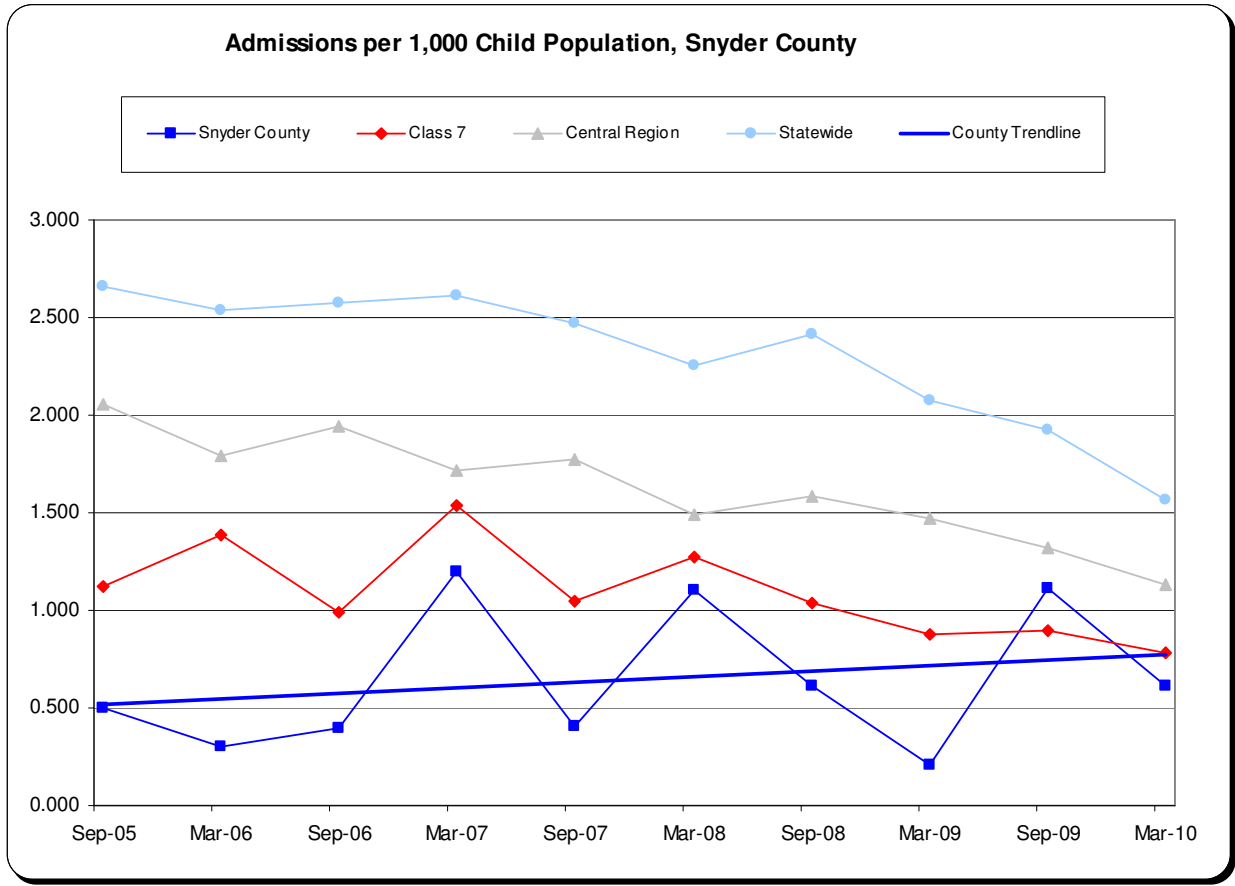
Section 5: Outcome Indicators

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

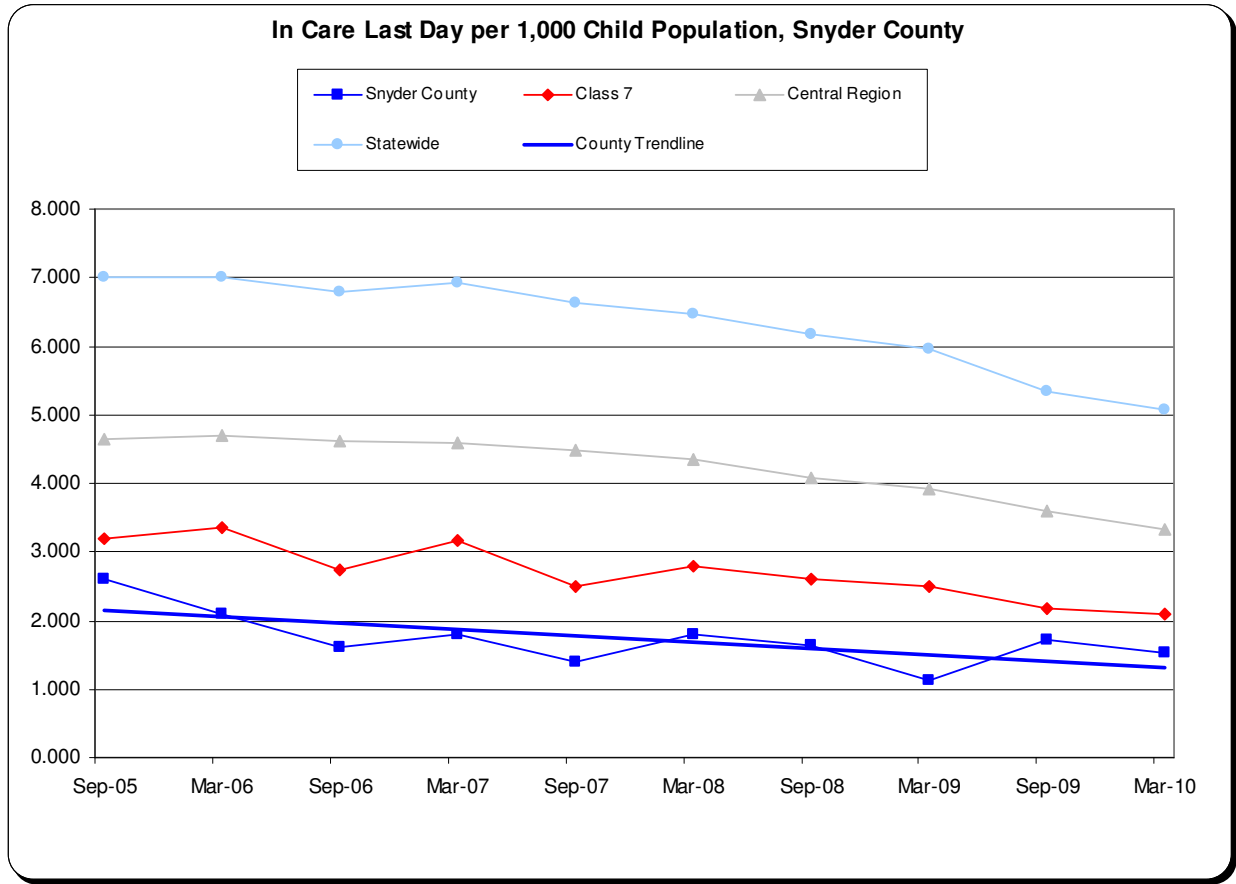
On the following pages, paste up to three charts from the HZA data. Each chart should be pasted on a separate page.



Children and Youth Services



Children and Youth Services



- ❑ 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?

Snyder County's admissions, discharges, children served, and in care per 1,000 were significantly lower than other seventh class counties, as well as the central region and statewide data.

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

There are no significant differences in comparing entries, exits, or rate per 1,000 during the six identified time periods. No demographic factors impact the rate of entries, exits, or rates.

Children and Youth Services

- ❑ 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.

The rates aren't statistically significant with very small variances during each time period and between several years.

The agency has focused on increased skill development of caseworkers and an increase of staff stability. The agency staff completed the Solution-Focused Interviewing and Engaging Absent Fathers TOL packages. For the past five years, the agency improved hiring methods, the orientation process, and the casework manual. The agency also increased the pay scale and made positive gains in the work environment, all of which contributed to better services to clients. The Agency also brought Family Preservation Services and Family Group Conferencing in-house, rather than purchasing these services.

- ❑ 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)?

No significant statistical impact for Snyder County.

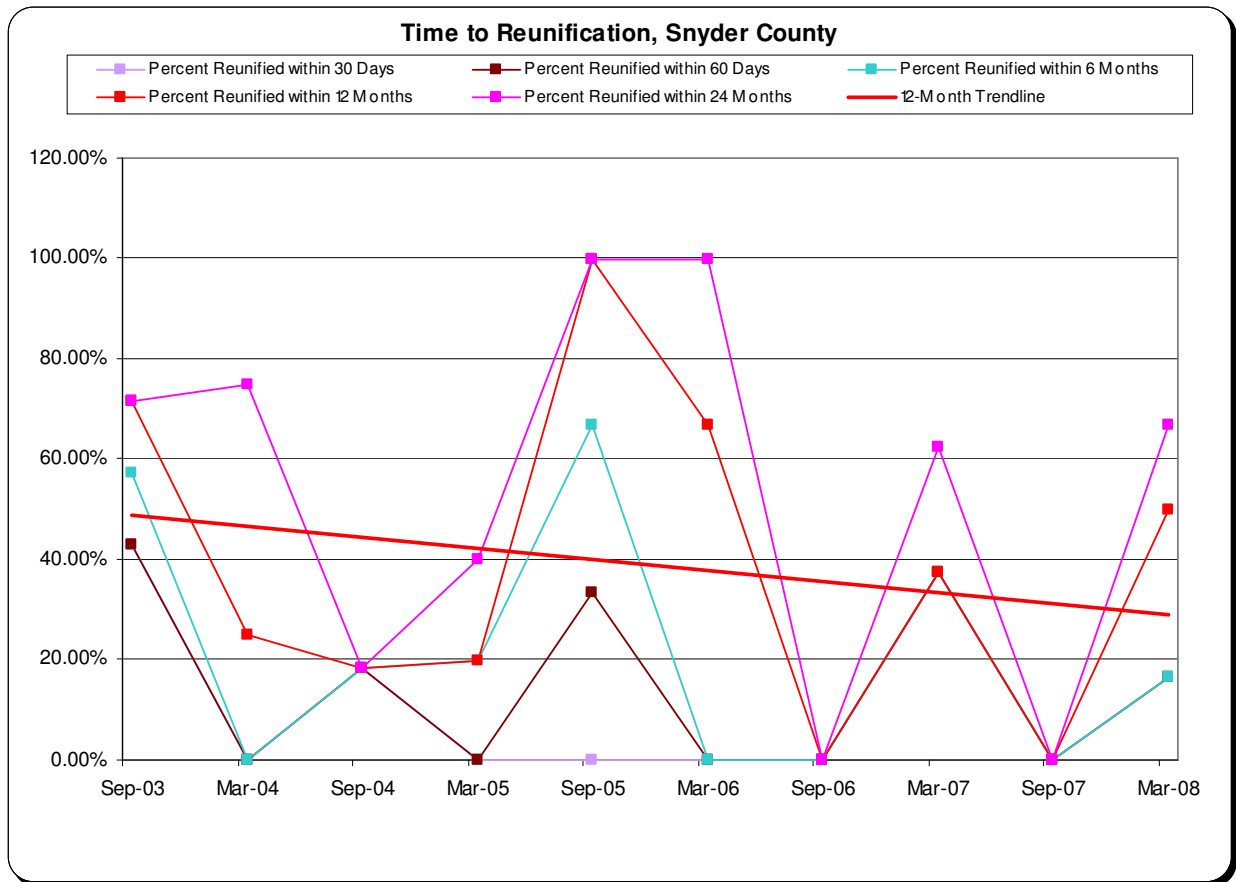
- ❑ How has the county adjusted staff ratios and/or resource allocations (both financial and staffing, including vacancies, hiring, turnover, etc.) in response to a change in the foster care population? Is the county's current resource allocation appropriate to address projected needs?

The Agency has transitioned many things in the past five years. As stated previously, the following processes were improved, leading to higher quality workers, overall: initial interviewing, expanded orientation, improved work environment (remodeled building with security and individual offices), improved pay scale, increased skill development with two TOL packages, improved communication between line staff and supervisors and administrator, and participating as a Phase One county with the Permanency Practice Initiative. During 09/10, several caseworkers also obtained Family Development Credentialing certification.

The staff structure was reorganized in July 2009 to make more staff available for assessments and investigations and provide more intensive services, thus reducing the number of children entering placement.

Over the past 5 years, the caseworker turnover rate has significantly decreased from 32% in 2003 and 2004, 26% in 2005, 19% in 2006, 14% in 2007, 0% in 2008, to 20% in 2009 (1 caseworker was coached to leave). The current staff allocation, when filled, is appropriate to address client needs.

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?

According to the chart's trend line, the agency's performance has declined, however, there are significant fluctuations ranging from 0% -100% reunified. Many variables impact reunification, such as available kin to serve as a resource when reunification is not feasible, the parent's willingness to complete their service objectives, and the children 's readiness for reunification.

- 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?

Due to the extreme fluctuation with this data measurement, it is difficult to determine the factors that led to some children returning home or not returning home within 12 months of removal. Generally, if the child is returned home, they do so within 12 months of removal. Children who remain in placement longer than 12 months are experiencing challenges related to reunification and the Agency is working on their concurrent plan.

Children and Youth Services

- ❑ 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?

Due to the extremes in percentages of children reunified within 12 months, it is difficult to determine if children are being reunified more quickly or more slowly. One strong factor that is a barrier to reunification is an increase in the number of parents with substance abuse concerns. The challenges of overcoming this addictive behavior delays reunification. Some parents will be clean for a short period of time, but relapse, which delays reunification.

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

For some periods, Snyder County rated higher than both the same county class size and statewide, but with other data periods, Snyder County rated lower than same county class size and statewide percentages. For the most recent period, Snyder County rated lower than same class counties, but comparable to other counties in the region and with statewide percentages.

- ❑ 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?

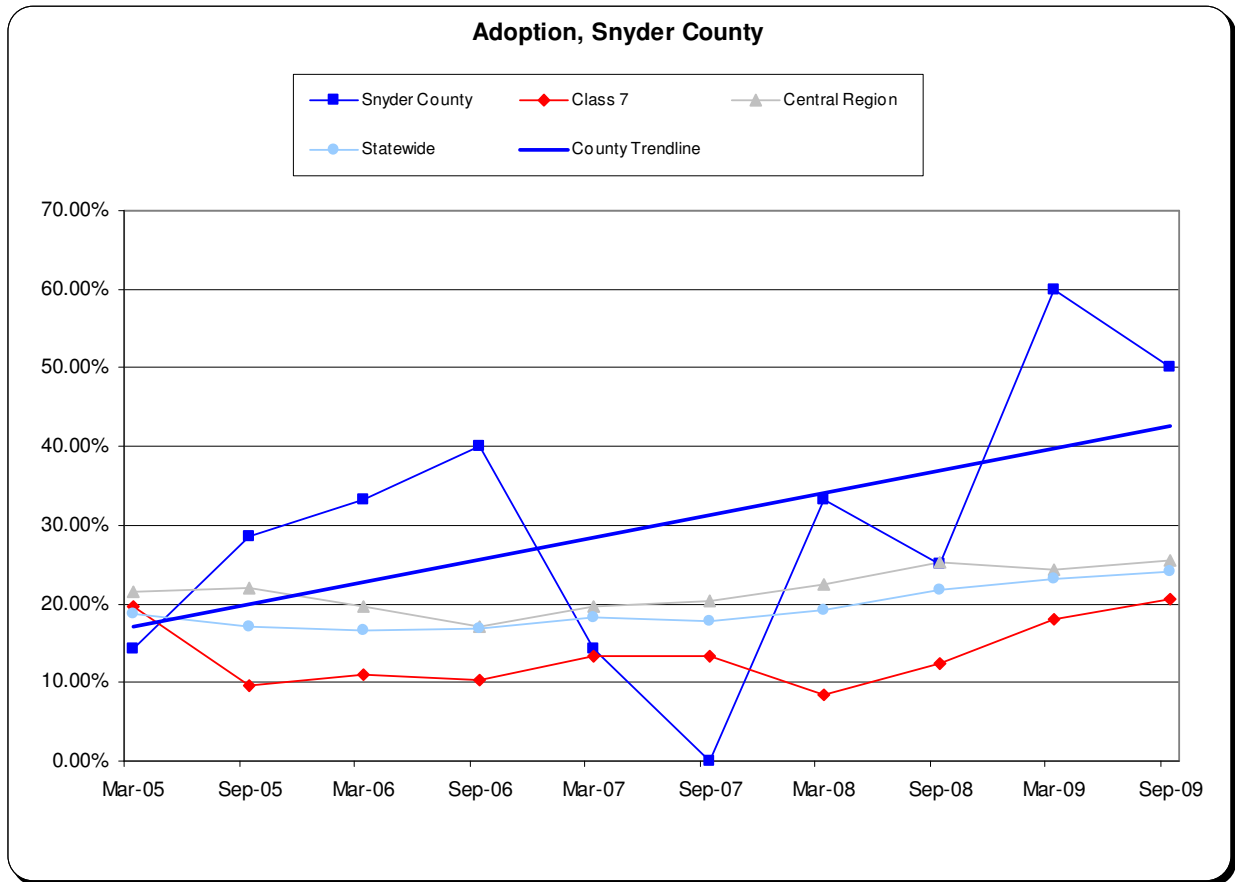
Since the percentage of reunification within 12 months ranges from 0% to 100%, it is difficult to identify any specific factor(s) that contribute to this extreme fluctuation of percentage. However, actions that the Agency has implemented to improve reunification include locating and working more diligently with the absent parent, as well as locating and working with the child's kin to build connections and promote permanency with kin if reunification is not likely. In addition, during the past several years, caseworkers have received intensive training in Solution-Focused Interviewing, engaging families, and working with the absent parent. As stated previously, several workers are completing the Family Development Credentialing coursework, which is also a strength-based model. Bringing Family Group Conferencing in-house in the fall of 2006, as well as Family Preservation Services in June of 2007 has also helped with service provision to families. Lastly, improving on staff recruitment and retention has been the biggest factor with service improvement to families.

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

Snyder County is a relatively homogeneous population, therefore, no population is disproportionate, even taking into account male versus female.

Children and Youth Services

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?

The range in this measure is from 0% to the highest of 60%. In comparing the last two data periods to the other data periods, the Agency has made significant improvements in finalized adoptions. The Agency is making gains in concurrent planning and not waiting six to twelve months to work on the concurrent plan, as was the past practice. The Agency is making referrals for SWAN services during the first six months of placement if it appears that reunification is not likely within the next three months. Unfortunately, delays continue with the termination of parental rights hearings for some children.

- ❑ 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 delays in the local court to schedule termination of parental rights hearings significantly impact the child's ability to achieve permanency through adoption. The Court is improving in this area, but there are a few children whose parents' attorneys ask for continuances in order to

Children and Youth Services

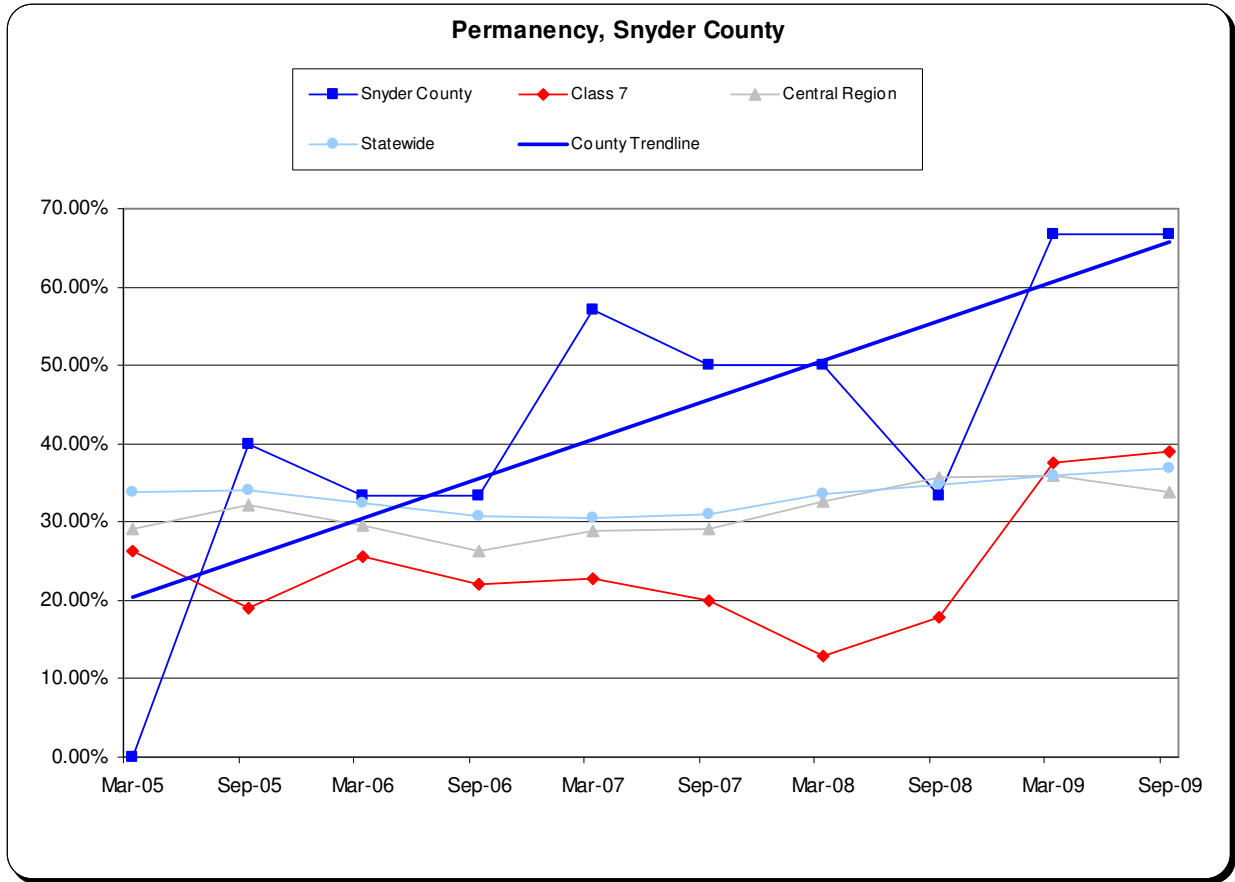
gather additional information. These continuances can delay permanency for six months to a year. The Agency does have a few children that do not have an identified adoptive family when they become available for adoption, although this is not the norm. For those children that are not adopted by their foster family, permanency is delayed in first finding an appropriate family and then having the child reside with the pre-adoptive family for six months before finalization can occur. The Agency has one child who was ready for adoption but the adoptive parent's adoption agency delayed the adoption due to not having the appropriate paperwork completed timely. Unfortunately, the delay in paperwork has delayed this child's finalization for over six months. The Agency repeatedly asked the adoption agency to make this a priority to no avail.

- ❑ 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?

Since the numbers are relatively small, there is no particular group of children that stands out that is below the national standard. As stated previously, the biggest factors that impact finalization are the matching of children with an adoptive parent and a delay in the local court in scheduling and continuances of termination of parental rights hearings.

Children and Youth Services

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?

Since September 2005, the County has outperformed the class, region, and state for this measure. The agency is working diligently to obtain permanency for children and not have children age out of the system. The trend line is substantially increasing.

- ❑ 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?

Currently, the agency has four children in placement longer than 24 months. One child is in a pre-adoptive placement, awaiting finalization; termination of parental rights proceedings regarding 1 child have been delayed; and 2 children have severe mental health concerns and are in the process of being matched for adoption. All four children have a goal of adoption. For

Children and Youth Services

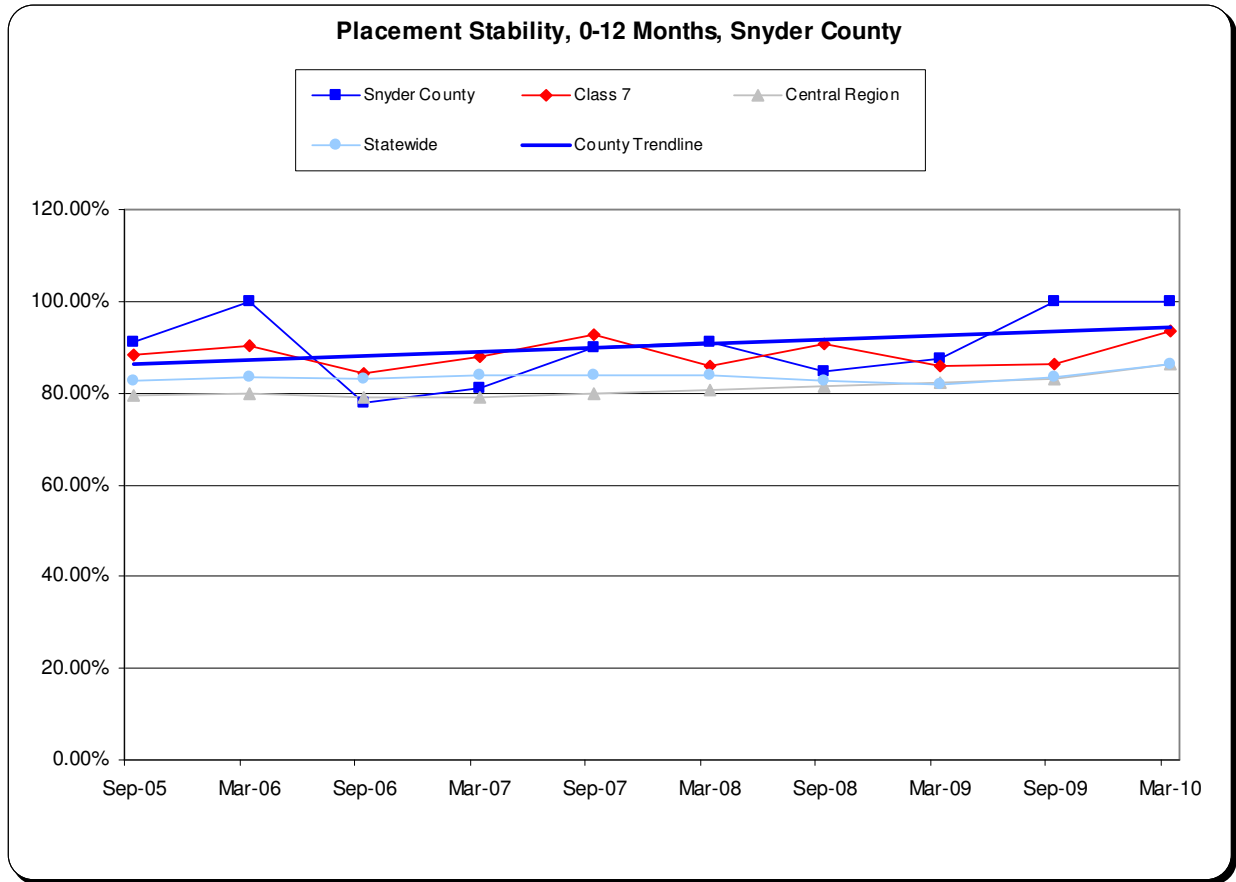
children that remain in placement for more than 24 months, the placement goal typically is adoption.

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

One child is currently living with the pre-adoptive family, one child moved into a kinship care arrangement and the permanency goal will be changed to Permanent Legal Custodianship, one child has been matched with an adoptive family and is visiting with the family until the child can be discharged from his placement setting, and one child is waiting for another termination of parental rights hearing to be scheduled. As noted previously, the hearing delay is due to a continuance by the parent's attorney. The Agency is also working on identifying an adoptive family for this child.

Children and Youth Services

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?

This measure has been constant with variation between 77.78% to 100% for placement stability. Notably, the rate of stability is generally 90% or above for 6 out of 10 timeframes. The highest rate of placement stability is for children who have been in placement 12 months or less. The best practice that might lead to placement stability is fully informing resource parents that the Agency's expectation is to keep children in their initial placement setting due to the traumatic effects of frequent removals.

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

The range of percentage for other seventh class counties was 84.27% to 93.55%, which is comparable to Snyder County. Likewise, the statewide range is 82.05% to 86.45%. Although Snyder County had one period of 77.78%, the majority of other timeframes has consistently been in the 90% range, and therefore exceeding the statewide data overall.

Children and Youth Services

- 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?

County results are comparable to the similar class and statewide data with no statistical significance.

- 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?

Placement stability tends to break down after the first year of placement. If the child remains in care longer than 24 months, the placement stability rate continues to decrease. However, since March 2008, when compared to class, region, and statewide data, Snyder County outperformed on all data points.

It is difficult to ascertain what Snyder County is doing differently from similar class counties, the region, or the rest of the state, as it is not known what the other classifications are doing. One factor might be that the majority of children are placed in county-operated foster care homes. One essential component of the county program is fully informing prospective families of the level of commitment expected by the agency. Prospective families are given information on grief and loss emphasizing the psychological damage the child might experience if the child has to be moved from the resource home. The agency's pre-service training for resource families emphasizes the need for families to work with the presenting issues and not give up.

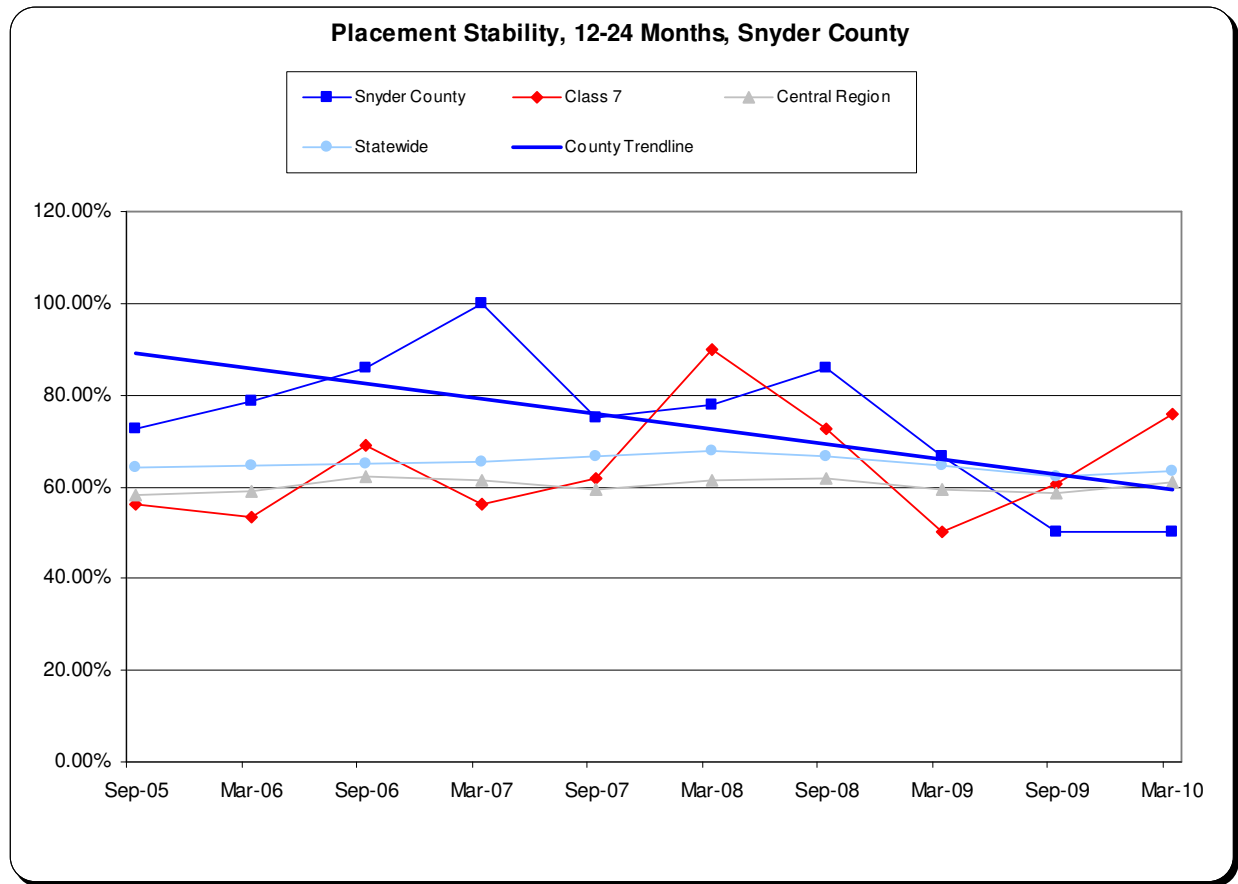
It should be noted that the children who have experienced placement disruptions tend to be those who have more severe mental health issues, who are not placed in county-operated homes, and who are shared case responsibility or have delinquent tendencies.

- 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?

The majority of the children placed, with the exception of shared case responsibility, are in their original placement setting. As addressed above, if the child is placed in the county-operated foster care program, we emphasize the commitment of maintaining the child in the home and if the family accepts the child, they are expected to develop skills to handle the child's presenting concerns. In addition, one of the purchased therapeutic foster care agencies is also successful in matching children with an appropriate placement from the onset, which leads to placement stability.

Children and Youth Services

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?

The county’s performance is declining over time. One factor that led to the decline in placement stability is children transitioning from more restrictive to less restrictive settings. Even though it appears to be a negative trend, a move to a less restrictive setting is really a sign of the child’s positive progress and indicates that the child’s needs are being met and issues are being addressed effectively.

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

Of the measurement periods from 2005 to 2010, Snyder County had higher rates of placement stability as compared to other 7th class counties 7 of the 10 periods. During the same measurement periods, Snyder County exceeded the statewide data 8 of the 10 periods.

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- 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?

The factors that contributed to improved performance with this data element include staff retention; caseworker and supervisor skill development, utilizing solution-focused interviewing techniques, engaging the absent parent, improving client engagement, utilizing Family Group Conferencing, and making organizational changes with regard to distribution of work.

- 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?

Placement stability tends to break down after the first year of placement. If the child remains in care longer than 24 months, the placement stability rate continues to decrease. However, since March 2008, when compared to class, region, and statewide data, Snyder County outperformed on all data points.

It is difficult to ascertain what Snyder County is doing differently from similar class counties, the region, or the rest of the state, as it is not known what the other classifications are doing. One factor might be that the majority of children are placed in county-operated foster care homes. One essential component of the county program is fully informing prospective families of the level of commitment expected of these families. Prospective families are given information on grief and loss emphasizing the psychological damage the child might experience if the child has to be moved from the resource home. The agency's pre-service training for prospective families emphasizes the need for families to work with the presenting issues and not give up.

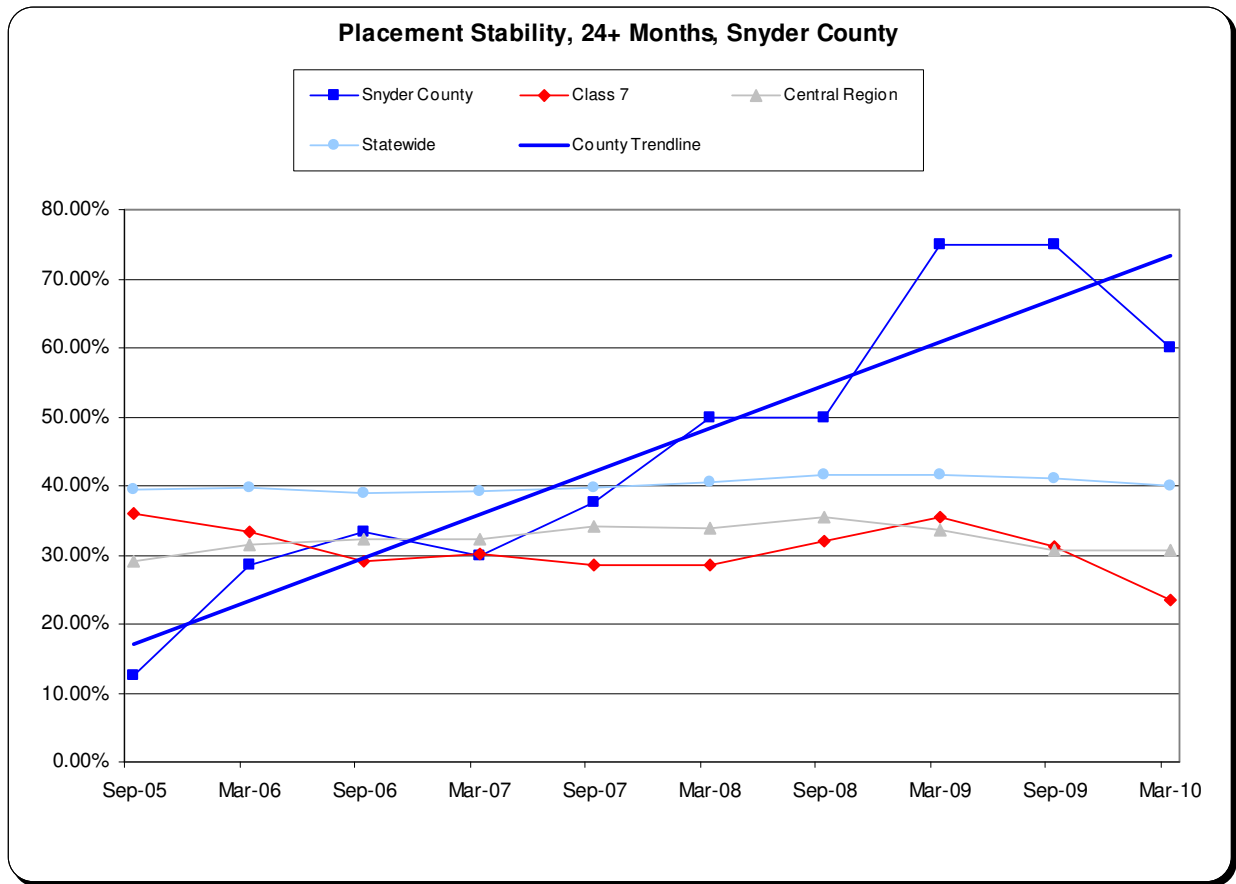
It should be noted that the children who have experienced placement disruptions tend to be those who have more severe mental health issues, who are not placed in county-operated homes, and who are shared case responsibility or have delinquent tendencies.

- 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?

The majority of children currently in placement, with the exception of shared case responsibility, are in their original placement setting. As addressed above, if the child is placed in the county-operated foster care program, commitment to maintaining the child in the home is emphasized and families are expected to develop skills to handle the child's presenting concerns. In addition, one of the purchased therapeutic foster care agencies is also successful in matching children with an appropriate placements from the onset, which leads to placement stability.

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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?

The Agency has improved in this measure over time. The range with this measure is from 12.50% to 75%. Since the county's placement numbers are small and those that are in placement over 24 months are even smaller, even one child's multiple moves impacts the percentage of placement stability significantly. There is not a statistically significant trend.

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

Of the 10 measurement periods, Snyder County exceeded the other 7th class counties during 7 periods. In comparison to the statewide data, Snyder County exceeded 5 out of the 10 measurement periods, all within the last 5 measurement periods.

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- ❑ 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?

Children in placement with severe mental health issues and developmental challenges tend to have longer placement periods, as well as more frequent moves. While the agency tries hard to retain children in their original placement setting, it is not possible to control the choices of placement providers. In two situations, children were moved to a lesser restrictive environment, which best met the child's needs. Again, the overall numbers of children in placement 24 months and longer are statistically insignificant.

- ❑ 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?

Placement stability tends to break down after the first year of placement. If the child remains in care longer than 24 months, the placement stability rate continues to decrease. However, since March 2008, when compared to class, region, and statewide data, Snyder County outperformed on all data points.

It is difficult to ascertain what Snyder County is doing differently from similar class counties, the region, or the rest of the state, as it is not known what the other classifications are doing. One factor might be that the majority of children are placed in county-operated foster care homes. One essential component of the county program is fully informing prospective families of the level of commitment expected by the agency. Prospective families are given information on grief and loss emphasizing the psychological damage the child might experience if the child has to be moved from the resource home. The agency's pre-service training for prospective families emphasizes the need for families to work with the presenting issues and not give up.

It should be noted that the children who have experienced placement disruptions tend to be those who have more severe mental health issues, who are not placed in county-operated homes, and who are shared case responsibility or have delinquent tendencies.

- ❑ 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?

The majority of the children currently in placement, with the exception of shared case responsibility, are in their original placement setting. If the child is placed in the county-operated foster care program we emphasize the commitment of maintaining the child in the home. In addition, one of the purchased therapeutic foster care agencies has also been successful in matching children with an appropriate placement from the onset, which leads to placement stability.

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☛ 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).

Family Preservation Services provided in-house to both CYS and JPO families are designed for those families whose children are most at risk for placement. Family Preservation Services utilize the Homebuilder's © Model. The Homebuilder's © Model is the only family preservation model that has been proven by research to be effective for placement prevention. Family Preservation Services are provided over a 12-week period and are designed to teach the caregivers skills and build protective capacities needed to reduce the risk of harm to the child and mitigate any identified safety threats. Family Preservation Services are designed to prevent further abuse and neglect, in addition to addressing truancy issues and delinquent behaviors.

Multi-Systemic Therapy (MST) is purchased through two providers, Adelphoi Village and Hempfield Behavioral Health, for those children who aren't Medical Assistance eligible or until Medical Assistance can be established for the service. The majority of children served are paid through Medical Assistance. MST is an intensive program based on an evidenced-based model. It is designed to prevent further truancy, delinquency, and incorrigibility.

Family Group Conferencing is a planning process that has been successful in preventing children from entering formal foster care. In addition, Family Group Conferencing is utilized to obtain more family involvement to resolve the issues of child abuse and neglect.

Casework and social services aide services are not specific programs, but the workers do provide intensive services, including advocacy, support, monitoring, budgeting, home management, and referral services, all of which are prevention services for abuse/neglect and truancy.

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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. Increase the percentage of status determinations made within 30 days on Child Protective Services investigations.
 - a. In July 2009, the Agency reorganized to combine the previous intake and ongoing units to make one in-home services unit. This unit will conduct all investigations and assessments, in addition to providing ongoing services to those families accepted for services. The intention was to improve the timeliness of investigations and assessments due to them being spread out between more caseworkers.
 2. Increase the percentage of case decisions made within 30 days on General Protective Services assessments.
 - a. In July 2009, the Agency reorganized to combine the previous intake and ongoing units to make one in-home services unit. This unit will conduct all investigations and assessments, in addition to providing ongoing services to those families accepted for services. The intention was to improve the timeliness of investigations and assessments due to them being spread out between more caseworkers.
 3. Reduce the number of children in informal kinship care beyond 60 days.
 - a. The Agency will expand Family Group Conferencing to plan with families a more permanent arrangement. The Agency will assist in either reunifying the child with their family, helping the informal caregiver with taking legal action to obtain a permanent arrangement, or taking legal action to transition the case from informal kinship to formal kinship care.
 4. Increase the percentage of juveniles who pay restitution, in full, by the end of their period of probation.
 - a. During the 09/10 fiscal year, the Snyder County Juvenile Probation Office made a concerted effort to not terminate any juvenile's probation supervision until fines, costs, and restitution were paid in full. The Juvenile Probation Office refers youth who are not employed and owe fines, costs and restitution, to CareerLink for help in obtaining employment. JPO has also referred youth to CareerLink to participate in a Central Susquehanna Opportunities, Inc. program. This program employs individuals between the ages of 16 and 24 who have an income barrier for a seven-week period during the summer months.
 - b. In addition to the Juvenile Probation Officers making certain that cases are not terminated as long as restitution is still due, a restitution fund protocol was established, which, pursuant to 42 Pa. C.S. Section 6352(a)(5), is a recent requirement. This fund was developed as required and forwarded to the court for its consideration. The purpose of this fund is to pay a portion of the monies owed to victims whose offenders are unable to immediately pay restitution.

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

The County will continue with the same outcomes, as the desired outcome goals were not met.

- ❑ 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).

- 1) This outcome has not been achieved. While improvements have been made the Agency has not achieved the desired outcome of 90%. The results of this outcome are:
 - a. 05/06 – 21 %
 - b. 06/07 – 51%
 - c. 07/08 - 42%
 - d. 08/09 – 62%
 - e. 09/10 - 60%

Unfortunately, the Agency did not achieve the desired outcome. As mentioned previously, the Agency did have vacancies making it more challenging to complete investigations on a more timely basis.

- 2) This outcome has not been achieved. The desired outcome of 90%. The results of this outcome are:
 - a. 09/10 - 43 %

Unfortunately, the Agency did not achieve the desired outcome. As mentioned previously, the Agency did have vacancies making it more challenging to complete assessments on a more timely basis.

- 3) This outcome has improved from 08/09, but has not been achieved. The desired outcome is 100%. The results of this outcome are:
 - a. 07/08 – 31 informal placements, 19 exited within 60 days
 - b. 08/09 – 17 informal placements, 11 exited within 60 days; one to formal placement.
 - c. 09/10 – 12 informal placements, 11 exited within 60 days; one to formal placement.

- 4) This past fiscal year, 4 of the 22 probation cases that were terminated were ordered to pay restitution. Only 3 of those cases were paid in full prior to probation termination. The 3 cases in which restitution was collected in full were cases in which the juvenile was adjudicated delinquent and placed on formal probation. In cases such as these, the supervising JPO must notify the court of his recommendation that probation supervision be terminated. The fourth case, which was closed prior to collection in full of the ordered restitution, was a youth on consent decree. A consent decree automatically expires at six months, unless the supervising JPO requests that the supervision period be extended. In this case, the consent decree expired several days prior to the supervising JPO becoming aware that restitution was still owed.

The Juvenile Probation Office believes that it has made every effort possible to ensure that all restitution is collected prior to the termination of probation supervision. If a youth has

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been ordered to pay restitution and has no job, he is referred to various programs within CareerLink for assistance in obtaining a job. JPO also requires some youth to provide weekly proof that he/she has applied for employment. However, despite the officers best efforts, JPO cannot guarantee that all restitution is paid in full prior to the close of a case in every situation. There are times when the restitution amount is so high and the juvenile offender has no means by which to pay the entire amount by the age of 21, the age at which the Juvenile Probation Office and Juvenile Court lose jurisdiction over the matter. These cases are closed when the juvenile reaches 21 years of age, regardless of whether they still owe fines, costs and restitution. However, if the individual falls behind in making payments or fails to pay at all, he may be brought before the court for Contempt of Court and ordered to continue paying.

A restitution fund protocol has been developed and submitted to the court for its approval in an attempt to address, in part, this situation.

- ❑ 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.

Continued Outcome: Increase the percentage of status determinations made within 30 days for Child Protective Services investigations. As mentioned previously, the agency reorganized to have more staff complete investigations. It is anticipated that, with more staff completing investigations, the percentage completed within 30 days will increase. The goal is to have a 90% completion rate. This outcome is measured on a fiscal year, however, it is tracked by each referral assigned. The supervisors have a tracking log that indicates the date of report and the date of the status determination. The difference between these two dates is the timeframe being measured.

Continued Outcome: Increase the percentage of case decisions made within 30 days for General Protective Services assessments. As mentioned previously, the agency reorganized to have more staff complete assessments. It is anticipated that, with more staff completing assessments, the percentage completed within 30 days will increase. The goal is to have a 90% completion rate. This outcome is measured on a fiscal year, however, it is tracked by each referral assigned. The supervisors have a tracking log that indicates the date of report and the date of the status determination. The difference between these two dates is the timeframe being measured.

Continued Outcome : Informal kinship care is not a permanent living arrangement for children. Therefore, the agency is providing services to the child, parents/caregivers, and informal kinship caregivers as if the child was in formal placement. If the child cannot return to the birth family within 60 days, the Agency either petitions the Court for placement of the child or works with the birth family and informal kinship caregiver to make the living arrangement a more legally permanent situation. An agency policy and procedure was developed to address the concern of children not living in a legally permanent setting. A tracking log has been created that identifies when a child is voluntarily placed in informal kinship care. The dates of entering and exiting informal placement are recorded. The supervisors monitor the length of time that the child is in an informal placement. During the time the child remains in an informal placement, the caseworker works with the family toward reunification. If it appears that reunification will not to

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be possible within 60 days, the worker discusses with the family formal placement or permanency options for their child.

Utilization of Family Finding and Family Group Conferencing will increase to assist in locating and encouraging family supports so that the child can be returned to the birth family or to assist the informal caretakers to make the informal arrangement legally permanent.

New Outcome: : Advancing accountability of juvenile offenders by developing or utilizing services that teach them to understand the wrongfulness of their actions, the impact of the crime on the crime victim and the community and their responsibility for causing harm.

A juvenile offender who commits a crime harms both the victim of the crime and the community. That juvenile offender has then incurred the responsibility of repairing the harm he has done. Restitution and community service are the most obvious ways of being accountable to the crime; however, accountability goes beyond restitution and community service. An offending juvenile must also understand and acknowledge the wrongfulness of his actions, the impact of the crime on the victim and the community, and his responsibility for causing harm. Services like MST and Family Preservation/Reunification may touch on this topic, but unless a juvenile offender is committed to a residential facility or group home, he more than likely receives no information on this subject.

It is the goal of JPO to develop, in house, or locate a service in the area which can address victim/community impact/awareness so that every juvenile offender can realize the harm that he has caused, accept responsibility for his actions, be accountable for repairing the harm he caused, and become aware that he has the ability to be a contributing, productive member of the community.

Outcomes will be measured upon the compilation of the information reported in the PaJCMS Outcome Measures, specifically the questions asking if the offender was directed/ordered to participate in a victim awareness curriculum/program while under supervision and whether the offender successfully completed a victim awareness curriculum/program while under supervision.

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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.

Family engagement can always be improved. Snyder County is making strides in this area. Previous efforts included Family Group Conferencing, continual assessment and planning input from Independent Living youth, and having a few community members on the Integrated Family Services Council who review the Needs Based Plan and Budget, as well as the Integrated Children's Service Plan.

Family Group Conferencing has been part of the Agency's practice since 2003. In Spring 2007, agency staff also completed the Solution-Focused Interviewing training. In the fall of 2007, Snyder County was the first county to complete the ten-step Engaging Absent Fathers transfer of learning package. Furthermore, in 2008 the Agency revised the Mission, Vision, and Value statements to reflect the value of working with families. The Agency's motto is "Protecting Children by Strengthening, Preserving, and Supporting Families". The Agency is continually striving to improve practice, especially engaging families in the planning process.

The Agency was also selected as a Phase One County for the Permanency Practice Initiative and, as a result, has been engaging families and making increased efforts to locate additional family members.

The Agency is not implementing any new initiatives, but is continually striving to improve on the skills learned by having free ongoing in-house trainings sponsored by the Children's Advocacy Center, Domestic Violence Coalition, the Child Welfare League of America, and the Child Welfare Training program.

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.

Youth are treated as equal participants in the development of their case plans. It has been a longstanding practice to involve youth in court hearings. In addition, youth involved in the Independent Living Program are active with their plan development, as well as program development. As with all of the previously identified engagement practices, Snyder County actively seeks out the involvement of youth, not only with their individualized plan, but also in the development of agency services. We have one former Independent Living youth who is now an adult serving on the county's Integrated Family Services Council.

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.

The majority of youth leave care with a permanent residence, source of income, and a life connection. Children and Youth and Juvenile Probation have very few youth who leave care at age 18 or older. However, even for those youth who leave care prior to age 18 and are in their late teens, the Agency works with the youth to ensure that they are either employed or have the skills necessary for employment, have a permanent residence with a back-up plan if the home to which they return fails, and have at least one life connection.

Children and Youth will be enhancing the Independent Living program to ensure that the youth involved with Juvenile Probation have a referral made to the Independent Living program. The Independent Living program is the service that assists the youth in transition preparation and planning.

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.

The Agency has applied concurrent planning since the inception of this concept. When examining cases in which children need to be removed from the family's home, attempts are made to place children with kin, who are given the option of being informal kinship caregivers or formal kinship caregivers. Family Group Conferencing has been a successful process in the development of concurrent planning. Concurrent permanency goals are also identified for all children in formal out-of-home placement in the initial Child Permanency Plan, Child Permanency Plan Reviews, and all subsequent court orders. Concurrent planning is discussed with the child, the birth family, and the placement provider during regular case contacts, as well as at Permanency Planning Meetings, particularly within the first fifteen months of the child's placement. The Agency does need to improve on concurrent planning for children in placement by truly working on the concurrent goal while simultaneously working on the primary permanency goal. The goal for last year was to refer for child profiles much sooner, expand the search for other family members as a resource for both support and placement/permanency alternatives, and to increase the utilization of Family Group Conferencing as a means for focusing on both the primary and the concurrent goals. The Agency has made progress with all three of these goals in that referrals were made to SWAN within six months of placement, Family Finding was implemented with increased usage of Accurint and other search tools, and the Agency more than doubled the number of referrals to Family Group Conferencing.

Section 6: Administration

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.

The county payroll clerk provided the following information on the projected benefit detail for county employees in 2010.

Unemployment comp:	3.22% on first \$8,000 gross pay.	
Workers’ comp: (Per each \$100)	WC01 - \$.51 Clerical	
	WC02 - \$.94 Salesman/Caseworker	
	WC04 - \$2.60 Elected Officials	
	WC05 - \$7.15 police/Sheriff/CO	
	WC06 - \$7.80 Counties (custodians)	
Retirement:	4%	
Social Security:	7.65%	
Capital Blue Cross:	<u>Jan-Feb2010</u>	<u>Mar 2010-Dec 2011</u>
Individual	402.45	441.27
2-Party	806.63	882.58
Family	1005.93	1103.24

The employee has an option to purchase additional insurances (AFLAC and Conseco) but the county does not participate in the cost or share of these additional insurances.

The employee also receives vacation time, sick time (1/month), holidays (13), and personal days.

6-1d. Organizational Changes

- ❑ Note any changes to the county’s organizational chart.

No changes were made to the county’s organizational chart.

6-1e. Staff Evaluations

- ❑ Describe the method for evaluating staff effectiveness.

For those workers who conduct investigations and assessments, the supervisors track if case decisions were made within 30 days, within 60 days, or over 60 days. In addition, the number of contacts with the child and parents are tracked for ongoing services, whether in-home or placement,. This data is used to for the caseworkers’ annual employee performance review as well as monthly supervisory discussions on performance. In addition, the supervisors review cases with the workers as per agency policy and are able to determine if the worker is engaging the families, obtaining the necessary information in order to complete thorough safety and risk assessments, and completing regulatory requirements.

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6-1f. Contract Monitoring & Evaluation

- Note the employee/unit which oversees county contracts. Describe the evaluation process.

Currently, the fiscal unit is responsible for contract preparation as it relates to the fiscal component. The fiscal officer reviews the packages as required by the state, conducts meetings with the provider agencies to discuss questions that arise from the submitted package, and then determines whether or not the requested rate is the appropriate rate for the service.

The program staff monitor the provision of services by purchased services. Effectiveness is measured by meeting the goals in the family's plan on a timely basis. Beginning 10/11, the program specialist will assist the fiscal unit with reviewing contract packets.

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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:

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

Provider Name	Provider Address & Phone	Provider Contact Name	# of Children Served FY 2009-10	Total \$ Amount of Services
1: Behavioral Specialists, Inc.	40 Lawton Lane Milton, PA 17847	Tim Kelleher	2	\$6,134
2: Kidspace, White Lion	4085 Independence drive, Schnecksville, PA 18078 610-799-8000	Sharon Williams	2	\$2,141

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

Provider Name	Provider Address & Phone	Provider Contact Name	# of Children Served FY 2009-10	Total \$ Amount of Services
1: Northwestern Human Services	4391 Sturbridge drive, Harrisburg, PA 17110 717-441-3700	Matthew Stetter	8	\$67,950

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

Provider Name	Provider Address & Phone	Provider Contact Name	# of Children Served FY 2009-10	Total \$ Amount of Services
1: NHS – Youth Services	4391 Sturbridge drive, Harrisburg, PA 17110 717-441-3700	Matthew Stetter	3	\$37,450

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

Behavioral Specialist, Inc. is an intensive day treatment program wherein the youth can continue to have their educational needs met with the local school district, but receive day treatment services after school and on weekends. The program works with local school districts in monitoring school attendance and school behaviors and provides intervention as necessary. The outcomes focus on self-examination to challenge negative beliefs, to develop skills to become more functional in the school and home environments, and to take responsibility for one's own actions. Individualized plans are developed to establish individualized goals that address the inappropriate behaviors that the youth displayed warranting day treatment intervention. Performance is monitored by the youth's successful completion of the individualized plan, as well as the youth no longer exhibiting the delinquent behaviors.

Kidspace White Lion offers many services, however, Children and Youth utilized their respite services for two youths. Both youths have mental health diagnosis that were challenging for their caretakers, but did not warrant dependency. The families needed respite services to regroup themselves. In addition, the youth needed additional supports. Respite services were short-term. Outcomes are to provide temporary services so that families can cope with the stressors of parenting children with mental health disorders.

Northwestern Human Services provides therapeutic foster care for children determined to be in medical need for this service. The outcomes of this service are reflective of the child's individualized placement plan. This service is also expected to follow placement outcomes of children being returned home or into a permanency setting within 12 months of placement.

Performance is measured by length of placement, meeting the objectives of the child's individualized plan, and well-being provision for education and medical services.

The provider is monitored by phone contact and client contacts as well as written reports.

NHS – Youth Services is an alternative treatment program for delinquent youth. This highly structured regimented program emphasizes education, wilderness and outdoor challenge experiences, physical conditioning, discipline, community service, victim awareness, and positive peer group interaction. Within the context of a normative system, youth experience and develop expectations for responsible behavior, positive self-image, improved self-esteem, teamwork, leadership, and communication skills. Each youth has an individualized plan built on improving the previously listed attributes.

Performance is measured by length of placement, meeting the objectives of the child's individualized plan, and provision of education and medical services.

The provider is monitored through phone contact, client contact, and written reports.

6-3a. Evidence Based Programs

Pertinent Submission Information

This subsection of the Narrative Template is for Special Grant Initiatives (SGI): Evidence-Based Programs (EBP), Pennsylvania Promising Practices (PaPP), Housing and Alternatives to Truancy (ATP) programs. Please review Appendix 9 of the FY 2011-12 NBPB prior to completing this section or the Budget Excel File worksheets.

To ensure proper evaluation of any special grant request, counties must provide brief and sufficient explanations and justifications to the questions in the Narrative Template. Counties are advised to prepare informative responses that offer a clear understanding to help the reviewer recommend approval, rather than a denial or reduction in funds because of missing or unclear information.

Additionally, if a county is requesting a renewal or an expansion of an existing special grant and there was under-utilization and/or under-spending of the grant in FY 2008-09 and/or FY 2009-10, the county must provide detailed explanations as to the cause(s) of the underperformance and must identify measures the county will utilize to prevent the underperformance in both FY 2010-11 as well as FY 2011-12.

If a county is requesting a new grant, it must provide succinct details as to the target population, planned utilization, realistic timeframes for implementing the special grant and outcomes expected to be achieved.

In addition to the Narrative Template, the county must enter SGI fiscal information for each fiscal year in the Budget Excel File. That file will be the primary source for fiscal information. Please ensure fiscal costs in the Narrative Template match the Budget Excel File. Instructions for completing the Excel files are included in Appendix 9 and in the Excel file.

The Special Grants Budget Form for FY 2010-11 requests FY 2008-09 and FY 2009-10 actual expenditures with Needs-Based Fund adjustments and line-item budget information for each SGI in Appendix 9 with the exception of State Reintegration. CCYAs are also required to enter fiscal information in the FY 2011-12 Special Grants Funding Request Form.

Counties are also required to complete the SGI Contact List in the Budget Excel file for all SG and IL programs.

Requests to Transfer/Shift Funds within Evidence-Based Programs and Pa Promising Practices

The following subsections provide counties the opportunity to transfer or shift funds within the EBP and PaPP for FY 2010-11. The requests may not exceed the total allocation of the EBP or PaPP and must include detailed justification for the proposed changes. This opportunity is available only for EBP and PaPP. It is not applicable for Housing, ATP or State Reintegration.

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

- 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)	Y	New	Continuing	Expanding
			X	

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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	21,192	-15,192	6,000
FY 2011-12			6,000

- 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:

- 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: Medical assistance has been paying for the majority of services therefore the allocation is not needed. The original, tentatively approved request, was for \$12,000. Based on 09/10 expenditure, \$6,000 is a more appropriate allocation. The allocation for FGDM does not meet our needs and therefore the transfer of funds will be placed in FGDM.

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□ Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population	High risk for placement – age 12-17 with antisocial behaviors	High risk for placement – age 12-17 with antisocial behaviors	High risk for placement – age 12-17 with antisocial behaviors	High risk for placement – age 12-17 with antisocial behaviors	High risk for placement – age 12-17 with antisocial behaviors	High risk for placement – age 12-17 with antisocial behaviors
# of Referrals	11	21	24	20	21	21
# Successfully completing program	10	12	18	15	21	21
Cost per year	3,315	8,251	10,590	5,298	6,000	6,000
Per Diem Cost/Program funded amount	20.43/ unit	67.63/day-Adelphoi: 20.43/ unit - HBH	67.63/67.63/day-Adelphoi: 20.43/ unit - HBH day	67.63/day-Adelphoi: 20.43/ unit - HBH	67.63/day-Adelphoi: 20.43/ unit - HBH	67.63/day-Adelphoi: 20.43/ unit - HBH
# of MA referrals	0	14	20	18	19	19
# of Non MA referrals	1	7	1	2	2	2
Name of provider	Adelphoi Village	Adelphoi & Hempfield Behavioral Health	Adelphoi & Hempfield Behavioral Health	Adelphoi & Hempfield Behavioral Health	Adelphoi & Hempfield Behavioral Health	Adelphoi & Hempfield Behavioral Health

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

□ 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: Hempfield Behavioral Health 09/10 Results

Total of Clients served: 11

Total Clients discharged successfully: 9

- one discharged unsuccessfully due to lack of engagement
- one youth was removed from the home

Adelphoi Village 09/10 Results

Total of Clients served: 9

Total Clients discharged successfully: 7

- both youth were removed from the home

No challenges with implementation and as the results illustrate, MST is successful in preventing placement and developing positive skills with the youth and their families.

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- ❑ 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: No barriers to desired outcomes. The majority of youth served by MST are discharged successfully from the program.

- ❑ 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: Expenditures have decreased due to medical assistance payment for MST services. In the earlier implementation years, the Initial barrier was obtaining the evaluation on a timely basis to determine medical necessity. However, both providers have contracted with additional psychologists and this barrier has been removed. As the above chart illustrates, the majority of youth served are paid through MA. CYS payment is generally due to needing immediate service and the youth a medical assistance recipient. CYS pays the provider until medical assistance is approved. In 08/09, one family wasn't cooperative with completing the paperwork for medical assistance and, therefore, the agency had to pay for a longer period of service than usual. Underspending of grant monies is due to the MST providers being able to obtain medical assistance authorization on a more timely basis.

- ❑ 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: As noted above, underspending of grant money is due to more timely medical assistance authorization. The process is working well, therefore, no changes are warranted. Grant request amount is made based on previous year's expenditures.

Complete the following for each applicable year.

- ❑ 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: The target population is children age 12 and older with delinquent or pre-delinquent behaviors; dependency behaviors related to truancy, or aggressive behaviors.

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"

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- ❑ 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: Multi-Systemic Therapy is primarily used as an alternative to placement or placement prevention. The outcomes of both providers demonstrate positive results in preventing placements. Each provider completes a pre and post-evaluation of the service that is provided to the family.

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.”

- ❑ 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: Families are identified if at risk for placement and are deemed appropriate based on the Multi-Systemic Therapy program description of the types of behaviors that this service is designed to address. Referrals are made to one of the two Multi-Systemic Therapy providers for the county. Referral forms are completed and either faxed or sent electronically. The Agency has had positive experiences with both providers. As with any program, the quality of service is based on qualified and dedicated staff. Whenever an issue has arisen, it generally was with a worker who was less trained or not appropriately matched for the provision of service.

If the identified child does not have Medical Assistance at the time of referral or if an evaluation is needed to prescribe Multi-Systemic Therapy, both providers work diligently with the Children and Youth worker to obtain the evaluation timely and submit the application and prescription to Medical Assistance. Both providers have done an excellent job with obtaining the evaluations and completing the Medical Assistance process. The only challenges have been when an evaluator did not prescribe the service, but the service had already started and was proving to be effective or when a parent repeatedly failed to follow through with the application process. The norm is the process runs smoothly, with a quick turnaround time from referral to approval for payment.

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”

- ❑ 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,

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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: The cost of the service is identified by the provider and generally what the provider receives from Medical Assistance payments. The budget is developed based on previous years expenditures and the anticipated slight increase in usage. The provider invoices on a monthly basis, identifying the targeted child, along with the days or units of service and total cost per child. The Agency reimburses for this service on a monthly basis. The Agency has a provider contract for these services, which includes a program description and other regulatory and legal contractual requirements.

- **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: Only requesting \$702 more than actual 09/10 expenditures. Request is significantly lower than 10/11 approved amount of \$21,192. As noted previously, MST has been successful in placement prevention. Barriers of timeliness of evaluations has been eliminated. MST is a very successful program and there are no challenges with contracting for this service.

- 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: Since Snyder County Children and Youth Services has utilized MST for five years, the budget would not show any additional cost savings from previous submissions. However, without MST services, placement costs both in community-based residential and institutional care would increase.

- 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: No technical assistance needed.

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

Response: "same as above"

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

- Please indicate which type of request this is:

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)	N	New	Continuing	Expanding

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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11			
FY 2011-12			

- 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:

- 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:

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

	0607	0708	0809	0910	1011	1112
Target Population						
# of Referrals						
# Successfully completing program						
Cost per year						
Per Diem Cost/Program funded amount						
# of MA referrals						
# of Non MA referrals						
Name of provider						

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

- ❑ 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:

- ❑ 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:

- ❑ 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:

- ❑ 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:

Complete the following for each applicable year.

- ❑ 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:

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:

- ❑ 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:

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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:

- 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:

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

Response:

- 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:

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:

- 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:

- 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:

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

Response:

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6-3a. Evidence Based Programs: Multidimensional Treatment Foster Care

□ Please indicate which type of request this is:

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)	N	New	Continuing	Expanding

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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11			
FY 2011-12			

□ 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:

□ 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:

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Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population						
# of Referrals						
# Successfully completing program						
Cost per year						
Per Diem Cost/Program funded amount						
# of MA referrals						
# of Non MA referrals						
Name of provider						

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

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:

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:

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:

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:

Complete the following for each applicable year.

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:

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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:

- 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:

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:

- 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:

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

Response:

- 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:

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:

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- 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:

- 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:

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

Response:

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

- 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)	Y	New	Continuing	Expanding
				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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	8,928	+15,192	24,120
FY 2011-12			24,120

- 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: No request made.

- 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: The transfer request from MST to FGDM is due to an anticipated increase in the number of referrals for FGDM as the agency moves to make FGDM standard practice in the development of Family Service Plans. In 09/10, the agency accepted 64 families for ongoing services. If the majority of families utilize FGDM as the planning process for the development of the Family Service Plan, additional money would be needed to support the process. Regional office was made aware of this change of practice in previous year's submission, as well as regular discussions relating to the Permanency Practice Initiative.

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

	0607	0708	0809	0910	1011	1112
Target Population	Risk of placement	Risk of placement	Risk of placement	All families accepted for all service types: IL youth	All families accepted for all service types: IL youth	All families accepted for all service types: IL youth
# of Referrals	15	9	10	16	40	40
# Successfully completing program	13	6	6	11	40	40
Cost per year	4,063	3,147	6,795	5,999	24,120	24,120
Per Diem Cost/Program funded amount	In house cost	In house cost	In house cost	In house cost	In house cost	In house cost
# of MA referrals	0	0	0	0	0	0
# of Non MA referrals	15	9	10	16	35	35
Name of provider	SCCYS	SCCYS	SCCYS	SCCYS	SCCYS	SCCYS

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

- 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: Family Group Conferencing has been a part of the Agency's practice since 2003, with the first conferences being held in 2004. Family Group Conferencing has been successful in identifying additional positive family supports to help families retain their children in their own homes, identifying family resources when placement became necessary, and providing a better process for transitional planning. The Family Group Conferencing process has saved the county over \$1,787,040 in placement costs due to the identification of family resources and these individuals electing to care for their kin informally, rather than utilizing formal placement. As of June 30, 2010, a total of 142 children were served through this process.

- 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: When conferences occur, the outcomes are very positive. Family survey responses are positive. The overall challenge is having additional family accept this planning process. In 08/09, the number of referrals decreased and we were not able to strongly identify the reasons for the lack of referrals. However, since the visit with Jim Nice, 5 referrals were made. In 09/10 the Agency began to utilize Family Group Conferencing with all families accepted for services and fully implement the practice of family engagement with the planning process. The number of referrals did increase, but not to the volume anticipated. Through additional education and support to the caseworkers, as well as a change in the presentation of Family Group Conferencing to families, it is anticipated the number of referrals will increase.

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- 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: The agency did not under spend in 09/10. Costs for conferences vary due the number of participants, the number of children needing childcare, and the supplies needed for the size of the conference. The Agency has not included salary and benefits of the coordinator in the cost of the conference.

Average Costs per conference : 09/10 - \$375
08/09 - \$680
07/08- \$350
06/07 - \$271

- 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: No underspending.

Complete the following for each applicable year.

- 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: Target population is all families accepted for ongoing services, families whose children are in placement, and youth who are receiving independent living services. The target population was chosen after having a session with Jim Nice. Jim encouraged the staff to think of Family Group Conferencing as the normal planning process, rather than the exception to the rule.

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"

- 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: Family Group Conferencing is utilized as a planning method to prevent placement, to identify family resources and supports, as well as potential services. Family Group Conferencing is also used to identify family resources and supports when prevention efforts fail and the children need to be removed from the home. The primary outcome measured for Family

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Group Conferencing for those families who are receiving in-home services is placement prevention. The primary outcome for those children in placement is to achieve permanency in a more timely manner. Outcomes are measured at six months and one year from the end of conference date.

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”

- 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: The standard for case planning will be Family Group Conferencing, in that it is expected that all families accepted for services will be referred for this planning process. In addition, the Independent Living Coordinator plans to increase the referrals to the planning process to improve on transitional planning outcomes. The workers make referrals via a referral form, which is given to the assigned case supervisor to review and then given to the coordinator to begin making family contacts. The coordinator and caseworker also work with the paralegal to identify family members, if known via Family Finding. The coordinator works with the family to create the invitation list, decide on a location for the conference, and plan the meal for the conference. The coordinator implements the family’s request for family invitations, conference location, and meal. The coordinator is responsible for fully informing the participants of the purpose and rules of the conference, as well as the expected outcome of developing a viable family plan.

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”

- 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: Costs of the service are based on the actual cost of the conference. Costs involved are the facilitator and co-facilitator, each paid \$20/hour; child care provider, paid \$10/hour; food for family time; and supplies, such as paper products, easel pads, and markers.. Food and supplies costs vary. Mileage for coordinator also is allocated to the grant. In past years, transportation costs for families was provided as well, but this expense was not needed in

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09/10. 10/11 submission was to allocate the salary and benefits of the coordinator to the grant, however, the final allocation is not sufficient to do so. The 10/ 11 implementation budget of the 11/12 Needs Based submission will reflect an adjustment to put salary and benefits for the coordinator back into Act 148 monies.

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: : No request is being made to increase funds from 10/11, unless the 10/11 increase is not approved.

- 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: As noted previously, Family Group Conferencing has saved the county substantial monies in placement costs, both community-based and institutional, since the beginning of the program. The expansion of the program does not necessarily add to the cost savings, but is a better method of engaging families and planning services **with** them, rather than **for** them.

- 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: No technical assistance needed.

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

Response:

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

- 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)	Y	New	Continuing	Expanding
			X	

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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	800	0	800
FY 2011-12			1,000

- 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: NA

- 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: NA

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- ❑ **Complete the following table for each applicable year.**

	0607	0708	0809	0910	1011	1112
Target Population	NA	NA	Direct service workers	Direct service workers	Direct service workers	Direct service workers
# of Referrals			8	4	2	2
# Successfully completing program			0	8	2	2
Cost per year			\$4,000	\$1,200	\$1,000	\$1,000
Per Diem Cost/Program funded amount			\$500/ person	\$500/ person for 2 people and \$100/ person for 2 people	\$500/ person	\$500/ person
# of MA referrals			0	0	0	0
# of Non MA referrals			0	0	0	0
Name of provider			CAA	CAA	CAA	CAA

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

- ❑ 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: Family Development Credentialing classes started in the Spring of 2009 for 7 caseworkers and 1 social services aide 3. The caseworkers and social services aide completed the curriculum, portfolio, and passed the credentialing exam. The second round of classes began in February 2010 and will be completed in August 2010, with the exam to follow in September 2010.

The challenge continues to be the amount of work involved with the portfolio assignments. The staff is having a difficult time attending the classes and completing their portfolio assignments, as well as performing their regular job duties.

It is anticipated that the impact will be continued improvement with family engagement practices.

- ❑ 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 main outcome is to have a trained staff. No barriers at this time, other than that noted above regarding staff juggling their normal workload, in addition to curriculum portfolio demands.

Children and Youth Services

- ❑ 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 09/10, the agency underspent by \$1300 due to the Family Development Credentialing provider, Union-Snyder Community Action Agency, receiving grant funds to reduce the cost of the program from \$500/person to \$50/person. This grant was for one-time expenditures and the cost has been restored to \$500/person.

- ❑ 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: In 08/09, underspending occurred because the cost of Family Development Credentialing did rise to the level as indicated from the State office of Community Action Agency.

Complete the following for each applicable year.

- ❑ 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: Target population for Snyder County Children and Youth Services is all caseworkers and social services aides. If Family Development Credentialing expands to a supervisory curriculum, supervisors will also attend. However, it is my understanding that the supervisor curriculum has not been completed.

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"

- ❑ 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: Certified workers, staff retention, and improved services to families are the expected outcomes.

Children and Youth Services

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”

- ❑ 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: Union-Snyder Community Action Agency (USCAA) is certified to teach Family Development Credentialing. In addition, the program specialist for Children and Youth is also an approved trainer. USCAA advertises and promotes the certification program with multiple child-serving agencies through the Integrated Family Services Council, as well as mailing brochures. USCAA and Snyder County Children and Youth Services have a very positive collaborative relationship with Family Development Credentialing, as well as other initiatives. In relation to Family Development Credentialing, trainers from both agencies share training days, portfolio advisors come from both agencies, and representatives from both agencies serve on the implementation team.

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”

- ❑ 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: USCAA sets the rate for the credentialing. The costs are for the workbook, training materials, and the credentialing exam and certificate. USCAA invoices per course per person.

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: \$200 increase is requested to pay for 2 caseworkers (\$500/ person). 10/11 allocation is \$800, which does not cover the entire cost of 2 persons.

- ❑ 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?

Children and Youth Services

Response: No cost savings realized. However, the benefits are a better-trained workforce, increased networking with other participating agencies, and an increase in cohesive partnerships in family engagement practices.

- 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: None needed.

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

Response: None needed.

Children and Youth Services

6-3a. Evidence Based Programs: Family Finding

- Please indicate which type of request this is:

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			

Complete the following table if providing this service or requesting a **transfer, shift, or revision** only of funds for FY 2010-11. 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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11			

- 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:

- 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:

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

	0607	0708	0809	0910	1011
Target Population					
# of Referrals					
# Successfully completing program					
Cost per year					
Per Diem Cost/Program funded amount					
# of MA referrals					
# of Non MA referrals					
Name of provider					

Children and Youth Services

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

- ❑ 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:

- ❑ 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:

- ❑ 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:

- ❑ 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 FY 2010-11.

Response:

Complete the following for each applicable year.

- ❑ 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:

- ❑ 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:

- ❑ 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.

Children and Youth Services

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

Response:

- 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:

- 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:

Children and Youth Services

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

- Please indicate which type of request this is:

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

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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11			
FY 2011-12			

- 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:

- 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:

Children and Youth Services

Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population						
# of Referrals						
# Successfully completing program						
Cost per year						
Per Diem Cost/Program funded amount						
# of MA referrals						
# of Non MA referrals						
Name of provider						

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

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:

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:

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:

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:

Complete the following for each applicable year.

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:

Children and Youth Services

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:

- 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:

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:

- 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:

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

Response:

- 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:

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:

Children and Youth Services

- 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:

- 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:

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

Response:

Children and Youth Services

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.

Snyder County Children and Youth Services did not apply.

PaPP Dependent

Program Name:

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

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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11			
FY 2011-12			

- 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:

- 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:

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

Children and Youth Services

	0607	0708	0809	0910	1011	1112
Target Population						
# of Referrals						
# Successfully completing program						
Cost per year						
Per Diem Cost/Program funded amount						
# of MA referrals						
# of Non MA referrals						
Name of provider						

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

- 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:

- 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:

- 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:

- 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:

Complete the following for each applicable year.

- 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:

Children and Youth Services

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:

- ❑ 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:

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:

- ❑ 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.

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

Response:

FY 2010-12 Renewing counties may reply with “same as above” unless expanding or decreasing the services, which requires further information and justification.

Response:

- ❑ 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:

- ❑ **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:

Children and Youth Services

- ❑ **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:

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

FY 2010-11 (for counties with approved allocations)

Response:

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

Response:

Children and Youth Services

PaPP Delinquent

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

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 Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11			
FY 2011-12			

- 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:

- 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:

Children and Youth Services

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

	0607	0708	0809	0910	1011	1112
Target Population						
# of Referrals						
# Successfully completing program						
Cost per year						
Per Diem Cost/Program funded amount						
# of MA referrals						
# of Non MA referrals						
Name of provider						

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

- 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:

- 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:

- 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:

- 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:

Complete the following for each applicable year.

- 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:

Children and Youth Services

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:

- 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:

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:

- 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.

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

Response:

FY 2010-12 Renewing counties may reply with “same as above” unless expanding or decreasing the services, which requires further information and justification.

Response:

- 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:

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:

Children and Youth Services

- **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:

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

FY 2010-11 (for counties with approved allocations)

Response:

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

Response:

Children and Youth Services

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.

Snyder County Children and Youth Services did not apply.

Program Name:	
---------------	--

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

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

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

- 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:

- 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:

- 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:

- 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:

Children and Youth Services

- ❑ Identify and describe the target population(s) for whom the county expects to provide these services.
- ❑ 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.
- ❑ **FY 2010-11** (for counties with approved allocations)

Response:

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:

- ❑ 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:

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:

- ❑ 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:*

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

Response:

Children and Youth Services

- ❑ 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:

- ❑ **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:

- ❑ **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:

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

FY 2010-11 (for counties with approved allocations)

Response:

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

Response:

Children and Youth Services

6-3d. Alternatives to Truancy Prevention

The following questions must be answered for the ATP 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.

Snyder County Children and Youth Services did not apply.

Program Name:	
---------------	--

Request Type	Enter Y or N		
New implementation for 2010-11			
Requesting funds for 2011-12 (new, continuing or expanding)	New	Continuing	Expanding

Budget	\$ amount
FY 2010-11 Approved Budget	
FY 2011-12 Budget Request	

Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population						
# of Referrals						
# Successfully completing program						
Cost per year						
Per Diem Cost/Program funded amount						
# of MA referrals						
# of Non MA referrals						
Name of provider						

Complete the following for each applicable year.

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)

Response:

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:

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- 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:

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:

- 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.

FY 2010-11 (for counties with approved allocations)

Response:

FY 2010-12 Renewing counties may reply with “same as above” unless expanding or decreasing the services, which requires further information and justification.

Response:

- 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:

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:

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:

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

FY 2010-11 (for counties with approved allocations)

Response:

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

Response:

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6-3d. State Reintegration Plan

The following questions must be answered for the SRP Initiative by counties requesting funds for FY 2011-2012. Once determined, enter the amount in the "10-11 SGI BDGT RQST" tab in the **Budget Excel file**.

Number of Youth	Cost per youth	\$ amount
0	\$3,665	0

- Describe the how the number of youth was determined.

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6-3e. Independent Living Service Grant

- 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
	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
	Mentoring
	F. Employment
X	Job Placement
	Subsidized Employment
X	G. Location of Housing
X	H. Room and Board
X	I. Retreats/Camps
X	J. Indirect Services
X	K. Program Administration

- 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.
- 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.

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IL Services (federal, state, local)	\$ amount
FY 2010-11 Approved Budget *	\$83,613
FY 2011-12 Budget Request *	\$78,663

* 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 following information summarizes the allocation amounts awarded to Snyder County and the amount that was spent to provide Independent Living Services to dependent and delinquent youth in placement and in Aftercare services. Please note that in FY 2006-07, 2007-08, and 2008-09, Act 148 monies were also utilized to provide Independent Living services for IL youth who did not meet CFCIP eligibility requirements.

Fiscal Year	Allocation Awarded	Expenditures	Difference
2006-07	\$25,638	\$25,637.98	\$0.02
2007-08	\$24,911	\$24,851.24	\$59.76
2008-09	\$24,390	\$24,374.54	\$15.46
2009-10	\$81,017	\$66,880.61	\$14,136.39
Chafee funds	\$24,390	\$24,390.00	\$0.00
State & Local funds	\$56,627	\$42,490.61	\$14,136.39

In FY 2006-07, 2007-08, and 2008-09, Snyder County was successful in utilizing almost 100% of the Chafee grant. The largest amount underspent was \$59.76 in FY 2007-08. In FY 2009-10, Snyder County was successful in utilizing the entire Chafee allocation of \$24,390 to provide Independent Living services to CFCIP eligible youth.

Several factors contributed to the successful spending of the grant funds for previous years. Snyder County makes diligent efforts to provide Independent Living services, especially to CFCIP eligible youth. In FY 2006-07, 2007-08, and 2008-09, grant funds were utilized to provide eligible youth with services in the following areas: assessment and case planning, life skills training, prevention services, educational and employment services, transitional services and housing services. Additionally, Snyder County provided Aftercare services to youth who left placements through CCYA and Juvenile Probation. Support services were provided, which included stipends for youth. The stipends encouraged and rewarded youth for accomplishing goals that would assist them in becoming more responsible and successful adults.

In FY 2006-07, 2007-08, and 2008-09, only a portion of the awarded grant money was used to pay the IL Coordinator's salary and benefits, allowing a larger portion of the grant money to be directed toward services and needs of the youth. Act 148 funds were utilized to pay the remaining salary and benefit costs and to meet the needs of youth that were not CFCIP eligible. These youth also received all of the IL services provided to CFCIP eligible youth, including support services and stipends.

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FY 2009-2010 was the first year to reflect the entire cost of the Independent Living Coordinator's salary and benefits in the IL budget, thereby including the time spent providing services to all IL youth, including those who did not meet CFCOP eligibility (i.e. delinquent only youth, in-home youth who had never been in substitute care, etc.). This was due to the state-wide change of the IL budget being incorporated into the county's Needs Based Plan and Budget.

To better assure that youth age 16-21 were being served, placement caseloads were reviewed to confirm youth were being referred for Independent Living services. To monitor the IL budget, the Independent Living Coordinator and fiscal supervisor reviewed the IL expenditures on a regular basis. The fiscal supervisor was also readily available to provide expenditures sorted into service categories anytime they were requested by the IL Coordinator. Snyder County also utilized best practice protocols to provide services to "non-grant" youth.

For in-home youth being served through CCYA, the Independent Living Coordinator will be reviewing all neglect and abuse referrals that come into the agency to identify youth that are age 14 through 17 and may be in need of Independent Living services. This process began in FY 2010-11 and will continue in FY 2011-2012. This review should help to better identify and serve youth who are in need of IL services and receiving other services from CCYA.

- 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.

In FY 2009-10, Snyder County did not utilize \$14,136.39 of its awarded IL budget. Of the funding not utilized, \$13,841.63 fell under Employee salaries and benefits. As previously noted, this was the first year the entire cost of the Independent Living Coordinator's salary and benefits were included in the IL budget. The IL Coordinator's salary was projected to be \$48,975, but only \$47,676.72 was spent on salary costs; a difference of \$1298.28. This was due to all agency workers' hours being cut from 40.0 hours to 37.5 hours per week for a few months during the time the state budget was not passed.

Employee benefits were projected to be \$18,743, but the actual benefits paid were \$6,199.65 (a difference of \$12,543.35). This was due to a miscalculation of employee benefits. If employee hours had not been cut and the benefits accurately projected, Snyder County would have only underspent the awarded budget by approximately \$300.

It needs to be noted that the calculation of employee benefits projected in the budget request for FY 2010-11 also does not accurately reflect current costs associated with the IL Coordinator's benefits. Therefore, the budget for FY 2010-11 will be updated to reflect what the cost of employee benefits for the IL Coordinator should be.

In the Grant request for FY 2011-12 (form IL Budget-NBB55_2011-12.xls), there isn't a category to capture the number of in-home youth projected to be served by the IL program. Therefore, the number of in-home youth was added into the "Discharged Youth" category. For the narrative portion, a category was added to the tables in each service area to show the number of in-home youth projected to receive services in FY 2011-2012.

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A. Needs Assessment/Case Planning

- ❑ 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*	In Care Delinquent Youth*	Discharged Youth*	In Home Youth Dep & Del	Total Youth*
Needs Assessment/Case Planning	\$11,712	6	7	12	9	34
Total	\$11,712	6	7	12	9	34

* Enter unduplicated youth count only.

- ❑ 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.

Snyder County has traditionally served youth in substitute placement who did not meet CFCIP eligibility by using ACT 148 and local monies to provide Independent Living services. The agency also has been serving in-home youth since FY 2006/2007 and will continue to do so in FY 2011-2012. Snyder County requested and was approved to start serving youth in placement ages 14 and 15 through the Independent Living program, beginning in FY 2010-2011.

Youth to be served in FY 2011-2012 will also include youth both in placement and those youth accepted for general protective services ages 14 through 21 who receive services through CCYA and Juvenile probation, including delinquent only youth. Thus, youth who are in the custody of CCYA or Juvenile Probation, as well as those that have never been placed in a substitute care setting (in-home youth) will receive services in FY 2011-12.

Youth, ages 14 through 21, regardless of placement status, will be referred to the Independent Living program by the CYS worker or Juvenile Probation officer. The CYS worker or juvenile probation officer will complete an Independent Living Referral Form and submit the referral to the special programs supervisor. After the special programs supervisor reviews the referral, the referral is given to the Independent Living Coordinator, who will begin the process of information gathering, assessment, service planning, and provision of services to the referred youth.

Youth who are in the custody of JPO or CCYA and placed in agency foster homes will receive Independent Living services through Snyder County. Youth in purchased foster homes in Snyder County or within a reasonable traveling distance outside the county will also receive IL services through Snyder County. For youth in placements a considerable distance outside the county, the Independent Living Coordinator will contact the foster care provider to ensure that IL services will be provided to the youth and to discuss the types of assessments and services that will be given to the youth. If there are fees for this service or if the youth earns stipends identified in the stipend policy, Snyder County will cover the costs of these services for children in the custody of JPO or CCYA. Any fees for IL service in excess of stipends, will be

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negotiated with the provider and will be documented, along with the provision of services associated with the fee.

Youth who are eligible for Aftercare services will receive services through Snyder County if the youth resides in the county. Youth who live outside the county, but within a reasonable traveling distance, will be given the option to receive Aftercare services through Snyder County or be referred to their county of residence for Aftercare services. If the youth opts to receive services in their county of residence or if the youth does not live within a reasonable traveling distance, a referral for Aftercare services will be made to the CCYA in their county of residence.

In-home youth being served by CCYA and/or Juvenile Probation will be referred for Independent Living services when they are in need of skills to aid them in the transition to Independent Living or when they are at risk of being homeless at age 18. To capture the number of in-home youth being served, a category was added to the table above to show the number of youth projected to receive services in FY 2011-2012. IL services for in-home youth are provided by Snyder County.

Needs assessment and case planning are an ongoing process throughout the youth's involvement with the Independent Living service. During the initial assessment, the IL Coordinator gathers information from the youth, the youth's placement worker, parents, resource parents or placement staff, family members, and other service providers as appropriate. The individuals identified will also participate in the case planning process. The youth's needs and strengths will be identified and those individuals listed above will mutually give input to help determine appropriate skill-building activities for the youth. Information will be gathered through individual meetings, as well as formal team meetings conducted during the initial assessment period, such as the Permanency Planning Meeting that is held to review the youth's permanency plan. Ongoing assessments and service planning come from individual meetings with the youth, family members, and services providers, as changes arise in the youth's situation or circumstances and as new goals or needs develop.

As a result of information gathering and the initial assessment, an Independent Living Plan will be developed to address the needs that are identified and services that will be provided. For youth who are in the custody of CCYA or who are Shared Case Responsibility with JPO, the IL Plan is part of the youth's Child Permanency Plan. Each IL Plan is youth-driven and captures the skills and goals the youth needs to be successful as an adult.

Fostering Connections also requires that a Transition Plan be developed with youth 18 and older during the 90-day period immediately prior to the date the youth will be discharged from the child welfare system. Snyder County's policy is to develop a Transition Plan with all youth 16 years of age or older who are leaving placement. The Transition Plan is also youth-driven and created with input from other significant connections and service providers. The Transition Plan is attached to the youth's Child Permanency Plan for the court to review. Child Permanency Plans, which include the IL plan and/or Transition Plan, are formally reviewed at a minimum of every 3 months and informally reviewed during ongoing contacts with the youth and service providers. Snyder County will also offer Family Group Conferencing to youth to help them develop their Transition Plans with their family members' input.

Snyder County uses several strategies to ensure that youth who need IL services receive them. For youth in placement, the IL Coordinator periodically reviews new placements with the special programs supervisor to ensure that all eligible youth are being referred to the IL program. The special programs supervisor and IL Coordinator also review current and new

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delinquent youth in placement with JPO to identify delinquent youth who are eligible for or who could benefit from Independent Living services.

To better identify in-home youth who may need services and to ensure that these youth are being referred to the IL program, the Independent Living Coordinator will review all referrals that come into the agency. This process should help to increase the amount of referrals of in-home youth who are ages 14 through 17 and may be in need of Independent Living services. The IL Coordinator will alert/remind assigned workers of youth on their caseloads who may benefit from IL services. Assigned workers are also informed that the IL Coordinator is available to help explain services to youth and their families to help them make an informed decision about participating in the IL program.

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

Costs include the IL Coordinator's time to explain services, provide services, and help complete and review assessments, in addition to time spent preparing for and holding individual and group meetings focused on assessment and case planning. Travel costs (including mileage/gas and meal expenses) to meet with youth, service providers, school personnel, etc., as well as any services or office supplies needed to provide this service are also included in this category.

B. Life Skills Training

- 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*	In Home Youth Dep & Del	Total Youth*
Life Skills Training	\$17,560		6	7	12	9	34
Total	\$17,560		6	7	12	9	34

* Enter unduplicated youth count only.

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

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

- 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.

Youth who are in the custody of JPO or CCYA and placed in agency foster homes will receive life skills training through Snyder County. Youth in purchased foster homes in Snyder County or within a reasonable traveling distance outside the county will also receive life skills training through Snyder County. For youth in placements a considerable distance outside the county, the Independent Living Coordinator will contact the placement provider to ensure that

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life skills training will be provided to the youth and to discuss the types of assessments and services that will be provided. Snyder County uses the “Becoming Independent” assessment to better understand the life skills strengths and needs of each IL youth. These assessments are reviewed with the youth and utilized to identify life skills goals and activities to incorporate into their IL Plan.

Life skills are taught, demonstrated, and practiced during group meetings and individual sessions with the youth. Group meetings are a desirable forum to learn and practice many life skills. During group meetings, youth provide encouragement and support to each other, as well as share ideas and individual perspectives. This helps youth to think in different ways and to learn to respect other points of view. Group meetings have also allowed youth to demonstrate leadership and cooperation skills. Community people from the fields of banking, insurance, health, education, etc. are also used as speakers during group meetings to teach information and skills to the youth. The youth and IL Coordinator process content and knowledge gained after each group session. This information will also be reinforced during individual meetings with the youth to strengthen their knowledge and better ensure information is retained. Group meetings are held after school, but some youth have part-time jobs and are not able to attend group meetings. For youth who can't or don't attend IL group meetings, life skills are taught during individual meetings.

Agency resource parents are required to help youth learn and practice life skills in their homes. Resource parents also transport youth to IL group meetings and activities and reinforce skills learned in these meetings. Biological parents are encouraged to reinforce skills and support the youth in learning needed skills to become successful adults. For youth in their own homes, biological parents need to provide transportation to groups.

Youth will receive instruction on locating and using community resources, time management, money management, budgeting, banking, comparison shopping, work attitudes, transportation, car maintenance, small household repairs, health care, insurances, obtaining and maintaining a residence, laundry and cleaning and driver's education. Soft skills, such as working with others, decision making, conflict resolution, communication, anger management, impulse control, and problem-solving, will also be discussed with and modeled for each youth.

Life skills are continually assessed through meetings with the youth, discussions with the resource parents/placement provider, biological parents, or guardians. The “Becoming Independent” assessment packet is updated to document gains made. Additionally, when IL workers from other agencies are providing instruction, there may be a questionnaire or pre and post-test for youth to complete to show what they have learned.

- ❑ Describe how the costs to provide the activities are determined.

Costs include the IL Coordinator's time for preparation and provision of individual and group meetings focused on life skills.

Expenses are incurred for the IL Coordinator's travel to/from individual meetings and transporting youth to/from meetings. Gas cards are given to youth to pay for gas to participate in group meetings, if needed. Fees for driver's education courses (if not provided in school), driver's permits, office supplies, kitchen supplies, groceries, etc. are also included in this category.

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IL youth share a meal at every group meeting they attend. Sometimes youth choose the menu, identify the groceries and supplies needed, comparison shop for the groceries and supplies, and then prepare the meal together. Other times, a meal is purchased from local restaurants. The cost to provide this activity/meal is included in this category. Kitchen items have been purchased in previous years in order for the youth to be able to cook in the agency kitchen during group meetings. Some items need replaced over time. There are other costs incurred for other life skills groups, as well. For example, after the IL group meeting on small household repairs, each youth in attendance is given a small household toolkit for their personal use when they live on their own.

C. Prevention

- 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*	In Home Youth Dep & Del	Total Youth*
Dental/Health	\$2876	6	7	12	9	34
Drug Abuse Prevention	\$2876	6	7	8	8	29
Alcohol/Tobacco Substances	\$2876	6	7	6	6	25
Safe Sex/Pregnancy	\$2876	6	7	10	9	32
Total	\$11,504	6	7	12	9	34

* Enter unduplicated youth count only.

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

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

- 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.

Routine health/dental information will be provided by Public Health during a group session and during individual meetings with youth, as needed. Training on pregnancy prevention and safer sex will be provided by Family Planning and/or AIDS Resource during a group meeting. Pregnancy prevention is an ongoing topic of discussion, both in group and outside group, with the IL Coordinator. An informational group session on tobacco and smoking avoidance/cessation will be provided by Clinical Outcomes Group. Substance abuse prevention is provided to youth by Public Health and/or Snyder County Probation during a group meeting. The IL Coordinator will also provide information on tobacco education, alcohol and substance abuse during a group meeting. Individual work in the areas of prevention is ongoing.

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

Information on healthy relationships will also be provided to youth to help prevent youth from getting involved in violent or unhealthy relationships. AIDS Resource and/or the IL Coordinator provide this training at a group meeting. AIDS Resource and/or public health have also provided training to IL youth regarding blood borne diseases, such as Hepatitis. Individual work in these areas of prevention is also ongoing.

- ❑ Describe how the costs to provide the activities are determined.

Costs include the IL Coordinator's time for preparation and provision of individual and group meetings geared toward prevention. Cost of each youth's dinner is also included. Other costs include the IL Coordinator's travel to/from individual meetings with youth; to transport youth to health services appointments, etc.; or to provide gas cards to youth who have transportation to get to their medical appointments. Any needed service supplies for prevention will also be captured in this category.

D. Education

- ❑ 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*	In Home Youth Dep & Del	Total Youth*
Vocational	\$0	0	0	0	0	0
High School Support and Retention	\$3860	6	7	7	8	28
GED	\$400	0	0	3	1	4
Assistance in Obtaining Higher Education	\$8500	2	2	4	1	9
Education and Training Grant (ETG) Provision and Retention	\$0	0	0	4	N/A	4
Total	\$12,760	6	7	12	9	34

- Enter unduplicated youth count only.

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- ❑ Estimate the percentage of the delivery method for this service area.

90%	10%
Individualized Svcs.	Group or Classroom Svcs.

- ❑ 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.

The IL Coordinator will provide ongoing educational support to youth who are in the custody of JPO or CCYA and placed in agency foster homes. Youth in purchased foster homes in Snyder County or within a reasonable traveling distance outside the county will also receive educational support through Snyder County. For youth in placements a considerable distance outside the county, the placement worker will assure that youth are receiving educational support and services.

All youth enrolled in the IL program are strongly encouraged and supported to graduate from high school. Youth in the custody of JPO or CCYA are not permitted to drop out of school while in placement. Youth who are having difficulty in school, educationally and/or socially (such as truancy, peer conflicts or retention in the same grade), will be referred to school and community resources such as tutors, informal mentors, or guidance counselors.

All youth enrolled in the IL program must make contact with their school counselor to determine credit hours and graduation requirements. The IL Coordinator will assist youth in completing this task and will be available to accompany youth who are meeting with the guidance counselor. Youth who need assistance can also complete a study skills computer program, either at their home or in the agency office, with the assistance of the IL Coordinator. The youth and the IL Coordinator (or placement worker) will continue to monitor the youth's scholastic progress, in addition to maintaining contact with the school counselor to discuss career options and academic assistance available to the youth, if needed. Educational progress will be reviewed at every individual contact with the youth during the school year. Attendance will also be monitored through contacts with school personnel.

The Casey Life Skills Education Assessment Supplement will be utilized as necessary to assess youth's perceptions regarding the school environment, as well as possible barriers for youth to remain in school and graduate. Interest inventories will be completed with younger youth or youth who need assistance in this area. Results of the Casey and other assessments will be shared and discussed with the youth. If the youth requires summer school or correspondence courses in order to be promoted or to graduate, the fees will be provided through the IL program. In addition, fees for tutorial services and PSAT, SAT and ACT tests will be paid if no waivers are received by the youth.

For youth who will not graduate, GED testing will be discussed and pursued with the youth. The IL Coordinator will assist youth in obtaining GED classes, as well as practice or pre-tests. The IL Coordinator can assist with transporting youth to the GED test site or providing a gas card for youth who have transportation, but no money for gas. Programs through CareerLink will also be utilized. CareerLink uses tools such as TABE (Tests of Adult Basic Education), which measures the youth's knowledge levels in reading and math. This tool helps to assess the youth's current level of performance in these areas and whether the youth needs further classes to increase their knowledge before taking the GED test or practice test.

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Youth are encouraged to consider post-high school education or certification programs. Youth who express a desire for post-high school education or certification programs will be assisted with career counseling, program selection, and visitation to educational campuses or sites, application completion, scholarship and loan applications, and purchase of items needed to be successful in the post-high school program. Youth will also be assisted in filling out paperwork for financial aid, including tax returns and FAFSA forms. Eligible IL youth will be informed about the Education and Training Grant and provided assistance with completion of the application. Youth will be given financial assistance to purchase or reimburse purchase of textbooks, school and/or dorm supplies. Youth will also be assisted with attendance and/or room deposits that are not covered by financial aid to help eliminate financial barriers in attending post- secondary education programs.

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

To encourage and foster successful completion of their post-high school educational program, youth will be supported to maintain enrollment (retention) in higher education programs, as well. The IL Coordinator will monitor the youth's educational progress and process academic struggles and social experiences, as well as financial, family or other issues that impact the success of their education. Youth who are having difficulty in school, educationally and/or socially, will be referred to school and community resources, such as educational labs, tutors, informal mentors, or academic advisors. Youth will continue to be assisted in filling out paperwork for financial aid, including tax returns and FAFSA forms for subsequent years of higher education. Eligible IL youth are also reminded about the Education and Training Grant and provided assistance with completion of the application. Youth will also be given financial assistance to purchase or reimburse purchase of textbooks, school and/or dorm supplies. Youth will continue to be assisted with attendance and/or room deposits that are not covered by financial aid to help eliminate financial barriers in continuing in post-secondary education programs.

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

Costs include the IL Coordinator's time for filling out forms with youth, assisting youth with scholarship searches, educational meetings, travel to college campuses or technical schools, etc. Costs associated with traveling (i.e. gas/mileage, meals) are also included. Youth who need, but cannot afford summer school or correspondence courses in order to graduate can receive help with fees from the IL program. Any fees for tutorial services, PSAT, SAT, and ACT tests will be paid if no waivers are received by the youth. Fees for GED testing and travel are also paid or reimbursed from IL monies. As mentioned above, youth are also given financial assistance to purchase or reimburse purchase of textbooks, school and/or dorm supplies. Youth are also assisted with attendance and/or room deposits not covered by financial aid. All IL youth in the custody of the agency or JPO, regardless of placement distance or provider, can receive financial assistance for educational fees, as described above, through the IL program.

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E. Support Services

- 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*	In Home Youth Dep & Del	Total Youth*
Individual and/or Group Counseling	\$2400	6	7	12	9	34
Stipends	\$8000	6	7	12	9	34
Services for Teen Parents	\$631	0	0	1	2	3
Mentoring	\$0	0	0	0	0	0
Total	\$11,031	6	7	12	9	34

* Enter unduplicated youth count only.

- 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
Child Profile:	1
Child Preparation:	1
Child Specific Recruitment:	0

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

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

- 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.

The IL Coordinator will provide counseling services to youth enrolled in the Independent Living Program to include career planning, interest inventories, and employment skills, including managing co-worker and supervisor relationships, stress reduction, coping skills, life planning, and goal formation. The IL Coordinator will also provide support services to youth who are experiencing emotional or therapeutic struggles. These services will assist youth in becoming more productive and successful in their adult lives. Any youth who need formal support services in any of these areas will be assisted in securing services, as needed. Counseling

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services will be provided in group and individual meetings with the youth, depending on the area of need and the youth's individual circumstances.

All youth enrolled in the Independent Living Program are eligible for stipends and encouraged to use them to be successful. The purpose of stipends is to provide youth with monies to increase their motivation for completion of the task, provide a positive reward for accomplishment, and encourage establishment of positive independence in society. Please refer to attached stipend policy for specific stipends.

Stipends received by youth in placement must be saved in a bank account opened jointly by the youth and resource parent. This is to reinforce the importance of savings and for the youth to have a financial nest egg when leaving care. If the youth wishes to spend the money while in placement, prior written permission must be obtained by the youth from the IL worker.

Youth who have been discharged from placement are able to use their stipends as needed, but are encouraged to save a portion of their stipends and income. To reinforce the importance of savings, youth receive a stipend based on savings that the youth has accumulated for a three-month period of time.

To ensure that youth age 18 or older receive the support and services necessary for their transition to independence, the Transitional Youth Living Allowance Contract will be utilized for youth who are enrolled in high school or post-secondary education or participating in GED services, and who are not in a purchased care setting. This Transitional Youth Living Allowance Contract is developed individually with each youth when the Agency finds it appropriate to financially support a youth in maintaining his/her own independent living arrangement. The funding for the living allowance will fall under stipends.

Youth who are also parents will be assisted in connecting with community resources that provide nutrition and health information (WIC and Family Nurse partnerships), child development, and parenting education information (Early Intervention, Early Head Start and/or Families Learning Together).

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

All support services appear to be captured in the services listed above.

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

Costs associated with individual and group counseling and services to teen parents would include the IL Coordinator's time to provide services, referrals for services, and for any needed service supplies. Transportation costs associated with providing these services will also be included in this category. The costs associated with stipends would be the amount of the stipends earned. See attached Stipend Policy for specific stipends that youth can earn.

Children and Youth Services

F. Employment

- 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*	In Home Youth Dep & Del	Total Youth*
Job Placement	\$4507	6	7	12	9	34
Subsidized Employment	\$0	0	0	0	0	0
Total	\$4507	6	7	12	9	34

* Enter unduplicated youth count only.

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

No subsidized employment services or subsidies are offered.

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

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

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

- 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.

Youth will be provided with information and education on employment requirements and employer expectations, appropriate dress and behavior for interviews, as well as assistance with filling out job applications, practice interviews, resume writing, resolving co-worker/supervisor conflicts/issues, changing employment responsibly, etc. Youth will also be transported to interviews and to obtain job applications or be provided with provided gas cards if they have their own transportation in order to help eliminate financial barriers to obtaining a job. Youth will be assisted in finding reliable and consistent transportation or using community resources for transportation to work. Youth will be financially assisted if necessary, to obtain vehicle registration, inspection, and one month of insurance to meet legal requirements of driving. Education and skill-building to maintain employment will also be provided.

Children and Youth Services

Employment will be a focus of discussions during group meetings and individual meetings with the youth.

Youth will also be referred to community programs, such as those through CareerLink, that assist youth in developing and maintaining employment skills or that provide enrollment in state recognized credentialing programs. CareerLink utilizes WIN and WORK Keys, as well as aptitude and interest surveys. Youth who are unemployed are also strongly encouraged to enroll in summer or year-long youth employment programs, such as SEE through providers in CareerLink. Youth will be given applications for these employment programs and assisted in completing the applications if needed. For IL youth with special needs/disabilities, the Office of Vocational Rehabilitation will be utilized (as appropriate) to provide employment services and supports.

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

All services seem to be captured above.

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

Costs include the IL Coordinator's time for preparation and provision of individual and group meetings focused on employment. Expenses are also incurred for travel to/from individual meetings or when the IL Coordinator needs to transport youth to meetings, to interviews, to obtain job applications or to complete other employment-related tasks. Gas cards are given to youth to pay for gas when the youth has transportation, but can't afford gas. Costs also include clothes purchased for interviews or needed for their job, as well as any tools they may need for their job.

G. Location of Housing

- 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*	In Home Youth Dep & Del	Total Youth*
Location of Housing	\$4657		2	3	8	4	17
Total	\$4657		2	3	8	4	17

* Enter unduplicated youth count only.

Children and Youth Services

- ❑ 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: Assistance with obtaining household items)	X

- ❑ Estimate the percentage of the delivery method for this service area.

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

- ❑ 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.

The IL Coordinator will provide assistance to IL youth who need or will benefit from location of housing services. Youth will receive information regarding the Housing Authority (housing assistance) and local realtors to learn how each can be utilized in the location of housing. Youth will be assisted in preparing for the interview, completing the housing application and gathering of necessary documentation that is needed in the application process.

The IL Coordinator will also assist youth in identifying a convenient location to live (i.e. close to work, grocery store and family), safety considerations, rental and daily living costs, understanding rental agreements/leases, and the application process to rent. This information will be disseminated via videos, sample rental agreements, and online resources during individual and group meetings with the youth.

The IL Coordinator will offer to accompany and assist youth when meeting with Housing Authority staff, realtor, or landlord, when completing applications, when reviewing rental contracts, and when conducting an inspection of the potential residence. Additionally, the IL Coordinator will meet with the youth before, during, and after acquisition of housing to help the youth to be successful in the acquisition and maintenance of housing. The IL Coordinator will assist youth in identifying community organizations that can help with utility deposits or household items, if needed. Youth can also request financial assistance with obtaining needed household items or paying for utility deposits if community resources are not available or adequate.

Children and Youth Services

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

As previously mentioned in the support services section, youth who are 18 or older can receive financial support for their transition to independence. In FY 2009-10, Snyder County developed a Transitional Youth Living Allowance Contract for youth who are enrolled in high school or post-secondary education or are participating in GED services and who are not in a purchased care setting. The Transitional Youth Living Allowance Contract is developed individually with each youth when the Agency finds it appropriate to financially support a youth in maintaining his/her own independent living arrangement. The funding for the living allowance will not be included in location of housing, but will be captured under stipends, as previously mentioned.

- ❑ Describe how the costs to provide the activities are determined.

Costs include the IL Coordinator’s time to meet with the youth, costs for purchasing meals for individual or group meetings, travel costs associated with transporting youth to the Housing Authority, realtor, apartment site, etc. There will also be costs incurred for needed household items.

H. Room & Board

- ❑ 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*	In Home Youth Dep & Del	Total Youth*
Room and Board	\$1325		0	0	2	0	2
Total	\$1325		0	0	2	0	2

* Enter unduplicated youth count only.

- ❑ If the agency **does** provide youth with room and board, describe the frequency of staff contact with youth accessing these services.

Youth will have weekly phone contact and at least biweekly in person contact with the IL Coordinator. If the youth needs more frequent contact to maintain housing, the IL Coordinator will arrange more frequent visits during periods of increased need. Ultimately, the youth will be assisted in learning coping and problem-solving strategies to become more independent in living on their own.

- ❑ 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.

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Eligible youth (those who left care on or after their 18th birthday) would be able to access this service on or after their 18th birthday and up to their 21st birthday. Snyder County offers crisis/emergency support, temporary support, and extended support that includes a step-down approach. See attached Room and Board Policy.

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

N/A; Snyder County does provide room and board.

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

Costs include the IL Coordinator's time to meet with the youth as outlined above and as needed by the youth to successfully maintain housing. Other costs include payments or reimbursements for food or grocery gift card, security deposits, utilities, household items and furniture, and other start up expenses.

I. Retreats/Camps

- 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*	In Home Youth Dep & Del	Total Youth*
Retreats/Camps	\$1216	1	0	0	0	1
Total	\$1216	1	0	0	0	1

* Enter unduplicated youth count only.

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

10%	90%
Individualized Svcs.	Group or Classroom Svcs.

- 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.

The purpose of participation in the retreat is for youth to learn new skills, practice and enhance existing skills, and develop and enhance socialization skills. The anticipated outcomes are for youth to realize that other youth in the state have similar experiences, that people can achieve their goals in spite of their current circumstances, and that they have strengths. The state-sponsored retreat will be utilized to provide this service to identified youth.

Older youth will be given priority, as well as youth who have accomplished or are in the process of actively accomplishing their objectives as outlined in their IL Plan. Youth must be able to follow rules and be trusted to follow rules without constant supervision.

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- ❑ Describe how the costs to provide the activities are determined.

Costs for retreats would include IL Coordinator's time to accompany youth on retreat, as well as transportation-related expenses.

J. Indirect Services

- ❑ 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.

Indirect Service Type	Budget Request \$
Staff, Foster/Adoptive and other Residential Child Care Providers	\$570
Community Outreach and Educational Efforts	\$100
Interagency coordination to support IL activities and services at the local level	\$550
System change efforts	\$221
Other (describe:)	\$0
Total	\$1441

- ❑ Describe the indirect services provided by the county.

The IL Coordinator will provide training to CYS and Juvenile Probation staff, resource parents, and biological parents to assist them in better understanding the IL program and its services. Training will include information and expectations regarding their roles in supporting the youth and the IL program, such as how parents can incorporate soft skills into the youth's life skills education.

The IL Coordinator also plans to provide outreach and educational services to community shareholders, such as those who provide housing, employment, education, and other support services, to help them understand the needs of youth involved in the IL program, especially those who are 18 years of age or older.

Youth who receive services through multiple providers benefit from those agencies working together to assure that the youth receives needed services and to avoid duplication. Additionally, the IL program needs the support of these agencies to strengthen IL services and activities. The IL Coordinator will work to garner interagency coordination to support these youth and the services they need. This coordination will occur through steering committees and other forums that already exist, as well as by strengthening old relationships and forming new alliances with community organizations and businesses.

System change efforts will also be employed through the meetings and contacts described above, as well as ongoing internal review of the Independent Living services and the needs of the youth being served.

Children and Youth Services

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

All services are included above.

- ❑ Describe how the costs to provide the activities are determined.

Costs to provide indirect services will include the IL Coordinator’s time for training staff and resource parents, to meet with the youth, to participate in or report to steering committees and other forums as outlined above, and to meet individually with utilized and new agencies and businesses to provide education regarding the IL program and the needs of youth served. Other costs will include travel to/from meetings, as well as payments or reimbursements for training resources or materials and food items purchased for these contacts.

K. Program Administration

- ❑ 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.

Indirect Service Type	Budget Request \$
Staff providing direct services	\$0
Program reporting costs	\$0
Equipment, training materials, supplies, postage, facility expenses	\$900
IL and Youth Advisory Board related travel	\$50
Other (describe:)	\$0

- ❑ Explain the administrative costs of providing IL services and the drivers of these costs.

Administrative costs include postage, equipment and supplies as well as IL travel.

- ❑ Describe any additional administrative costs of providing IL services that are not listed above and the drivers of these costs.

All costs are captured above.

- ❑ Describe how the costs to provide the activities are determined.

The staff costs related to the IL Coordinator providing direct services to youth is listed as \$0 because the staff costs are divided among the service categories, rather than captured in this section. Other costs will include costs for postage, equipment, training materials, and supplies.

Children and Youth Services

LIMITED ENGLISH PROFICIENCY POLICY

POLICY STATEMENT

It is the policy of Snyder County Children & Youth Services (SCCYS) to provide interpreter services (at no cost to the person being served) to persons with Limited English Proficient (LEP) to ensure them meaningful access to apply for, receive or participate in or the benefit from the services offered.

PURPOSE

To ensure that each employee within SCCYS is aware of procedures for handling cases in which client/client's family has Limited English Proficiency (LEP).

To ensure that persons with Limited English Proficiency (LEP) are provided with language assistance, so that they can have meaningful access to Department of Public Welfare's services and benefits.

Snyder County Children and Youth Services (SCCYS) provides persons with Limited English Proficiency (LEP) meaningful access to SCCYS programs and services as required under Executive Order 13166 (August 11, 2000) and Title VI of the Civil Rights Act of 1964. (42 U.S.C. Section 2000d).

LEP POPULATION LIVING IN SNYDER COUNTY

Snyder County has less than 1% of its population having LEP needs. The major language group in Snyder County is English speaking persons. There is a minority of persons who speak Spanish and a smaller group that speaks Russian. Data was compiled from the US Census Bureau, agency client log, and school district data.

NOTICE OF LEP SERVICES

A notice of an LEP person's right to language assistance and the availability of such assistance free of charge. A "I" speak poster is located on the bulletin board located in the foyer of the building. An "I" speak prop up is also located at our receptionist desk area. Additionally the agency worker verbally notifies the LEP person of his/her rights utilizing Language Services Associates.

AVAILABLE LEP RESOURCES

SCCYS contracts with Language Services Associates for interpreting services that can provide competent interpreters in a wide variety of languages, in a timely manner, as necessary. In addition, SCCYS has access to registered interpreters via <http://www.pacourts.us/T/AOPC/CourtInterpreterProg/> for in person interpretation.

The Language Services Associates translates instructional, informational, and other key SCCYS documents into appropriate non-English languages, as necessary.

SCCYS also utilizes the Community Action Agency, Susquehanna University Language Department and/or Snyder County Adult Probation as resources.

SCCYS and the LEP person also utilize the web site: www.isaweb.com for language services.

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Telephonic interpretation is available on a 24 hour basis. Written communication would be available within a reasonable time frame. In- person interpretation availability is determined based on the type of language needing translated but generally available within 24 hours of initial contact.

PROCEDURES

The procedure for obtaining verbal, telephone, and/or written communication between staff and LEP persons is to first identify which language the LEP speaks. The staff person who first comes into contact with the LEP person will point to the "I Speak" card and indicated to the LEP individual to identify which language the person speaks or reads. If the LEP person has telephoned the agency, the receptionist will attempt to identify the language utilizing the "Hold Please" guidelines. The staff person will then contact Languages Services Associates at 1-800-305-9673: account code 2143. The secondary procedure is to contact the Community Action Agency at 570-374-0181, Susquehanna University at 570-372-4283, Adult Probation at 570-837-4251 and/ or the court interpreter website identified above under resources.

TRAINING OF STAFF

The agency provides training of staff regarding the agency's LEP policy and procedures. The LEP policy is kept in the employee handbook and training of the LEP policy occurs during the initial orientation/training of new employees by the program specialist. If possible, the casework supervisor will review the procedure when their unit member needs to utilize LEP services. When the LEP policy is updated, a memo will be sent out to staff apprising them of the change in the LEP plan; the program specialist or designee will also provide training at the following staff meeting by verbalizing the change and responding to any questions from staff.

MONITORING

The Program Specialist or designee assures that agency programs and services continue to provide meaningful access to LEP persons. The agency will monitor programs and services at least annually. The monitoring process will include:

- an updated assessment of current languages encountered;
- whether existing assistance is meeting the needs of the LEP persons (obtain information from feedback from LEP person if possible);
- Whether staff are knowledgeable about the policy and procedures;
- Whether resources and accessibility of these resources are current and viable; and
- Whether staff knows how to handle complaints from LEP persons about their access to SCCYS's services

Any revisions made to our LEP policy and procedures will be based on the four-factor analysis and followed by a written memo to all staff alerting them of changes.

Children and Youth Services

TRANSITIONAL YOUTH LIVING ALLOWANCE CONTRACT FOR DEPENDENT / SHARED CASE MANAGEMENT YOUTH

The goal of the Snyder County Children and Youth Social Services Agency is to ensure that each youth age 18 or older receives the support and services necessary for their transition to independence. Each youth has unique needs that may require different kinds of services provided at varying degrees. The Transitional Youth Living Allowance Contract has been developed for youth who are enrolled in post-secondary education, receiving GED services, or enrolled in high school. This Transitional Youth Living Allowance Contract is developed individually with each youth when the Agency finds it appropriate to financially support a youth in maintaining his / her own independent living arrangement.

I, _____, agree to the following rules, responsibilities, and expectations in order to maintain my status as a Transitional Youth on a Living Allowance.

Youth agrees to:

- Continue to actively participate in the Independent Living Program through Snyder County Children and Youth Services.
- Maintain full-time, part-time, or work study employment as appropriate. The Agency will be informed of the place of employment, supervisor's name, and wages, if applicable.
- Continue in high school to graduate or complete a GED Program, or if attending a post-secondary educational facility, regularly attend all scheduled sessions and satisfactorily complete all course requirements.
- Maintain an overall grade point average (GPA) of 2.5, with no failing grades for those youth enrolled in post-secondary education.
- Work on achieving the objectives outlined in the Independent Living / Aftercare Plan.
- Develop and follow a personal budget and savings plan. This plan must be shared and approved by the Independent Living Worker.
- Not use or possess illegal drugs or alcohol at any time or knowingly permit a visitor to enter your residence under the influence or in the possession of illegal drugs or alcohol.
- Cooperate with random drug screenings as requested.
- Abide by all terms outlined in their lease / school housing requirements. Further agree for Agency staff to be present during signing of the lease, if appropriate.
- Not possess any type of weapon or allow anyone to enter the youth's residence in possession of a weapon.
- Maintain contact with assigned Agency staff as outlined in the Independent Living Plan. Attend meetings with Agency staff as required.
- Not allow anyone to reside with them without prior approval from the Agency.
- Provide receipts for purchases made with the living allowance paid by the Agency.
- Provide release of information and contact information for landlord to confirm rent payment and address any landlord/tenant concerns.
- Attend required three-month permanency review hearings.
- Provide the Agency with a copy of your high school diploma or GED.
- Provide the Agency with a copy of each semester's grades from the post-secondary education institution.
- Follow through with any treatment recommendations (medical, mental health, drug/alcohol or dental) made by the worker(s).

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- Complete applications for grants, loans, scholarships and employment for tuition and other Independent Living preparation.
- Contact the Agency within **1 day, if ending educational services.**
- Not commit any crimes which would constitute a misdemeanor or felony offense.
- Contact 911 for local service in case of an emergency. For emergency services through Snyder County, call **570-372-0826.**

Agency Agrees to:

- Pay a monthly living allowance at the rate of \$ ___ per day, which will be spent by the youth on necessary items such as rent, food, clothing, and toiletries.
- Maintain monthly contact with the youth via telephone, email, and/or in-person. The type and frequency of contact will be determined by the needs of the youth, as well as regulatory requirements.
- Develop a Child Permanency Plan, specific to the youth's situation and addressing the youth's independent living strengths and needs, and update this plan at least once every six months.
- Assist the youth in requesting services and locating community resources when needed.
- Monitor and obtain documentation of compliance with this contract.
- Follow all regulatory requirements.
- Review this and all Transitional Youth Living Allowance Contracts every six months. If a Transitional Youth Living Allowance Contract is to be terminated, provide written notice of termination to youth within one week of determination of termination.

The Transitional Youth Living Allowance will be suspended for the number of days the youth is residing in an agency-purchased placement setting during breaks from post-secondary education. The Agency cannot pay the youth and placement provider for the same days of service.

The Agency holds the right to amend or void this contract at its discretion. Failure to comply with the Child Permanency Plan, including Independent Living objectives and tasks, could result in termination of dependency and this Transitional Youth Living Allowance Contract. Written notice of termination will be provided to the youth within one week of determination of termination.

If the dependent youth disputes the termination of this contract by the Agency for non-compliance with the mandated requirements, he/she has the right to consult with his/her Guardian Ad Litem/ or attorney and petition for a hearing before the Juvenile Court. A petition for hearing before Juvenile Court to review the notification of pending termination must be filed by the youth within ten (10) days of the written notification, at which time the termination will be temporarily suspended pending further court order. If a petition for hearing is not filed by the youth within ten (10) days of the termination notification, then the termination of the contract and removal from the program will automatically occur.

I understand that my level of compliance with this contract and with the Agency will impact any decision to amend or void this contract. By signing this agreement, I fully understand that failure to comply with any of the above conditions could result in the termination of my Transitional Youth Living Allowance. I also understand that if I am

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removed from this program for lack of compliance or at my request, I will not be permitted to reapply.

This Transitional Youth Living Allowance Contract will be granted for six months following the date signed, unless otherwise stated or revoked.

Contract Effective Date

Today's Date

Youth

Caseworker

Independent Living Worker

Supervisor

Administrator

Commissioner (Chair)

Children and Youth Services

Transitional Youth Living Allowance Contract for Aftercare Youth

The goal of the Snyder County Children and Youth Social Services Agency is to ensure that each youth age 18 or older receives the support and services necessary for their transition to independence. Each youth has unique needs that may require different kinds of services provided at varying degrees. The Transitional Youth Living Allowance Contract has been developed for youth who are enrolled in post-secondary education, receiving GED services, or enrolled in high school. GED services. This Transitional Youth Living Allowance Contract is developed individually with each youth when the Agency finds it appropriate to financially support a youth in maintaining his / her own independent living arrangement.

I, _____, agree to the following rules, responsibilities, and expectations in order to maintain my status as a Transitional Youth on a Living Allowance.

Youth agrees to:

- Continue to actively participate in the Independent Living Program through Snyder County Children and Youth Services.
- Maintain full-time, part-time, or work study employment as appropriate. The Agency will be informed of the place of employment, supervisor's name, and wages, if applicable.
- Continue in high school to graduate or complete a GED Program, or if attending a post-secondary educational facility, regularly attend all scheduled sessions and satisfactorily complete all course requirements.
- Maintain an overall grade point average (GPA) of 2.5, with no failing grades for those youth enrolled in post-secondary education.
- Work on achieving the objectives outlined in the Aftercare Plan.
- Develop and follow a personal budget and savings plan.
- Not use or possess illegal drugs or alcohol at any time or knowingly permit a visitor to enter your residence under the influence or in the possession of illegal drugs or alcohol.
- Cooperate with random drug screenings as requested.
- Abide by all terms outlined in their lease/school housing requirements. Further agree for Agency staff to be present during signing of the lease, if appropriate.
- Not possess any type of weapon or allow anyone to enter the youth's residence in possession of a weapon.
- Maintain contact with assigned Agency staff as outlined in the Independent Living Aftercare Plan. Attend meetings with Agency staff as required.
- Not allow anyone to reside with them without prior approval from the Agency.
- Provide receipts for purchases made with the living allowance paid by the Agency.
- Provide release of information and contact information for landlord to confirm rent payment and address any landlord/tenant concerns.
- Provide the Agency with a copy of your high school diploma or GED.
- Provide the Agency with a copy of each semester's grades from the post-secondary education institution.
- Follow through with any treatment recommendations (medical, mental health, drug/alcohol or dental) made by the worker(s).
- Complete applications for grants, loans, scholarships and employment for tuition and other Independent Living preparation.
- Contact the Agency within **1 day, if ending educational services.**
- Not commit any crimes which would constitute a misdemeanor or felony offense.

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- Contact 911 for local service in case of an emergency. For emergency services through Snyder County, call **570-372-0826**.

Agency Agrees to:

- Pay a monthly living allowance at the rate of \$ ____ per day, which will be spent by the youth on necessary items such as rent, food, clothing, and toiletries.
- Maintain monthly contact with the youth via telephone, email, and/or in-person. The type and frequency of contact will be determined by the needs of the youth, as well as regulatory requirements.
- Develop an Aftercare Plan, specific to the youth's strengths and needs and update this plan at least once every six months.
- Assist the youth in requesting services and locating community resources when needed.
- Monitor and obtain documentation of compliance with this contract.
- Follow all regulatory requirements.
- Review this and all Transitional Youth Living Allowance Contracts every six months. If a Transitional Youth Living Allowance Contract is to be terminated, provide written notice of termination to youth provide written notice of termination to youth within one week of determination of termination.

The Agency holds the right to amend or void this contract at its discretion. Written notice of termination will be provided to the youth provide written notice of termination to youth within one week of determination of termination.

I understand that my level of compliance with this contract and with the Agency will impact any decision to amend or void this contract. By signing this agreement, I fully understand that failure to comply with any of the above conditions could result in the termination of my Transitional Youth Living Allowance Contract. I also understand that if I am removed from this program for lack of compliance or at my request, I will not be permitted to reapply.

This Transitional Youth Living Allowance Contract will be granted for six months following the date signed, unless otherwise stated or revoked.

Contract Effective Date

Today's Date

Youth

Independent Living Worker

Independent Living Supervisor

Administrator

Commissioner (Chair)

Independent Living Stipend Policy for Snyder County

Snyder County Children and Youth Services will provide the following stipend to youth in the Independent Living Program. The purpose of the stipends is to provide the child with monies to: a) increase their motivation for completion of the task, b) provide a positive reward for accomplishment and c) encourage establishment of positive independence in society.

Stipends shall not be reported as income to the Internal Revenue Service (IRS). The IRS relies on the federal agency overseeing a program to define reportable taxable income. In the case of IL stipends, the U.S. Department of Health and Human Services has stated that IL stipends are not taxable income, referencing section 477 (42 U.S.C. 677) Section H of the Social Security Act. The stipend monies cannot be used for room and board.

Unrestricted stipends: The conditions for obtaining unrestricted stipends include:

1. Youth will receive **\$25** for a grade point average of 90% or 3.5 or higher without having any failing classes; **\$20** for a grade point average of 80% to 89% or 3.0 – 3.4 without having any failing classes; or **\$15** for a grade point average of 70 – 79% or 2.0 – 2.9 without any failing classes for each marking period. Youth are responsible for submitting their report card to the agency to verify their GPA and to obtain payment.
2. Youth who improve their GPA by at least 5 points from the previous marking period will receive **\$10** even if the youth fails any of their classes. Youth are responsible for submitting their report card to the agency to verify their GPA and to obtain payment.
3. Youth will receive **\$25** for perfect attendance in a marking period. Youth who have missed 2 or less days of school during a marking period will receive **\$15**. Youth are responsible for submitting their report card to the agency to verify their attendance in school.
4. Youth will receive **\$25** for achieving honor roll or Dean's list status. Youth are responsible for submitting their report card or grades to the agency to verify that they are on the honor roll or Dean's list.
5. Youth will receive a **\$100** stipend upon graduation from high school.
6. A **\$100** stipend will be paid to a youth who obtains a job. Summer Workforce Development jobs do not count for payment. This stipend will only be paid once. If a youth quits a job and is hired at another job, another stipend will not be paid. For every three month interval at one job, beginning from the first day of employment, an additional **\$100** will be paid to a youth. If the youth leaves

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employment under negative conditions, the stipend will not be given. If the youth leaves the original job for another job without a break in employment, the continuous stipend applies. Youth are responsible for submitting pay stubs to verify employment.

7. A **\$450** security deposit will be given to the landlord at the signing of a rental contract.
8. A youth will receive a **\$100** stipend for each level in life skills that is successfully completed. The maximum number of stipends for the level system in life skills is **\$300**. The objective must be part of the youth's IL plan. If the youth mastered the objective prior to IL services, the youth does not receive the stipend.
9. Youth will receive **\$5** for attendance at the group instructional meetings. The youth must attend the entire meeting and actively participate in the meeting. Social activities do not count as group instructional meetings.
10. Youth in Aftercare services will receive a stipend for any savings that the youth has accumulated for a three month period of time. The stipend will be **10%** of the savings saved over the three month period of time. Monthly savings will be calculated by averaging together the three average monthly balances printed on the savings account or Certificate of Deposit Statement. The maximum amount of this stipend is **\$400 per fiscal year**. It is the responsibility of the youth to submit their bank statement to the agency for the three month period to verify the savings and to obtain payment.
11. Stipends may be paid to some youth who do not follow the structured level system. The stipends that the youth would be eligible for would be written into the youth's IL plan.

Restricted Stipends

A youth may request additional stipend money for a specific need, such as tuition, books, application fees, work uniforms, a suit or deposits on utilities. Payment of restricted funds will be determined based on need of the youth, that the stipend will be used to achieve independent living goals, and the availability of stipend money.

Payment Procedures

Payment for unrestricted stipend for graduation will be given to the youth within 60 days from the graduation date. Payment for grades and attendance and honors status is made within 30 days of receipt of report card.

Payment for obtaining employment is made within 30 days of notification and verification of obtaining employment. Payment for continuous employment will be given

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to the youth after three months continuous employment within 30 days of notification and verification of the youth of achieving this milestone.

Payment for the security deposit will be made at the time of the signing of the rental contract. Payment will be made directly to the landlord.

Payment for stipends for successful completion of the life skill levels, as outlined in the youth's IL case plan, will be given to the youth within 30 days of completion.

Payment for group instructional meetings will be made within 30 days of attendance.

Payment for restricted stipends will be paid to the youth who must submit receipts for which the stipend was approved or the IL worker will take the youth shopping for the items.

For youth in placement, stipends received must be saved in a bank account opened jointly by the youth and resource parent. If the youth wishes to spend this money, the youth must obtain prior written permission from the IL worker before using any of the stipends.

My signature indicates that the above stipend policy has been explained to me. In addition, I understand that I am eligible for Independent Living after care services from the point of discharge until my 21st birthday.

Youth

Date

IL Coordinator

Date

Independent Living Room and Board Policy

For Snyder County Children and Youth Services Independent Living Program

Snyder County Children and Youth Services Independent Living Program may provide funding for room and board payment for those youth who leave foster care on or after their eighteenth birthday and who have not yet attained twenty-one years of age. Room and board services will only be provided as monies are available through the Independent Living program. These funds are not an automatic benefit of participating in the Independent Living program.

Room and board payments can only be used if there are no other funding sources available to the youth. These payments are for youth who are experiencing financial stress, and without financial assistance would run the risk of being homeless. The youth must be able to demonstrate financial responsibility for housing after the financial assistance from the Independent Living program is terminated.

To be eligible for room and board assistance the youth must meet the following conditions:

1. must be at least 18 years of age and have exited substitute care
2. must live in the community without continuous adult supervision
3. must have the skills to manage day-to-day living activities in an apartment or other independent living arrangement
4. must cooperate with CYS agency to develop independent living skills
5. must participate in continued needs assessment

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6. must enter into a room and board contract with the CYS agency
7. must be willing to identify other community agencies with which they have involvement
8. must **not** have current substance abuse issues or recent history of substance use without rehabilitation
9. must participate in all required activities and appointments as outlined in the contract.

Financial assistance may be provided through one of the following methods:

1) **Crisis/Emergency Support**

The youth must demonstrate a need for financial assistance for rent. The youth must demonstrate an ability to continue financial responsibility after the support is given. Crisis/emergency support will equal up to one month's rent to be paid directly to the landlord. Youth may only access this option one time per calendar year.

2) **Temporary Support**

The youth must demonstrate a need for financial assistance for rent. The youth must demonstrate an ability to continue financial responsibility after the support is given. Temporary support may equal up to two month's rent (maximum) to be paid directly to the landlord. The program may be utilized to assist youth with partial payment if the youth encounters financial stress due to a smaller paycheck, temporary unemployment, or increased health care cost. Payments may not be utilized due to poor money

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management. Youth must disclose the reasons for their inability to pay for their rent. Youth may access this option only one time per calendar year.

3) **Extended Services**

The youth must demonstrate a need for financial assistance for rent. The youth must demonstrate an ability to continue financial responsibility after the support is given. Extended support services may be provided to those youth who do not have the resources to provide the start up costs in their independent living arrangement (apartment, house). The youth must live or plan to live in the housing arrangement without any other individuals other than their own children. The Independent Living program may provide two months of full rental assistance, two months of 50% of rental cost, and two months of 25% of rental cost. These funds will be paid directly to the landlord. The youth must be able to pay the difference between the Independent Living rental support and the total cost of the rent. Youth may only access this option one time.

By signing this policy, I acknowledge that the policy has been explained to me. Signing this policy does not mean that I will be receiving room and board services. In order to access room and board services, I must sign this policy and the room and board contract. I acknowledge that if I fail to comply with the eligibility conditions, the contract will be terminated and room and board services should no longer be provided.

Signature of Youth

Date of Signature

Signature of IL Worker

Date of Signature

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Room and Board Contract

Between

Snyder County Children and Youth Services Independent Living Program

and _____, I, _____,

acknowledge that I will be able to assume financial responsibility for my rent after receiving financial support from the Snyder County Independent Living program. By signing this contract, I agree to the following conditions in order to receive room and board assistance.

Life Skills/Aftercare

- 1) I will participate in the development of and follow my case plan.
- 2) I will make myself available to participate in all recommended life skills sessions either offered individually or in a group setting.
- 3) I will meet with the Independent Living worker weekly for at least the first month and then at least once every two weeks until the room and board financial support is terminated.

Apartment/ Housing Arrangement

- 1) I will maintain appropriate cleanliness of the housing arrangement i.e. Wash dishes daily, wash laundry weekly, dust and vacuum (sweep) at least weekly, remove garbage. The household maintenance sheet will be provided to the youth.
- 2) I will work with the Independent Living worker to develop a budget. I will provide all notices of bills and verification of income.
- 3) I will use the income/debt sheet provided to me to document income and debts.
- 4) I will allow the Independent Living worker complete access to my housing arrangement. Complete access includes unannounced visits and inspecting all rooms and closets of the housing.
- 5) I agree to not have any overnight guests. All guests must leave the apartment by _____ p.m. Sunday through Thursday night and by _____ Friday and Saturday night. These days and times may be negotiable due to work schedule.
- 6) I will not use or possess any illegal drugs or alcohol nor will I allow any visitors into my housing arrangement that are under the influence of illegal drugs or alcohol.
- 7) I will not have any type of weapons or allow anyone in my housing arrangement with a weapon.

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Name and address of current employment: _____

Phone number of current employer: _____

If I am not working full time, I am enrolled in an educational/vocational setting. Identify the educational/vocational setting.

Name and Address of landlord:

Monthly rent: _____ (must show proof of rental cost)

I acknowledge that I left foster care placement on _____, which was on or after my eighteenth birthday. By signing this contract I agree to abide by the above listed conditions and acknowledge that I am able to assume full financial responsibility after receiving assistance by the Independent Living program. Attached to the signed contract is a signed copy of the room and board policy which outlines what room and board services are available to me and the method of financial disbursement. If I do not comply with the contract and policy, financial support will be terminated immediately and I forfeit the opportunity to receive the room and board services again.

I am requesting the following type of room and board assistance:

- _____ Crisis/Emergency
- _____ Temporary
- _____ Extended

Signature of Youth

Date of Signature

Date financial support begins

Signature of IL worker

Date of signature

Signature of Administrator

Date of signature

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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.

Column 1	Column 2	Column 3	Column 4
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
2	2	0	2

Provide Justification for Column 2:

Accurint users are the agency's Legal Services Initiative (LSI) paralegal and the Foster Care/Special Programs Supervisor.

Provide Justification for Column 3: No need for additional users.

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6-???. 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?
 - a. If yes, describe the system and its functionality.
 - b. If no, describe how the county plans to transfer an already existing case management system from another county.
 - i. The County intends to have data converted by Avanco when Child Accounting and Profile System (CAPS) is installed.
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 complies with the requirements of the 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? The current system does not support other critical business systems.
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? The current system does not support other critical business systems.
5. How does the county plan support the reuse of existing IT assets? All IT assets can be utilized when converting 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. **No request is being made.**

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

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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.

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Section 7: Required & Additional Language

7-1. Assurances

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

- Assurance of Compliance/Participation
- Documentation of Participation by the Judiciary
- 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: SNYDER

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 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 \$ 471,346 _____.

Signature(s)

County Executive/Mayor

_____	_____	_____
Name	Signature	Date

County Commissioners

Joseph E. Kantz, Chair _____	_____	8/3/10 _____
Name	Signature	Date

Malcolm L. Derk, III _____	_____	8/3/10 _____
Name	Signature	Date

Peggy Chamberlain Roup _____	_____	8/3/10 _____
Name	Signature	Date