

# 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.

# Susquehanna County

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

Version Control	
Original Submission Date:	
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.

During the fiscal year 2009-2010, Susquehanna County Services for Children and Youth (SCSCY) examined the need for improving client engagement skills, accessing trauma focused therapy for children, dealing more effectively with issues of chemical dependency and becoming more proficient with safety assessments and safety plans.

The concept of client engagement skills were first introduced through the theoretical framework of Family Group Decision Making as almost all of the agency staff completed that training. The need for training in engagement skills was further identified during the course of training and implementing the Safety Assessment Model. Supervisors and Caseworkers recognized the need of skill development in engaging clients to facilitate the thorough assessment of safety threats and risk factors. The agency contacted the CWTC for technical assistance. A plan for training the entire caseworker and supervisor staff on “Engaging Clients From a Strength-Based, Solution Focused Perspective” was developed. In addition to training, the plan also included a transfer of learning package. Most staff members have received the training and are practicing the new skills.

In 2009-2010, Family Group Decision Making (FGDM) was integrated into casework practice. Most caseworkers have had the opportunity to participate in a family group conference and have witnessed the collaboration of family members to problem solve and develop a family plan that becomes incorporated into the Family Service Plan. Through the use of FGDM, family and community supports have been found and developed, children have not required placement outside of family and/or placement has been diverted.

The FGDM challenges involve the lack of participation by service providers and educators. The agency requested technical assistance and collaborated with the CWTC in creating a unique one day training for service providers and community members which included participation in a mock conference. The purpose of the training was to assist the providers and community members in understanding how important their role is in the FGDM process. It was well received with 20 community members and providers attending. Although supportive of the process, they have rarely been able to attend meetings. Barriers include non-billable hours, meetings held in evenings or on weekends to accommodate family, and educators not being able to participate during a school day.

The ability to access adequate and appropriate mental health services continues to be a concern and challenge for children, youth and families. Fiscal year 2009-2010 saw some strides made in this area. The CYS staff received instruction on assisting families in completing applications to access financial assistance for trauma counseling as funded through Pennsylvania Crime Victims Assistance Program. A provider of trauma therapy was identified that would serve children and families in Susquehanna County. In addition, as a result of collaboration ICSP, SCSCY, NHS, the Susquehanna, Lackawanna MH/MR and the local school districts, Susquehanna County saw the successful implementation of a School Based Behavioral Health in one school district. SCSCY, NHS (out patient mental health provider) and

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the ICSP team continue to support and advocate for out-patient mental health clinics in schools. School based clinics will help to eliminate transportation as a barrier to accessing mental health treatment for children and youth. With the exception of one school district all other children and youth must travel to the county's only outpatient clinic which is located in Montrose. Travel time, absence from work and school and expenses involved in travel and missing work, are barriers to accessing treatment.

Issues of chemical dependency continue to be a major factor in referrals to SCSCY. In 2009-2010, the agency has begun a more intensive collaboration with the local drug treatment providers, TREHAB and PATH. The casework and supervisory staff have attended trainings with the local providers in an effort to better understand addiction issues and treatment modalities. These cases are complex requiring constant assessment for safety and risk. Supervision of families with chemical dependency must be intensive to insure safety of the children. To be effective, caseworkers must carry smaller caseloads.

Much of 2009-2010, has focused on training and implementing the Safety Assessment Model. The Safety Lead for in-home services safety assessments continues to meet with supervisors and caseworkers to improve assessment and planning skills as well as documentation. The learning curve and time required to complete paperwork has contributed to less time to spend with clients and re-enforces the need for smaller caseloads.

Susquehanna County's human services agencies and infrastructure has experienced challenges related to the Marcellus Shale exploration and drilling for natural gas. The county has had an influx of temporary resident related employment in the gas industry, collateral services and their families. One of the most significant issues of this influx is a reduction of available and affordable housing. Low income families are losing HUD funding as certificates expire before housing can be secured. There seems to be a correlation between the increase in the use of heroin, drug related crimes, increase in temporary and permanent residents, and homelessness. Because the gas industry in the infancy stages in this county, we will need to look to other counties which have a longer history to predict future service delivery needs, challenges and solutions.

In 2009-2010, the assignment of a paralegal by Family Design Resources has improved the agency's ability to implement the Foster Connections Act. Areas which still need improvement are timely searches and notification of placement letters. Families are reluctant to provide information for contacting extended families or previously un-involved parent. The agency is working closely with Family Design Resources to develop quality assurance measures to meet compliance.

In 2009-2010, a Promising Practice grant allowed the agency to contract with George Jr. Republic to provide intensive in-home services to families and youth who are at risk of placement; intensive after-care to maintain youth in the home and Independent Living Services to delinquent and dependent children living in their own homes. Delinquent youth were given priority for service. Once implemented, the program, Preventative Aftercare, has been effective in maintaining children in their own homes. Through JPO and CYS referrals the program remains at capacity.

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Due to three casework and two case aide vacancies, caseload were re-distributed, and became more generic. The change created the need for internal cross-system training, while giving caseworkers a better understanding of placement regulation, policy, procedure and service delivery. Three caseworkers were hired in March 2010 and have complete the 120 hours required training for certification as direct service worker. One new caseworker is currently participating in the Sexual Abuse series as provided by the CWTP. A case aide was hired in November 2009. The agency hopes to be able to fill the remaining case aide position in fiscal year 2010-2011. The retirement of a clerk-typist, resignation of a clerk-typist, and the agency's difficulty in filling the positions off the Civil Service List of Eligibles required more clerical responsibility to be assumed by the caseworkers and case aide. A clerk-typist was hired in July 2010 and the agency is currently advertising the position. Civil Service requirements will need to be met prior to hire or to maintain employment. The agency's fiscal officer has planned retirement in July 2012. The County Commissioners have agreed create a temporary fiscal officer position with a start date of January 2012 to provide for a training period.

The Integrated Children Service Planning Team continues to collaborate to identify and break down barriers to service delivery. During 2009-2010, a directory of human services was developed for distribution to county residents in hard copy and electronically. Also select team members participated in case reviews of long-term placements and children with significant mental health issues. Because Susquehanna County has one of the highest rates of un-insured children, a plan was developed to educate county residents on the availability of CHIP and PA Medicaid through distribution of literature through school districts.

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2-2a. Collaboration

Entity	County Engagement
<b>County Children and Youth Agency Staff</b>	Staff's input was gathered through distribution of a questionnaire, caseworker staff meetings and supervisory meetings.
<b>Juvenile Probation Staff</b>	CYS/JPO supervisory and administrative staff have had five formal and numerous informal meetings concerning the development of the Needs Based Plan and Budget. The Assistant Chief (JPO) met with Juvenile Probation Officers to discuss trends, performance of service providers, unmet needs, etc.
<b>Juvenile Court and Family Court Judges and Legal Counsel for Parties</b>	Susquehanna County CYC and JPO have an ongoing dialogue throughout the year with the President Judge concerning the needs of children and families served by the county and private human services systems; the Needs-Based plan and specifically the Needs Based Budget Process. Monthly meeting are held with the GAL to address service delivery, strengths, unmet needs and opportunity is given for input into the Needs Based process.
<b>Family Members and Youth, especially those who are or who have received services</b>	Youth, parents, guardians and foster parents were given the opportunity for input through the use of a survey which was developed by doctoral students at Binghamton University specifically for the child/family serving systems. The survey addressed satisfaction with service delivery, identification of strengths, unmet needs, services integration, etc.
<b>Child, Parent, and Family Advocates</b>	Youth, parents, guardians and foster parents were given the opportunity for input through the use of a survey which was developed by doctoral students at Binghamton University specifically for the child/family serving systems. The survey addressed satisfaction with service delivery, identification of strengths, unmet needs, services integration, etc. The Integrated Children Service Planning team, and Agency MDT, which is representative of the child serving systems, is utilized to gather input into the development of the Needs Based Plan and Budget. The ICSP meets monthly with subcommittees meeting in the interim.
<b>Mental Health and Mental Retardation service system</b>	The mental health and mental retardation services systems, private and public, actively participate in the monthly ICSP meetings and sub-committees. Through participation in these meeting opportunity is given for input into the NBP&B and ICSP.
<b>Drug and Alcohol Service System</b>	The one county drug and alcohol assessment agency, and two private drug and alcohol assessment, treatment and education agencies actively participate in monthly ICSP meetings. Through participation in these meeting opportunity is given for input into the NBP&B and ICSP. *
<b>Early Intervention System</b>	Susquehanna County CARES actively participate in the monthly ICSP meetings and sub-committees. Through participation in these meeting opportunity is given for input

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Entity	County Engagement
	into the NBP&B and ICSP.
<b>Local Education System</b>	Representatives from each school district are asked to participate on the agency MDT and ICSP. Through this process the schools are given the opportunity to participate in the NBPB process. In addition, key personal at schools are invited to provide input for the development of the NBP&B.
<b>Community Organizations which provide support and services to children and families</b>	Community organizations actively participate in the monthly ICSP meetings and sub-committees. Through participation in these meeting opportunity is given for input into the NBP&B and ICSP.
<b>Current Service Providers</b>	Current Service providers, in addition to those already participating on the MDT and ICSP meetings are invited to participate in a public hearing.

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

Resource	Data Collected	Date of Data
US Census	Population; poverty statistics	1999-2008
AFCARS	Service delivery	2009
ICSP Survey	Client need; satisfaction	2009
CY28	Service delivery	2009-2010
Agency case review		
Hornby Zeller Associates	Outcome Measures and Performance Indicators	2007 to 2010

2-3: Meeting Mandates

2-3a. PA Rules of Juvenile Court Procedure

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

In 2009, Susquehanna County Services for Children and Youth (SCSCY) implemented the new petitions and orders created by the Administrative Office of the Pennsylvania Court. SCSCY solicitor or caseworker files the petitions for Dependency with the Clerk of Courts.

Pre-adjudicatory conferences are offered to parents and youth to allow for stipulation of facts, facilitate discovery, and resolution of key issues. Pre-adjudicatory conferences have resulted in reduced time in court; non-confrontational resolution of dependency issues; withdrawals of dependencies; and stipulations to facts.

2-3b. Truancy

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

Truancy services are provided by CYS and JPO. A Court approved truancy policy has been distributed to all schools with procedure defined. One casework supervisor is specifically designated as liaison to the six school districts and three district magistrates. Contact is made with all school districts at the beginning of the school year to review the court's approved policy; and school truancy policies. Schools are encourage to identify elementary truancy issues and report all truanancies in a timely manner. Truancy referrals are investigated by CYS and GPS. Services are provided as appropriate.

Referrals are also made by CYS and JPO to George Jr. (Promising Practice Grant) to work intensively with children and families that are at risk of the child being removed from the home.

Two Juvenile Probation Officers are based in county schools and provide upfront support services to youth who are at risk of truancy referrals.

2-3c. Quality Assurance Process

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

The Random Moment Time Study is verified by the Fiscal Officer and Fiscal Technician for accuracy and compliance with regulation. Clarification of the time study is provided by the Fiscal Officer and state guidance is sought if necessary.

**2-3d. Fostering Connections**

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

- SCSCY is participating in the Legal Initiative and utilizes paralegal services through Family Design Resources
- Whenever possible children are maintained in their own homes.
- Family Group Decision Making is utilized to assist in maintaining children in their own home or family planning for child's well-being and safety, which may include placement with a relative.
- Caseworkers are encouraged to obtain information identifying relative and family supports from parents and youth on cases opened for service, particularly if placement outside the home may become necessary for the child's safety.
- Paralegal completes a diligent search at the request of the caseworker on open cases.
  
- Included in the placement packet is the SWAN materials for collecting names, addresses, family tree, etc.
- Letters are sent to non-kinship individuals and adult relatives identified by the family to notify of a child's planned or emergency placement to determine that persons ability to be a placement or supportive resource.
- The paralegal is responsible for the diligent search and utilizes SWAN directives to facilitate a success search. Letters are sent to persons found through the diligent notifying of child's placement.
- Whenever possible siblings are placed together or in close proximity to facilitate frequent visitation.
- Whenever possible children are maintained in their home school districts.
- A formal transition planning tool provided by IL is now being utilized with youth who will be transitioning from care. This completed plan will be presented to the court. The GAL will be encouraged to review and or participate in completion of the transition plan.
- Caseworkers will be expected to review and update transition plan with youth.
- Youth entering PLC will be notified of Independent Living Services and provided with contact information
- Caretakers entering into a PLC/SPLC agreement and court order will be advised of their responsibilities concerning education, medical, and dental care and will be required to provide a yearly statement of compliance.
- Adopting parents will be provided information about adoption subsidies and available tax credits.

**2-3e. Safety Assessment**

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

The Safety Assessment has been fully implemented in compliance with the regulation. New hires participate in an agency introduction to the safety tool, agency policy and procedure. New caseworkers also participate in the Child Welfare Training Programs' Module on the Safety Assessment. The Safety Lead randomly reviews safety assessment for compliance and need for additional caseworker training.

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

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

Caseworkers are required to visit children in their place of residence a minimum of once a month and enter data to support visitation into the CAPS program. During case reviews/monthly reviews safety assessment, , caseworkers provide casework supervisors with number and dates of home visits. Form is signed by the supervisor. Casework supervisor may randomly contact family to verify home visit was made.

Caseworkers are expected to visit youth in purchased placement. If shared case management, JPO and CYS worker are both encouraged to visit youth together or individually. If weather, or an unexpected event interferes with visitation, the worker is to make a visit on the next available business day and document reason visit was not made. The caseworker is to verify that the private agency's caseworker has made a visit to the foster home during that month, Dates of private agency's home visits should be maintained in the agency case file.

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

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

SCSCY uses Ages and Stages to evaluate children age five years and younger who are victims of indicated or substantiated abuse, and/or opened for in-home or placement services. Based on the results of the evaluation, referrals are made to appropriate service providers, i.e. Early Intervention, and Head Start, schools and medical care providers with proper releases from parents. Parents are encourage to initiate the referral, however the agency will verify the referral was made and/or make the referral. Caseworkers and case aides have been trained in the use of the Ages and Stages tool, and have been provided with agency policy, protocol, time lines for re assessment, etc..

**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?

Through internal ongoing assessment SCSCY determines the need for program modifications to enhance service delivery, and improve CFSR outcomes. With the implementation of the Safety Assessments, Safety Plans, Fostering Connections, Family Group Decision Making and expanded IL services, improvement has been made in the following areas: family engagement, identifying community and family supports, planning for youth aging out of the system, and safety assessment and planning. The agency continues to strive for continued improvement in all areas with particular emphasis on transition plans for youth and family engagement. All casework and supervisory staff is in the process of being trained in Strength-Based Solution Focused Perspective by the CWTP.

**2-3i. Shared Case Responsibility**

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

SCSCY Director and JPO Assistant Chief have formalized a plan of implementation which has been submitted to the OCYF regional office. Shared case management is already being successfully implemented in Susquehanna County. The plan of implementation helps to clarify role responsibilities.

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

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

SCSCY will referred any new GAL for training as offered by the Solicitors' Association, Child Welfare Training Program, etc. In the event training is not made available, the current GAL will be asked to provide training to new or prospective GAL. The Court appointed a primary GAL who is well versed in GAL responsibilities.

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?

SCSCY will comply with this mandate and is awaiting further instruction from the new IL draft bulletin whose release is anticipated. In July, 2010 Susquehanna County CYS received requested technical support from CWTP IL program concerning IL services, mandates, etc. and will work with the IL providers to continue to provide quality IL services.

2-3l. Emergency and Disaster Planning

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

The county is in the process of finalizing an emergency disaster plan. SCSCY along with the other county offices/agencies has been a participant in this process.

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

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

Susquehanna County is not receiving TLFR grant funding.

## Section 3: General Indicators

### 3-1: County Information/Background

#### Population and poverty trends

The total resident population of Susquehanna County as estimated by the US Census Bureau is 40,646. A decrease of 3.8% or 1,592 from April 1, 2000 population of 42,238. The resident population is 98.3% white. The median household income in 2007 was \$42,149. The personal per capita personal income for 2007 was \$29,142.

For 2008, the US Census estimates that 12.2% persons in Susquehanna County were living below the poverty level. Persons under the age of eighteen are 21.6% of the population; 5.1% are under the age of five. Data for 2006 indicates that 18% of persons under the age of 18 live in poverty and 15.8% of families with children age 5-17 live in poverty. Data for under age 5 was not available.

The census data is not reflective of the transient population caused by gas exploration and drilling.

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

- Need for ongoing clarification and guidance in use of Safety Assessment tool.
- Improve Quality Assurance. Documents completed in entirety are maintained in the files in accordance with the regulation, i.e. race and religious preference are noted on the plans; medical data is requested and maintained in the case file; foster home re-evaluation form modified to meet all regulatory compliances.
- Improve engagement of absent fathers in development of family service plans.

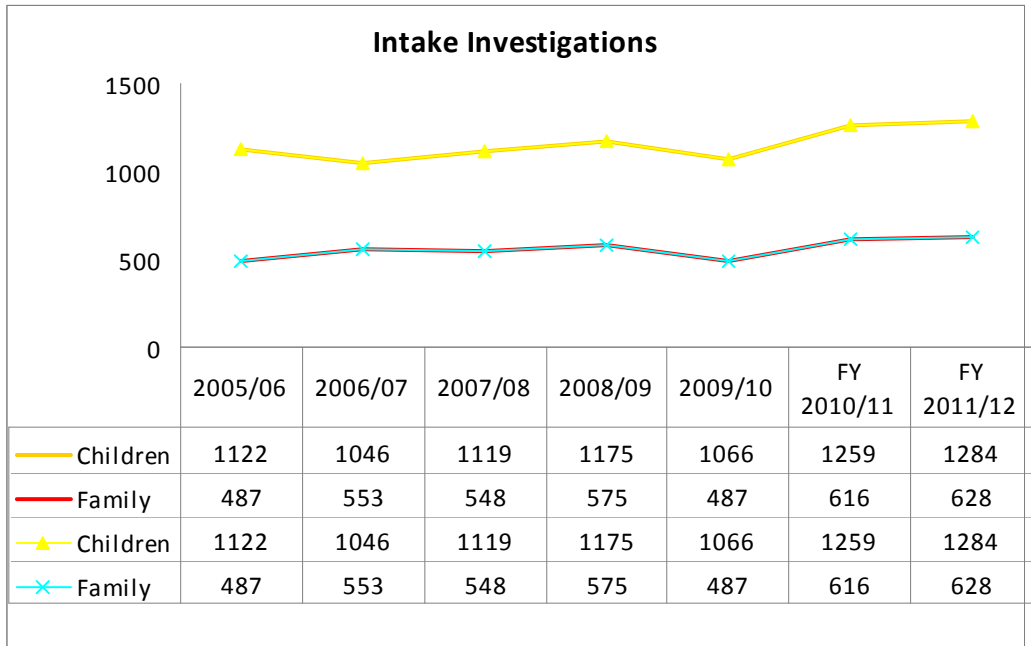
#### Other Changes or Important Trends

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**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.

Click to Paste Chart



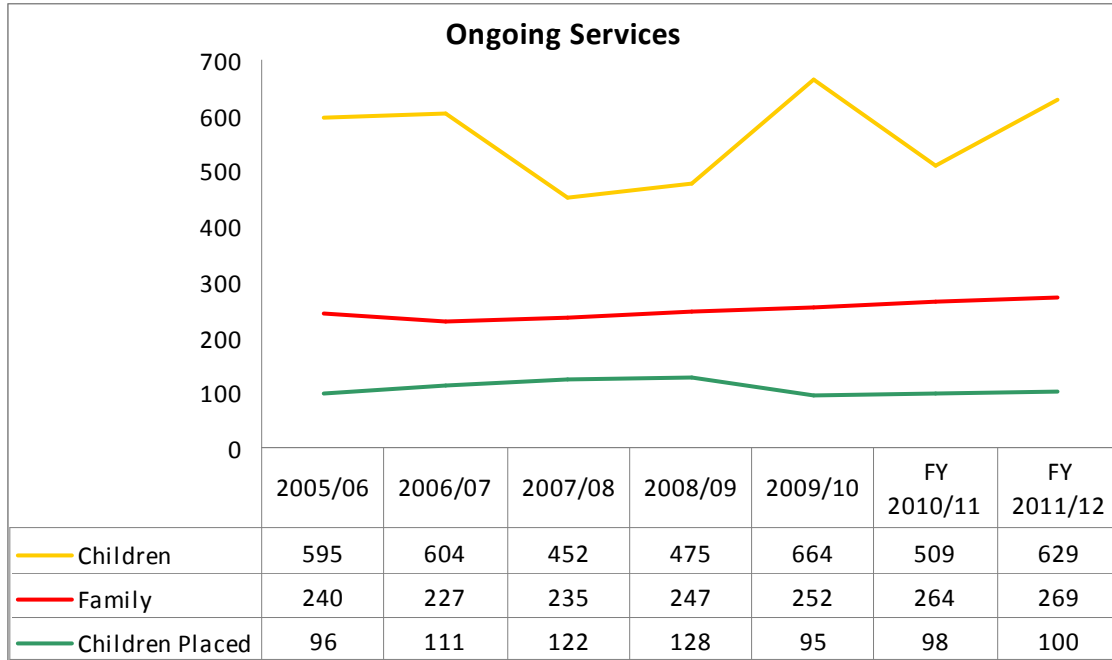
Overall Intake investigations for children decreased by 5% over a five year period. However, referrals by hospitals have increased due to the number of infants referred at birth because of drug use by parents. Chemical dependence is a significant factor in the referrals. With the cuts in money for treatment, increase in non-permanent residents due to gas exploration and drilling, lack of permanent housing due to increased demands, we anticipate an increase in referrals in 2010-2011.

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**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.

Click to Paste Chart



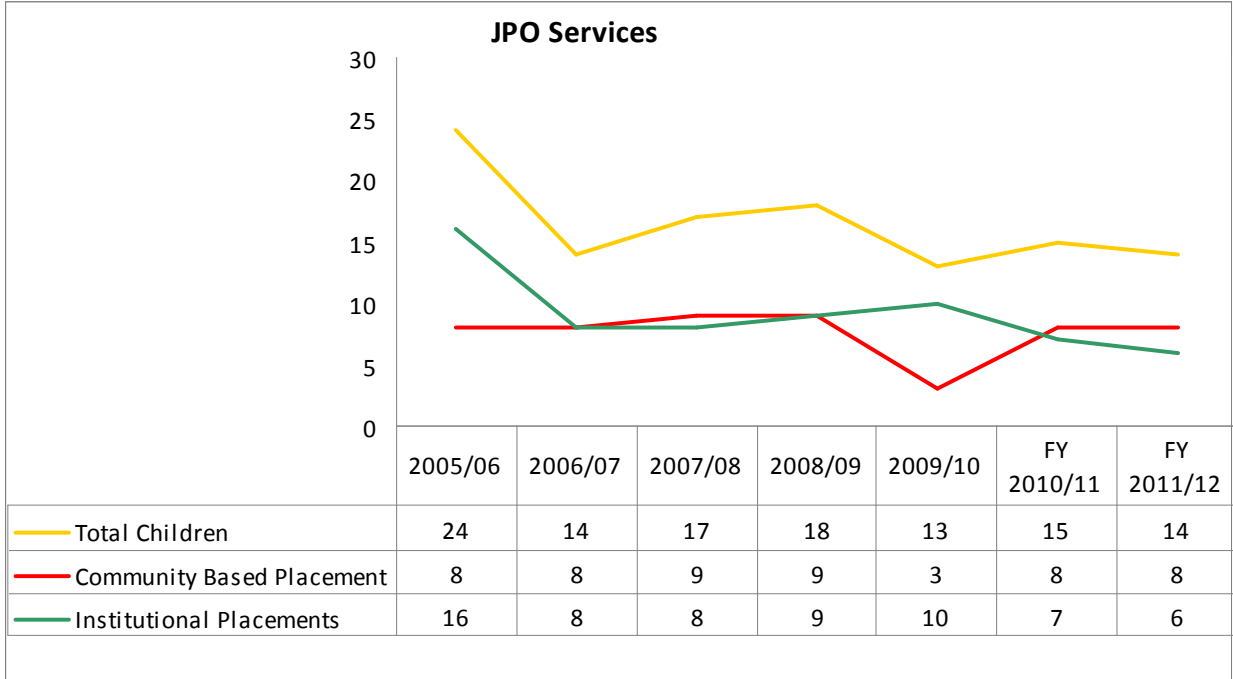
On-going services increased by 11.6% over a five year period.. While the number of intake investigations decreased, safety and risk factors increased the number of cases accepted for services. Cases opened for services reflect a substantial number of families with four or more children, and an increase in the number of infants referred at birth by hospitals due to drug use by mothers. Chemical dependency is a significant risk and safety factor. With cuts in funding for treatment, increase in non-permanent residents due to gas exploration and drilling, and lack of permanent housing due to increased demands, it is anticipated that the increase in cases opened for services is not an aberration and will increase in 2010-2011.

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**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.

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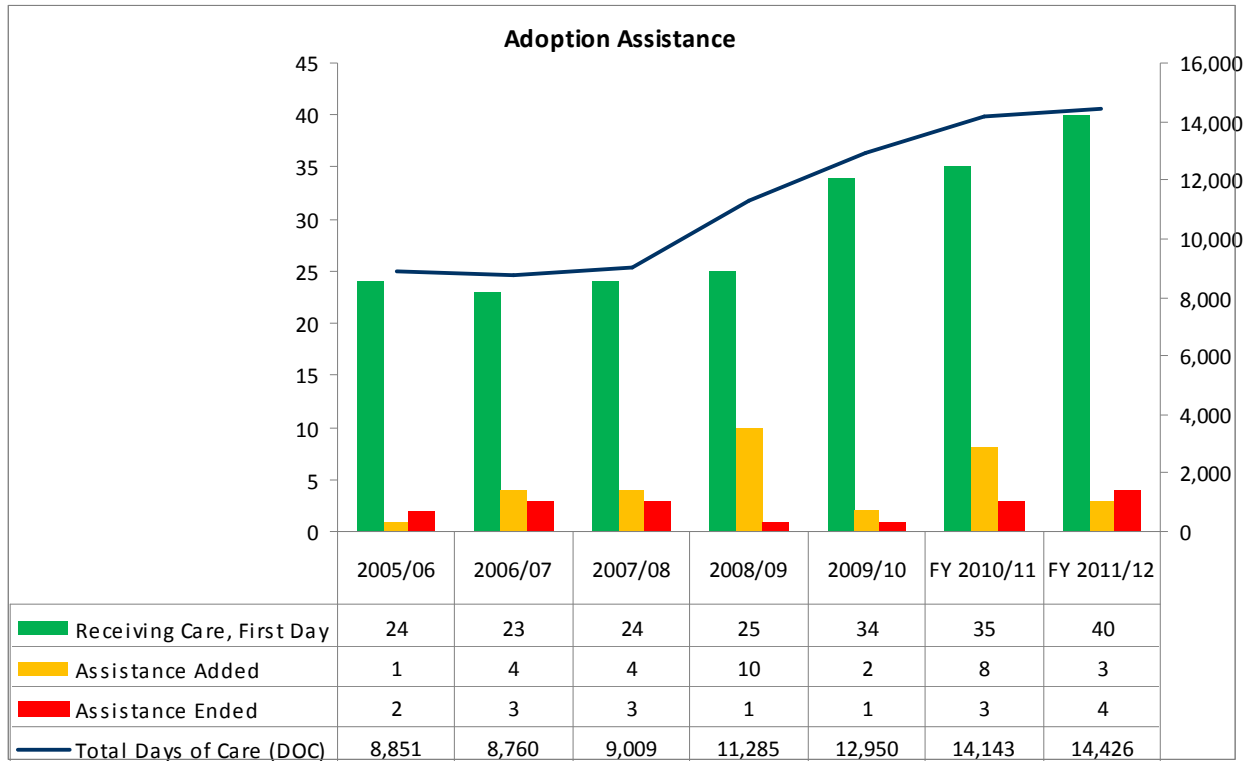


Juvenile Probation placements 2006-2007 through 2009-2010, the number of youth placement remains fairly consistent. The five year trend shows a 62.5% decrease. The total number of youth placed fell from 18 youth in 2008-2009 to 13 youth in 2009-2010. The type of placements utilized changed dramatically. Three youth were placed in community based placements and ten were placed in institutional placements. The primary factor in the increase of residential placements is that the Juvenile Probation office has been providing services to families and individuals with increasingly complex issues, which include sexual victimization and abusers, chemical dependency including the abuse of prescription drugs and heroin. With the addition of one drug and alcohol treatment provider in the county, more youth have been able to access out patient treatment, or the placement rate may have reflected a higher rate of placement to violent and criminal behavior. In addition, five youth were diverted from placement due to the use of the George Junior Aftercare Program. The county continues to collaborate with human service providers to maximize utilization of available services and identify un-met needs. The county has not dramatically increased projections for youth in placement due to the anticipated continued use of the George Jr. Preventative After Care Program, Family Group Decision Making, and Strengthening Families/Prosper Program.

### 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.

Click to Paste Chart



In July 2010, one child’s (kinship) adoption was finalized. Finalization of adoptions for five other children in pre-adoptive homes is anticipated in the second and third quarters of 2010-2011. SWAN services were instrumental in the facilitating the placement of two children with significant disabilities. SWAN affiliates have also provided adoption services for two children with serious mental health issues. One child’s pre-adoptive placement disrupted prior to finalization, and the other child’s identified family reconsidered prior to the child’s release from a medically necessary residential treatment facility.

SCSCY will be working closely with the SWAN affiliates and OCYF to maximize these children’s opportunity for adoption.

During 2009-2010, the agency reviewed and approved requests for increases in subsidies based on child need. The agency also co-petitioned and stipulated an adoption subsidy through Hearing and Appeals for one child.

The current age limits for financial assistance is a barrier to older youth adoption. Youth in foster care placement can be financially supported and remain in foster care until age 21 if enrolled in a course of education or treatment. Families and children who rely on the financial support of adoption assistance while in high school are penalized if the child turns age 18 before graduation.

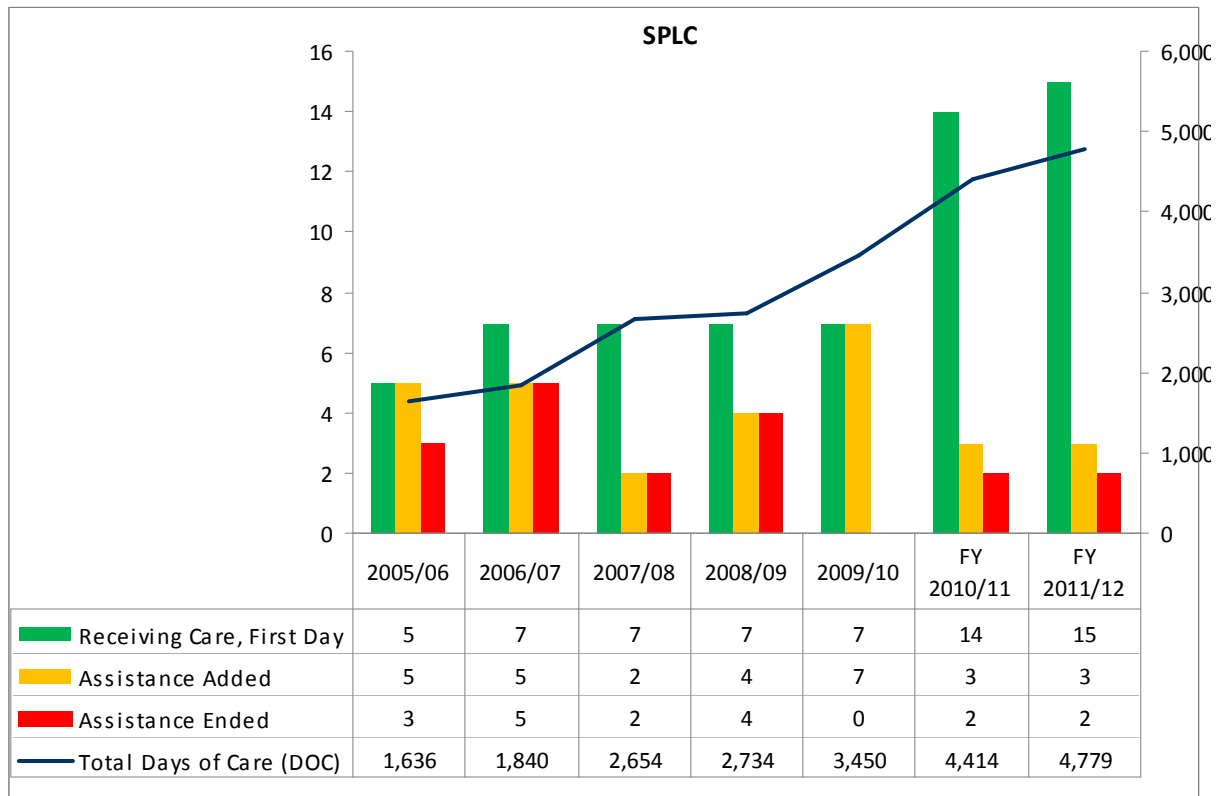
The state's policy on adoption subsidy is not supportive of the goal of permanency for older youth. SCSCY will continue to work closely with the Court, GAL, and caseworkers to identify additional barriers to permanency for children and youth in Susquehanna County.

It is anticipated that the adoption assistance costs will increase as most children adopted through this agency meet the qualifications for adoption assistance and parents are requesting increases as the children age or disabilities become disruptive or pronounced.

### 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.

Click to Paste Chart



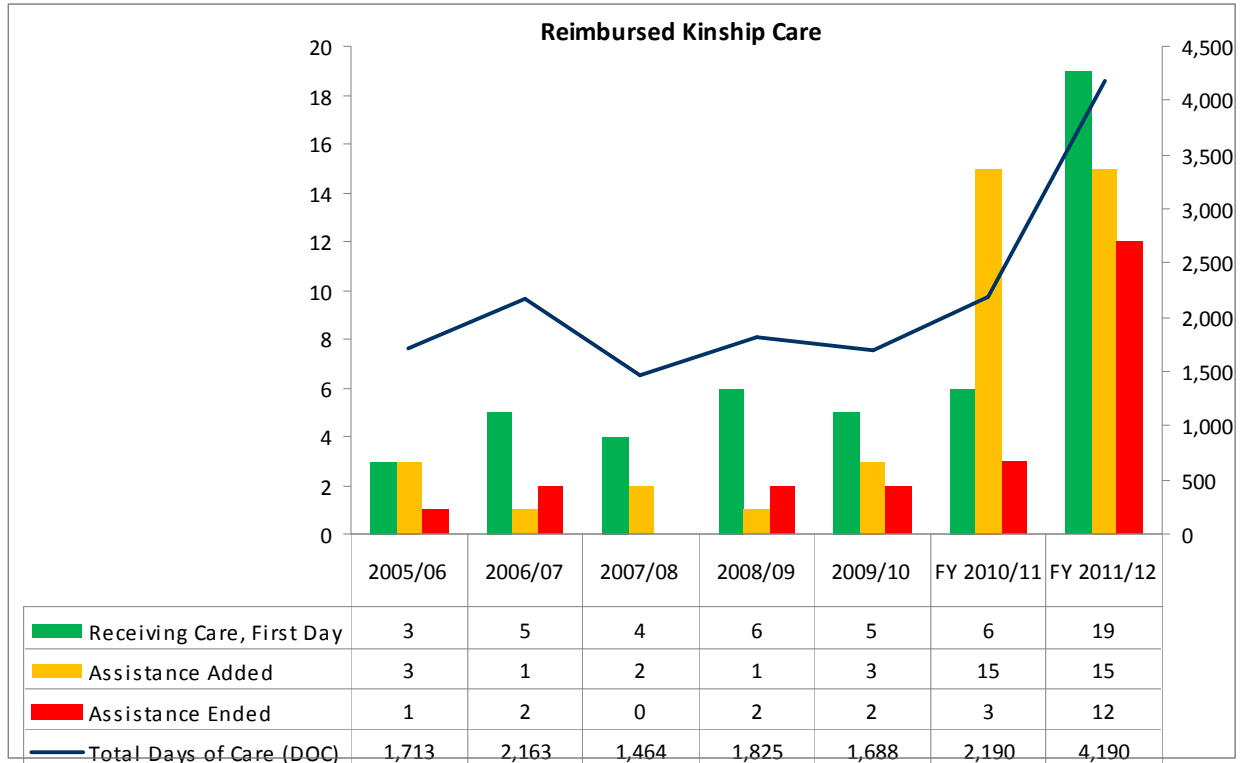
Termination of the subsidy for youth at age eighteen placed in permanent legal guardianship continues to be a barrier for permanency through PLC. Children and caregivers rely on the financial assistance which would be available if the child remained in foster care after age 18. Susquehanna County's SPLC would have increased by five in 2007-2008, however the youth would have aged out prior to graduation from high school. For financial considerations SPLC was not in the best interest of the youth or foster parents. These youth are reflected in the chart showing children in placement more than 24 months. Until this systemic problem is addressed, youth who could have enjoyed the permanency of PLC may be denied this option.

The agency will continue to pursue PLC as a permanency option for children and youth when it is in the best interests of the child.

### 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.

Click to Paste Chart

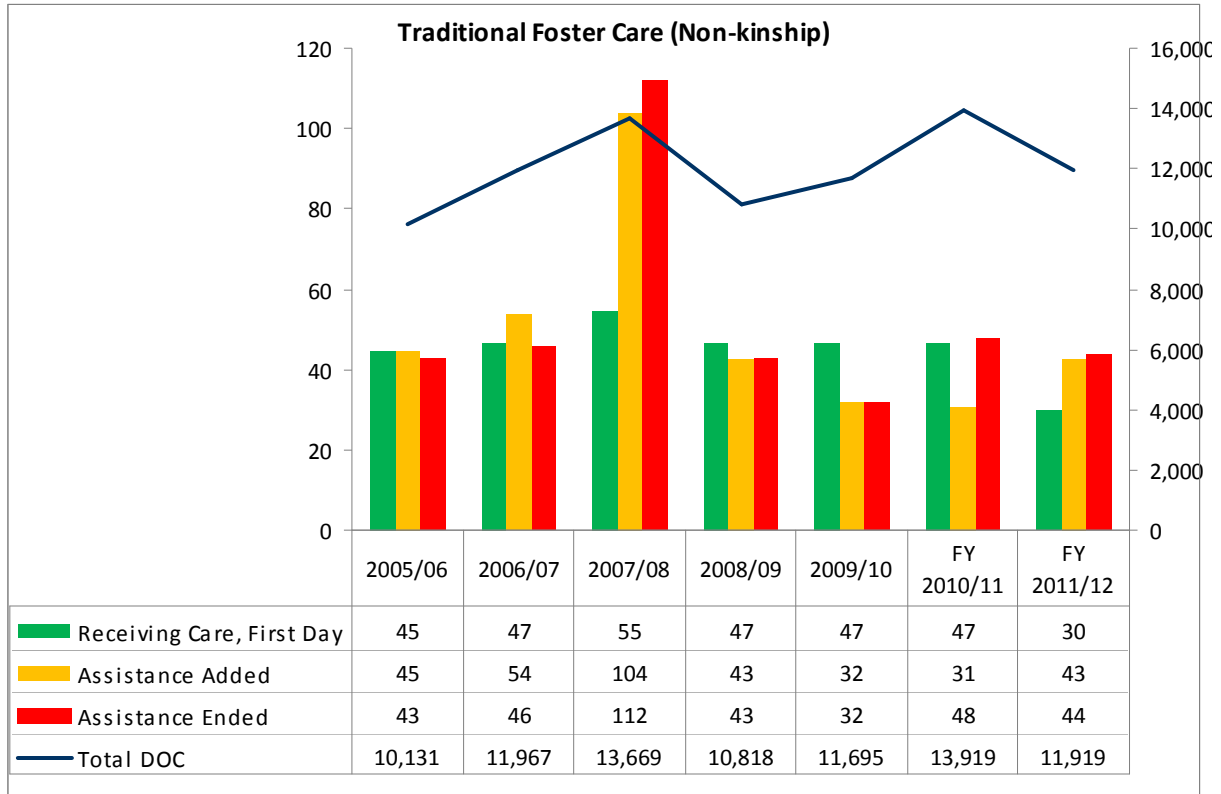


SCSCY anticipates the increased use of reimbursed kinship care in place of traditional foster care placement. Through implementation of the Fostering Connections Acts and Family Group Decision Making, the agency has been able to identify and utilize kinship placements. Use of reimbursed kinship care increased by 66.7% over a five year period.

**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.

Click to Paste Chart



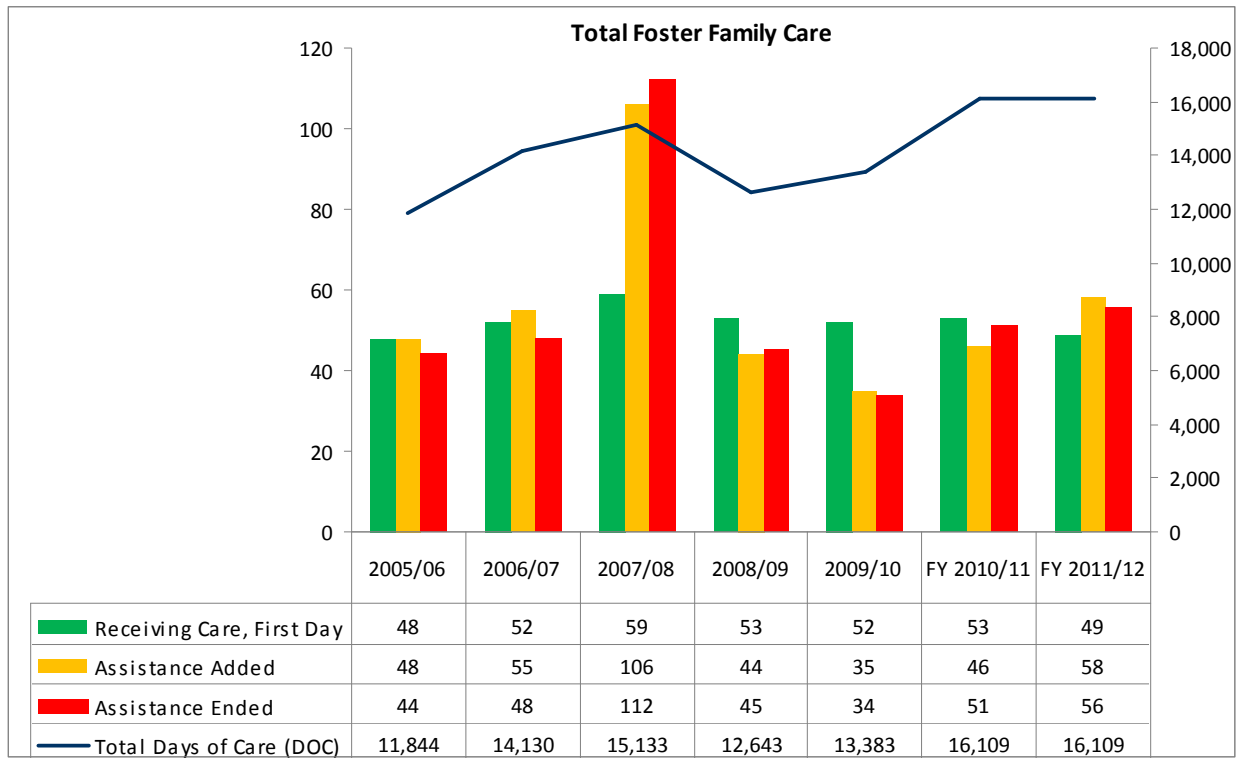
Although SCSCY anticipates an increase in the use of reimbursed kinship care going forward, the agency has over the last five years worked to decrease community residential and residential placements through the use of in-county traditional foster care. By maintaining youth in the county, families are able to maintain contact and participate in community based services with a goal of earlier reunification.

During a five year period the use of traditional foster stayed fairly consistent.

### 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.

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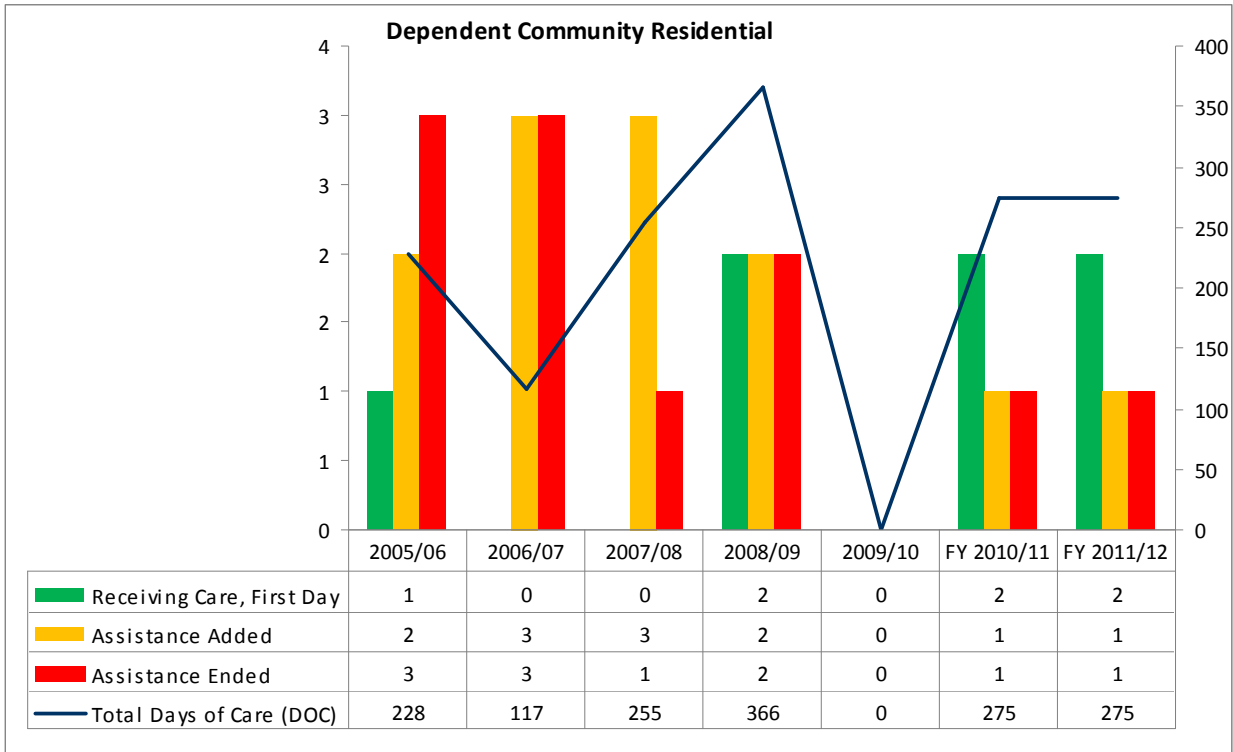


While days of care increase by 13% over a five year period, the number of children and youth in placement increased by only 8.3%.

**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.

Click to Paste Chart

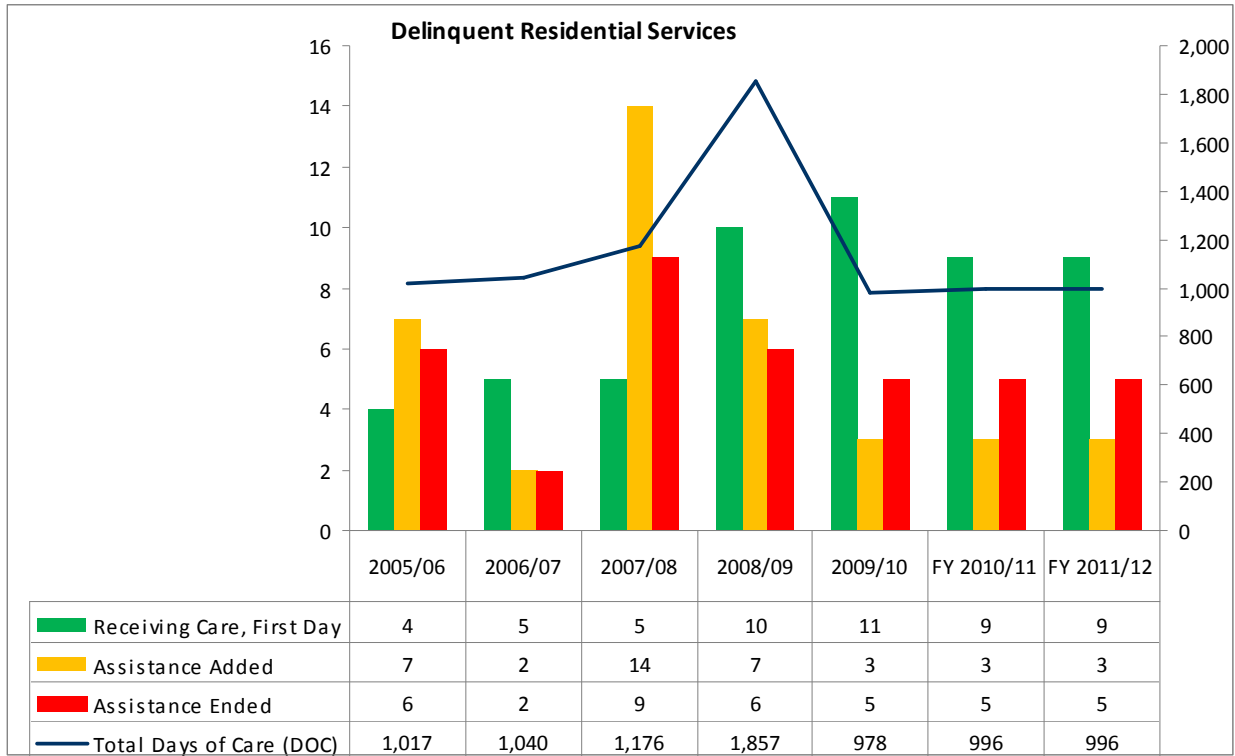


While no children were placed in community residential placements in 2009-2010, it is unrealistic to anticipate going forward that this service will not be utilized.

### 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.

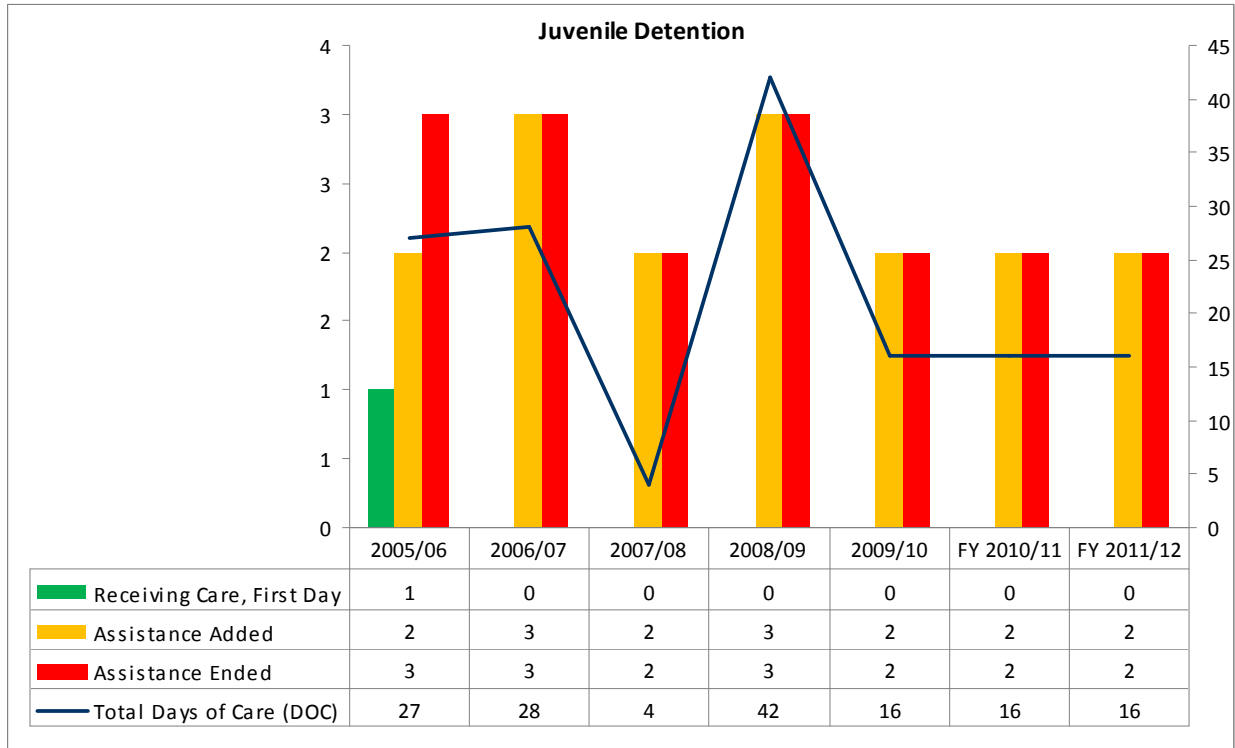
Click to Paste Chart



Residential placement days have decreased while the number of youth in placement has increased. This is due to an increase in the number of sexual offenders and youth with chemical dependency issues who did not meet medically necessity criteria for MA funded residential placement, and required placement for treatment and community protection.

### 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.

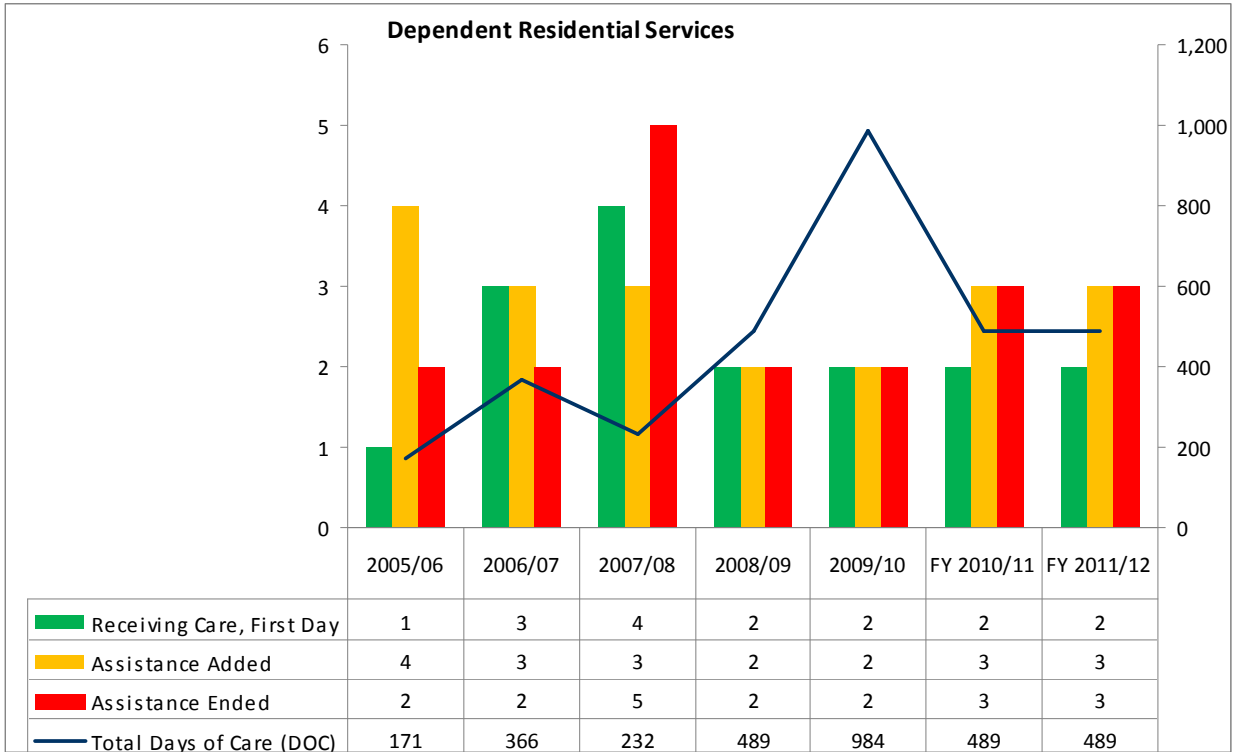


Use of Juvenile Detention has decreased over a five year period by 100%. Only two youth were placed in detention in 2009-2010 a decrease of one youth from the previous fiscal year. It is unrealistic to reduce this placement projection below the 16 total days of care.

**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.

Click to Paste Chart

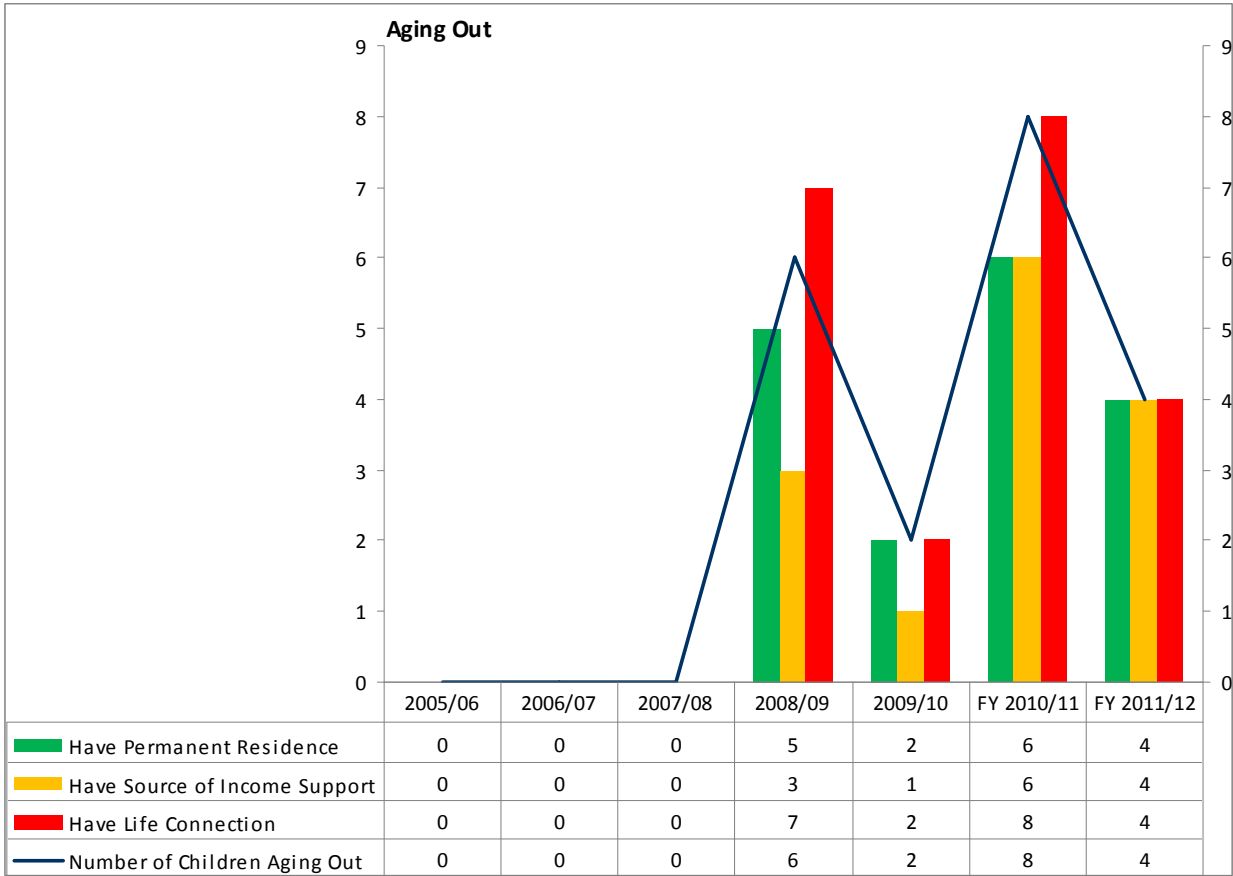


Although dependent residential shows a 100% increase, it reflects an increase of only one child. The agency maximizes the use of medically necessary residential placements. This dependent child disrupted from an adoptive placement, requiring hospitalization, and immediately disrupted from two specialized foster care placements. The agency in the best interests of the child, chose to obtain a diagnostic evaluation. The child has been re-united with her pre-adoptive family.

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.

Click to Paste Chart



In 2010-2011, it is anticipated that eight youth will age-out of foster care. All eight currently have life connections. Two youth have not determined a source of income or permanent residence. It is anticipated that through the development of a transition plan, ongoing utilization of independent living services and the continued involvement of support systems, these two youth will have a permanent residence and source of income prior to discharge from placement.

### 3-2f. General Indicators

□ Insert the complete table from the *General Indicators* tab. No narrative is required in this section.

3-2: General Indicators								
Type in PURPLE boxes only (blue for Excel 2007 users)								
County Number: #N/A			Class			#N/A		
#N/A								
3-2a. Service Trends								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09
						FY 2010/11	FY 2011/12	% Change
<b>Intake Investigations</b>								
Children	1122	1046	1119	1175	1066	1259	1284	-5.0%
Family	487	553	548	575	487	616	628	0.0%
<b>Ongoing Services</b>								
Children	595	604	452	475	664	509	629	11.6%
Family	240	227	235	247	252	264	269	5.0%
Children Placed	96	111	122	128	95	98	100	-1.0%
<b>JPO Services</b>								
Total Children	24	14	17	18	9	20	21	-62.5%
Community Based Placement	8	8	9	9	2	10	11	-75.0%
Institutional Placements	16	8	8	9	7	10	11	-56.3%
3-2b. Adoption Assistance								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09
						FY 2010/11	FY 2011/12	% Change
<b>Adoption Assistance</b>								
Receiving Care, First Day	24	23	24	25	34	35	40	41.7%
Assistance Added	1	4	4	10	2	8	3	100.0%
Assistance Ended	2	3	3	1	1	3	4	-50.0%
Total Days of Care (DOC)	8,851	8,760	9,009	11,285	12,950	14,143	14,426	46.3%
3-2c. SPLC								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09
						FY 2010/11	FY 2011/12	% Change
<b>Subsidized Permanent Legal Custodianship</b>								
Receiving Care, First Day	5	7	7	7	7	14	15	40.0%
Assistance Added	5	5	2	4	7	3	3	40.0%
Assistance Ended	3	5	2	4	0	2	2	-100.0%
Total Days of Care (DOC)	1,636	1,840	2,654	2,734	3,450	4,414	4,779	110.9%

3-2d. Placement Data								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09 % Change
						FY 2010/11	FY 2011/12	
<b>Traditional Foster Care (non-kinship)</b>								
Receiving Care, First Day	45	47	55	47	47	47	30	4.4%
Assistance Added	45	54	104	43	32	31	43	-28.9%
Assistance Ended	43	46	112	43	32	48	44	-25.6%
Total DOC	10,131	11,967	13,669	10,818	11,695	13,919	11,919	15.4%
<b>Reimbursed Kinship Care</b>								
Receiving Care, First Day	3	5	4	6	5	6	19	66.7%
Assistance Added	3	1	2	1	3	15	15	0.0%
Assistance Ended	1	2	0	2	2	3	12	100.0%
Total Days of Care (DOC)	1,713	2,163	1,464	1,825	1,688	2,190	4,190	-1.5%
<b>Foster Family Care (Total of 2 above)</b>								
Receiving Care, First Day	48	52	59	53	52	53	49	8.3%
Assistance Added	48	55	106	44	35	46	58	-27.1%
Assistance Ended	44	48	112	45	34	51	56	-22.7%
Total Days of Care (DOC)	11,844	14,130	15,133	12,643	13,383	16,109	16,109	13.0%
<b>Non-reimbursed Kinship Care</b>								
Receiving Care, First Day	0	0	0	0	0	0	0	#DIV/0!
Assistance Added	0	0	0	0	0	0	0	#DIV/0!
Assistance Ended	0	0	0	0	0	0	0	#DIV/0!
Total Days of Care (DOC)	0	0	0	0	0	0	0	#DIV/0!
<b>Dependent Community Residential</b>								
Receiving Care, First Day	1	0	0	2	0	2	2	-100.0%
Assistance Added	2	3	3	2	0	1	1	-100.0%
Assistance Ended	3	3	1	2	0	1	1	-100.0%
Total Days of Care (DOC)	228	117	255	366	0	275	275	-100.0%
<b>Delinquent Community Residential</b>								
Receiving Care, First Day	0	0	0	0	1	0	0	#DIV/0!
Assistance Added	1	2	3	3	0	1	1	-100.0%
Assistance Ended	1	2	3	3	1	1	1	0.0%
Total Days of Care (DOC)	27	19	262	361	73	150	150	170.4%
<b>Juvenile Detention</b>								
Receiving Care, First Day	1	0	0	0	0	0	0	-100.0%
Assistance Added	2	3	2	3	2	4	4	0.0%
Assistance Ended	3	3	2	3	2	4	4	-33.3%
Total Days of Care (DOC)	27	28	4	42	16	75	75	-40.7%
<b>Dependent Residential Services</b>								
Receiving Care, First Day	1	3	4	2	2	2	2	100.0%
Assistance Added	4	3	3	2	2	3	3	-50.0%
Assistance Ended	2	2	5	2	2	3	3	0.0%
Total Days of Care (DOC)	171	366	232	489	984	489	489	475.4%
<b>Delinquent Residential Services</b>								
Receiving Care, First Day	4	5	5	10	11	9	9	175.0%
Assistance Added	7	2	14	7	3	3	3	-57.1%
Assistance Ended	6	2	9	6	5	5	5	-16.7%
Total Days of Care (DOC)	1,017	1,040	1,176	1,857	978	996	996	-3.8%
3-2e. Aging Out Data								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09 % Change
						FY 2010/11	FY 2011/12	
<b>Aging Out</b>								
Number of Children Aging Out	0	0	0	6	2	8	4	#DIV/0!
Have Permanent Residence	0	0	0	5	2	3	4	#DIV/0!
Have Source of Income Support	0	0	0	3	1	5	4	#DIV/0!
Have Life Connection	0	0	0	7	2	5	5	#DIV/0!

## 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?

A family is not accepted for service if there is no evidence of abuse or neglect as defined by regulation and law; no safety issues have been identified after investigation; and the family is at low risk and refusing services. During 2008-2009 and 2009-2010, after investigation, the agency accepted very few low risk cases for services and referred families to community resources.

#### 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.

Susquehanna County is not seeking to develop new programming during this budget cycle. Enhancements are not being requested for existing Evidence Based Practice or Promising Practices. Programs will need to be further implemented to determine if outcomes can be met, and if there is the need for enhancements and/or additional initiatives. The County Share is also not available to expand 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.

NA

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

NA

- 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.

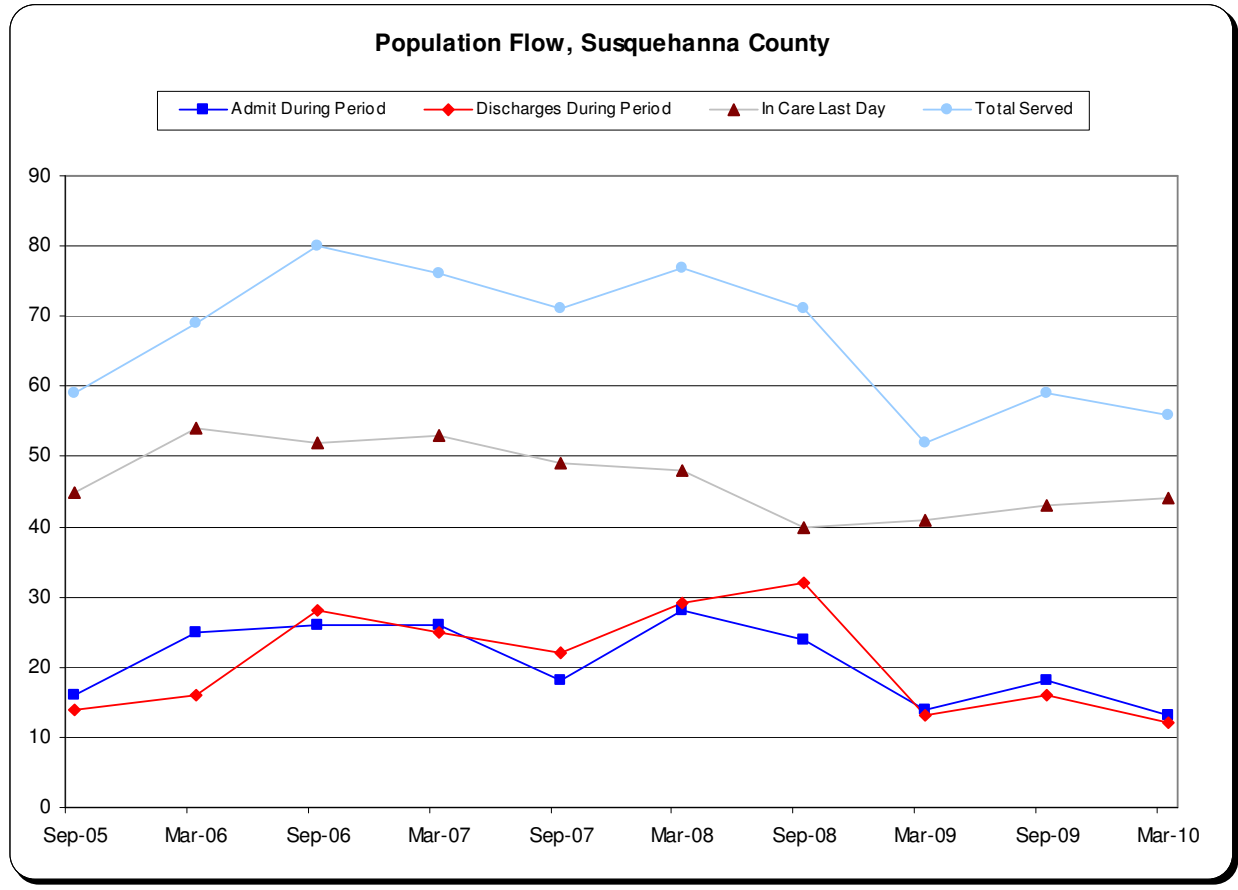
NA

## Section 5: Outcome Indicators

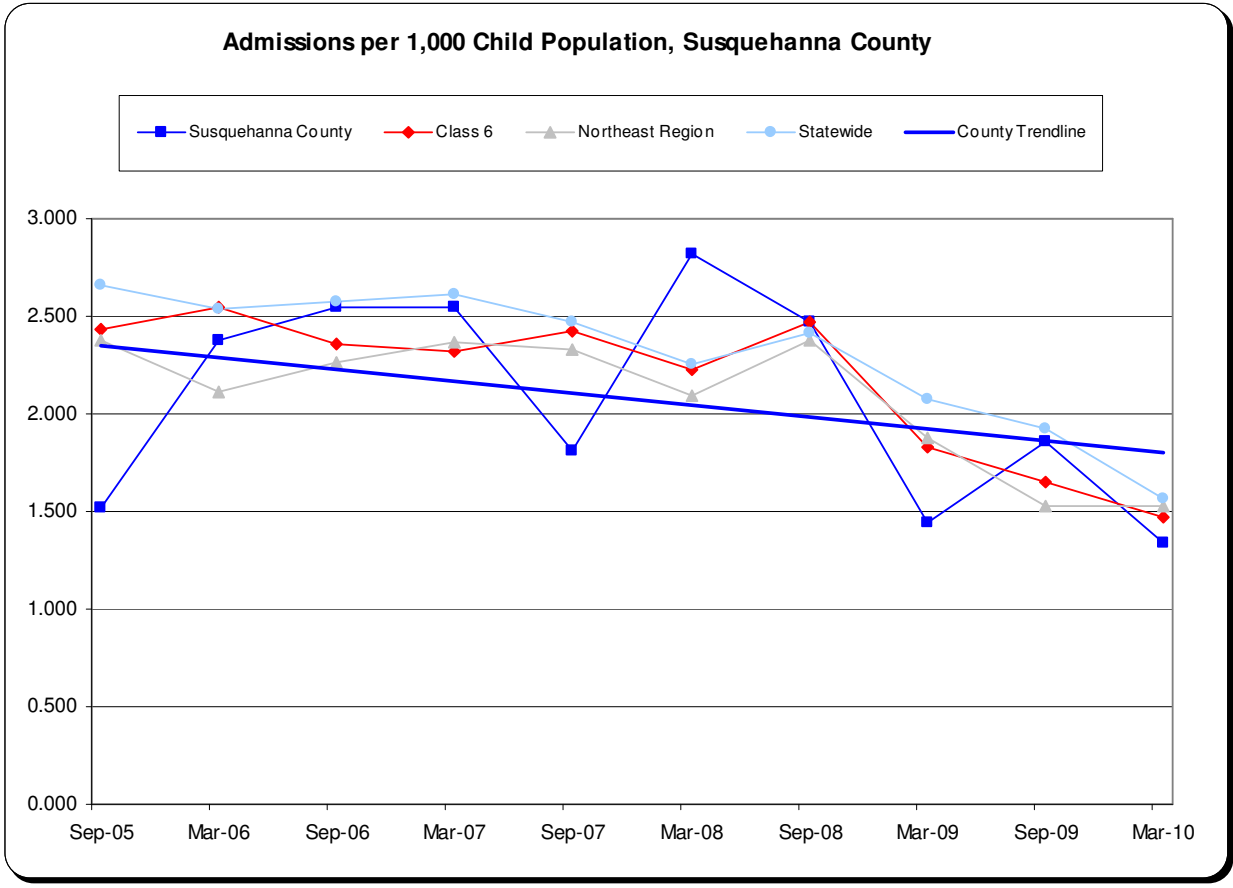
### 5-1a. Foster Care Population Flow (See HZA Data Package)

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

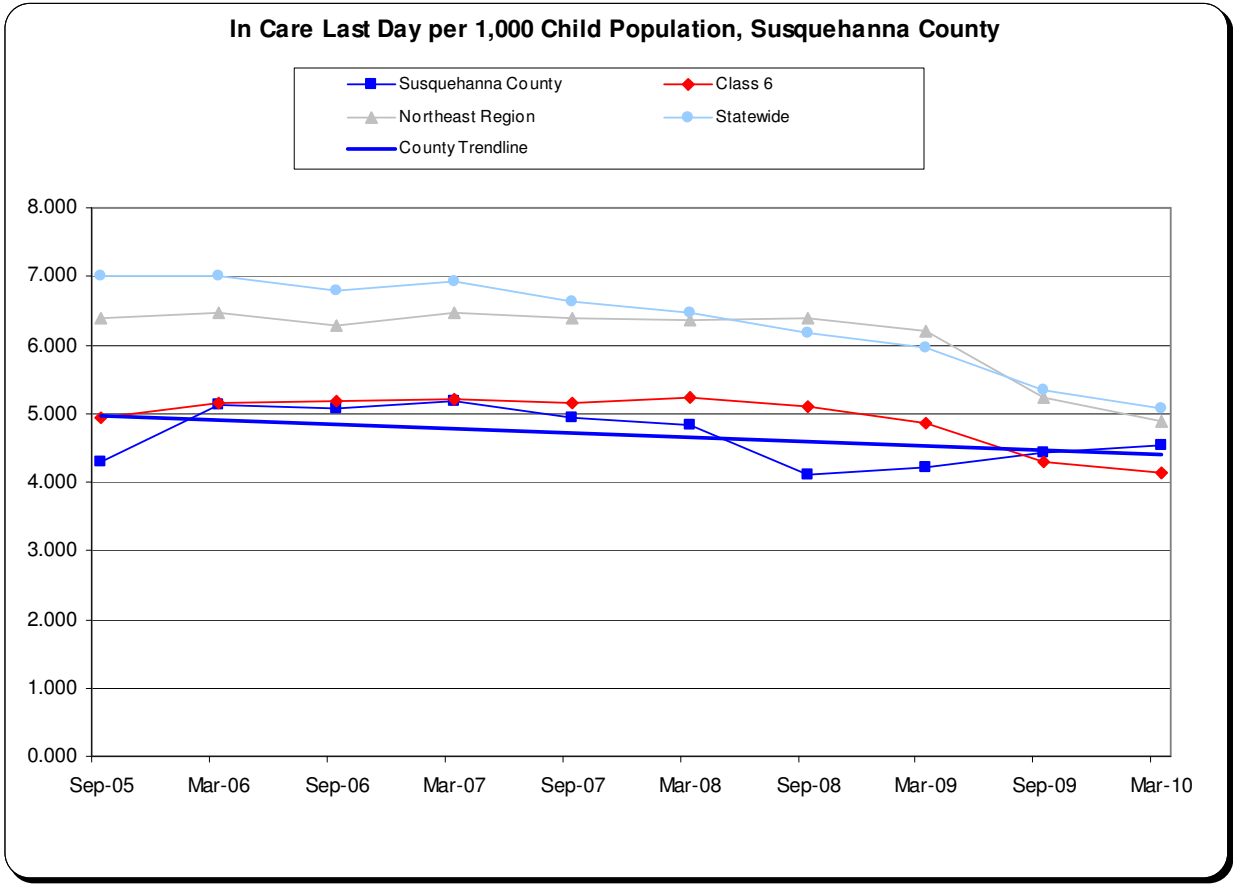
Click to Paste HZA chart



Click to Paste HZA chart



Click to Paste HZA chart



□ 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?

Due to the size of the population trend data can not be established. From March 31, 2009- there was a reduction of admissions from the previous quarter, 24 admissions to 14 admissions respectively. In the last three quarter of H-Z data, March 31, 2009- 14 children were admitted (1.442% per 1,000 population) and 13 youth were discharged (1.339% per 1,000 population); Sept 30, 2009, 18 children (1.954%) were admitted and 16 (1.648%) were discharged; March 31, 2010, 13 (1.339%) children were admitted and 12 (1.236%) discharges. The % for admissions in the last quarter for class 6 was 1.476% and the state was 1.563%. The percentage for discharges in the last quarter for class 6 was 1.630% and the state was 1.824%. There is no significant statistical finding. One or two children will skew data.

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

No demographic factors could be identified.

- ❑ 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.

Family Group Decision Making has been used to prevent placement. Placement admission would have increased without the program.

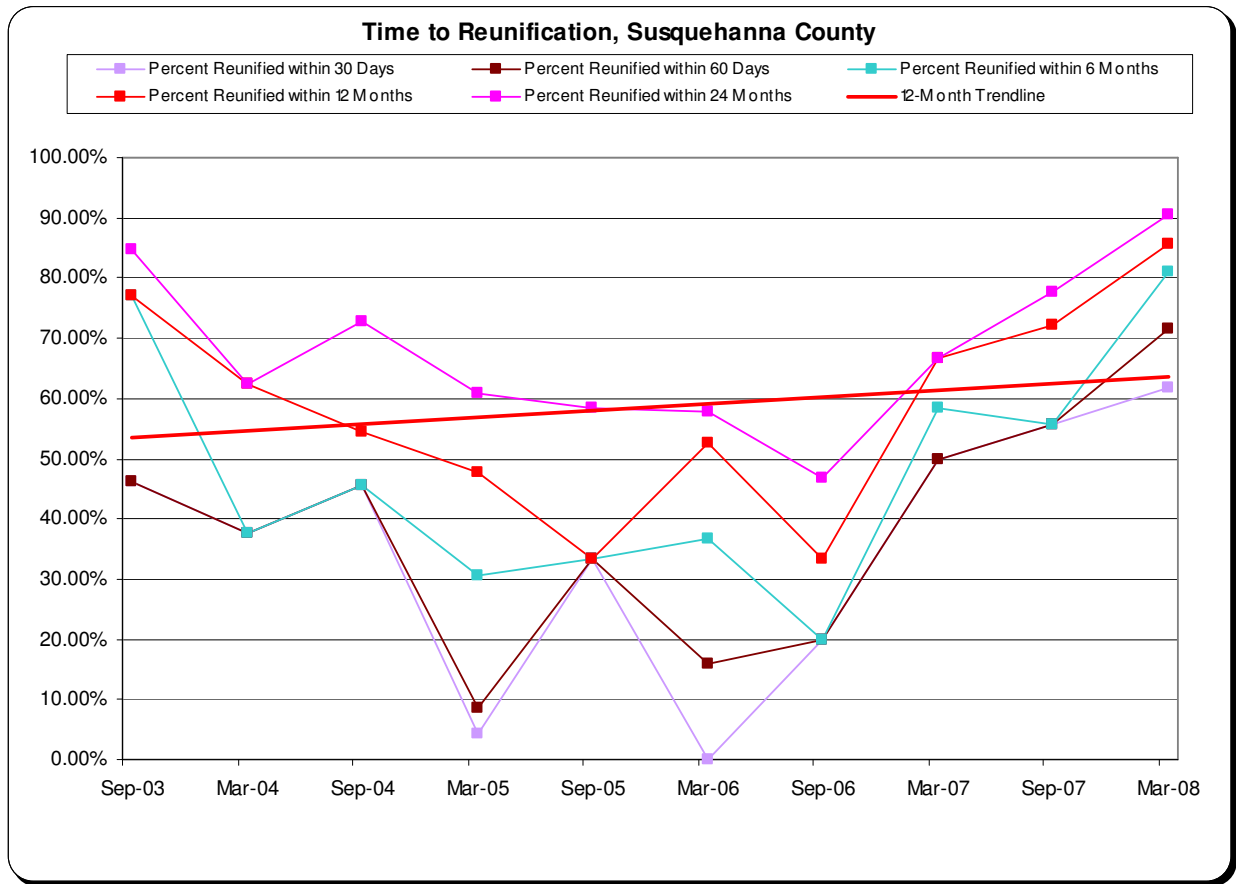
- ❑ Are there any demographic shifts which impact the proportions of children in care (for example, are younger children making up a larger proportion of admissions than in years past)?

Admissions are across all age groups.

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

No change in staff ratio or allocations have been required.

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



[Click to Paste HZA chart](#)

- 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?

Susquehanna County has shown a steady increase in the number of children re-unified with-in 30 days as indicated in the last three quarter of HZ data. Comparison to other 6<sup>th</sup> class counties is shown through the following statistics: Susquehanna County last three quarters- 50%, 55.56%, and 61.90% as compared to the 6<sup>th</sup> Class county 22.33%; 23.32% and 20.70% and State 15.68%, 15.13% and 15.04%. Voluntary placement agreements are utilized to allow parent and family an opportunity to make private placement arrangements or resolve the homelessness, mental health crises, etc. which have necessitated short-term placement to deal with safety threats.

- 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?  
NA
- 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? Children are being reunified more quickly. Removal of children is not made unless there are significant safety threats. Reasonable efforts are always made unless the emergency nature of the situation requires immediate removal and placement. Analyzing the actual cases indicates that removal was appropriate. The population is too small to show significant trends. Mental Health issues, chemical dependency and homelessness have been issues.

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

Susquehanna County has shown a steady increase in the number of children re-unified with-in 30 days as indicated in the last three quarter of HZ data. Comparison to other 6<sup>th</sup> class counties is shown through the following statistics: Susquehanna County last three quarters- 50%, 55.56%, and 61.90% as compared to the 6<sup>th</sup> Class county 22.33%; 23.32% and 20.70% and State 15.68%, 15.13% and 15.04%. Voluntary placement agreements are utilized to allow parent and family an opportunity to make private placement arrangements or resolve the homelessness, mental health crises, etc. which have necessitated short-term placement to deal with safety threats.

- ❑ 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?

N/A Data variance is too small to have validity.

**Or**

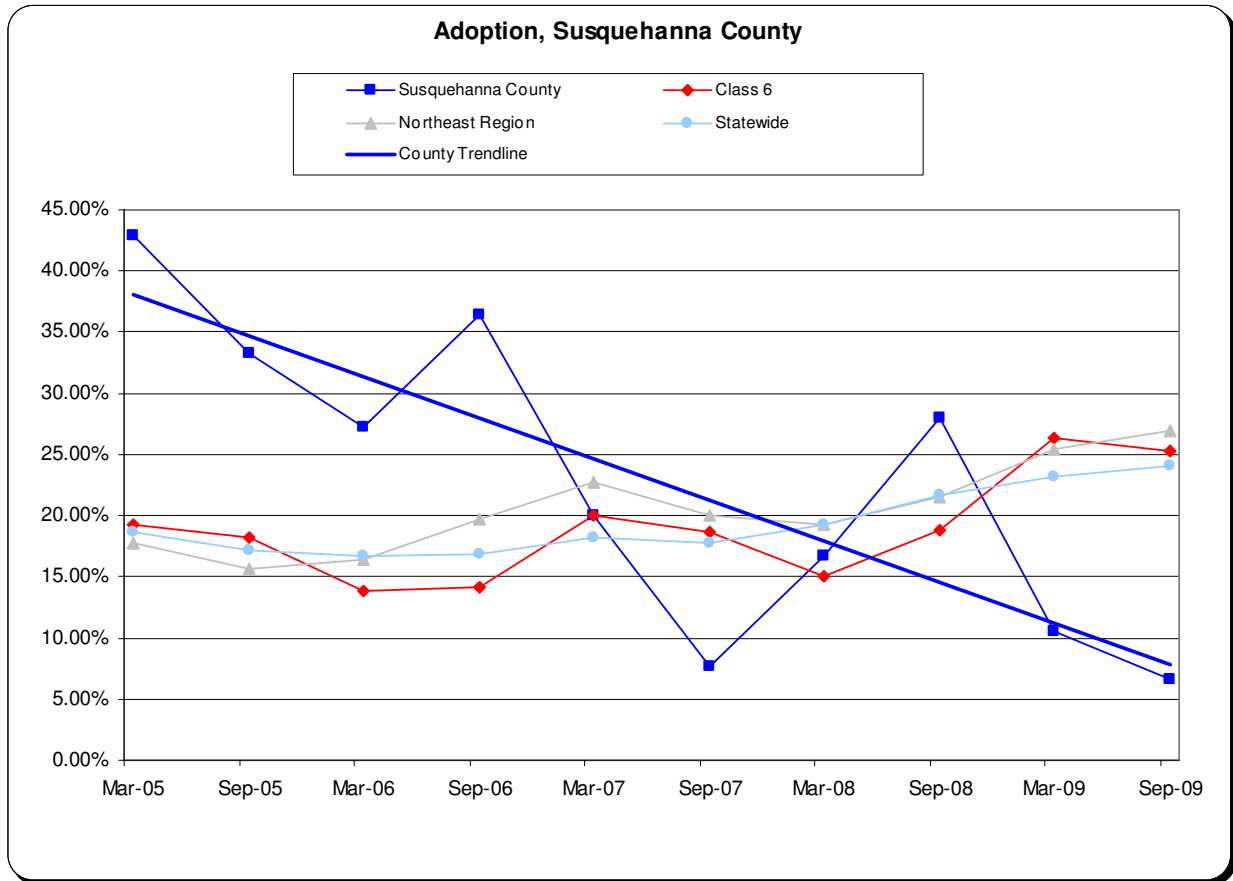
If the county's performance lags behind comparable county and/or statewide performance, what factors does the county believe have contributed to this result? What actions is the county taking to improve its performance?

N/A . Data variance is too small to have validity.

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

No.

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 percentage of children in care 17 months or longer as of the first day of the period who adoption was not finalized with in twelve months was lower that the state average in 2007B, 2008A and 2009A. The county exceeded class 6 and statewide averages in 2006B and 2008B. Two children in placement over 17 months adoptions were finalized in July and August respectively. Four children and youth in pre-adoptive placements are awaiting finalization which should occur in 2010. Two children with significant mental health issues have been in care 26 and 59 months respectively. Pre-adoptive placements disrupted and the agency is once again working with SWAN and Swan affiliates to facilitate timely adoptions for these youth.

- 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?

Unless the parents voluntarily agree to relinquish rights, the Court historically gives the parent opportunity during the first twelve months to correct the situation which necessitated placement. The agency works to identify permanent placement resources for children so that if parental rights are terminated the children are already in an pre-adoptive placement. Continuances in goal change and

termination hearings, and appeals have also been factors in increasing the time to finalization of adoptions.

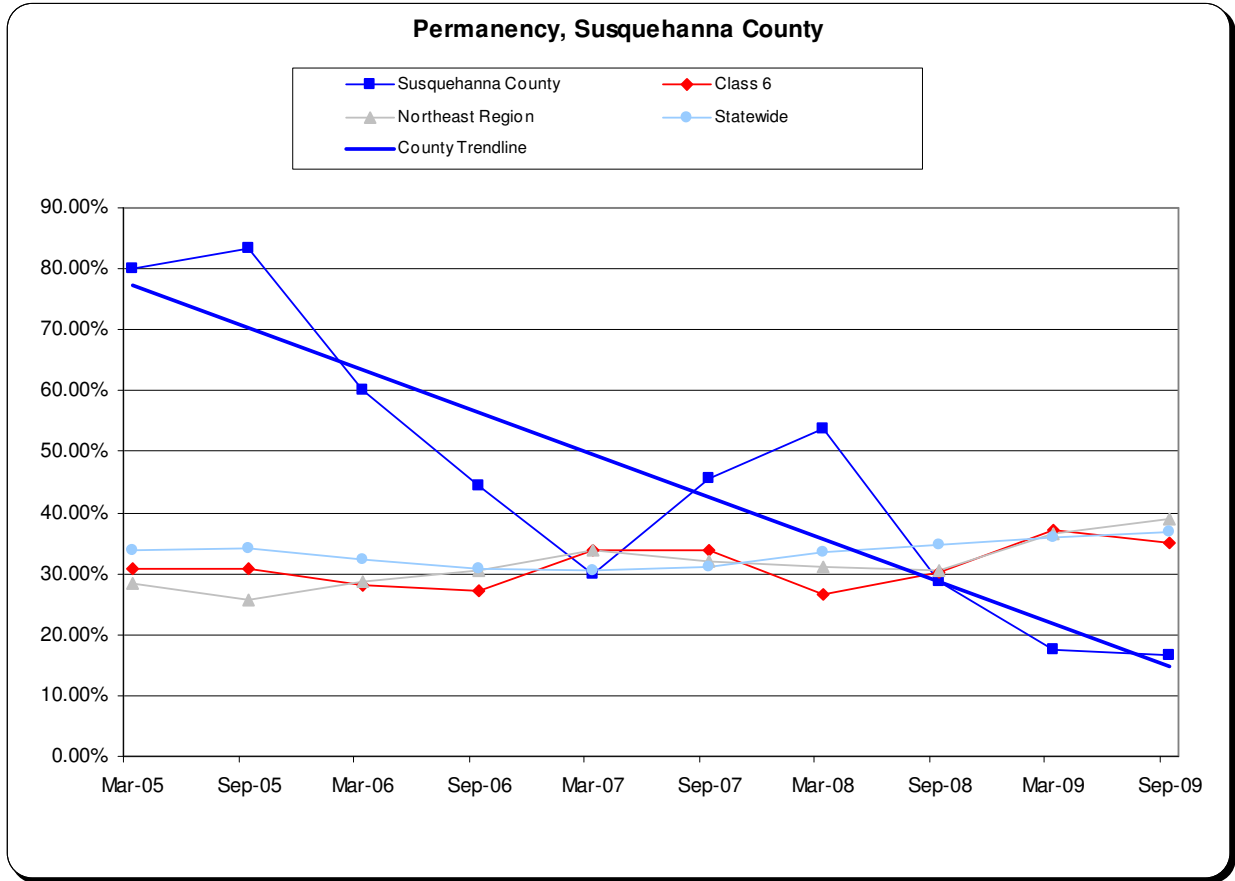
Delays between prior to TPR and TPR and finalization can be attributed to continuance of court hearings at the request of counsel and parental appeal of termination.

Delays have also occurred between pre-adoptive placement and finalization due to disruption of the placement due the severity of children's mental health issue requiring hospitalization and medically necessitated residential placement. Delay in finalization is also due to youth's request for a delay in finalization; refusal to proceed with a goal of adoption, and pre-adoptive parents refusing to finalize.

- ❑ 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?

The age group identified is between age 8 and 18. Actions taken by the county to facilitate permanency for these children is as follows: referral to SWAN for child profiles, family profiles, child preparation and child specific recruitment; initial placement or planning/concurrent for placement with relative or non-relative that can be an adoptive or permanent legal custodian resource.

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



Click to Paste HZA chart

- 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?

While it would appear from the graph that Susquehanna County performance in attaining permanency for children and youth in placement over 24 months is below the state and six class county levels. This may not be in truth accurate. A family of five teenagers rejected adoption and PLC as they would not graduate from high school until after age 18. Financial support for PLC and adoption subsidy is not easily funded after age 18. While remaining in foster care the youth and permanent family benefited from continued agency financial support. Dependent children and youth with significant mental health problems requiring residential and CRR host home care also skew this data. Delinquent youth with severe emotional, sexual and behavioral problems also skew the over 24 months data.

- 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?

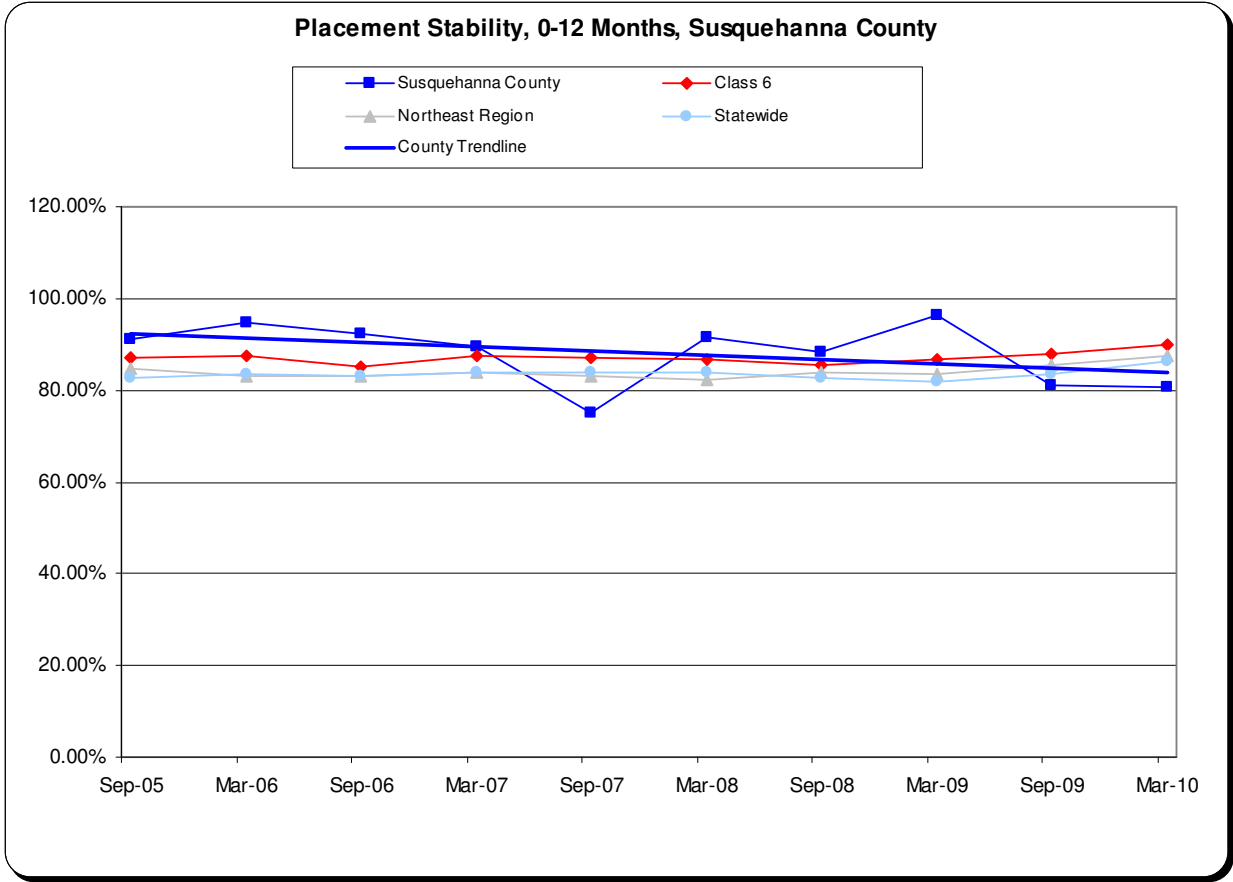
Adolescents represent a large proportion, although this is evident across all age group.

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

The agency continues to work closely with family and treatment providers toward a goal of permanency. SWAN, Family Group Decision Making and GJR Aftercare are also being utilized to help facilitate permanency.

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

Click to Paste HZA chart



- 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?

Susquehanna County exceeded state and class six counties in seven of the ten quarters reported. In the last two quarters reported. Susquehanna county average in the 80 to 91.67% range during all quarters. In the last quarter Susquehanna county averaged 80.77% slightly below state and six class averages. There are not significant trends to explain this change.

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

Susquehanna County exceeded state and class six counties in seven of the ten quarters reported.

- 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?

The statistical variance is so small that it is difficult to determine what contributed to this result. The agency will continue to work toward improvement in the delivery of casework services as evidenced by participating in Engaging Clients and Strength-Based Solution Focused Perspective Training, and utilization of George Jr AfterCare and Family Group Decision Making.

The agency is continually working to improve training for resource parents and engaging them with community supports to provide placement stability for children.

**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 statistical variance is so small that it is difficult to determine what contributed to this result. The agency will continue to work toward improvement in the delivery of casework services as evidenced by participating in Engaging Clients and Strength-Based Solution Focused Perspective Training, and utilization of George Jr AfterCare and Family Group Decision Making. The agency is continually working to improve training for resource parents and engaging them with community supports to provide placement stability for children.

- 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?

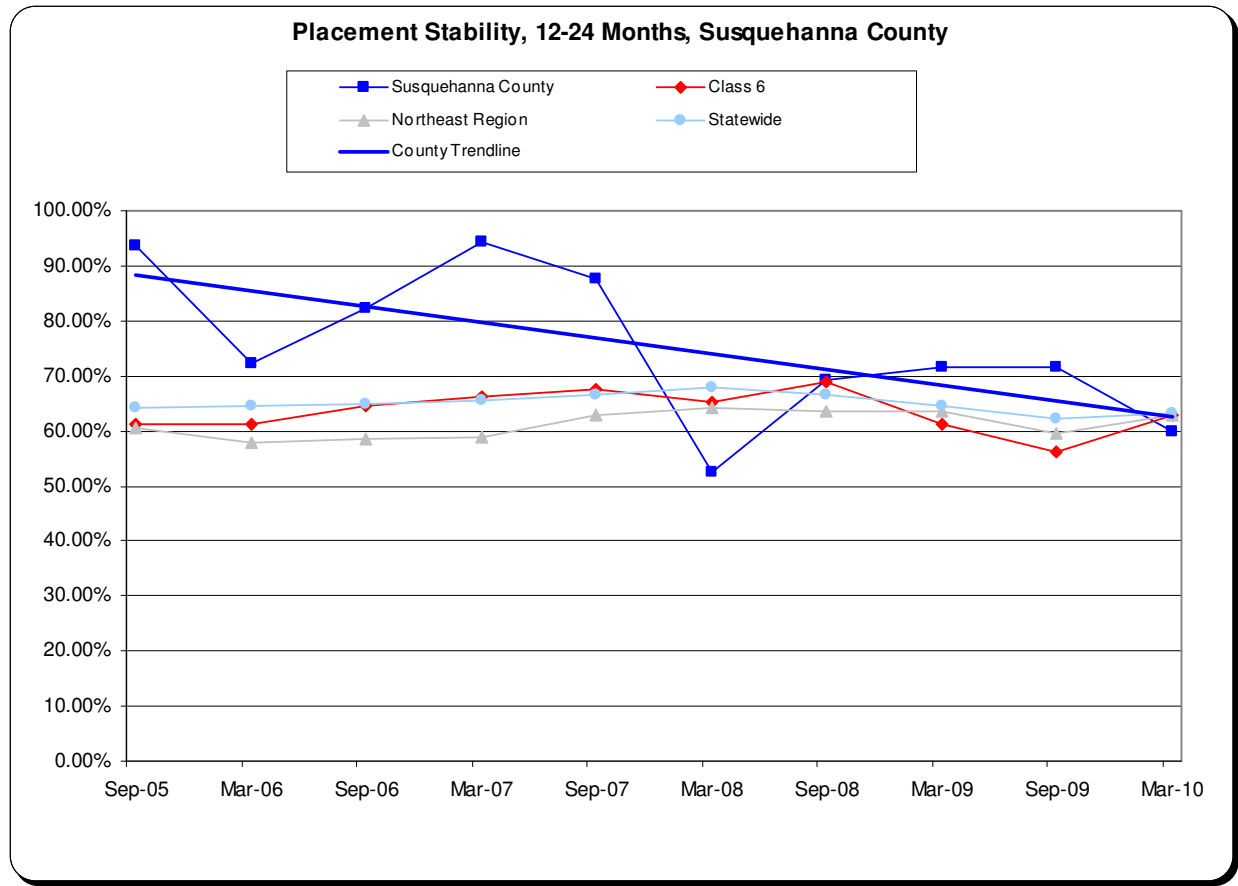
During the September 2009 reporting period, two caseworkers primarily working with placement cases left the agency due to poor performance. A supervisor also retired in December 2009. This negatively impacted the delivery of services to children, youth, their parents and resource parents. Three caseworkers were hired in March 2010 and an experienced MSW level caseworker was promoted to supervisor. In response to the need to improve service delivery in placement services, cross system training was provided and technical assistance was requested from the Child Welfare Training Program. All caseworkers and supervisors are in the process of being trained in Engaging Clients from a Strength-Based Solution Focused Perspective.

- 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 agency has established the priority of identifying family members as placement resources prior to placement or as soon as placement need is indicated. A caseworker has been dedicated to working with placement resources, family members and caseworkers to identify the most appropriate placement and to reduce the number of placement moves. Due to emergency placements, the first placement does not always remain the placement while the child remains in care.

The agency is working toward improving this proportion.

5-2b. Placement Stability, 12 to 24 Months (CFPSR 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?

Children requiring medically necessary treatment settings and exhibiting severe behavior and emotional problems contribute significantly to placement instability by requiring more than two placement moves. Because the population is small trend data can be influenced by one or two children. The agency practice is to initially place in a kinship setting if possible. If a kinship is not readily available a children placed in an emergency setting for one night may be move to a more appropriate setting until a kinship placement is secured and tentatively approved, creating three placement moves. The agency is recruiting and training additional foster parents to try to minimize a move prior to a kinship placement. Because many of the placements are the result of protective custody or emergency VPA's the opportunity to establish the appropriateness or availability of kin many take a day or two.

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

Except for March 09 and March 10, the county meets or exceeds state and class six data on stability.

- ❑ 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?

SCSCY will continue to work closely with treatment providers, parents, children and resource parents to minimize placement moves. With Implementation of the Foster Connections Act, prior to a planned placement or at the time of placement parents and children are asked to identify family/kinship resources as possible placement resources. The agency encourages parent to make private arrangements if the safety of the child(ren) can be assured.

***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?

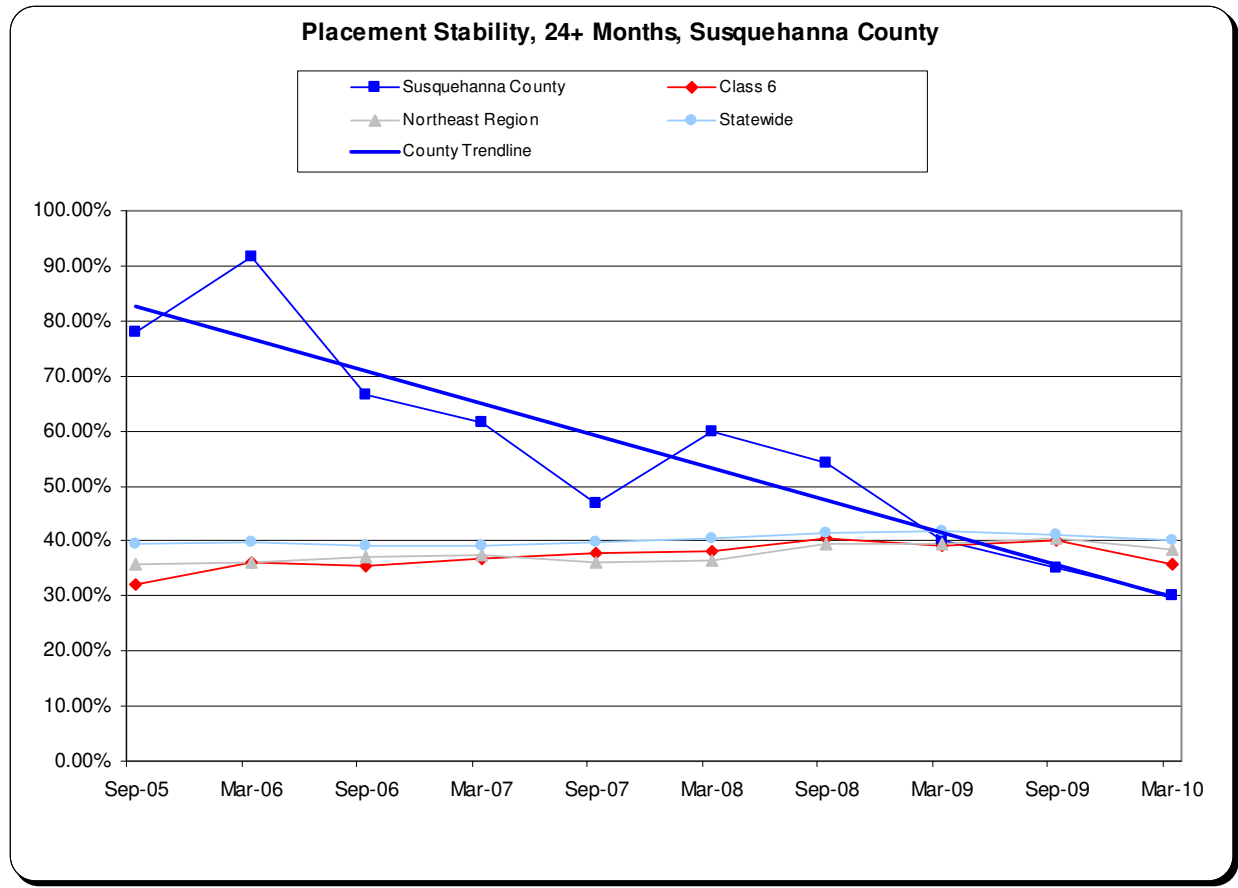
- ❑ When compared to class and state performance on each of the measures, at what point does placement stability tend to break down– the first, second, or third year? What is the county doing differently than the class, region, or rest of the state?

While the population is not large enough to suggest a solid trend, children and youth in placement 12-24 and over 24 months are more likely to have more than two placements. Behavior and mental health needs of children are the primary indicators of the need for more than two placement moves. Children and youth are first placement in a least restrictive placement while utilizing community support such as out-patient services. Placement moves to medically necessary CCR host homes, and residential treatment facilities are counted as placement moves in spite of the medical necessity while hospitalization is not counted as a placement move.

- ❑ 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?

SCSCY tries to place children with relative or in kinship placements that will provide ongoing support to the child and family, including but not limited to increased visitation, support in accessing treatment services and encourage re-unification efforts. If family is not immediately available or accessible, non-relative foster are placement is utilized. Through efforts to locate family and training provided to foster parents to cope with emotional and behavioral problems, initial placements may be the only placement or only placement prior to a family/kinship placement. NHS is currently in the process of opening CRR host home in the county which would even further limit the number of placements for youth and keep children in closer proximity to their family and community.

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?

From March 09 to March 10, there was an increase in the number of children and youth with more than two placements. Prior to this time frame, Susquehanna County outperformed the other six class counties and the state. Placement instability is tied to the severity of children's emotional and behavior problems, causing disruption, the need for a higher level of care and lack of community supports to maintain the child in the home. Delinquent and dependent children and youth are having more than one medically necessary CRR placement often with the same purchased provider or more than one residential placement.

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

See above.

- 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 with severe emotional and behavioral needs, significantly contribute to this result. The county is working closely with private placement providers, out-patient treatment providers, parents, resource parents and the ICSP team members to address this issue. The county is working closely with CCBH to determine the most appropriate treatment setting and closely monitor the length of placement and child/youth's outcomes. The agency is also working closely with SWAN affiliates to recruit appropriate families for youth with significant behavioral and mental health issues.

- ❑ 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?

Less stable placements occur in the 12-24 and 24+. Children with severe emotional and behavioral needs, significantly contribute to this result. The county is working closely with private placement providers, out-patient treatment providers, and the ICSP team members to address this issue.

- ❑ 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?

SCSCY tries to place children with relative or in kinship placements that will provide ongoing support to the child and family, including but not limited to increased visitation, supportive in accessing treatment services and encouraging re-unification efforts. If family is not immediately available or accessible, non-relative foster are placement is utilized. Through efforts to locate family and training provided to foster parents to cope with emotional and behavioral problems, initial placements may be the only placement or only placement prior to a family/kinship placement. NHS is currently in the process of opening CRR host home in the county which would even further limit the number of placements for youth and keep children in closer proximity to their family and community.

### ↻ 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).

Big-Brothers Big Sisters: Nationally established program to provide children with positive role models and mentoring. CYS and MH/MR collaborate to jointly fund the program in Susquehanna County with the goal of preventing child neglect and truancy in addition to strengthening families.

Parent-Child Resource Center: Parenting education targeted at parents with children age birth to school age to prevent placement, child abuse and neglect and to provide education to enable re-unification.

Penn State University/Cooperative Extension Parenting Program: Parenting program open to all county residents with children school age to age 18 to improve parenting skills which will aid in the prevention of abuse and neglect, reducing placements and shortening length of out of home placements. (funded through ICSP)

SCSCY Evening Parenting Program: Program specific, more intensive parenting class for CYS and JPO clients who are at immediate risk of child placement or child/youth has been removed from the home.

Family Group Decision Making: Programming to involve immediate and extended family, social and community supports in decision making and planning to protect children and help to keep families intact. Targeted to prevent placement, abuse, neglect, truancy, delinquency, encourage re-unification, identify supports for parent and children and provide life connections for children.

Prosper Program/Strengthening Families: Collaboration with Penn State University and Penn State Cooperative Extension to prevent truancy, child abuse, drug use, and improve parenting and communication skills through an education program.

Housing Initiative: Grant monies provided by OCYF to prevent placement by helping families financially to maintain housing through grants for rent, electric, gas, fuel oil, wood, security deposit, etc.

George Jr. Aftercare Program: Purchased program where LSW works intensively (non-therapeutic) with family and youth to prevent placement, facilitate earlier reunification of youth in out of home placement, and maintain youth in the home once returned from placement. Youth is also provided with structured Independent Living Services. Targets Delinquent, pre-delinquent, dependent and non-adjudicated youth.

Independent Living Services: Purchased services to aid youth in transition to adulthood, and prevent homelessness upon discharge from care.

### 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.
  
- Describe whether the county will continue its efforts to improve outcomes, or if the county has analyzed needs and chosen to address different outcomes.
  
- Discuss whether the outcome has been achieved, and reasons for that status. Provide specifics on the activities, programs, or services that affect the targeted outcome (county provided and/or purchased).
  
- 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.

#### 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.

As indicated in the licensing inspection SCSCY needs to improve engagement of absentee fathers in case planning and implementation of plans. Efforts have been made since the March 2010 licensing site visit, to improve and increase diligent search efforts. Technical support has been requested from the Child Welfare Training Program (CWTP) and the agency is now training all supervisors and caseworkers in Engaging Clients from a Strength-Based Solution Focused Perspective.

Caseworkers have also received training from the CWTP on Family Group Decision Making. Increased use of the FGDM has helped to facilitate and improve family engagement and positive outcomes for children and their parents.

#### 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.

Continued improvement is needed to meaningfully engage youth in the planning process.

JPO, CYS, and Out-patient mental health providers recognize that youth with mental health and behavioral problems need to be actively engaged in treatment planning for successful recognition of how behaviors effect life choices and outcomes.

Use of Independent Living Services, Family Group Decision Making and George Jr. Aftercare Services (Promising Practice Grant) has helped to give youth a voice in identifying problems and effective solutions.

Through on-going training and casework supervision, caseworkers will continue to improve engagement and planning skills.

#### 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.

Technical assistance was requested and received from the Child Welfare Training Program to improve the delivery of Independent Living Services. Caseworkers, Supervisors and Independent Living Providers participated in the training. Susquehanna County contracts for Independent Living

Services. Providers utilize the Chafee assessment tools and deliver services as outlined by the bulletin.

Agency caseworkers will be responsible for completing a transition plan for youth aging out of the system. The youth will be given the opportunity to identify agency service providers and individuals which they would like to participate in the planning meetings. The caseworker will submit the transition plan to the GAL and Court at least 90 days prior to a child's plan to leave foster care. A transition plan should be a fluid document which can be presented at Permanency reviews once the child reaches age 16 to 17.

#### 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.

Historically, SCSCY has successfully utilized concurrent planning in placement cases. With increased use of Family Group Decision Making and implementation of Foster Connections Act during fiscal year 2009-2010, concurrent planning is now being more successfully introduced into CPS and GPS cases.

## 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.

<b>NBB Year</b>	<b>2010—2011</b>
<b>Salaries</b>	<b>756,617</b>
County Retirement Fund	121,587
FICA and Medicare	57,881
Health Insurance	179,382
Workmen's Compensation	7,121
Unemployment Compensation	5,423
<b>Total Benefits Package</b>	<b>371,394</b>
<b>Fringe Benefit Package</b>	<b>49.09%</b>

#### **County Retirement Fund**

Susquehanna County currently requires each vested employee to contribute 5% of their salary to the county pension fund. The county contributes the balance.

#### **FICA/Medicare**

The County contributes 7.65% to the Social Security Fund for all eligible wages.

#### **Health Insurance**

The county will fund 90% of the employees health insurance in fiscal year 2010-2011, each employee participating in the program will fund the remaining 10%.

#### **Workmen's Compensation**

Payments made into the workmen's compensation fund is based upon actual experience.

#### **Unemployment Compensation**

Cost is based on actual experience.

### 6-1d. Organizational Changes

- Note any changes to the county's organizational chart.

#### Changes

- Due to staff vacancies, caseworkers were required to carry more of a generic caseload.

- As training is made available, caseworkers are completing sexual abuse training series to increase number of caseworkers with credentials to complete abuse investigations.
- Caseworkers will continue to carry a generic caseload if it is anticipated child removed from home will be returning home with-in a permanency review period.

#### 6-1e. Staff Evaluations

- Describe the method for evaluating staff effectiveness.

All caseworkers have access to supervisors on an as needed basis and also formally review cases with their supervisor as per regulation. Supervisors are also reviewing Safety, Family Service and Placement Plans for effectiveness.

Staff are formally evaluated at least yearly in compliance with State Civil Service requirements. This evaluation tool is also used at additional times for employees who are struggling with achieving satisfactory performance in any evaluative area. The tool is used to assist in identifying strengths and areas in need of improvement. This allows both the supervisor and caseworker to acknowledge and document progress or lack of progress in determining a plan of correction or consideration of termination of employment.

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

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

The fiscal officer, fiscal technician, and quality assurance caseworker oversee county contracts. The fiscal officer contracts with individual facilities/providers currently being used by SCSCY and JPO for placement and in-home services. Contract negotiation is in compliance with current OCYF directives. Once the contract packet is completed, the contract is sent to the service provider and county commissioners for final approval and signature.

The Agency Director and quality assurance caseworker monitor service delivery for compliance with contracts. Caseworkers make site visits a minimum of once a month to verify service delivery, see children and insure their safety and well being.

**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.

<b>Provider Name</b>	<b>Provider Address &amp; Phone</b>	<b>Provider Contact Name</b>	<b># of Children Served FY 2009-10</b>	<b>Total \$ Amount of Services</b>
<b>1: Penn State University</b>	81 Public Ave Montrose, Pa 18801 570-278-1158	Jan Cohen	116	\$74,278
<b>2: NHS of NEPA</b>	185 Fallbrook St. Carbondale, PA 717-441-9560	Jason Seibert	373	\$118,000

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

<b>Provider Name</b>	<b>Provider Address &amp; Phone</b>	<b>Provider Contact Name</b>	<b># of Children Served FY 2009-10</b>	<b>Total \$ Amount of Services</b>
<b>1: Kidspace</b>	PO Box 513031 Phildelphia, PA 19175  570-342-5444	Lori Chieffallo	62	\$86,543

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

<b>Provider Name</b>	<b>Provider Address &amp; Phone</b>	<b>Provider Contact Name</b>	<b># of Children Served FY 2009-10</b>	<b>Total \$ Amount of Services</b>
<b>1: NHS</b>	4391 Sturbridge Drive Harrisburg, PA 17110 717-441-9481	Jen LaSalle	3	\$76,369

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

#### Penn State University/Penn State Cooperative Extension

SCSCY in partnership with Penn State University runs a Prosper/Strengthening Families Program (SFP) The SFP teaches life skills, enhances youth' problem solving skills, develops peer resistance skills to avoid problem behaviors, fosters better communication and more positive involvement among parents and youth. The program strives to deliver high quality evidence-based programs through strict adherence to program guidelines/efficacy. SFP increases the family's protective processes while decreasing the potential risk factors that can alter a child's future. Problem behaviors can be reduced or avoided. The expected outcomes include improved child management practices, including monitoring, discipline, and standard setting; increased parent-child communication; more child involvement in family activities and decisions; strengthened family affective quality; lower rates of alcohol initiation; and reductions in alcohol use.

#### NHS of NEPA

This program provides parent education and support to families with preschool children who have been or are at risk of neglect and abuse. The program provides information and instruction on issues pertaining to child development, appropriate expectations, discipline, nutrition, health care, budgeting, personal safety and child supervision. This is accomplished through lecture, group discussion, modeling and observable demonstration. In addition, children are evaluated for service needs related to developmental delays, medical concerns, and emotional and behavioral issues. The expected outcome of the program include improved parenting knowledge and practice, reduction in the need for out of home placements and/or reduction in length of placement. The program is monitored through weekly, monthly and full session assessment completed on both parents and children. In addition, parents complete a satisfaction survey. This program is utilized by Children and Youth clients.

#### Kidspeace

Kidspeace foster care provides youth with a safe secure specialized foster home environment with referrals as needed to therapeutic counseling intervention, etc. Individual service plans are develop to meet each child/youth's specific placement needs. Service delivery is monitored by agency casework visitation, review of outcomes as established by placement plan and Kidspeace compliance with contract for services.

#### NHS-Residential Placement Provider

The Northwestern Academy VCORE Program is a highly structured service delivery model that integrates a strengths based philosophy to provide youth with the opportunity to change. This is typically a 120 day program for youth age 12-18. The outcomes are to achieve self reliance, responsibility, and re-integration at their own pace. Education & job training, community service, health care, individualized case management, and aftercare services are provided. This placement provider is utilized by Juvenile Probation which monitors performance based on

achievement of outcomes as outlined in the placement plan. CYS monitors compliance with the contract through reports and court orders. If shared case management, CYS also monitors compliance by contact with youth and participation in team meeting to determine compliance with service delivery as per contract

## 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.

## 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	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
		0	0	0

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	\$103,812.00	-\$103,812.00	\$0.00
FY 2011-12			0

Did your county request and receive approval to transfer/shift funds during FY 2009-10? NO. Susquehanna County was unable to find a provider that could implement the grant monies and maintain the fidelity of the program. After analysis and discussion, JPO and CYS determined that it alone did not have the population to implement the grant and in 2010 notified OCYF that the agencies would not be utilizing the monies for fiscal year 2009-2010 or 2010-2011. This change was reflected in the certified numbers. The grant was extracted.

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

N/A

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

N/A

**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	107,180	0	
FY 2011-12			66,000

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:*

Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population	N/A	N/A				
# of Referrals			1	12	30	30
# Successfully completing program			0	13	18	18
Cost per year			64,304.17	83,597.36	66,000	66,000
Per Diem					3,000*	3,000*
Cost/Program funded					1,000	1,000

amount					250 (see below)	250
# of MA referrals			N/A	N/A	N/A	N/A
# of Non MA referrals			N/A	N/A	N/A	N/A
Name of provider			Loftus- Vergari	Loftus- Vergari	Loftus- Vergari	Loftus- Vergari

**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:*

\*\$3,000 for completed conferences; \$1,000 for family engagement activities but no conference; \$250.00 for referral which does not result in family engagement.

During 2009/2010 the agency made 12 referrals to the Family Group Decision Making Program. Eight of the referrals were successfully completed. Reasons for groups not reaching completion varied including families deciding to make their own plans outside of the formal group process, decisions made by the family that the timing was not right for the family group to meet, etc. One meeting was deferred until a child was closer to date of discharge from RTF. While four of the referrals were not completed, the families still benefited from increased casework contact, use of FGDM skill sets and philosophy, identification and involvement of additional family members and non relative supports.

Of the eight families who completed conferences, a total of nineteen children were involved. Eight children were involved as a part of a reunification plan. Of three children in agency placement, one was successfully reunited with parents; one youth upon discharge from sexual offender treatment was placed in a non-relative kinship placement; and while the third youth remains in foster care, FGDM successfully brought together the youth and family to strengthen bonds and develop a plan with the youth. FGDM was held for eleven youth to prevent placement. Placement was prevented for nine youth. Of the two youth placed, one was placed with her newborn infant to facilitate bonding and placement was deferred for six months following the conference.

The majority of family conferences have had good attendance and support from the family systems. Caseworkers are very supportive of the program as the results have been so positive. Caseworkers have been trained in the full FGDM process and are confident in their roles during the conference.

The agency requested technical assistance and collaborated with the CWTC in creating a unique one day training for service providers and community members which included participation in a mock conference. The purpose of the training was to assist the providers and community members in understanding how important their role is in the FGDM process. It was well received with 20 community members and providers attending.

- 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:* In 2008/2009 the agency faced a number challenges in reaching anticipated program outcomes. The challenges included: a shift in agency practice and philosophy; development of agency policies and the procedure manual; eliciting community support and training of service providers and training of agency staff, supervisors and director in the FGDM model. The most

significant challenge was the resignation of the FGDM coordinator, recruitment, hire and training of a new coordinator.

In 2009/2010 there was an initial period of low referrals related to the previous year's challenge of a change in coordinators. Some time was spent in development of a protocol for the type of cases to refer and the timeline in a case where the referrals would be most effective. Key staff, including the county implementation team, were trained in using FGDM with families where domestic violence is a concern. In spite of additional training and a strong interest of area service providers, the agency continues to struggle with service providers and educators not attending FGDM conferences. The reasons for not attending are related to time constraints and/or not being able to bill for their time. Service providers and educators have especially experienced difficulty attending during non-traditional work hours. By request of and convenience for the clients, most conferences are held in the evenings or on weekends.

- ❑ 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:* FGDM in Susquehanna County was underspent for 2008/2009 at \$64,304.17. A coordinator resigned in May 2009 and was replaced in July 2009. Time was needed to recruit and train the new coordinator. There are now two coordinators in the program who are responsible for development of referrals, case reviews, liaison with casework and supervisory staff. One coordinator was onsite at the agency two days a week beginning July, 2009 through June 2010.

- ❑ 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 Susquehanna County FGDM was program funded for 2008/2009 and 2009/2010. Beginning in July 2010, the program is being contracted per case at the rate of \$2329.50. Half the case rate will be paid when the family is seen and the remainder will be paid when the conference is completed. In addition, 9 out of the 12 casework staff have been trained as well as the supervisors and directors. Two new caseworkers will be trained in FGDM in September, 2010. All implementation plans and operational procedures have been completed.

Outcomes for FGDM in Susquehanna County will be measured in the following manner:

- number of children remaining in the home successfully without future abuse/neglect
- number of child being placed with family/friends through kinship services rather than traditional foster care
- number of children spending less time in placement
- increased family and community involvement/support
- number of children achieving permanence
- number of families being offered FGDM within 30 days of placement

A new referral review process has been instituted as follows:

- each new intake will be referred for FGDM if the child/children are in danger of placement
- all cases will be reviewed for FGDM at the initial 10 day review conference and again at each supervisory review conference
- caseworkers will consider FGDM as a resource to be offered to each appropriate family

**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 will include all children ages birth to age 18 who are referred to the agency and determined to be at moderate or high risk for further maltreatment and/or who are risk of placement. Priority will be given to families who are not in agreement with non-negotiable objectives related to safety on the Family Service Plan and to families where there is strong disagreement regarding the permanency plan. This population was chosen after a review of the primary reasons children entered placement or moved to a higher level of care.

Serving the above target population, Susquehanna County expects to achieve the following results:

- more timely achievement of permanency
- placement with family member
- reduced risk of re-abuse
- reduced re-placement
- more children deferred from or needing placement outside of the family
- increase in community service capacity and support for families

These service outcomes will be measured by data collected by the FGDM coordinator by:

- completing a Plan Summary immediately after the FG conference
- completing another Plan Summary every 6 months following the date of the initial conference
- communication between the FG coordinator and Children and Youth staff regarding the families progress
- communication with the family and the family group members regarding progress

In addition, the agency will track its data to include:

- placement data
- re abuse data
- deferred placements
- number of children in kinship care

**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:* “same as above”

**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:* Susquehanna County contracts with a service provider for FGDM. The coordinator is provided with office space at the office of Children and Youth. To maintain accessibility, the program coordinator is on site at Children and Youth 2 days a week and available daily by phone. In addition, the coordinator attends one full staff meeting a month to bring any concerns or successes to the group. Cases for referral are approved through the casework supervisor during the course of supervision. Cases are then taken to the coordinator by the caseworker to review information and to begin planning. Coordinator meets with the family to introduce the program, discuss its purpose and begins gathering information. The coordinator is responsible for meeting with all the participants, locating a place to have the meeting, planning for the meal, transportation and childcare. Pre conference meetings are held on every case with the coordinator, caseworker, supervisor and, if possible, service providers. The conference facilitator is generally contracted by the provider for each meeting. After the meeting is held, the coordinator is responsible for distributing the family’s plan, plan summary and evaluations. The family is offered an opportunity to meet again to review how the plan is working. The caseworker meets with the family within a week after the conference to do a FSP review and incorporate the family’s plan. The coordinator makes follow up phone calls with the family and arranges a follow up as desired. The coordinator continues contact with the caseworker regarding the family and completes all the required paperwork. The coordinator is finally responsible for completing the plan summary for the state at the 6 month intervals.

The provider has been very responsive to the agency’s needs. Because Susquehanna County is rural without public transportation, transportation time and needs must be taken into account. The provider is cognizant of this and works to overcome this barrier. The provider has been faithful to the model. The coordinator is easily accessible even when not on site and flexible with changes in procedure when necessary. Paperwork, phone calls and reports have been completed in a timely fashion. The provider worked expediently to overcome start up difficulties with staffing and administration concerns. The provider has a good understanding the child welfare system and the goals of safety, permanency and well being.

**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:* The Budget Projection for 2010-2011 is based on 30 cases being referred. The cost per completed case is \$2329.50. It is projected that of the 30 cases referred for FGDM, 18 will be completed at a cost of \$41,931 and 12 will have face to face meetings with family members but not have a conference at a cost of \$13,977. The cases will be paid out at half the case fee (\$1164.75) after the first face to face meeting with the family and the remaining half following the completed conference. Follow up conferences is included in the second half billing. The projected costs for the 30 cases is \$55,908.

Staff salaries and equipment are itemized as follows:

-FDGM Project Supervisor (0.4 FTE)	\$4500/year
-FDGM Coordinator (3/4 FTE)	\$30,150/year
-Fiscal Tech	\$3060/year
-Facilitators-24 meeting @ \$50/hr @3hrs. per meeting	\$3600/year

No specific equipment was purchased for this program.

The coordinator spends approximately 32-36 hours per case.

**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:* Coordinator needs to attend the quarterly FGDM state wide meetings. Technical assistance needs in the form of community and service provider trainings were met through the CWTP.

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

*Response:*

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

N/A

6-3a. Evidenced Based Programs: Family Finding

N/A

6.3a Evidenced Based Programs: High Fidelity Wrap Around

N/A

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

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

**PaPP Dependent**

Program Name: George Junior Republic Preventative Aftercare

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 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	34,626	0	
FY 2011-12			34,626

Did your county request and receive approval to transfer/shift funds during FY 2009-10? NO

Complete the following table for each applicable year.

	<b>0607</b>	<b>0708</b>	<b>0809</b>	<b>0910</b>	<b>1011</b>	<b>1112</b>
--	-------------	-------------	-------------	-------------	-------------	-------------

Target Population	NA	NA	NA	Birth-18	Birth-18	Birth-18
# of Referrals				8	12	12
# Successfully completing program				4	8	8
Cost per year				21,511	34,626	34,626
Per Diem Cost/Program funded amount				26.53	26.53	26.53
# of MA referrals				NA	NA	NA
# of Non MA referrals				NA	NA	NA
Name of provider				GJR	GJR	GJR

**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:* Crisis intervention-immediate response to help family members de-escalate, problem solve thereby reducing the need for out of home placement. Work with family members to improve communication skills, improve parenting skills, increase adequate family support systems; increase acceptance of personal responsibilities; effective use of problem solving skills. 09-10 CYS referred eight youth and their families for services. Four successfully completed the program remaining in the home, four remain in the home and continue to receive services.

- 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:* From July 2009 to June 2010 the program was underutilized due to staffing issues. A social worker hired in June, 2009 quit after completing training. A Licensed Social Worker was hired in September and began accepting referral in October. Initial implementation of the program, training, introduction of services to caseworkers, juvenile probation officers and families created a challenge to reaching program outcomes for 2009-2010. The program has been well accepted and the LSW maintains a full caseload. While there has a times been a waiting list, youth have been seen in a timely manner and addition of additional staff at this time is not justified.

- 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:* There is no history as this is a new program in Susquehanna County. The county was under spent due to the program not starting until October.

- 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:* There is no history as this was a new program in 2009-2010. Successful outcomes are measured as total served, completed and discharged; no abuse and neglect during the program; living with family upon discharge; improvement in communication and family functioning. Follow-up in six months to determine success outcomes as listed above.

**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 dependent population: Children at high to moderate risk of abuse or neglect requiring intensive services to prevent placement can be referred. The ages for preventative aftercare can be birth to age eighteen. State IL mandates are available for all youth 16 or over. The average age of youth participants in Susq. County was 14.35 years and the average length of time in the program was 4.68 months. While all children and youth in a home will benefit from the program, only one child per family is listed as the referred child. It is estimated that at least twelve youth/families will be referred in 10-11, with a carry over of four youth/families from 09-10. Referrals are made with supervisory approval for children/youth at risk of abuse or neglect, who which without intensive intervention would be at high to moderate risk of placement. Services are provided in-home by a Licensed Social Worker.

**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:* same as above

**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. 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:* Referral Process: Target population same as above. Referrals are identified by CYS. CYS makes verbal referral(s) followed by written referral(s). Provider can respond immediately and provides crisis intervention, etc. in-home. Crisis services are available 24-7. Progress reports report the family plan/goals and progress, criteria for discharges, and concerns/focus for individual/family functioning and intervention. Monthly case reviews are held with the agency and formal re-evaluations with the family/individual. Post discharge, families/individuals are contacted at 3, 6, 12 months to determine family status, functioning and placement/non-placement status.

**FY 2010-12** 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:* First day of each month, invoice information is emailed to the cooperate office by the local provider. Information consists of the following: client name, DOB, date of admission and/or discharge date used to calculate number of days in the month to bill at the appropriate per diem, along with any corrections to previous information sent to the county. Families/Youth accepted into the program, are eligible for services seven days a week. The daily per diem is determined by dividing the budgeted costs of the program by the average caseload size to be carried. The costs include: salary, benefits, utilities, travel, activities/client support, office supplies, insurance, staff training and administrative overhead. The number of clients may vary dependent of the complexity of caseload.

- ❑ **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 increase in funding is being requested.

- ❑ **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:* None are identified at this time. Technical assistance for IL was requested and utilized in 09-10.

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

*Response:* N/A

## PaPP Delinquent

Program Name:	GJR Preventive Aftercare
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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
		80,388	
		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	80,388	0	80,388
FY 2011-12			80,388

Did your county request and receive approval to transfer/shift funds during FY 2009-10? NO **Complete the following table for each applicable year.**

	0607	0708	0809	0910	1011	1112
Target Population				10-21 yrs	10-21 yrs	10-21 yrs
# of Referrals				7	12	12
# Successfully completing program				2	8	8
Cost per year				50,191	80,388	80,388
Per Diem Cost/Program funded amount				34.50	34.50	34.50
# of MA referrals				NA	NA	NA
# of Non MA referrals				NA	NA	NA
Name of provider				GJR	GJR	GJR

**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:* Crisis intervention-immediate response to help family members de-escalate, problem solve thereby reducing the need for out of home placement. A Licensed Social Worker meets with family members to improve communication skills, improve parenting skills, increase adequate family

support systems; increase acceptance of personal responsibilities; teach effective use of problem solving skills, etc. From October to June, 2009-2010, JPO referred seven youth and their families for services. Five successfully completed the program remaining in the home, two remain in the home and continue to receive services.

- ❑ 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:* From July 2009 to June 2010 the program was underutilized due to staffing issues. A social worker hired in June, 2009 quit after completing training. A Licensed Social Worker was hired in September and began accepting referral in October. Initial implementation of the program, training, introduction of services to caseworkers, juvenile probation officers and families created a challenge to reaching program outcomes for 2009-2010. The program has been well accepted and the LSW maintains a full caseload. While there has a times been a waiting list, youth have been seen in a timely manner and addition of additional staff at this time is not justified.

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

*Response:* There is no history as this is a new program in Susquehanna County. The county was under spent due to the program not starting until October, 2009.

- ❑ If there were instances of under-spending 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:* There is no history as this was a new program in 2009-2010. Successful outcomes are measured as total served, completed and discharged; no abuse and neglect during the program; living with family upon discharge; improvement in communication and family functioning. Follow-up will be made in six months to determine success outcomes as listed above.

**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 in Susquehanna County: All youth, male and female, age 10 to 18 at risk of placement as a delinquent or delinquent youth age 10 to 21 on probation, or in out of home placement. State IL mandates are available for all youth 16 or over. The average age at entry in the program was 14.35 years and the average length of time in the program was 4.68 months. It is estimated that at least twelve youth will be referred in 10-11, with a carry over of four youth from 09-10. Referrals are made with supervisory approval for children/youth at risk of delinquent behavior, who without intensive intervention would be at risk of out of home placement. Services are provided in-home by a Licensed Social Worker.

**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:* same as above

**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. 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:* : Referral Process: Target population same as above. Delinquency referrals are identified by JPO. JPO makes verbal referral(s) followed by written referral(s). Provider can respond immediately and provides crisis intervention, etc. in-home. Crisis services are available 24-7. Progress reports report the family plan/goals and progress, criteria for discharges, and concerns/focus for individual/family functioning and intervention. Monthly case reviews are held with the agency and formal re-evaluations with the family/individual. Post discharge, families/individuals are contacted at 3, 6, 12 months to determine family status, functioning and placement/non-placement status, and status of delinquent behavior.

**FY 2010-12** 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:* : First day of each month, invoice information is emailed to the cooperate office by the local provider. Information consists of the following: client name, DOB, date of admission and/or discharge date used to calculate number of days in the month to bill at the appropriate per diem, along with any corrections to previous information sent to the county. Families/Youth accepted into

the program, are eligible for services seven days a week. The daily per diem is determined by dividing the budgeted costs of the program by the average caseload size to be carried. The costs include: salary, benefits, utilities, travel, activities/client support, office supplies, insurance, staff training and administrative overhead. The number of clients may vary dependent of the complexity of caseload.

**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 increase in funding is being requested.

- ❑ **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:* If placement is necessary, JPO and CYS will attempt to utilize the least restrictive placement, ie kinship, foster care, etc.

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

Technical assistance on Independent Living Services was requested and received from CWTP in 2009.

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

*Response:* same as above

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

*Response:*

**6-3c. Housing Initiative**

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

Program Name: Housing Initiative Grant

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	Expanding
		Continuing	15,250

Budget	\$ amount
FY 2010-11 Approved Budget	15,250
FY 2011-12 Budget Request	15,250

**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:* A total of thirty four families received Housing Initiative funding during fiscal year 2009-10. Funding was used to support the reunification of children in two families; maintain children in their family home in thirty-one families and provide funding to one youth exiting foster care who at age 21 was in the process of establishing and maintaining his own residence. Grant funding was used as follows: rental assistance-six families; fuel assistance-eighteen families; electric assistance-nine families

- 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:* In 2009-2010, there were no barriers or challenges to implementing this grant,
- 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:* During the first year of this grant, 2009-2010, the agency spent the total grant allocation. Supervisor recommendation and Director approval was required for expenditure of the funding. Priority was given to families who would be homeless and had exhausted all other financial resources. Success of the program is attributed to need.

- 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:* NA

- ❑ Identify and describe the target population(s) for whom the county expects to provide these services.
- ❑ PSA, PSG, and families with children in placement ages infant to eighteen.
- ❑ 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:* Priority will be given to families who are homeless, facing eviction or unable to adequately heat their home placing children at risk of removal from the home. Funds will also be used for security deposits, first month rent, etc. to help parents obtain housing in an effort to facilitate earlier-reunification. Housing Initiative Grant is used after all other resources have been utilized.

**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

- ❑ 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:* Services outcomes will be measured by the number of referrals from the caseworkers for use of the grant monies; number of families served and number of children that were maintained in their own homes or reunified with parents or caregivers.

**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. 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:* Caseworkers complete a referral request which requires Supervisor and Director approval for the disbursement of funding. Payment is made directly to the service provider,

*landlord, etc. The CYS agency has an excellent working relationship with community and government agencies which provide emergency funding for housing, medical assistance, etc. Services are coordinated to maximize availability of funding to county residents.*

**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)

*Response:* Actual costs for 2009-10 were as follows: Rent-\$4,638.42, Fuel \$6,999.53, Electric-\$3,488.80,

- ❑ **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:* NA

- ❑ **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:* NA

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

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

*Response:* NA

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

*Response:* NA

- ❑

**6-3d. Alternative to Truancy Prevention**

N/A

**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**.

**Susquehanna County is not requesting SRP funding.**

<b>Number of Youth</b>	<b>Cost per youth</b>	<b>\$ amount</b>
	\$3,665	

- Describe the how the number of youth was determined.

**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
X	Vocational Training
X	High School Support and Retention
X	Preparation for GED
X	Assistance in Obtaining Higher Education
	E. Support
X	Individual and Group Counseling
X	Stipends
X	Services for Teen Parents
X	Mentoring
	F. Employment
X	Job Placement
X	Subsidized Employment
X	G. Location of Housing
X	H. Room and Board
X	I. Retreats/Camps
X	J. Indirect Services
X	K. Program Administration

- 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.

<b>IL Services (federal, state, local)</b>	<b>\$ amount</b>
FY 2010-11 Approved Budget *	41,700
FY 2011-12 Budget Request *	58,300

\* 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?

All independent living funds were expended for the above stated fiscal years. SCSCY contracts with a private provider for the delivery of Independent Living Services. In addition to IL grant monies as listed above, Tre-Hab utilizes additional (non-CYS) funding to expand on services available to youth. Travel, stipends, salary, supplies including educational materials, and discretionary spending for youth contributed to the successful spending of grant funds.

- 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.

All Independent Living Services funds were expended.

### **SUMMARY**

Susquehanna County Services for Children and Youth contracts with TreHab to provide Independent Living Services as outlined below for dependent and delinquent youth ages 16-21 who meet state and federal guidelines to receive IL services including Aftercare and reside in Susquehanna County. On a case by case basis, youth (placed by Susq. Co. Court) receiving foster care who reside in a close proximity to Susquehanna County will receive IL services through this program.

An Independent Living Trainer, who is a program specialist, meets individually with youth weekly or bi-weekly depending on the youth's schedule. In addition all IL youth will be given an opportunity to meet as a group monthly to participate in group activities which may include informal meetings with community organizations, service providers, employers, etc, or to work on group projects.

Independent Living Service delivery for Susquehanna County has been review and approved by the Child Welfare Training Program as administered through the University of Pittsburgh. SCSCY requested technical assistance in an ongoing effort to improve service delivery. CYS staff and provider staff participated in training sessions as offered by the CWTP.

The following curricula is utilized as a framework for the delivery of Independent Living services as outlined below are a compilation of the following resources:

Life Skills Training/an evidenced based approach: BOTVIN

The Wellness Toolkit: Marywood University

Globe Fearon's The Pacemaker Curriculum: Skills for Independent Living

I Can Do It Learning Activities: Marian Latzko

Globe Fearon's Survival Guide for Students

Just for the Health of It Units 1-6: Health Curriculum Activities Library: Patricia Rozzotoner

Skills for Life, A Training Guide: David Tichnell: Frederick Community Action Agency

Life Management Skills I & II: Kathy L. Korb-Khalsa OTR/L, Stacey D. Azok OTR/L, and Estelle A Leutenberg

These curriculums are supplemented by information provided by:

The Department of Health (brochure, booklet, online, etc.)

AES & PHEAA (for college bound students)

Books and DVDs expanding on topics through Health Relations Media

This list is not exhaustive as there are many resource guides, books, posters, learning tools that compliment this list.

**To repeat this information in each section is redundant and will be referred to as see summary when appropriate.**

#### 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*	Delinquent Youth*	Discharged Youth*	Total Youth*
Needs Assessment/Case Planning	3,800.00	30	8	20	30
<b>Total</b>	<b>3,800</b>	<b>30</b>	<b>8</b>	<b>20</b>	<b>30</b>

\* 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.

SCSCY contracts with TreHab to provide Independent Living Services which are delivered individually to youth in their home or at school. Tools for assessment and case planning used include the Ansell-Casey Test for youth and parents. Frequency of contact is dependent upon the needs of the youth to complete the assessment and planning process which is not limited to a certain number of contacts. Assessment is made upon entry into the program, and repeated as needed and case planning is reviewed every six months. The youth will be asked to identify and be encouraged to invite persons that are significant to assist in the planning process, ex. Parents, JPO, CYS, foster parents, relatives, etc.

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

Cost of this activity is derived from salary, travel, stipends for youth completing units, administrative overhead and supplies.

### 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*	Total Youth*
Life Skills Training	13,000	30	8	15	30
<b>Total</b>		30	8	15	30

\* Enter unduplicated youth count only.

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

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

- 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.

Independent Living Services are delivered individually to youth by an Independent Living Trainer who is a program specialist employed by the private contractor, Tre-Hab. Life skills training curricula is BOVTIN, an evidence based approach. In addition resource guides, pamphlets and books are utilized.

Life skills training are covered under four units: daily living, community living, transportation and self awareness. Youth work with the Independent Living Trainer and independently to complete a unit which may include book work and practical experiences. Youth work at their own level of competence and are not time limited in completing a unit. The IL Trainer meets with the youth weekly or bi-weekly depending on the youth's schedule.

Prior attempts to deliver Independent Living services as a group activity was unsuccessful due to the size of the county and location of youth. Attempts will be made to deliver IL services to a group when possible and will for now focus on monthly group meeting where community service providers , employers, etc. are invited to share information about their programs, services, etc.

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

Cost of this activity is derived from salary, travel, stipends for youth completing units, administrative overhead and supplies.

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*	Total Youth*
Dental/Health	2,500	20	6	12	20
Drug Abuse Prevention	1,000	10	10	6	10
Alcohol/Tobacco Substances	1,000	10	6	6	10
Safe Sex/Pregnancy	1,500	26	6	12	20
<b>Total</b>					

\* Enter unduplicated youth count only.

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

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

- ❑ 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.

See summary above

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

Additional units will address stress management, relationships and emotions, bullying, anxiety and depression. Youth will also be given the opportunity to suggest additional topic to address individually or through group discussion or presentation.

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

Cost of this activity is derived from salary, travel, stipends for youth completing units, administrative overhead and supplies.

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*	Total Youth*
Vocational	5,000	5	2	3	5
High School Support and Retention	1,000	25	4	5	25
GED	1,000	5	2	1	5
Assistance in Obtaining Higher Education	2,750	8	1	4	8
Education and Training Grant (ETG) Provision and Retention	750	2	0	2	2
<b>Total</b>	<b>6,000</b>				

\* Enter unduplicated youth count only.

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

%	%
Individualized Svcs. 95%	Group or Classroom Svcs. 5%

- ❑ 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.  
See summary above

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

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

Cost of this activity is derived from salary, travel, stipends for youth completing units, administrative overhead and supplies.

### 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*	Total Youth*
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Individual and/or Group Counseling	1,000		10	1	7	10
Stipends	2,800		25	6	15	25
Services for Teen Parents	1,000		5	3	2	5
Mentoring	200		5	3	2	5
<b>Total</b>	<b>5000</b>					

\* 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
<b>Child Profile:</b>	10
<b>Child Preparation:</b>	10
<b>Child Specific Recruitment:</b>	5

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

%	%
Individualized Svcs. 100%	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.

See summary

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

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

Cost of this activity is derived from salary, travel, stipends for youth completing units, administrative overhead and supplies.

### 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*	Total Youth*
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Job Placement	5,000		15	5	10	15
Subsidized Employment	2500		5	4	3	5
<b>Total</b>	7500					

\* 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.

Subsidy Type	Offered	Full	Partial
Summer Employment	10		10
Agency Operated Only			
Tax Credits			
Other (describe: )			

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

%	%
Individualized Svcs. 100%	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.

See summary above

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

Youth will be transported to job interviews and related activities. Curriculum will include mock interview, resume writing, application completion, and job search. Assistance will be given for the cost of a drivers education course. Job shadowing or internships will be encouraged. Workforce development will help youth seek and follow through with employment opportunities.

Summer and year round work will be offered through Tre-Hab's subsidized employment if eligible.

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

Costs spread across cost centers include, salary, travel, stipends and supplies.

### 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*	Total Youth*

Location of Housing	4,500		7	1	3	7
<b>Total</b>	4,500					

\* Enter unduplicated youth count only.

- 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: )	

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

%	%
Individualized Svcs.	Group or Classroom Svcs.
100%	

- 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.

See summary

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

IL services provides emergency housing for no more than 10 nights. Assistance will for a security deposit and rent can be provided for up to three month. Payments will be made directly to the landlord and there must be a rental agreement in place. Extended rental assistance can be accessed for six months to a year which will include a decrease in the percentage of the assistance with the young adult assuming more of the financial responsibility.

- Describe how the costs to provide the activities are determined.  
Costs spread across cost centers include, salary, travel, stipends, housing costs and supplies.

## 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*	Total Youth*
Room and Board	2500	8	2	2	8
<b>Total</b>	2500				

\* 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.

Agency caseworkers meet with youth a minimum of once monthly and more frequently if necessary. Foster care is not funded through IL monies. The IL Trainer has included a new section in the housing unit, "going green". Which will include information on energy saving costs, organic living , etc. The IL Trainer will introduce youth to public housing opportunities.

- ❑ 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.

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

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

Cost of this activity is derived from salary, travel, stipends for youth completing units, administrative overhead and supplies.

### 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*	Total Youth*
Retreats/Camps	3,500	6	0	4	6
<b>Total</b>	3,500				

\* Enter unduplicated youth count only.

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

%	%
Individualized Svcs. N/A	Group or Classroom Svcs. N/A

- ❑ 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.

Youth will be encouraged to attend the IL yearly retreat. Youth attending will be helped with transportation and provided with spending money to help defray costs and encourage participation. The IL trainer will attend to provide supervision and support.

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

Cost of this activity is derived from salary, travel, stipends for youth attending conference, administrative overhead and supplies.

### 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.

<b>Indirect Service Type</b>	<b>Budget Request \$</b>
Staff, Foster/Adoptive and other Residential Child Care Providers	500
Community Outreach and Educational Efforts	500
Interagency coordination to support IL activities and services at the local level	500
System change efforts	500
Other (describe: )	300
<b>Total</b>	<b>1,800</b>

- ❑ Describe the indirect services provided by the county.

The IL Trainer and Coordinator will participate in training offered at the local, regional and state level. IL Trainer will provide community outreach to service providers, employers on the IL program and collaborate to provide educational, job, etc opportunities to youth. IL Trainer will participate in interagency meetings to advocate for youth, promote the IL program and partner with human services agencies and parents to identify barriers to service delivery and identify need.

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

See above.

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

Cost of this activity is derived from salary, travel, administrative overhead and supplies.

### 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.

<b>Indirect Service Type</b>	<b>Budget Request \$</b>
Staff providing direct services	3,000
Program reporting costs	5,000
Equipment, training materials, supplies, postage, facility expenses	2,000
IL and Youth Advisory Board related travel	500
Other (describe: )	

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

Salary, travel, equipment, IL training materials supplies, and administrative overhead drive the cost for this category.

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

NA

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

Cost of this activity is derived from salary, travel, stipends for youth completing units, administrative overhead and supplies.

#### 6-4. Accurint Search Tool

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

#### **Column Instructions**

##### **Column 1**

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

##### **Column 2**

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

##### **Column 3**

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

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

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

##### **Column 4**

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

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

Provide Justification for Column 2:

**Two Accurint users have been allotted by OCYF. Currently one caseworker and part-time paralegal complete Accurint Searches. No additional users are being requested for 2011-2012.**

Provide Justification for Column 3:

## 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.

**Susquehanna County is currently using the CAPS system and anticipates continued use of the CAPS program for fiscal years 2010-2011 and 2011-2012. The CAPS system is an OCYF approved automated case management system, which meets the Statewide Child Welfare Information Systems Strategic Plan as outlined in 2.a through 2.e as listed below.**

1. Does the county currently have an automated case management system that is sustainable?
  - a. If yes, describe the system and its functionality. If no, describe how the county plans to transfer an already existing case management system from another county.
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.
3. How does the county's current system or transfer system support other critical business areas such as Financial Management and Administrative Functions?
4. How does the county's current system or transfer system support the evaluation of child welfare outcomes in the areas of child safety, permanency and well-being?
5. How does the county plan support the reuse of existing IT assets?

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

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

## 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:** \_\_\_\_\_

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 \$\_\_\_\_\_.**

**Signature(s)**

**County Executive/Mayor**

_____	_____	_____
Name	Signature	Date

**County Commissioners**

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date