

# 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.

# UNION 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:	

## UNION COUNTY

### 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.

Since last year's NBPB submissions, Union County has again experienced some success. The use of out-of-home placements has once again declined, to an all time low. On July 1, 2009, the county only had 22 children (17 CYS, 5 JPO) in foster care. Union County has always put a high priority on preventative services and continues to do so. MST, as well as other effective preventative in-home services, are used for our at-risk children and families. In FY 2009-2010, UCCYS began using the therapeutic services of a Caseworker III (MSW/LSW). She provided in-home therapy to our children and families with little expense (requires weekly clinical supervision, as per a contract with an experienced therapist and counseling agency). Fortunately, there have been no staff changes this past fiscal year, which I believe shows the dedication and commitment of the UCCYS staff.

Union County was recently approved as a Phase III county under the Permanency Practice Initiative. Union County's priorities fall in line with the priorities established by the state to include reduction of out-of-home placements and re-entries, achieve permanency for children in a timely manner, and increase children's safety. Much work has occurred to implement Family Group Decision Making in FY 2010-11. UCCYS will be contracting with a private provider, KidsPeace, to provide FGDM. Staff from KidsPeace has completed the FGDM training (4 days) through the Child Welfare Training Program. All of the UCCYS Casework and Supervisory staff have attended at least part one of the FGDM trainings, with 3 staff completing the 4 days of training. We must develop the Policies and Protocol for the program. Agency workers are excited about this implementation. Two, of the eight Caseworkers, will be completing the Family Development Credentialing training course in September. Two more Caseworkers will begin this course in November 2010.

This past fiscal year was the first year that UCCYS referred for SWAN services, as well as the use of a LSI Paralegal. Both of these additions were extremely successful. UCCYS used all of the allocated money (mid-year we were allocated an additional \$4,000) and we have been pleased with the results. The LSI Paralegal, who currently works 30 hours per week, has been an excellent addition to the Agency. She has provided much assistance to me, the workers and solicitor, who also is in his first year as the Agency's solicitor. The Paralegal has established the Agency's procedures for Diligent Family Searches. UCCYS conducts this search for every family accepted for GPS, and if a child is placed, the family letters are mailed out, as per Fostering Connections regulations. Also new for Union County, is Judge Michael Sholley. Judge Sholley is the primary Dependency Judge and it has been great working with him. He is extremely pleased that Union County has been selected as a Phase III PPI county. Judge Sholley is the leader for our Local Roundtable and he has high expectation for the County. As per the Judges request, Union County quickly implemented 3 month Review Hearings, with everyone involved feeling positive about this change.

Five Union County members will be attending the second annual Dependency Summit in Philadelphia in September 2010. Judge Sholley and I also attended the first Dependency Summit in Pittsburgh and found it very educational and worthwhile. The County has done a

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good job in meeting the goals of the County Work Plans that were developed at this Summit and look forward to developing and implementing new Work Plans.

### 2-2a. Collaboration

Entity	County Engagement
<b>County Children and Youth Agency Staff</b>	Staff meeting occur weekly and service needs are discussed and the workers provide input. Often times, providers meet with the staff at the conclusion of the staff meeting to present information on their programs and services.
<b>Juvenile Probation Staff</b>	CYS and JPO have a very good working relationship. We seem to be in constant contact with each other discussing cases and issues. Regular meeting will occur more so with the changes with Shared Case Responsibility. Union County's draft SCR Policy was sent to OCYF for their consideration. JPO staff meet with CYS staff for the development of the NBPB.
<b>Juvenile Court and Family Court Judges and Legal Counsel for Parties</b>	Being a small county, almost all of our hearings are in front of the same Judge, which is a new Judge, who is very passionate about the Permanency Practice Initiative. This Judge has been much more involved with this Agency, by coming to staff meetings, coming to the office to meet workers, and holding meeting. Our local Roundtable is still held jointly with Snyder County due to Shared Judicial District, but each counties strengths and issues are discussed. The Judge, GALs, CYS Staff, Attorneys and community agencies participate in the Roundtable.
<b>Family Members and Youth, especially those who are or who have received services</b>	The Integrated Children Services Team has been working on this area. A survey was developed and willing families are participating in these surveys given over the phone by the Parent-To-Parent Coordinator. This survey is gathering input, concerns, suggestions, etc. from the families. When all the surveys are completed, the data will be gathered and put into a report for team to discuss and learn from.
<b>Child, Parent, and Family Advocates</b>	This is an area we are striving to improve upon and the ICSP team is working on this. As stated above, the survey is being used to gather information regarding satisfaction of cross-systems consumers. We will also try to increase collaboration with our IL youths.
<b>Mental Health and Mental Retardation service system</b>	Staff from these services participate in the Integrated Children Services Team Meetings as well as our monthly MDT meetings. Effective communication takes place between agencies when specific cases need to be assessed, planned and serviced.

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Entity	County Engagement
<b>Drug and Alcohol Service System</b>	Staff from these services participate in the Integrated Children Services Team Meetings as well as our monthly MDT meetings. Effective communication takes place between agencies when specific cases need to be assessed, planned and serviced.
<b>Early Intervention System</b>	Staff from these services participate in the Integrated Children Services Team Meetings as well as our monthly MDT meetings. Effective communication takes place between agencies when specific cases need to be assessed, planned and serviced. The Agency complies with the Ages and Stages questionnaires for children to help determine appropriate referrals.
<b>Local Education System</b>	Staff from CSIU participates in the Integrated Children Services Team Meetings. There are two primary school districts in Union County and there is regular and on-going contact and communication. Staff from these two school districts recently joined the Local Roundtable. One area of discussion will continue to be regarding Truancy.
<b>Community Organizations which provide support and services to children and families</b>	UCCYS staff are diligent in communicating with Community Organizations such as the Red Cross, homeless shelters, abuse shelters, the Salvation Army, the Pregnancy Care Center, Hospitals, and other organizations who provide support and services to children and families, to be able to identify and provide the most effective and comprehensive services possible to our clients.
<b>Current Service Providers</b>	Service providers routinely provide presentations to our staff to inform the Agency of their services and any updates/changes that have taken place. When the caseworker and family is developing the FSP, the majority of the time, there is a service provider involved with the family, so their collaboration is essential for an accurate and effective Plan. The Agency remains in constant contact with the provider to make sure every one is "on the same page" and issues and concerns are known by all involved parties.

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

Resource	Data Collected	Date of Data
Ex.: US Census	Population; poverty statistics	2008
Hornby Zeller Assoc.	5 Outcome Measures	4/05 to 3/10
Union Co CYS & JPO data	Intakes, GPS cases, placements, JPO children served, adoption, SPLC, specific placement settings	FY05-06 to FY09-10

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### 2-3: Meeting Mandates

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

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

Union County continues to use CPCMS. The Agency's LSI Paralegal uses the standardized Petitions and Court Orders. She makes sure to track any updates/revisions to assure we are using the most updated forms. Data information provided is inputted into the system by the staff at the Prothonotary's Office. The Prothonotary's office runs and prints out reports when requested to do so by our office or the state. Every youth involved with dependency or delinquency proceedings is appointed an attorney (Guardian ad Litem or Public Defender) to represent them. Hearing commence in the time frames established. There are times when an attorney (usually parents' attorney) does request and is granted a continuance, however, this has been less of an issue this past year.

#### 2-3b. Truancy

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

For the past few years, the Agency has accepted and assessed referrals for truancy, and will continue to do so. Truancy has been a topic of conversation at Union County's local Roundtable meetings. School staff involvement in the Roundtable has improved, as per the new Dependency Judge's request. There are two primary school districts in Union County and UCCYS and the districts have met to discuss truancy issues such as when to make a referral, what should be tried prior to making a referral, the process of filing petitions with the District Magistrate, the Agency process of assessing intakes, the decisions-making process for opening a GPS case, and dependency issues. The schools have been informed that the Agency will not seek placement for only truancy issues since this does not present a safety hazard to the child. The Agency has successfully used in-home preventative services to address and improve on truancy (see section 5-3.a Prevention Services). Some youths who had truancy issues have been placed, however, there have been other serious issues present. The Agency recognizes that truancy, especially with the younger children, is very much an indicator to other, possibly more serious, problems and needs to be addressed as thoroughly as possible. Truancy will continue to be discuss at meetings, including the Roundtable. In the beginning of 10-11 school year, I will meet with school staff from both school districts to again discuss truancy and what everyone's expectations are.

#### 2-3c. Quality Assurance Process

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

The Agency complies with Quarterly Title IV-E Supervisory Reviews and the Random Moment Time Studies. The Agency has struggled with Title IV-E claiming and compliance issues, as per our Title IV-E Quality Assurance Compliance Reviews. These Reviews will occur more frequently now to assist us to implement our POC/PIPs developed after prior reviews. Policy changes have occurred, as well as revisions made to Agency forms. I have become more involved in the RMTS process to assure accuracy. Caseworkers and JPO workers are doing a better job of getting thorough and accurate family financial information in a more timely manner,

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so eligibility can be established. The Fiscal Tech remains the lead in the completion of the forms needed in the files, as well as the communication with the CAO and SSA.

### 2-3d. Fostering Connections

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

The Agency completes diligent searches at the time of GPS case opening. Caseworkers interview the family to comply the list of family supports and resources. The LSI paralegal developed a form that the workers complete and provide to her to assist her with searches, including the Accurint search. Once the diligent search is completed, the LSI completes a report for the worker. If a child is placed into foster care, the LSI mails the required letters to all family members seeking support. Letters are tracked as well as what responses we get. If a child is able to be placed with kin, the Agency facilitates this. If a child is not placed in a kinship setting, we document efforts that were made and the reasons why a kinship placement did not occur. Union County data has shown the increase use of Kinship as per Fostering Connections. The agency has always put a priority on placing siblings together and continues to do so as per FCA. Foster children are provided the opportunity to visit frequently with their siblings who remain in the home. UCCYS has revised our visitation policy to increase visitation and to make the visitation experience better. The new Dependency Judge has urged the Agency to place a higher focus on visitation.

We have developed our Transitional Plan and have been completing them when the dependent youth nears the age of 18. Even if the youth is stating that they are in agreement to remain in care beyond age 18, we hold the Transitional Meeting and develop the Plan. Participant in these meeting include the youth, family members and informal supports, the GAL, service providers, the caseworker and IL Coordinator. Once these Plans are completed, they are filed with the Court so that the Judge can review them and approve them. For the past two years, the Foster care Supervisor has kept a record of CYS and JPO children who were discharged from foster care on or after their eighteenth birthday and track whether or not they have housing, income and a life connection.

The Agency has recently had more success in obtaining placements within the child's home school district. For one recent placed child, it was determined that remaining in the same school district was not in her best interest. Also, some children require intensive therapeutic services of a CRR or RTF which provide educational services in-house. The Agency has reimbursed foster parents to transport a child to the home school district. Once the Education Screen is issues, the Agency will comply with this screen for children served by the Agency.

### 2-3e. Safety Assessment

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

The Agency has fully implemented this mandate. Currently, the Director and GPS/intake Supervisor are the Agency's Safety Leads. We trained our staff who began using the new Assessment and Plan on July 1, 2009. The Agency Safety Leads participates in conference calls and support sessions. At least once a month, at a weekly staff meeting, we discuss the SA process and review information for the purpose of transfer of learning. OCYF provided an informal SA review which was quite helpful in assessing strengths and areas needed attention. Supervisors provide assistance to the workers when they are struggling with the safety decision

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and/or development of the Safety Plan. Structured Case Notes are also reviewed to assure they are being completed in an accurate and complete manner. The FC/CPS Supervisor will become the Co-Safety Lead for the Out-of-Home Safety Assessment. The Agency will follow the requirements of this mandates as well. The Agency will strive to assure that our children are protected from abuse and neglect and safely maintained in their homes whenever possible and appropriate.

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

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

The Agency is meeting this mandate. At weekly staff meeting, I review the worker's caseloads and document when every child, including foster children, are seen. I then document if the contact was in the child's placement setting. The Foster Care Supervisor then tracks this information on the Excel Worksheet. When our County is included in the sample (not included the past sample) we send the requested sample child's information. My workers always see every child, including foster children placed far away, on their caseload every month. Workers make every effort to see the children in their placement setting.

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

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

Since the implementation of this mandate, Union County CYS has conducted the Ages and Stages Screening all children who were under the age of three and were subjects of substantiated abuse. The CPS/FC Supervisor assures that the workers complete these screenings when mandated. Form letters are mailed out and consents are signed to allow for the screenings. The Agency has referred more children then the victims of abuse when we feel a referral is warranted. The CPS/FC Supervisor maintains a log book to track screenings, results, referrals to EI, and EI acceptances. This Supervisor also enters the data into the ASQ Database.

### 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?

The Agency does not have a "Quality Improvement Specialist" but this work is done by the Supervisors and Director. Being a small office, ongoing communication occurs to support and assist workers and to monitor and assure quality. The staff knows of the CFSR outcomes and the priorities/themes. For dependency cases, we conduct Permanency Planning Meetings to increase child, family, and provider engagement in the development of CPPs. This also helps with concurrent planning and timeliness of permanency. The new use of the LSI Paralegal program, SWAN units of services and three-month court reviews have, and will, provide improved quality and timely permanence. Family Group Decision Making implementation will also improve on engagement and decrease placements. The Agency is developing Transitional Plans with the youths who are aging out of the foster car system. When appropriate, the youth is encouraged to remain in care beyond age 18 to better prepare themselves for independence.

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### 2-3i. Shared Case Responsibility

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

Union and Snyder counties share a judicial district and 2 Judges. Following a meeting with both Judges, both CYS and JPO personnel, a draft SCR Policy and Procedures was developed. The Judges wanted both counties to handle this mandate in a similar manner. We are waiting to hear if the draft policy is approved by OCYF. The policy does spell out who does what in the various type of cases that will be handled. A MOU will be developed and signed to assist in information sharing between CYS and JPO. Weekly emails will occur between CYS and JPO to discuss any new cases to determine if the other agency has current or past involvement. CYS staff will participate in delinquency pre-hearing conferences to help determine if there are family/child needs that CYS involvement would be necessary. Title IV-E eligibility will no longer be the deciding factor to determining shared case responsibility. If a SCR child is eligible for Title IV-E funding, the CYS and JPO workers will assure that all requirements are met so the agency can claim for funds. Union county CYS and JPO has had a strong working relationship for many years so there should not be many challenges in moving forward with these changes.

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

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

Union County's Guardian Ad Litem has held this position for approximately five years and she is the GAL for every dependent child except for one. The Agency is very pleased with the efforts of the GAL. She is aware of the need for specific training and is willing to participate. Union and Snyder Counties are working together to provide training for the GALs, as well as the attorneys who represent the parents of the dependent children. The first of these trainings is scheduled for October 2010. In addition, the agency will assure that the GAL is aware of all training opportunities offered by CWTP, AOPC, or any other agency.

### 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?

This mandate has been discussed within the Agency between me, the FC Supervisor, and the FC/IL Coordinator. On August 5, 2010, the Agency received the NYTD Survey from the Child Welfare training Program (via email). This survey will be completed and sent within the timeframe given. The Agency will work with OCYF to collect and report information beginning 10/1/10 on youth in Agency care between the age of 17 and 17 and 45 days.

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

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

I met with Union County's Emergency Management Coordinator in November 2009. This person was in the process of revising the county's emergency/disaster plan developed in 2003, to include pandemic planning. UCCYS is housed in the same building as several other county agencies. Other county agencies, including the 911 emergency center, are located in the building next door to this office. The emergency and disaster plan covers these offices.

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

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

Union County is not receiving Federal IV-B TLFR grant funds.

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

- 1) The desired outcomes for the TLFR program may include a combination of the following:
  - a. Reduce the length of time that children spend in foster care.
  - b. Reduce the re-entry rates for children returning to county custody.
  - c. Reduce the number of placement moves for children in foster care.
  - d. Increase the stabilization of families who have a child in foster care in order to facilitate reunification with the family within 15 months.
  - e. Increase the rates and timeliness of reunification of children with their families.
  - f. Increase the success in locating absent parents as permanent resources for their children.
  - g. Enhance the working relationships between the CCYA and other agencies and service providers at the county and community levels to support families.
  - h. Enhance the CCYA's use of child profiles and child preparation for children in placement with a goal of reunification.

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

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

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### Section 3: General Indicators

#### 3-1: County Information/Background

##### Population and poverty trends

Based on the data from the 2006 and 2008 U.S. Census Bureau, there has been very little change in the population of Union County. The 2006 population was estimated at 43,387 and in 2008, the estimated population was 43,640 (increase of 0.58%). However, from 4/00 to 7/08, Union County's population did increase 4.8%, considerably more so than the State's 1.4% increase. Union County is a rural county whose population is predominately Caucasian (Based on 2007 data, 89.2%). The percentages of African American, American Indian, Asian and Hispanic are all below the State's percentage.

The data from the 2006 and 2008 Census shows a concerning trend regarding Persons below the poverty level in Union County. In 2004, 10.0% of the County's population was below the poverty line, which was below the State's 11.2%. In 2007, the State's percentage only increased to 11.6%, but the County's percentage increased to 13.2%. It would be my estimate that this trend continued throughout 2008 and to the present, which obviously negatively affects the families that we serve.

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

Last year's Licensing Review occurred on September 23 & 24, 2009. This was an extremely positive Review. During this inspection, OCYF staff only identified one incident of non-compliance regarding the screening out of a referral without proper assessment. I submitted my Plan of Correction, which was approved on October 20, 2009. The Plan of Correction was shared and reviewed with my staff so they can follow through with the Plans.

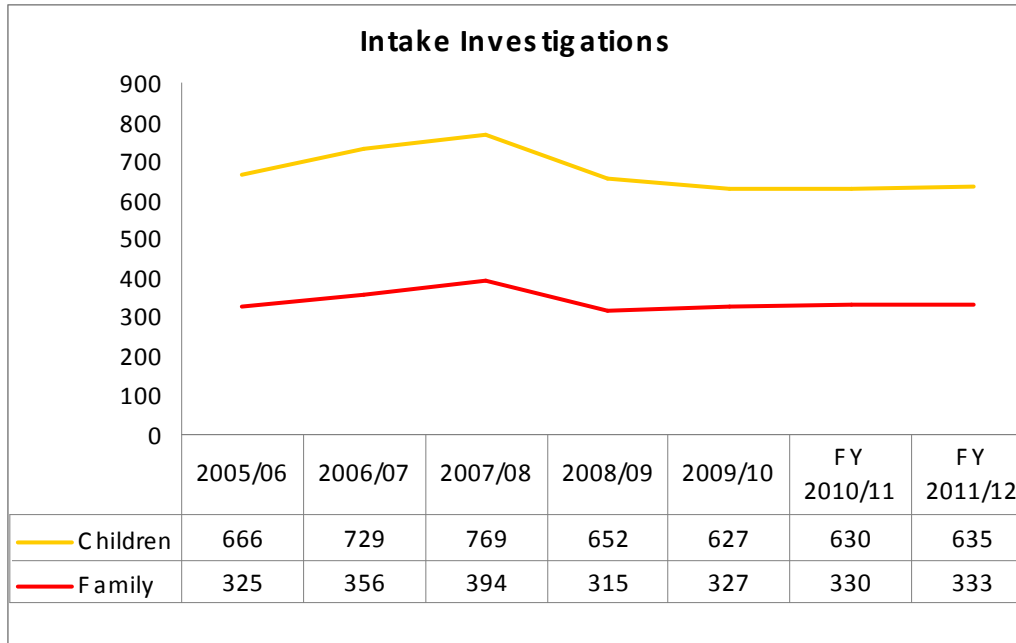
##### Other Changes or Important Trends

No other important trends have been identified. The following General Indicators will provide more detailed information regarding the past five years in Union County.

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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.

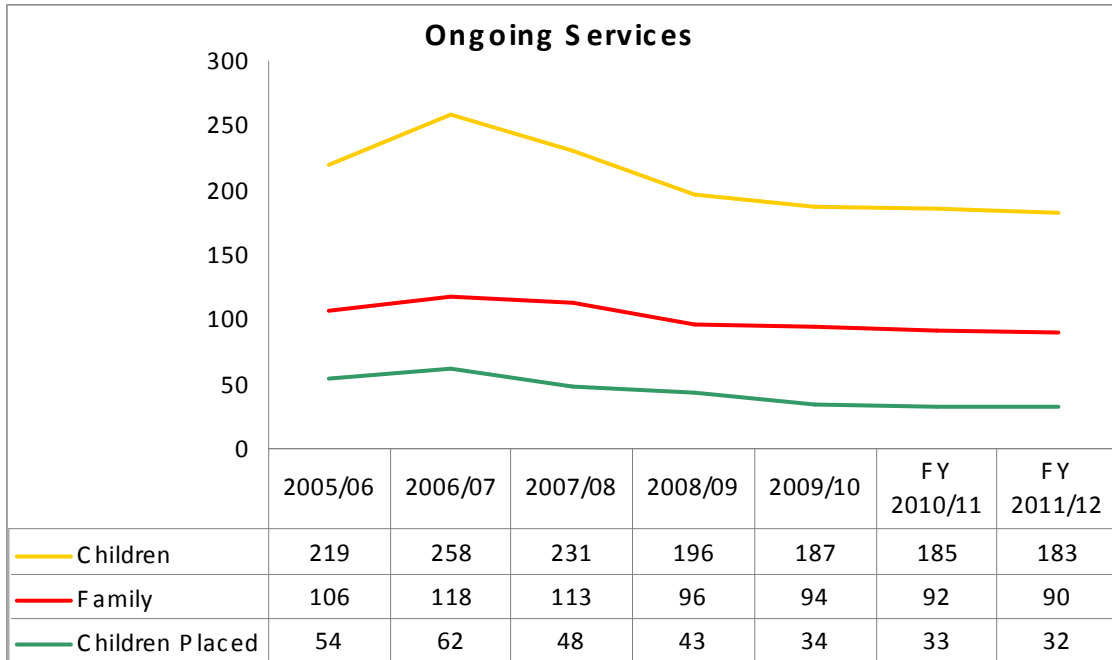


I do not identify any specific trends. I predict that we will continue to receive between 600 and 650 referrals per year.

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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.

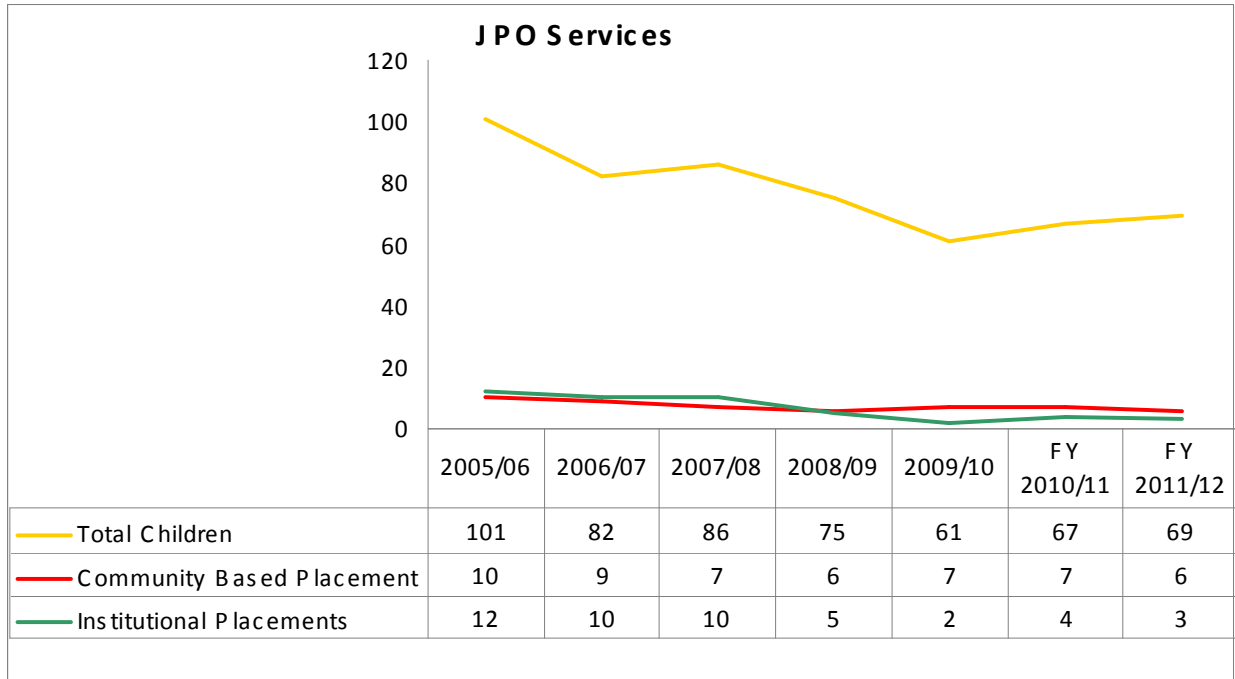


As this chart indicates, since FY 2006/07, the number of children/families receiving GPS and the number of children being placed has declined. In FY 2006/07, 62 children received foster care services and this number dropped to 34 in FY 2009/10, which is an 45% decrease.

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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.

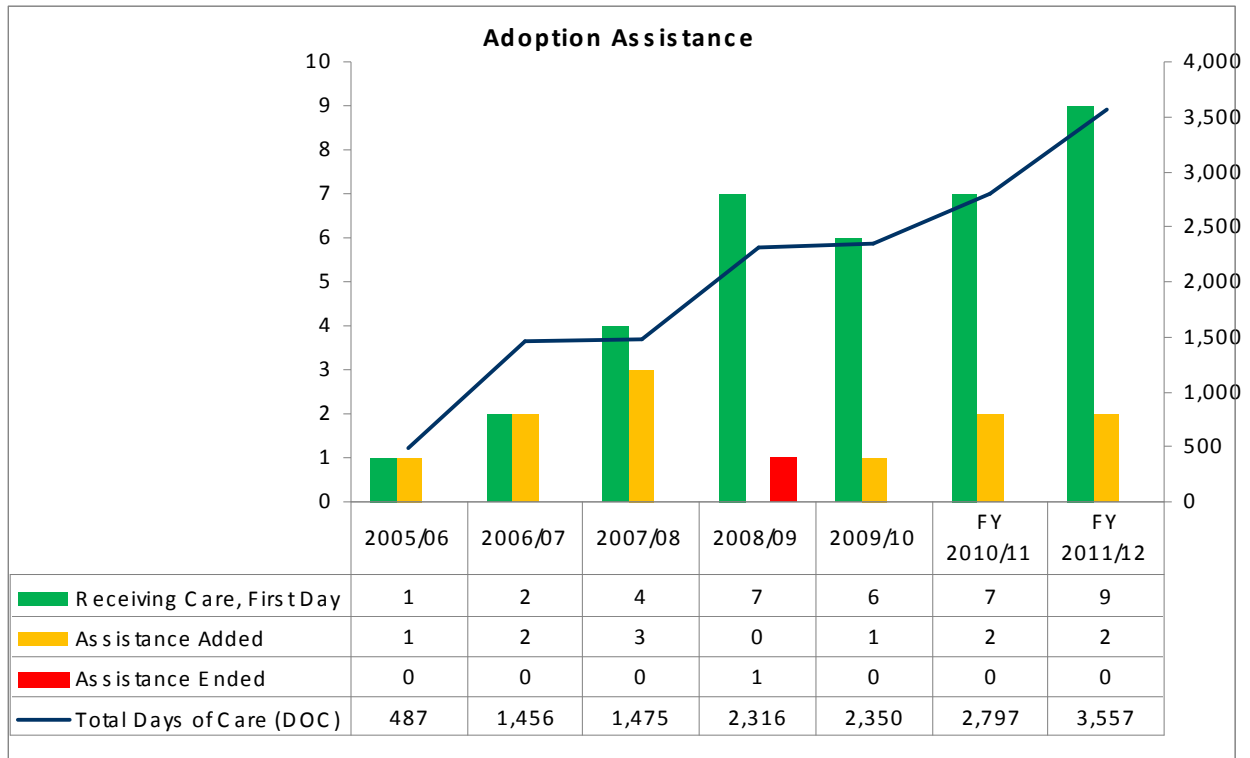


Over the past five years, JPO placements, especially institutional placements, have declined as well as the total number of children served. The decline in the total number of children served by JPO over the years is based on fewer juvenile petitions being completed by the police and DA. I am not sure of the reasons why fewer juveniles are being arrested, but this is very good news. I'm sure that the use of preventative and therapeutic services is one factor.

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### 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.

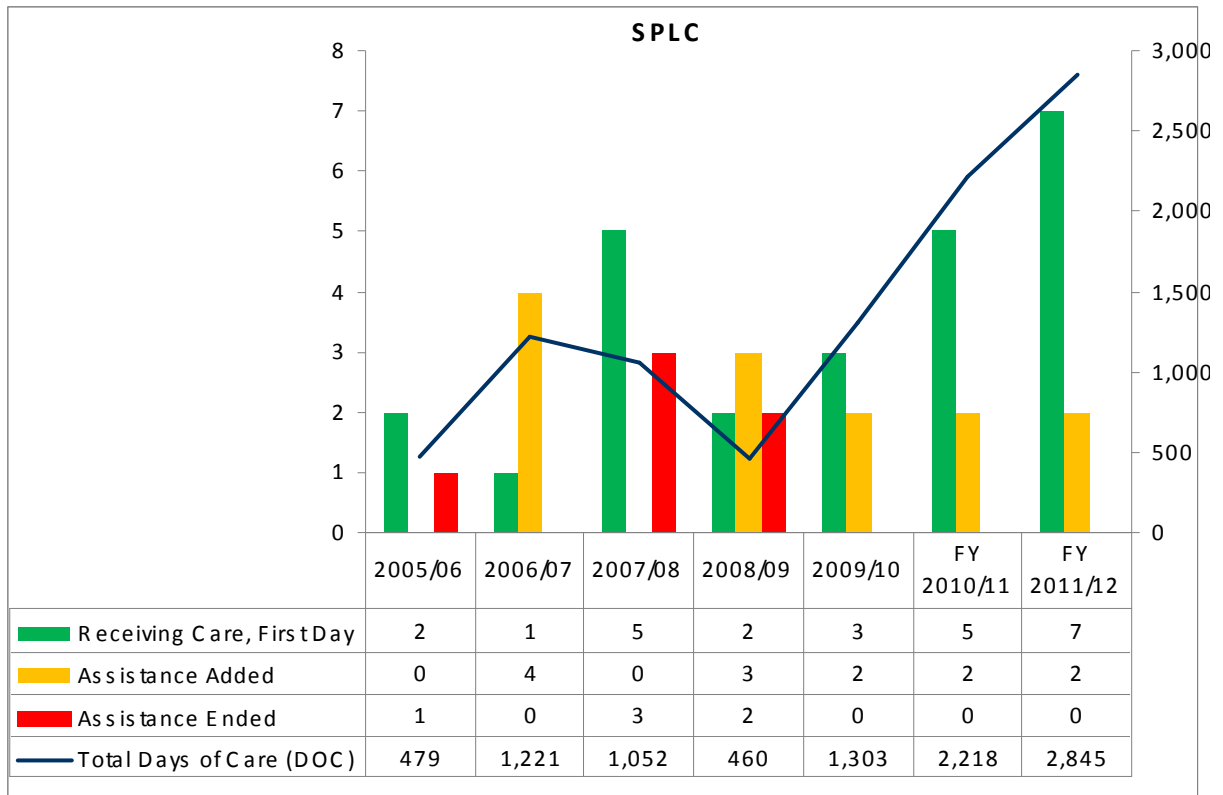


As stated before, Union County is a small county, with not many children being placed, so therefore, few adoptions take place. I predict that 2 children will be adopted in FY 2010-11 with 2 more in FY 2011-12.

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### 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.

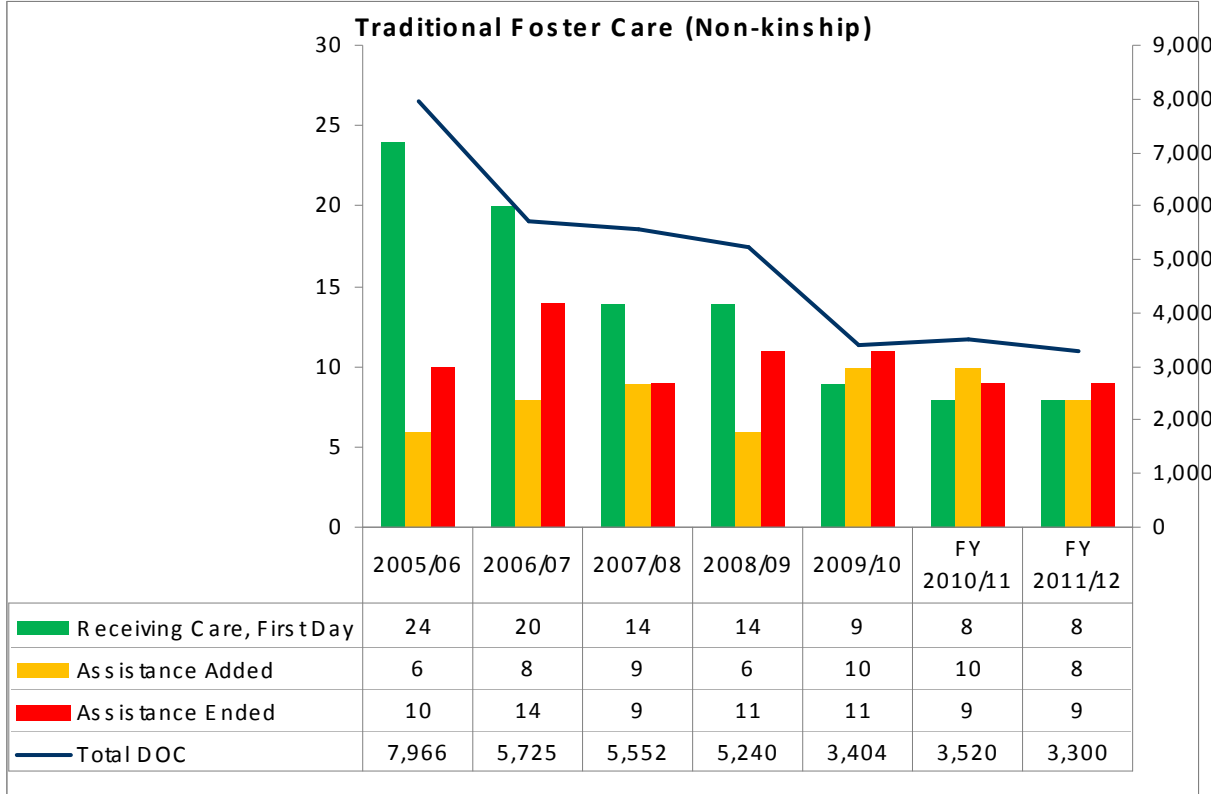


As stated before, Union County is a small county, with not many children being placed, so therefore, few SPLCs take place. I predict that 2 children will receive permanency thru SPLC in FY 2010-11 with 2 more in FY 2011-12.

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### 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.

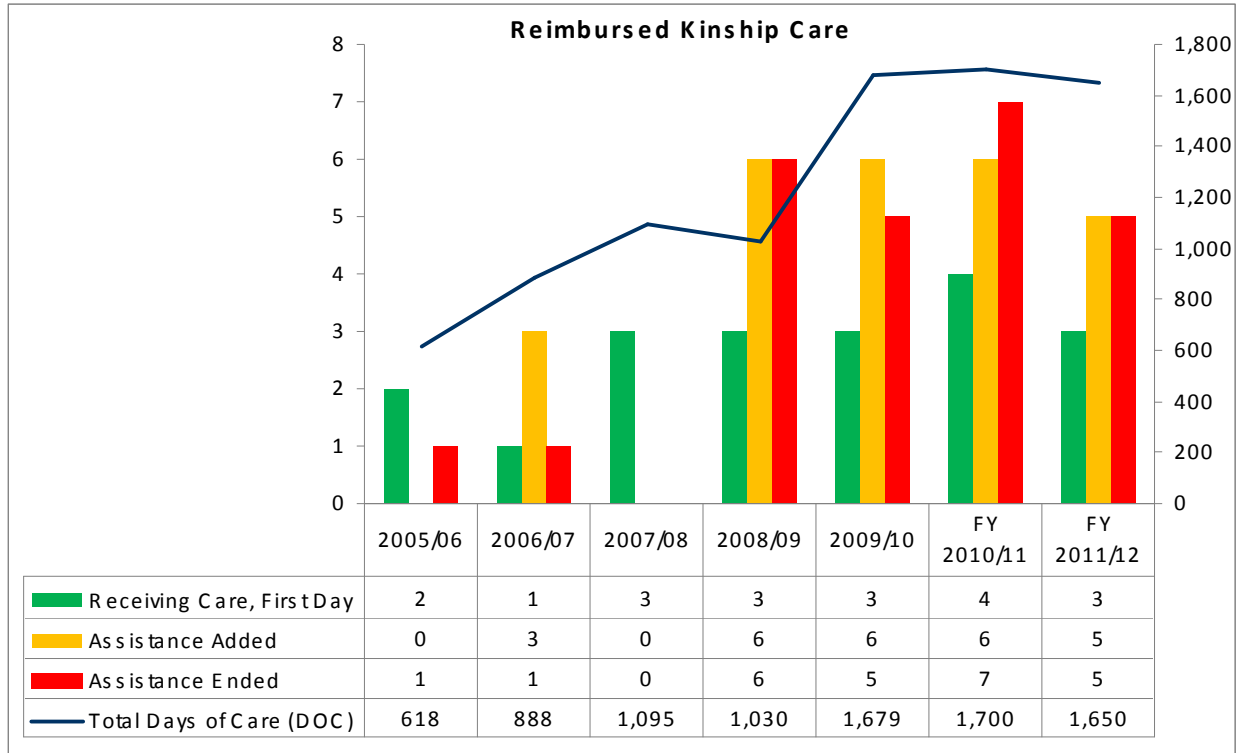


This chart, as well as others, show the decreased use of out of home placement, including the use of traditional foster homes. The Agency has taken pride in its efforts to reduce the use of out of home placements. The next page does show the increased use of kinship placements which also relates to the reduction of use of traditional foster homes. In the first month of FY 2010-11, three children (siblings) have been placed into a traditional foster home.

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### 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.

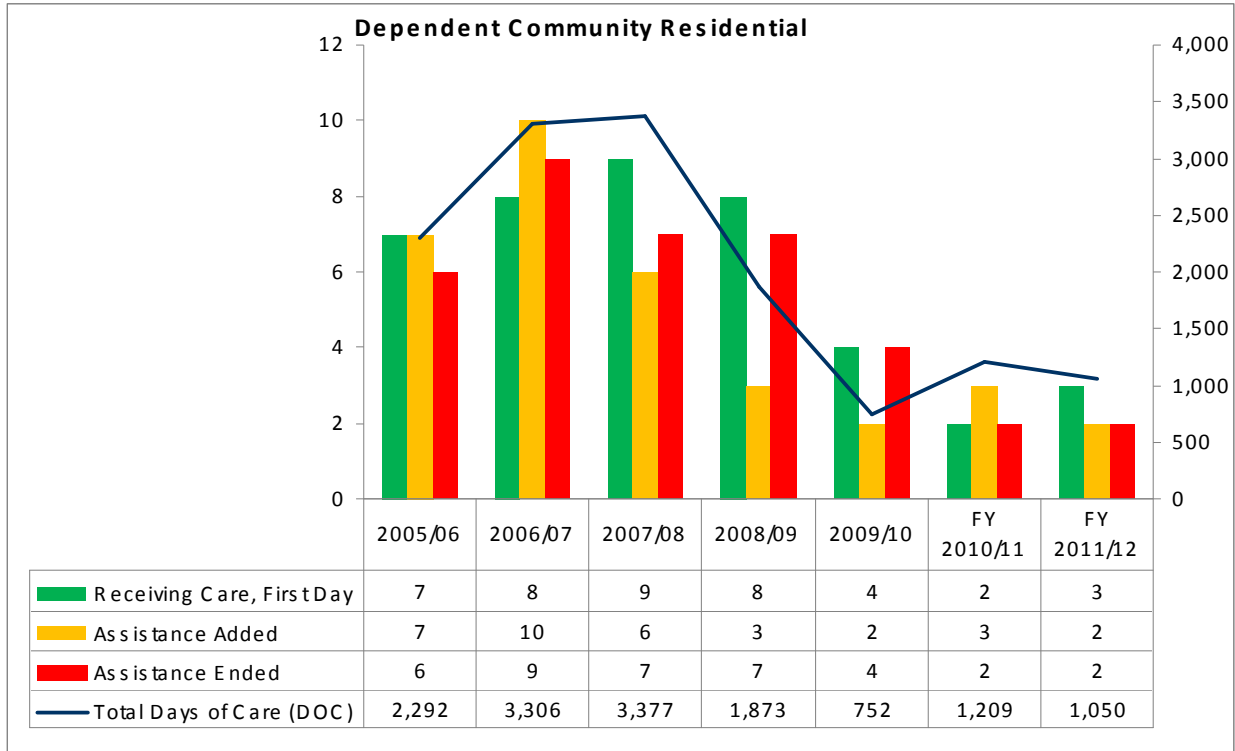


This chart shows the increased use of kinship care. The Agency has been using interviewing skills, as well as diligent searches, to identify family and possible placement resources, which have led to increased use of kinship homes. This is the only placement setting chart that shows an increase of use.

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### Out-of-Home Placements: County Selected Indicator

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

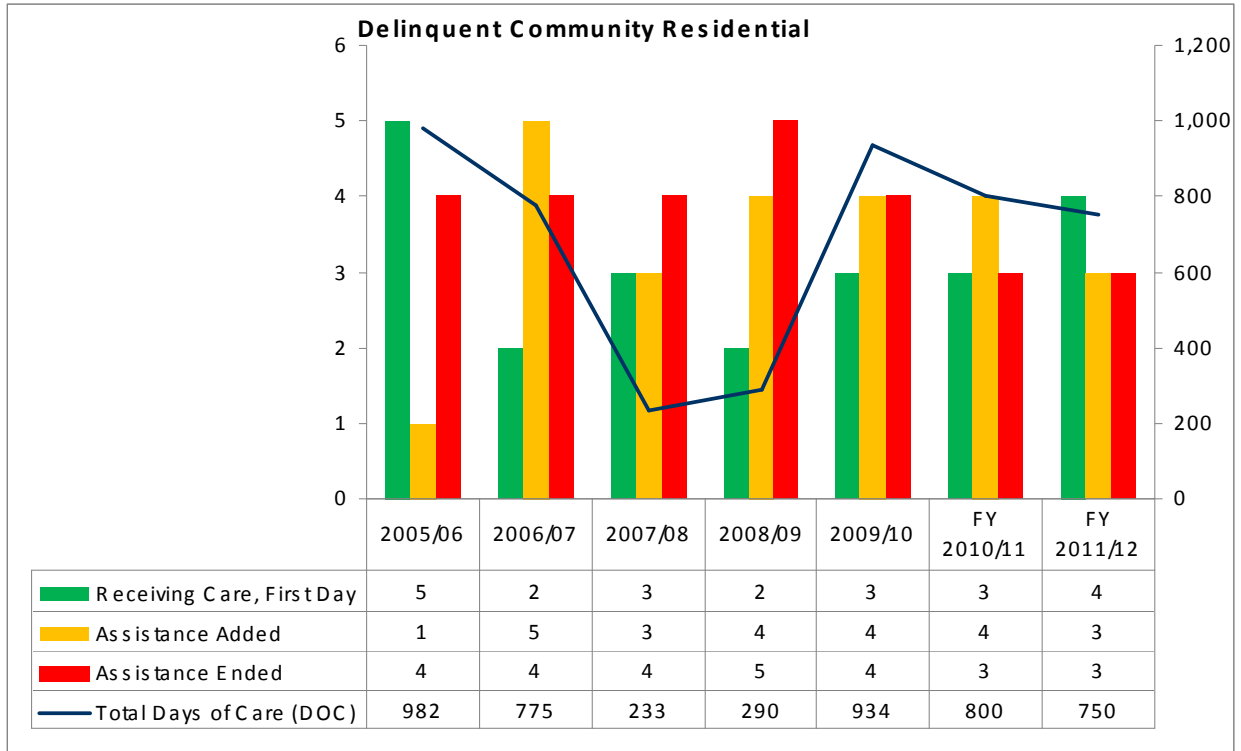


The chart shows a remarkable reduction in the use of Community Residential for dependent children. In FY 2007-08, the DOC were 3,377. In FY 2008-09, the DOC decreased to 1,873 (45% decrease) and then in FY 2009-10, the DOC decreased to 752 (60% decrease). This trend is positive for several reasons, but most importantly, it shows that when children have needed out of home placement, Union County has, for the most part, been able to use the family-like settings of foster homes and kinship care. The decreased use of Community Residential has also saved a significant amount of money.

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

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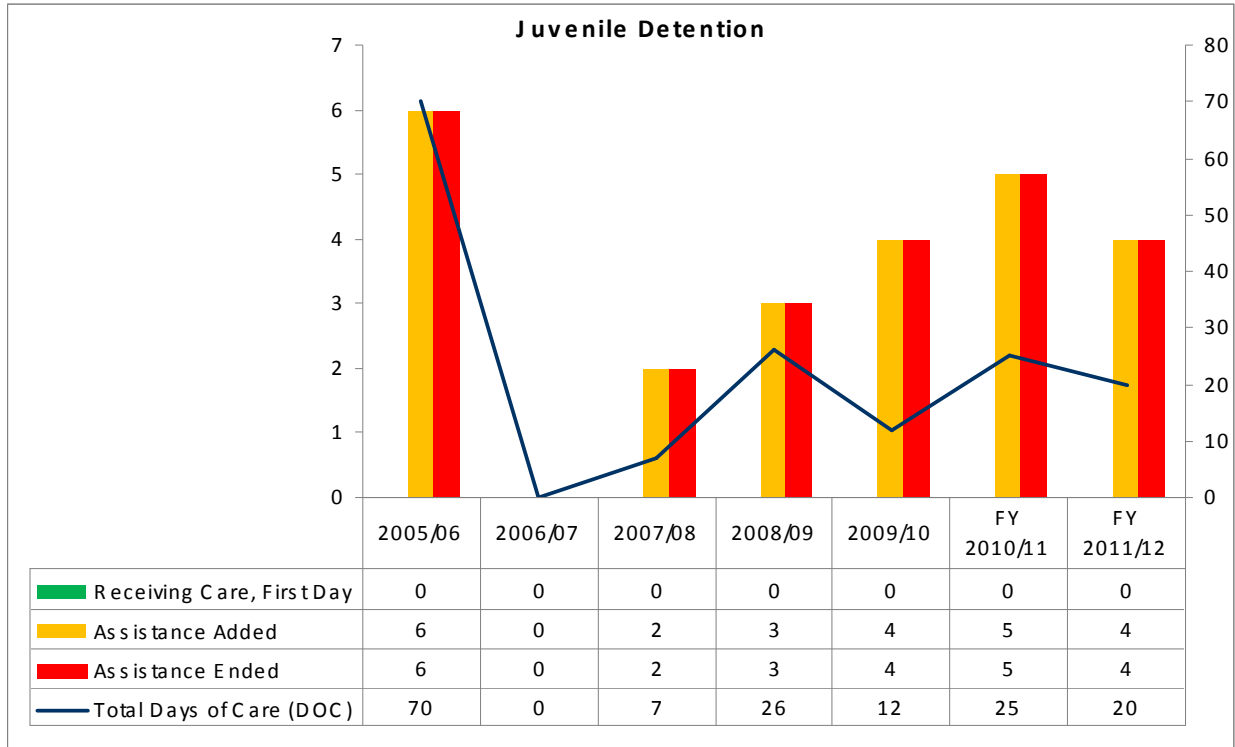


With such few JPO placements, it is not possible to identify trends. The number of JPO children who were placed in Community Residential placements has remained pretty consistent over the past 5 years. The number of JPO children receiving this placement over the 5 year span was 6, 7, 6, 6, and 7.

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### 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.

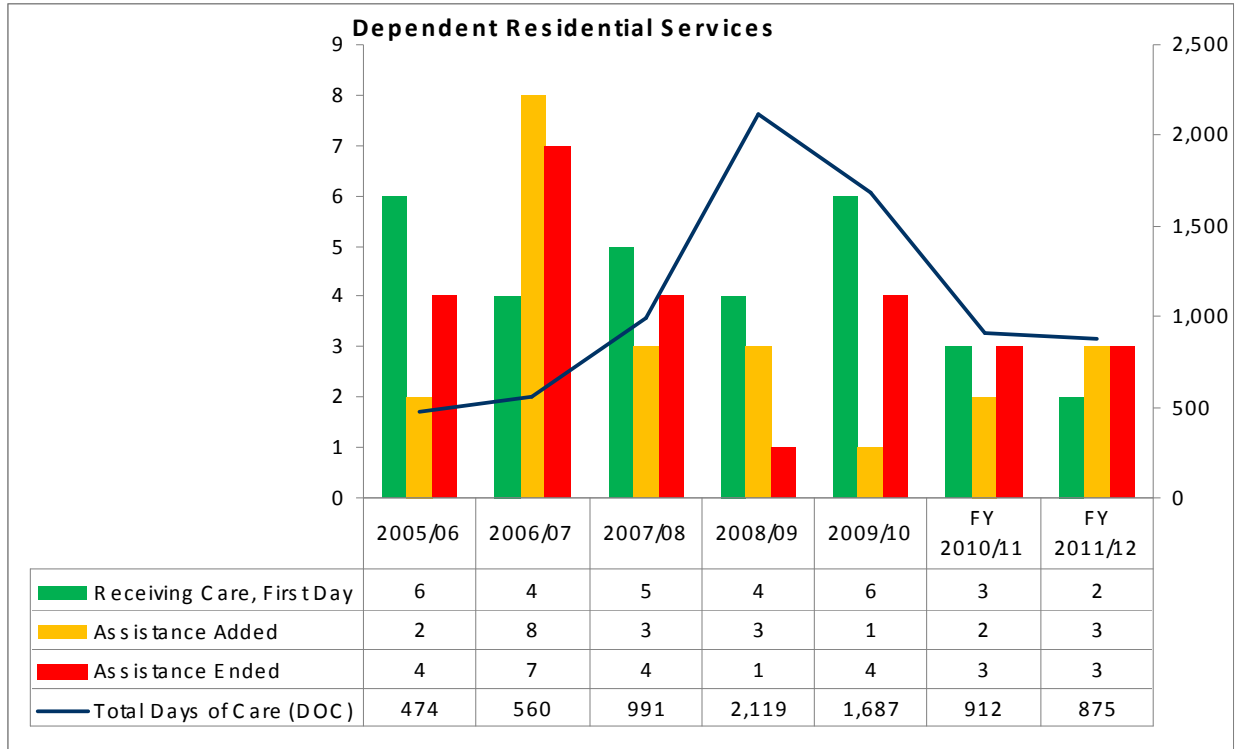


Again, Union County JPO does not place many children, which includes the use of detention. In FY 2005-06, 6 children were detained with a total DOC of 70; however, since then, Union County has averaged 2.25 children in detention per year with an average DOC of 11.25.

## UNION COUNTY

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

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

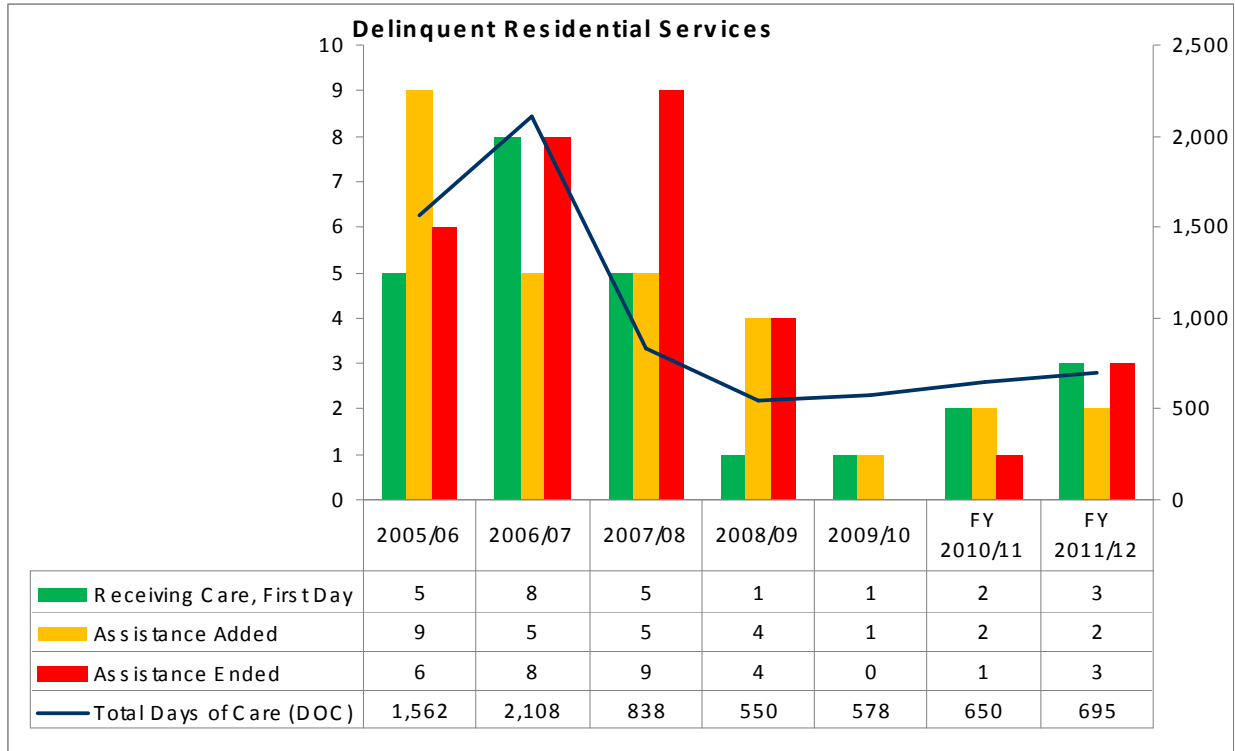


The number of dependent children who required Residential Placement has remained fairly consistent. The DOC have shown an increase over the years, but did drop in FY 2009-10. Unfortunately, some dependent children with severe MH issues, often combined with D/A problems, mental retardation, and/or trauma, require intensive therapeutic/psychiatric services which are only available in a Residential Facility. When these types of placements are needed, the Agency and JPO works with the managed care company and county mental health office to obtain MA funding whenever possible.

## UNION COUNTY

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

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

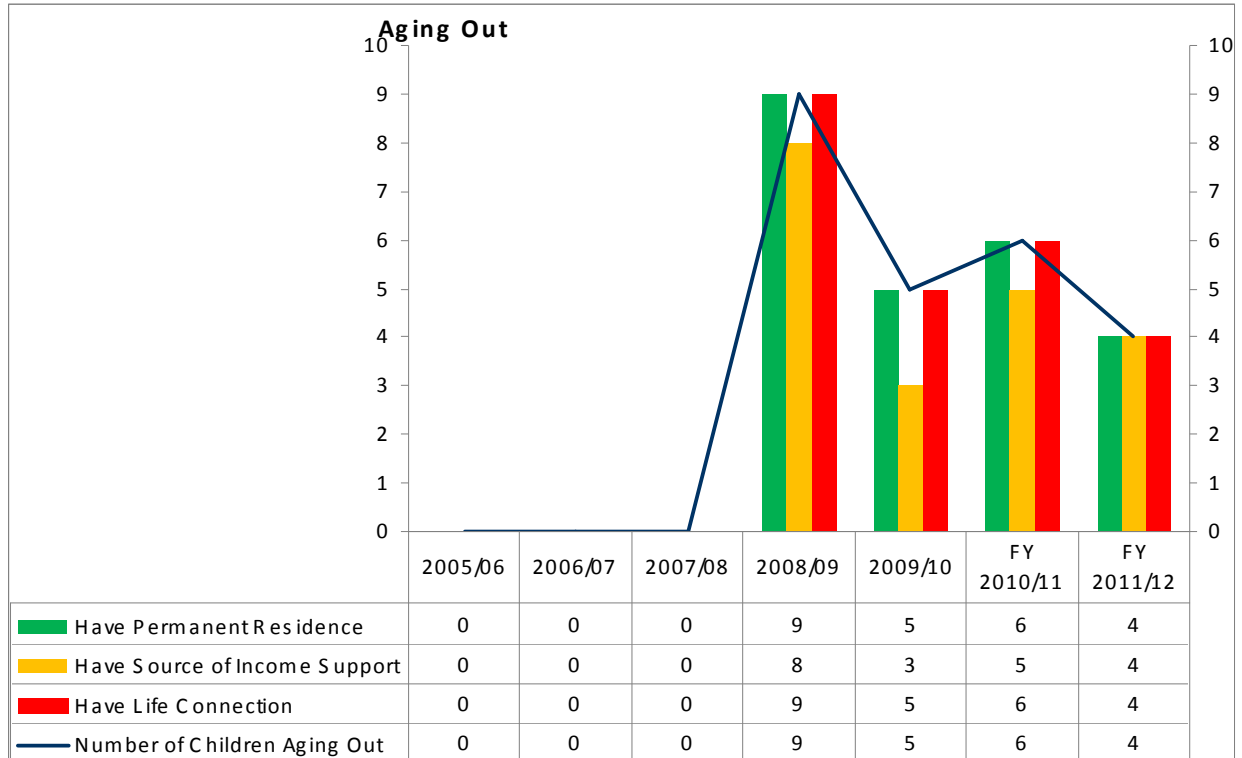


With such few JPO placements, it is not possible to identify trends. JPO's use of Residential Services has declined since FY 2006-07. Only 2 delinquent children were placed in this placement setting last fiscal year.

## UNION COUNTY

### 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.



Union County, as per requirements, tracks data for CYF and JPO children aging out of the foster care system. The majority of these children (79% - 11 out of 14) have had a permanent residence, a source of income, and a life connection when they leave care. The three children who did not have their own income source moved back with relatives/parents who were going to support financially until the individual could do so on their own.

UNION COUNTY

**3-2f. General Indicators**

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

<b>3-2a. Service Trends</b>								
	FY	FY	FY	FY	FY	Projected	FY	2005-09
Indicator	2005/06	2006/07	2007/08	2008/09	2009/10	FY	2011/12	%
						2010/11		Change
<b>Intake Investigations</b>								
Children	666	729	769	652	627	630	635	-5.9%
Family	325	356	394	315	327	330	333	0.6%
<b>Ongoing Services</b>								
Children	219	258	231	196	187	185	183	-14.6%
Family	106	118	113	96	94	92	90	-11.3%
Children Placed	54	62	48	43	34	33	32	-37.0%
<b>JPO Services</b>								
Total Children	101	82	86	75	61	67	69	-39.6%
Community Based Placement	10	9	7	6	7	7	6	-30.0%
Institutional Placements	12	10	10	5	2	4	3	-83.3%
<b>3-2b. Adoption Assistance</b>								
	FY	FY	FY	FY	FY	Projected	FY	2005-09
Indicator	2005/06	2006/07	2007/08	2008/09	2009/10	FY	2011/12	%
						2010/11		Change
<b>Adoption Assistance</b>								
Receiving Care, First Day	1	2	4	7	6	7	9	500.0%
Assistance Added	1	2	3	0	1	2	2	0.0%
Assistance Ended	0	0	0	1	0	0	0	#DIV/0!
Total Days of Care (DOC)	487	1,456	1,475	2,316	2,350	2,797	3,557	382.5%
<b>3-2c. SPLC</b>								
	FY	FY	FY	FY	FY	Projected	FY	2005-09
Indicator	2005/06	2006/07	2007/08	2008/09	2009/10	FY	2011/12	%
						2010/11		Change
<b>Subsidized Permanent Legal Custodianship</b>								
Receiving Care, First Day	2	1	5	2	3	5	7	50.0%

UNION COUNTY

Assistance Added	0	4	0	3	2	2	2	#DIV/0!
Assistance Ended	1	0	3	2	0	0	0	-100.0%
Total Days of Care (DOC)	479	1,221	1,052	460	1,303	2,218	2,845	172.0%

UNION COUNTY

3-2d. Placement Data								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected FY 2010/11	FY 2011/12	2005-09 % Change
<b>Traditional Foster Care (non-kinship)</b>								
Receiving Care, First Day	24	20	14	14	9	8	8	-62.5%
Assistance Added	6	8	9	6	10	10	8	66.7%
Assistance Ended	10	14	9	11	11	9	9	10.0%
Total DOC	7,966	5,725	5,552	5,240	3,404	3,520	3,300	-57.3%
<b>Reimbursed Kinship Care</b>								
Receiving Care, First Day	2	1	3	3	3	4	3	50.0%
Assistance Added	0	3	0	6	6	6	5	#DIV/0!
Assistance Ended	1	1	0	6	5	7	5	400.0%
Total Days of Care (DOC)	618	888	1,095	1,030	1,679	1,700	1,650	171.7%
<b>Foster Family Care (Total of 2 above)</b>								
Receiving Care, First Day	26	21	17	17	12	12	11	-53.8%
Assistance Added	6	11	9	12	16	16	13	166.7%
Assistance Ended	11	15	9	17	16	16	14	45.5%
Total Days of Care (DOC)	8,584	6,613	6,647	6,270	5,083	5,220	4,950	-40.8%
<b>Non-reimbursed Kinship Care</b>								
Receiving Care, First Day								#DIV/0!
Assistance Added								#DIV/0!
Assistance Ended								#DIV/0!
Total Days of Care (DOC)								#DIV/0!
<b>Dependent Community Residential</b>								
Receiving Care, First Day	7	8	9	8	4	2	3	-42.9%
Assistance Added	7	10	6	3	2	3	2	-71.4%
Assistance Ended	6	9	7	7	4	2	2	-33.3%

UNION COUNTY

Total Days of Care (DOC)	2,292	3,306	3,377	1,873	752	1,209	1,050	-67.2%
<b>Delinquent Community Residential</b>								
Receiving Care, First Day	5	2	3	2	3	3	4	-40.0%
Assistance Added	1	5	3	4	4	4	3	300.0%
Assistance Ended	4	4	4	5	4	3	3	0.0%
Total Days of Care (DOC)	982	775	233	290	934	800	750	-4.9%
<b>Juvenile Detention</b>								
Receiving Care, First Day	0	0	0	0	0	0	0	#DIV/0!
Assistance Added	6	0	2	3	4	5	4	-33.3%
Assistance Ended	6	0	2	3	4	5	4	-33.3%
Total Days of Care (DOC)	70	0	7	26	12	25	20	-82.9%
<b>Dependent Residential Services</b>								
Receiving Care, First Day	6	4	5	4	6	3	2	0.0%
Assistance Added	2	8	3	3	1	2	3	-50.0%
Assistance Ended	4	7	4	1	4	3	3	0.0%
Total Days of Care (DOC)	474	560	991	2,119	1,687	912	875	255.9%
<b>Delinquent Residential Services</b>								
Receiving Care, First Day	5	8	5	1	1	2	3	-80.0%
Assistance Added	9	5	5	4	1	2	2	-88.9%
Assistance Ended	6	8	9	4	0	1	3	-100.0%
Total Days of Care (DOC)	1,562	2,108	838	550	578	650	695	-63.0%
<b>3-2e. Aging Out Data</b>								
	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>Projected</b>	<b>FY</b>	<b>2005-09</b>
<b>Indicator</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>FY</b>	<b>FY</b>	<b>%</b>
<b>Aging Out</b>						<b>2010/11</b>	<b>2011/12</b>	<b>Change</b>
Number of Children Aging Out	N/A	N/A	N/A	9	5	6	4	#VALUE!
Have Permanent Residence	N/A	N/A	N/A	9	5	6	4	#VALUE!

UNION COUNTY

Have Source of Income Support	N/A	N/A	N/A	8	3	5	4	#VALUE!
Have Life Connection	N/A	N/A	N/A	9	5	6	4	#VALUE!

**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?

The Agency's intake and CPS Caseworkers assess the need for on-going General Protective Services during the intake/CPS assessment and investigation. We first consider safety of the children. If the children are safe without Agency involvement and support, the family may not be accepted for services. There are times when safety is not a concern, however, we provide services because the parents/caregivers request them and the Agency determines there would be a benefit to services. There are cases where the CYS Caseworker is the only service provider involved with the family, but this is not the norm.

**☞ 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.

I am not seeking funding for any new or enhanced programs. However, in this section of last year's NBB submission, I requested funding for required clinical supervision fees for my Caseworker III MSW/LSW in the amount of \$5,200 for FY 2009-10 and \$5,200 for FY 2010-11. This request was approved by Richard Gold (via email sent to and received from Mr. Gold on 3/23/10, following my Tentative NBB Allocation meeting with Gabi Williams and Marie James).

Also in last year's NBB submission, I requested and was approved for \$5,690 for FY 2009-10 and \$5,690 for FY 2010-11 for GAL fees, which in years past, has not gone through the CYS budget. The request for \$5,690 was based on her average GAL earnings the previous three years. For FY 2009-10, the GAL fees amounted to \$13,731, which was considerably more than expected. There are several reasons why the GAL earned more than requested. The GAL, as per Permanency Practice Initiative, has become much more active in the dependency cases. She has been, and will continue to, attend meetings (ISP, IEP and other school meetings, psychiatric, etc.). She also received and makes many more phone calls Union county implemented three-month Review Hearings in February 2010, so she has spent more time in Court Hearings, as well as Permanency Planning Meeting, which are held for every case approximately one month prior to the Hearing. In addition, there were several contested cases which required extremely long Hearing to be resolved. Lastly, in January 2010, a new Dependency Judge began hearing our cases and this Judge has been much more thorough during the Hearings. This Judge spends much more time speaking with the child and the parties present in the Court Room. This has been positive, but it has made the Hearings (included stipulated cases) last longer, which has effected the GAL's invoices.

Therefore, I am seeking increased funding for the GAL to \$13,731 for FY 2011-12.

## UNION COUNTY

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

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

Not seeking funding for any enhanced programs.

- ❑ 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.

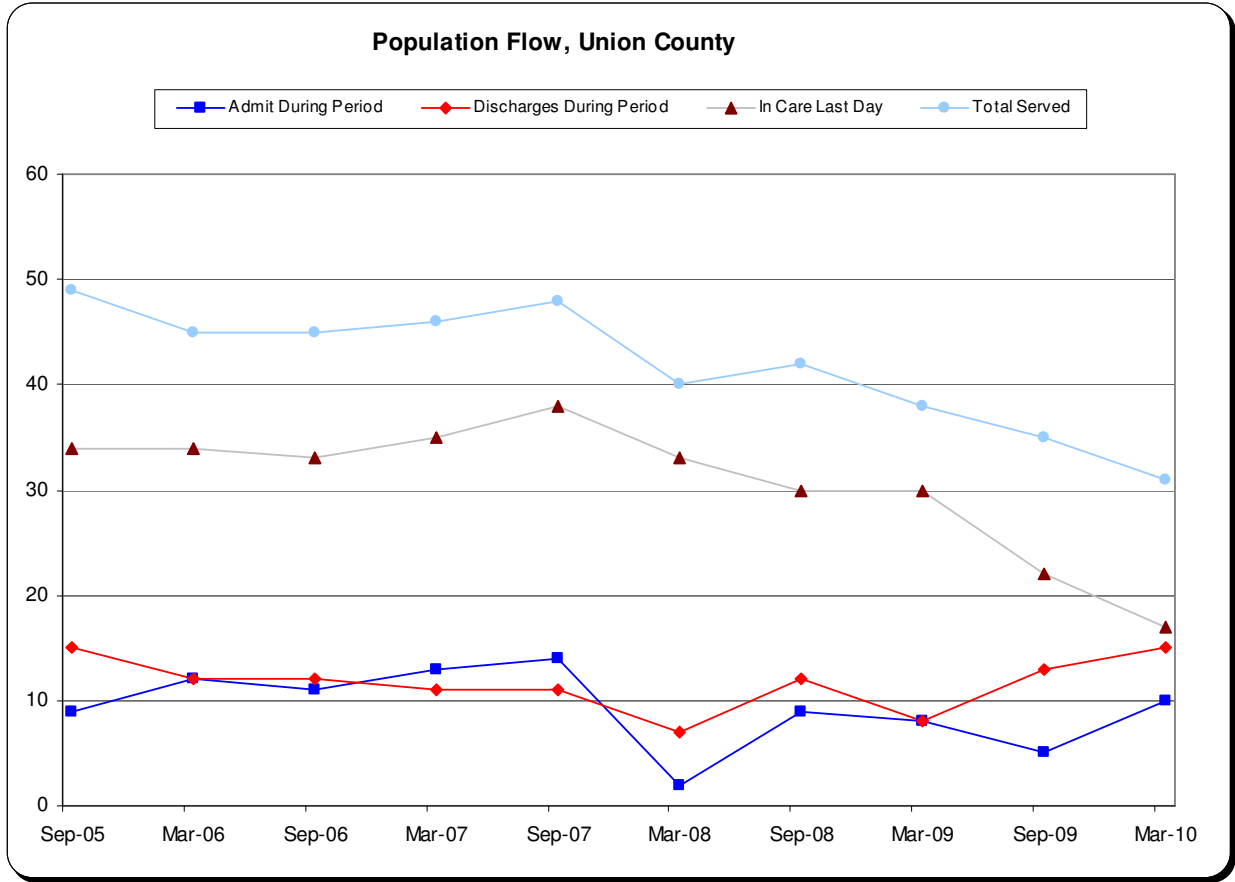
Not seeking funding for any enhanced programs.

# UNION COUNTY

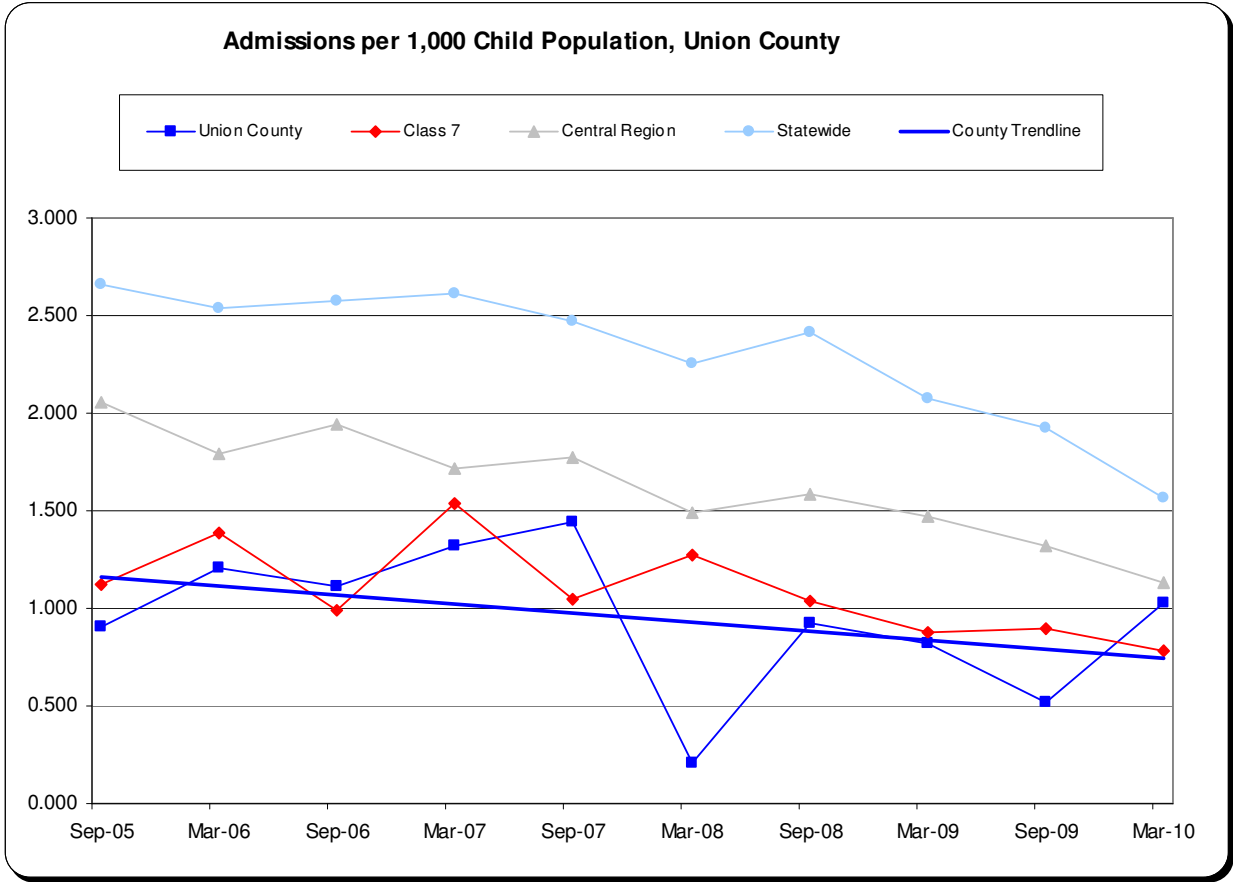
## Section 5: Outcome Indicators

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

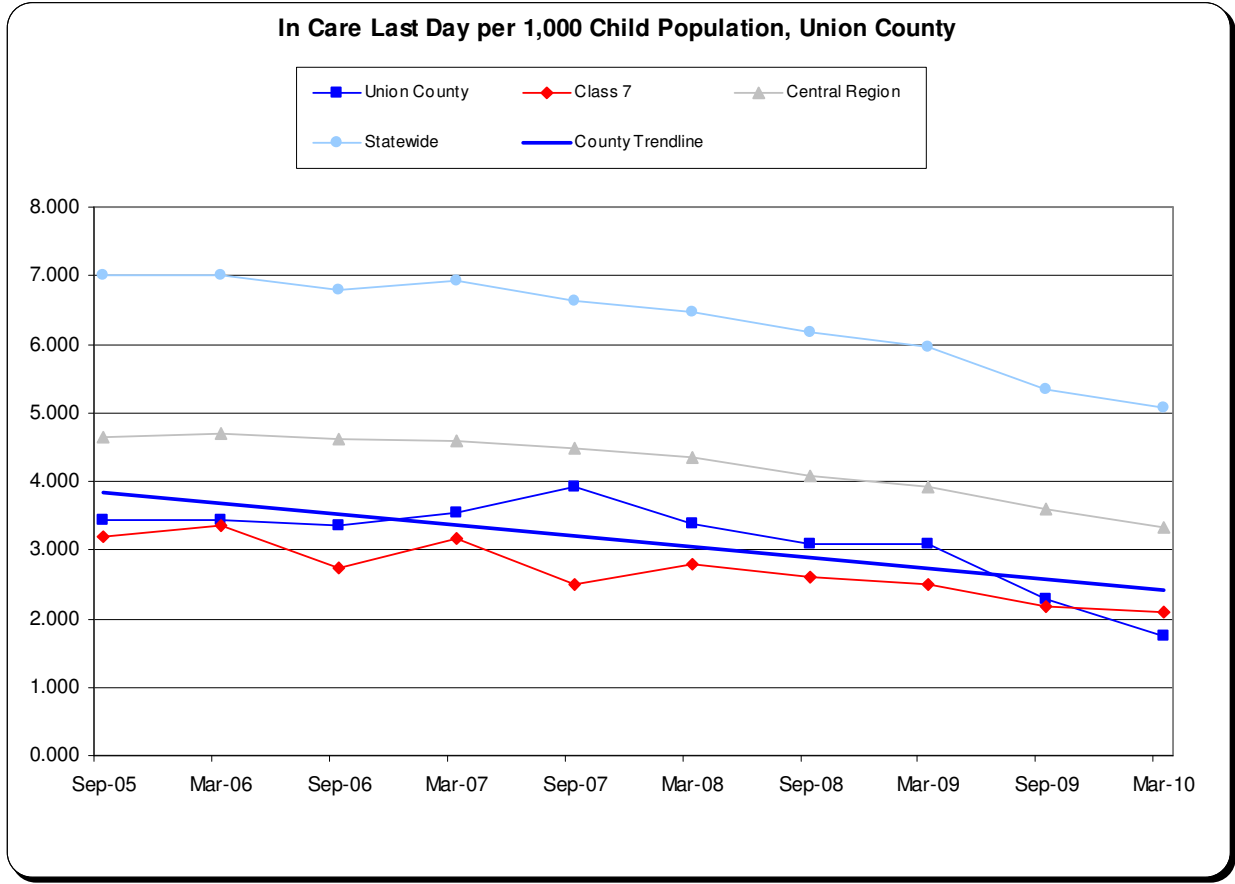
On the following pages, paste up to three charts from the HZA data. Each chart should be pasted on a separate page.



# UNION COUNTY



## UNION COUNTY



- ❑ 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?

These three charts show two things. First, the trend lines in charts 2 (admissions) and chart 3 (in care last day) show a steady decline, indicating Union County's decrease use of out-of-home placements. Besides the trend lines, these charts show that Union County is doing a better job than statewide and counties in the central region. We are doing better than same sized counties for admissions per 1,000; however, same sized counties are slightly better in terms of children in care the last day of the time period.

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

I can not identify demographic factor that have contributed to the decline in children being placed.

## UNION COUNTY

- ❑ 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.

As discussed in several other sections, the Agency has made it a priority to safely reduce the number of children in placement and to achieve permanency quicker for children in care. Preventative services are used as per providing reasonable efforts to prevent placement. These preventative services, as per the statistics presented in section 5-3a., show the positive outcomes of these programs. The use of the LSI Paralegal and SWAN programs have assisted the Agency as well.

- ❑ 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)?

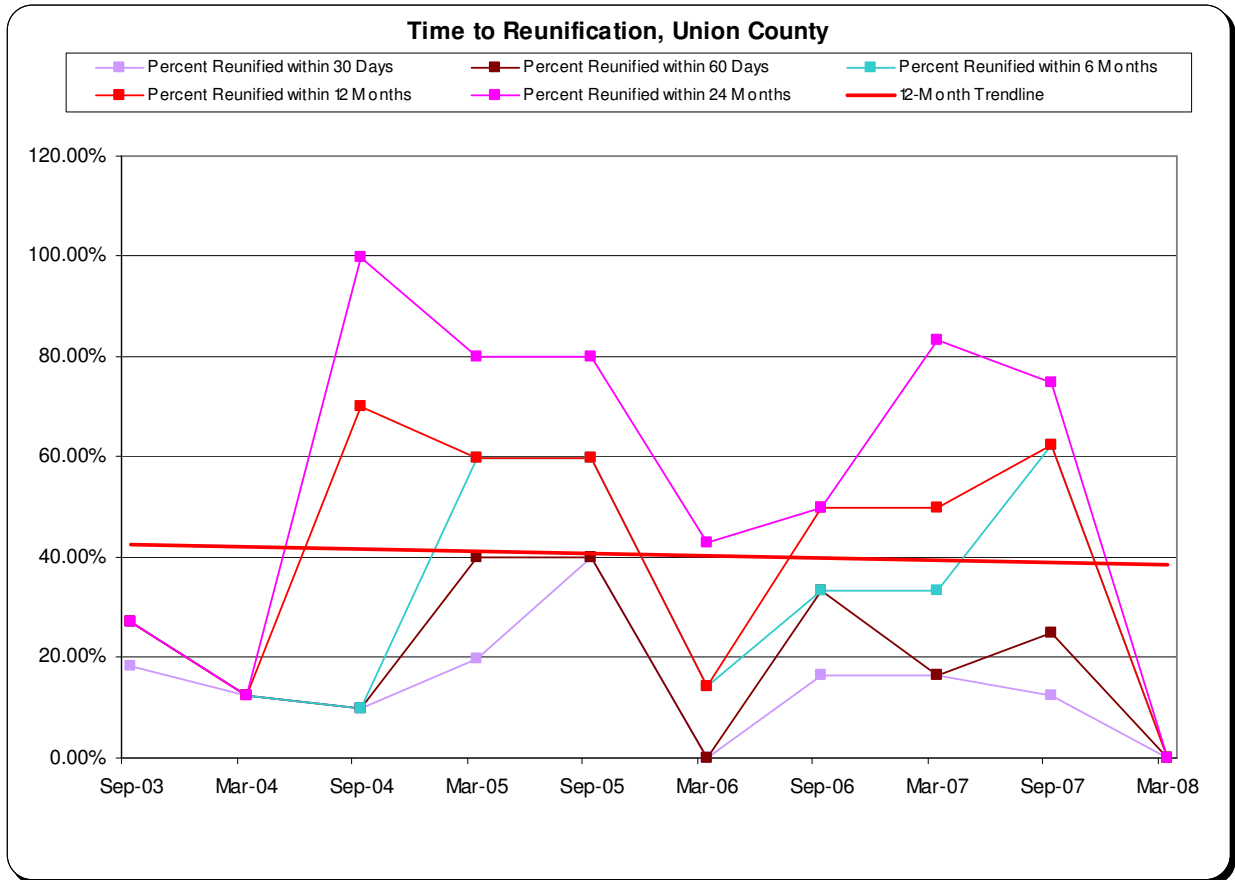
I have not identified a demographic shift in terms of the ages of children being placed.

- ❑ 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?

Staff ratios have not been adjusted. Out of the 8 caseworkers, 6 carry a caseload that includes foster care cases. Obviously, as placements have decreased, these caseloads have a higher percentage of GPS cases and a lower percentage of foster care cases. In FY 2009-10, we had no vacancies and no staff turnover.

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



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

The county trendline shows almost a straight line, which indicated that over the past several years, children are returning home in about the same time frame; however, with Union County and the number of children placed being so small, this chart shows great fluctuation. Still data only goes up to March 2008. Union County strives to return children home within 12 months of removal if at all possible. There are cases where the parents/guardians refuse to work towards reunification, such as cases of failed adoptions. This unfortunately had occurred more in Union County. Currently, 3 out of the 18 dependent children placed by UCCYS are failed adoptions. The Agency has been adjusting our visitation policy to put more emphasis on frequent and positive visitation to help facilitate a successful return home.

In FY 2009-10, 8 dependent children returned home with 6 (75%) returning home within 12 months of removal. This is a considerably higher percentage than the 40% shown on the trendline.

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

There are not fewer reunifications within 12 months. For children not returning within 12 months, some return home later and some have goal changes with discharges to other settings.

- ❑ 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?

The trendline for 9/03 to 3/08 shows almost a straight line so children during this time reunified in about the same time. As mention above, 75% of children return home in FY 2009-10, did so within 12 months. In FY 2008-09, 10 dependent children returned home with 5 (50%) returning home within 12 months, which again is better than the 40% shown on the trendline.

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

Other same sized counties fared better than Union County in terms of reunifications within 12 months. Of the 9 timeframes measured, Union County had a higher percentage return within 12 months 3 times (9/04, 3/07 and 9/07). For the other 6 timeframes, the same sized counties had a higher percentage. The data I provided for FY 2008-09 and FY 2009-10 is not included with this HZA data. Again, we returned 75% of the returned children within 12 months, which is the highest percentage at least since data was listed for 9/03.

Union County fared better than statewide in terms of reunifications within 12 months. Of the 9 timeframes measured, Union County had a higher percentage return within 12 months 6 times (9/04, 3/05, 9/05, 9/06, 3/07, and 9/07). For the other 3 timeframes, the counties statewide had a higher percentage.

- ❑ 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?

I believe Union County is somewhere in the middle for performance in this measure. I stated above, we are doing better than counties statewide and slightly worse than other Class 7 counties. There are several factors that may have led to children not being returned home within 12 months. Cases of failed adoption where Return Home is not the goal has negatively

## UNION COUNTY

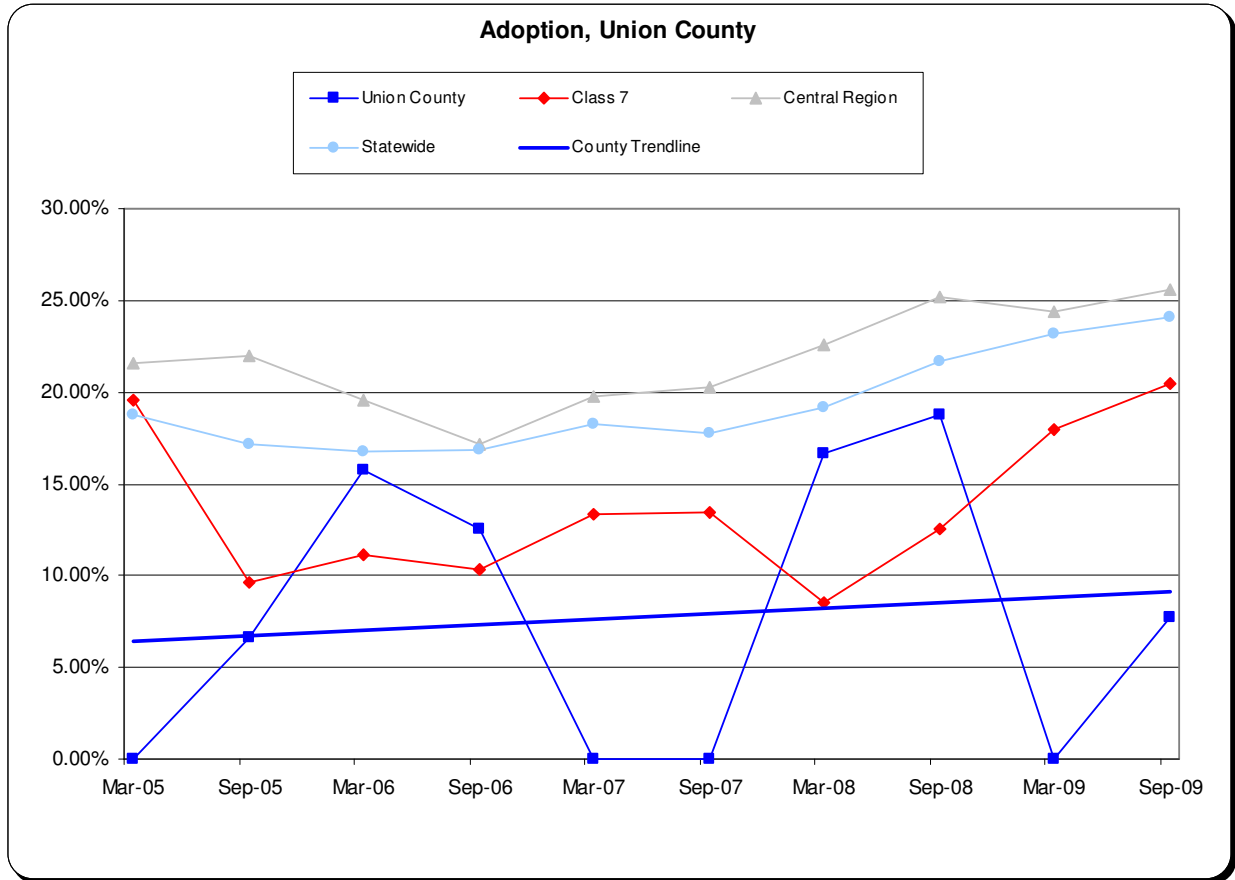
effected the numbers. We also have had children with extreme issues of mental health and mental retardation remain in care for long periods of time in several residential type settings. Finding permanency for these children is difficult. Often, the goal has not been Return Home for many years while the Agency and providers seek to stabilize the child to place them in a foster home setting which may turn out to provide permanency. Lastly, some of the children with less extreme mental health issues still require a long time (longer than 12 months) to receive the intensive psychiatric treatment to address their needs in order to safely return home.

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

The population that is probably most represented in this measure is the teenagers with extensive mental health problems, with some also being mentally retarded. This is a difficult population to serve and many time RTF placement is required, which is usually a longer term placement setting. The Agency will seek to use the best providers available who provide the best results in treating both the child and the family to prepare for the transition home. Referrals to SWAN may also address the needs of this population.

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### 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?

Union County's performance in this measure is improving slightly, as demonstrated by the upwards trendline. This trendline is based on very few children with the goal of adoption and children with finalized adoptions. For some of the timeframes, Union County did better than some size counties and other timeframes did worse. Union County's performance was below that of counties statewide. For FY 2009-10, the county had the services of a LSI Paralegal for the first time. We recently expanded her hours from 20 hours per week to 30 hours. This program will have direct positive results in seeking more timely TPR and Adoption. Also, the recent implementation of three-month review hearing and the future implementation of FGDM will also benefit the county in improving this measure.

- 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?

## UNION COUNTY

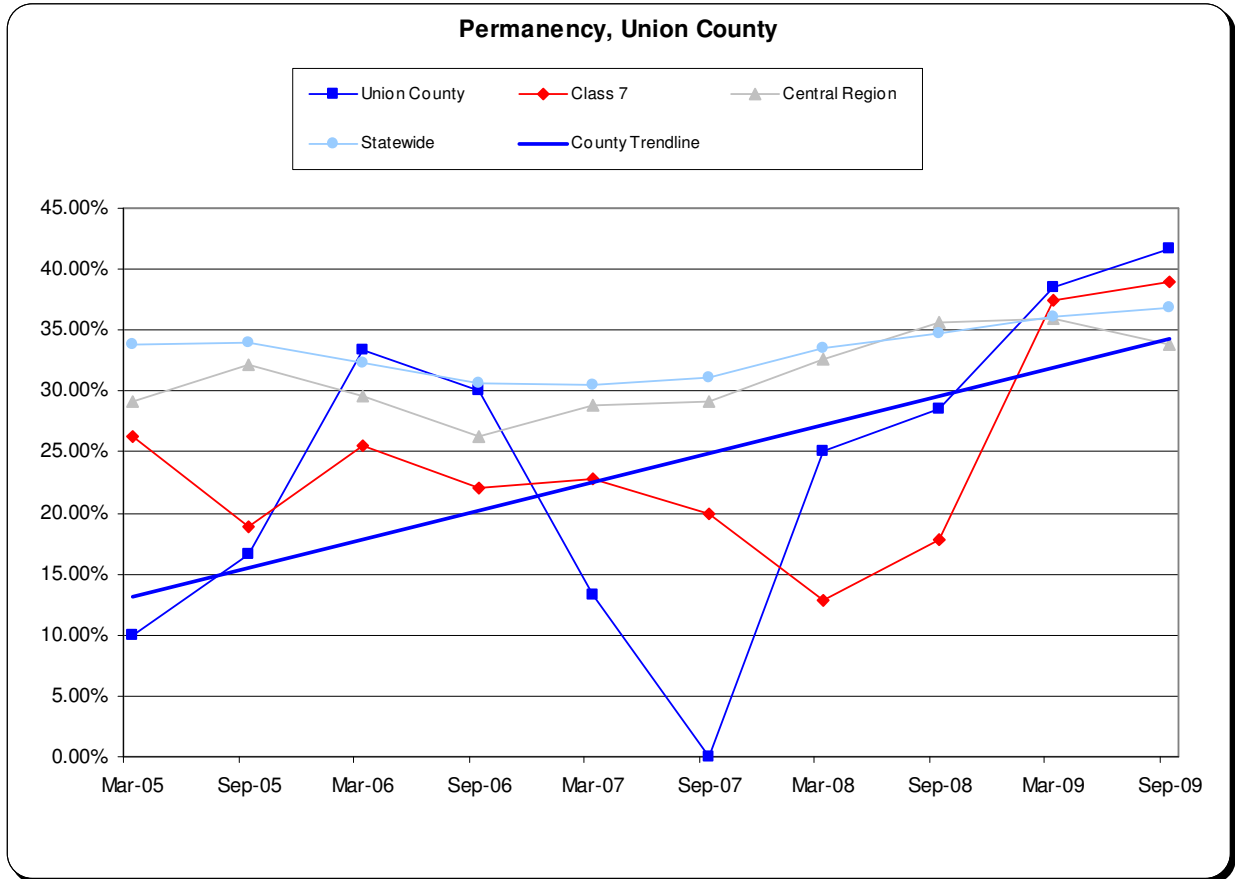
Appeals have definitely delayed timeliness of adoptions. Last month, a Union County's Judge's ruling to change a child's goal to adoption was upheld by the Superior Court. The Agency is awaiting for a date for the TPR Hearing. This appeal has delayed the adoption. The Agency did seek the goal change for this child at 15 months in foster care and after one continuance, the Judge approved the goal change at 17 months. It took 7 months for the appeal decision. In the future, the Agency will file for goal change and TPR at the same time and one Hearing will result in the two decisions, thus reducing the parents' ability to appeal at two separate times. For most cases in the past, a pre-adoptive home was identified at the time of TPR. For one current foster child, her adoptive parents voluntarily terminated their parental rights in June 2010 and via a Child Specific Recruitment SWAN referral, the child will likely move into a pre-adoptive home in August 2010. This child has been in placement for 13 months.

- 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 older children population. Often times these children have the bonds with the parents and do not wish to be adopted; therefore the goal of adoption is not viable. One current foster child has had the goal of adoption for many years. He unfortunately has severe mental health issues as well as mental retardation. He is currently in a group home after 4 ½ years in several RTFs and the Agency has not been able to locate a pre-adoptive home for him. The Agency will continue to discuss all options with the child and try to have them make the best and most informed decisions regarding their permanency. SWAN services should help the Agency address this population.

## UNION COUNTY

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



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

The county's performance in this measure is also improving as per the upward trendline. The trendline goes from under 15% at 3/05 to 35% at 9/09. For 6 of the 10 time periods measured, Union County performed better than same sized counties, only scored better in 3 time periods compared to counties statewide. The Agency puts forth great effort to return a child safely to their home whenever possible. For those cases where the parent(s) do not make the necessary changes, the Agency tries to meet the child's concurrent goal as quickly as possible. The use of SPLC is often the permanent goal for these children and the Agency seeks to have this finalized within 24 months of placement. For the past three children who entered into the SPLC program, all of them left foster care within 24 months of placement. The SPLC chart (section 3-2c.) shows the increased use of SPLC in Union County.

- ❑ 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?

## UNION COUNTY

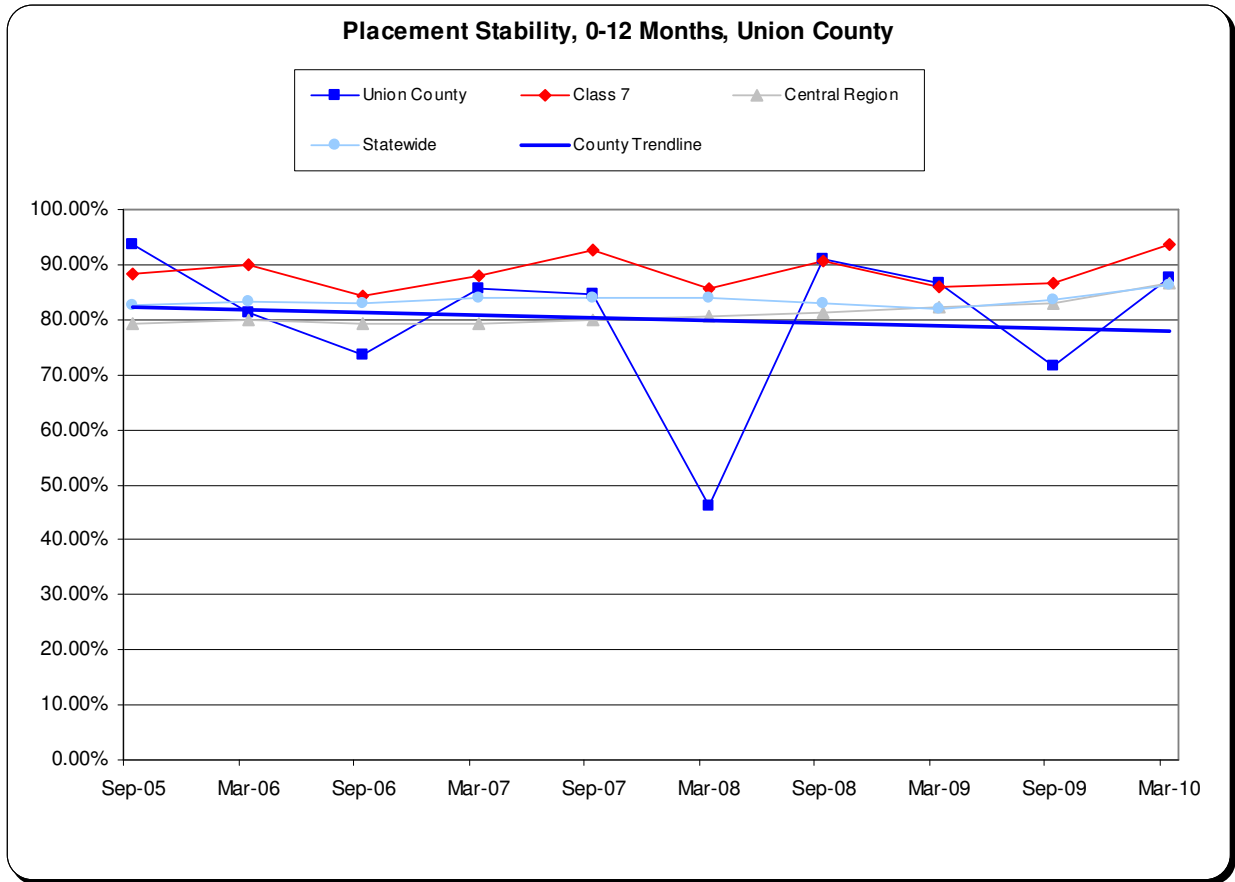
On July 1, 2010, the Agency had 7 children in care beyond 24 months. 5 of these children were age 14 or older, with the other 2 being age 7 and age 11. Of these children, one had the goal Return Home, which was achieved on 7/8/10. Two children have the goal of adoption (one should be adopted within six months). Two have the goal of Placement with a Relative (one aging out of FC this week), and 2 have the goal of Another Court-Approved Permanent Living Arrangement (one child is over the age of 18).

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

Three-month Review Hearings began a few months ago, which led to more frequent Permanency Planning Meetings. Union County was recently chosen to be a Phase III PPI County. FY 2010-11, will be the second year with using LSI Paralegal Program and SWAN services. FGDM will be implemented in FY 2010-11. All of this will help achieve permanency for children in foster care.

## UNION COUNTY

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



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

The trendline is almost straight; however, there is a very slight decline, which mean that continued work needs to occur for improved performance in this area. Union County's numbers fluctuate more so than other counties. For some reason, the time period of 3/08 shows a marked drop in the number of stable placements for Union County foster children. Taking away this time period, our numbers are very similar to the numbers for same sized counties and counties statewide.

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

The data is very similar to the data for same sized counties and counties statewide. In comparison to same sized counties, Union County performed at or above their performance in 3 of the 10 time periods. Union County fared better in comparison to counties statewide. Union County had a higher percentage of Placement Stability in 6 of the 10 time periods measured.

## UNION COUNTY

- ❑ 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?

As stated above, Union County's performance is above the statewide performance but below the same sized counties performance,. but overall, we seem to be doing about the same as everyone. Union County is using Kinship more and these placements seem to be more stable than other settings. Also the children placed in UCCYS foster homes seem more stable, partly because we try to keep that foster child the only foster child in the home. The Agency is always seeking to hire new foster homes. The use of group homes and RTF placements has also decreased. When using these types of setting, you expect placement changes due to the child meeting their treatment goals at the GH or RTF and then the Agency usually seeks a step down placement into a foster home.

- ❑ 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?

Comparing to the data (all three placement stability charts) with counties of the same size. As the children move from one measure to the next (0-12 months, then 12-24 months, then 24 months and more), Union County does better comparatively as the child remains in care longer. However, overall placement stability decreases as the child remains in care longer, which is expected. The Union County trendlines show about 80 % of children with stability for 0 to 12 months. Then about 60% of children have placement stability between 12 to 24 months in placement. Then about 30-35% have placement stability after 24 months in care. For 0-12 months, Union County was at or above the performance in only 3 of 10 time periods compared to counties of the same size. But for 12-24 months, Union County was at or above the performance in 4 of 10 time periods compared to counties of the same size. Lastly, for over 24 months, Union County was at or above the performance in 6 of 10 time periods compared to counties of the same size.

- ❑ 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?

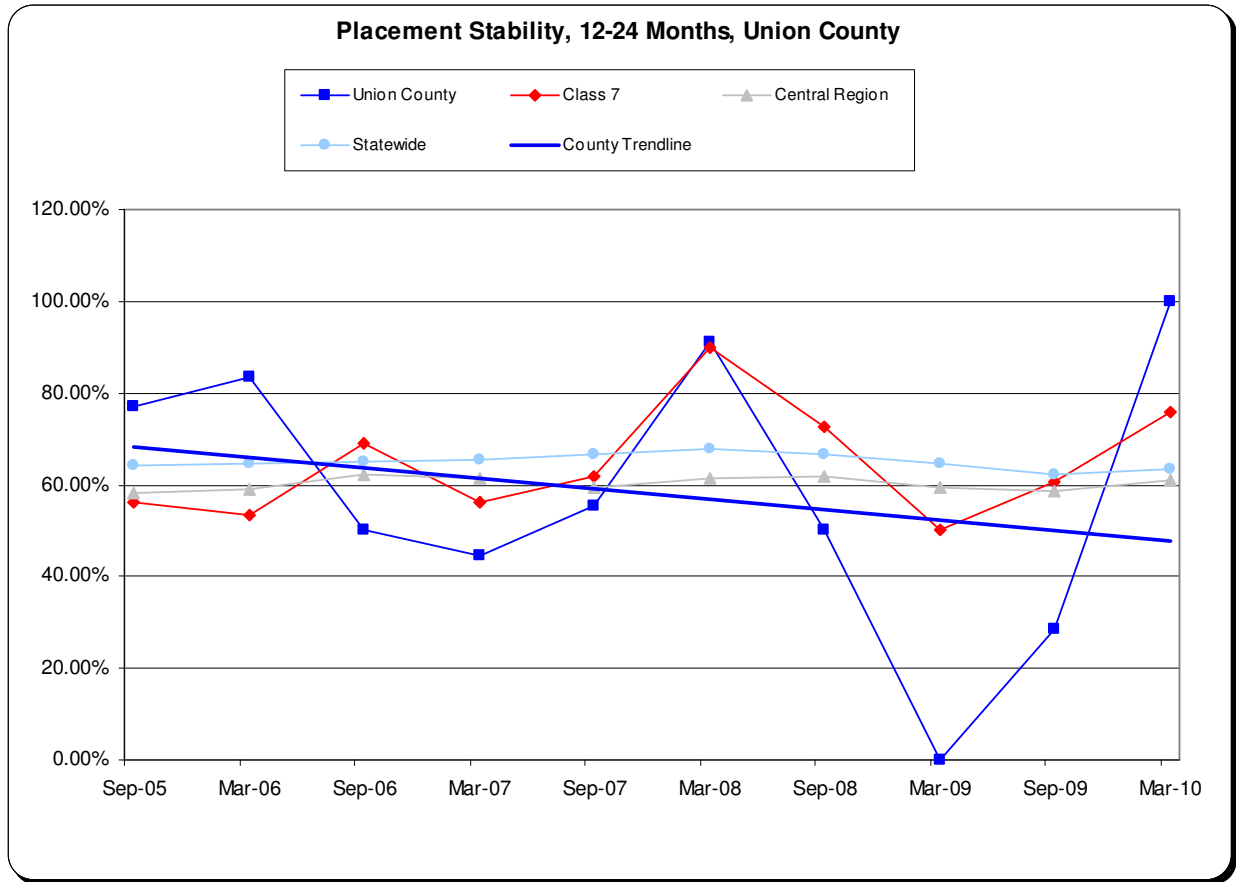
When the Agency is seeking a placement for a child entering the foster care system, we provide our best effort to match the child with the setting that we feel will be the permanent placement until the return home. Kinship care is always the first option to consider. There are cases where the child being placed requires a higher level of care such as a group home or therapeutic foster care. Certain settings which may be excellent, do not have availability. The referral process can be lengthy, with the need to provide as much detail and paperwork as possible for the receiving agency to have an accurate picture of the child. There are also times

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when the Agency does not have much knowledge of the child when a placement is required. So sometimes, the child is a more difficult child to handle than what was expected. With this being said, often times the child's first placement does remain the only placement setting. On July 1, 2010, there were 17 dependent children in placement. 7 of these children are in their initial placement. We also have many children who have been adopted or a SPLC was granted that have been in the same foster home since initial placement.

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



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

The trendline shows a decline, which means that continued work needs to occur for improved performance in this area. Again, Union County's numbers fluctuate more so than other counties. For instance, for the time period ending 3/09, it shows that 0% of children in care between 12-24 months had stability, then for the time period ending 3/10, it shows that 100% of children in care between 12-24 months had stability. With this extreme difference, it makes it very difficult to determine trends. Taking away these two time periods, our numbers are very similar to the numbers for same-sized counties and counties statewide.

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

The data is very similar to the data for same-sized counties and counties statewide. In comparison to same-sized counties, Union County performed at or above their performance in 4 of the 10 time periods. Union County fared about the same in comparison to counties

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statewide. Union County had a higher percentage of Placement Stability again in 4 of the 10 time periods measured.

- 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?

As stated above, Union County's performance is slightly below the same sized counties performance and counties statewide performance, but overall, we seem to be doing about the same as everyone. Union County is using Kinship more and these placements seem to be more stable than other settings. Also the children placed in UCCYS foster homes seem more stable, partly because we try to keep that foster child the only foster child in the home. The Agency is always seeking to hire new foster homes. The use of group homes and RTF placements has also decreased. When using these types of setting, you expect placement changes due to the child meeting their treatment goals at the GH or RTF and then the Agency usually seeks a step down placement into a foster home.

- 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?

Comparing to the data (all three placement stability charts) with counties of the same size. As the children move from one measure to the next (0-12 months, then 12-24 months, then 24 months and more), Union County does better comparatively as the child remains in care longer. However, overall placement stability decreases as the child remains in care longer, which is expected. The Union County trendlines show about 80 % of children with stability for 0 to 12 months. Then about 60% of children have placement stability between 12 to 24 months in placement. Then about 30-35% have placement stability after 24 months in care. For 0-12 months, Union County was at or above the performance in only 3 of 10 time periods compared to counties of the same size. But for 12-24 months, Union County was at or above the performance in 4 of 10 time periods compared to counties of the same size. Lastly, for over 24 months, Union County was at or above the performance in 6 of 10 time periods compared to counties of the same size.

- 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?

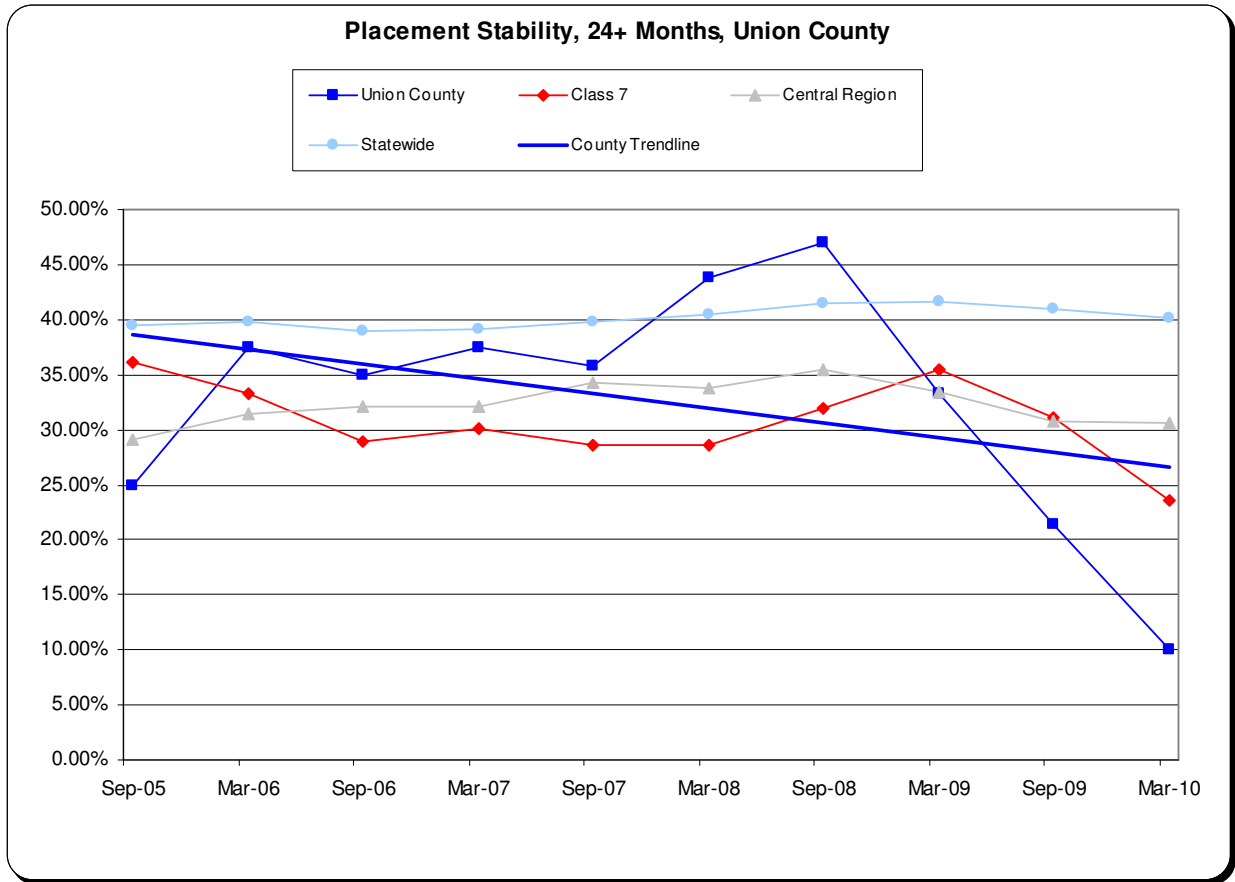
When the Agency is seeking a placement for a child entering the foster care system, we provide our best effort to match the child with the setting that we feel will be the permanent placement until the return home. Kinship care is always the first option to consider. There are cases

## UNION COUNTY

where the child being placed requires a higher level of care such as a group home or therapeutic foster care. Certain settings which may be excellent, do not have availability. The referral process can be lengthy, with the need to provide as much detail and paperwork as possible for the receiving agency to have an accurate picture of the child. There are also times when the Agency does not have much knowledge of the child when a placement is required. So sometimes, the child is a more difficult child to handle than what was expected. With this being said, often times the child's first placement does remain the only placement setting. On July 1, 2010, there were 17 dependent children in placement. 7 of these children are in their initial placement. We also have many children who have been adopted or a SPLC was granted that have been in the same foster home since initial placement.

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



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

The trendline shows a decline, which means that continued work needs to occur for improved performance in this area. Again, Union County's numbers fluctuate more so than other counties, likely due to the small number of children in care beyond 24 months. With this extreme difference, it makes it very difficult to determine trends. Since 9/08, there has been a significant drop in placement stability. Many of these children required placement moves due to requiring higher levels of care (Group Homes and RTF) as well as those children needing to be transitioned to another RTF (failure to adjust) or transitioned to a lesser level of care (successfully discharged from RTF or MA declining continued approval).

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

The data is very similar to the data for same-sized counties and counties statewide. However, unlike the data presented in the first two charts (0-12 months, 12-24 months), Union County fared better than same-sized counties and fared worse than counties statewide. I am unable to

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determine a reason for this. In comparison to same sized counties, Union County performed at or above their performance in 6 of the 10 time periods. In comparison to counties statewide, Union County performed at or above their performance in 6 of the 10 time periods.

- 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?

As stated above, Union County's performance for this measure is different from the first two measures of Placement Stability. For this measure, Union County's performance was above the same sized counties performance, but below the counties statewide performance. Overall, we seem to be doing about the same as everyone. Union County is using Kinship more and these placements seem to be more stable than other settings. Also the children placed in UCCYS foster homes seem more stable, partly because we try to keep that foster child the only foster child in the home. The Agency is always seeking to hire new foster homes. The use of group homes and RTF placements has also decreased. When using these types of setting, you expect placement changes due to the child meeting their treatment goals at the GH or RTF and then the Agency usually seeks a step down placement into a foster home.

- 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?

Comparing to the data (all three placement stability charts) with counties of the same size. As the children move from one measure to the next (0-12 months, then 12-24 months, then 24 months and more), Union County does better comparatively as the child remains in care longer. However, overall placement stability decreases as the child remains in care longer, which is expected. The Union County trendlines show about 80 % of children with stability for 0 to 12 months. Then about 60% of children have placement stability between 12 to 24 months in placement. Then about 30-35% have placement stability after 24 months in care. For 0-12 months, Union County was at or above the performance in only 3 of 10 time periods compared to counties of the same size. But for 12-24 months, Union County was at or above the performance in 4 of 10 time periods compared to counties of the same size. Lastly, for over 24 months, Union County was at or above the performance in 6 of 10 time periods compared to counties of the same size.

- 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?

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When the Agency is seeking a placement for a child entering the foster care system, we provide our best effort to match the child with the setting that we feel will be the permanent placement until the return home. Kinship care is always the first option to consider. There are cases where the child being placed requires a higher level of care such as a group home or therapeutic foster care. Certain settings which may be excellent, do not have availability. The referral process can be lengthy, with the need to provide as much detail and paperwork as possible for the receiving agency to have an accurate picture of the child. There are also times when the Agency does not have much knowledge of the child when a placement is required. So sometimes, the child is a more difficult child to handle than what was expected. With this being said, often times the child's first placement does remain the only placement setting. On July 1, 2010, there were 17 dependent children in placement. 7 of these children are in their initial placement. We also have many children who have been adopted or a SPLC was granted that have been in the same foster home since initial placement.

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### ➤ 5-3a. Prevention Services

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

Union County has used the same preventative services discussed in last year's NBB submission. They include Blazing Trails LLC weekend program (formerly Youth Solutions), Behavioral Specialist Inc. (BSI), Parenting Instructor/Child Development Specialist Darlene Stahl, MSW/LSW Stacey Crusie, as well as Adelphoi Village MST (which is discussed in section 6-3a. Evidenced Based Programs). These services have helped achieve the County's accomplishments of decreasing the use of out of home placement while keeping children safely in their own homes.

As identified in section 6-1g. Largest Providers, Blazing Trails LLC was the most used and funded prevention program for FY 2009-10, at \$121,357. UCCYS has been using this program for several years. Blazing Trails provides a weekend outdoor program and they provided a summer day camp program during the months of June, July and August 2009. Male and female teenage and pre-teen children who are experiencing problems such as truancy, drug and alcohol use, defiance, peer relational problems, anti-social behavior, property destruction, and incorrigibility have been referred by CYS and JPO. Blazing Trails provides transportation to and from the weekend outdoors program, where they sleep in tents or inside a house (depending on the weather). While there, the children participate in multiple activities and projects, drug/alcohol education, community service activities, anger management, dialogue on morals and values, and activities/projects which improve relationship building, self-esteem and coping skills. The children also participate in recreational activities/sports and go on field trips to various educational sites. This program provides the Agency individual reports for each child detailing the weekend's activities and the child's progress, behavior and any concerns which needs addressed. Blazing Trails also provides a parent involvement aspect of the program, where the parents are invited to spend part of the weekend with their child to participate in the same activities, to gain insight, reflect on their actions, and improve family relationships. Union County again increased its use of this service. During FY 2009-10, UCCYS sent 19 children to the program. Several of these children have spent many weekends at the program, as well as attending the summer program. Union County did not send children to the summer program this past summer, due to the expense and budget concerns. The children that have attended the program have been identified as being at risk of placement or delinquency. In FY 2009-10, of the 19 children who attended, none were placed in foster care and none were arrested/adjudicated delinquent. UCCYS expects that this program will continue to prevent placements, truancy and delinquency in the future.

As identified in section 6-1g. Largest Providers, Behavior Specialists, Inc. (BSI) was the second most used and funded prevention program for FY 2009-10. Behavior Specialists, Inc. (BSI) has been a long time contracted agency for in-home services for troubled children and dysfunctional families. BSI uses proven practices to provide after school programs and supervision, individual and group counseling, transportation and family intervention services. BSI completed the process to have their Intensive Outpatient Therapy Program, renamed to ARRTS (Abuse Resolution and Recovery Treatment Services), be funded by MA. BSI received this MA in September 2009. In September and October, the children who were receiving the service, MA took over the funding after psychological evaluations were completed and packets were sent to the managed care company. For children (who have MA) referred after October 2009, BSI obtains MA approval prior to the child beginning the treatment. The only expense for the county is for the transportation to and from the program. The Agency pays \$4.22 per hour for

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transportation. Since this transition, 1 JPO child was not MA eligible, therefore the county has funded the program. This shift to MA dollars, has saved considerable money. In FY 2008-09, Union County spent \$140,931; however, we only spent \$55,102 (\$37,791 for first 4 months of the fiscal year) in FY 2009-10. In FY 2009-10, BSI provided ARRTS service to 9 children (7 CYS, 2 JPO). One of these children is a dependent child in placement and hopefully this program will assist to meet his goal of adoption. Of the remaining 8 children, none were placed in foster care and none became victims of child abuse. UCCYS expects that this program will continue to prevent placements, truancy and child abuse in the future.

UCCYS also uses the service of Darlene Stahl, who provides in-home parenting instruction for parents of pre-school aged children with developmental/cognitive delays. Ms. Stahl has over thirty years of experience working with pre-school aged children and their parents. She works with the family in their homes, because transportation is a problem for many of the families we serve. The work she does prevents placement into foster care by providing a high level of support, instruction and assistance. UCCYS has been contracting with Darlene Stahl since 2005. Due to other obligations, Darlene needed to cut back some on providing this service to our Agency. During the FY 2009-10, Darlene Stahl worked with 12 families (25 children) and she earned \$5,538. (Darlene Stahl received \$8,050 for her service in FY 2008-09.) Out of these 12 families/25 children, one child was placed into foster care (kinship). Darlene continued to work with this family to meet the goal of reunification. None of the children that were served by Darlene Stahl became a victim of child abuse. UCCYS expects that this program will continue to prevent placements and child abuse/neglect in the future.

As discussed in last years NBB submission, FY 2009-10 was the first year that UCCYS had the therapeutic services of Stacey Crusie, Caseworker III, who graduated and earned her MSW/LSW. The only expense to the county was her required weekly clinical supervision, which was \$5,200 for the year. She requires this continued clinical supervision only for FY 2010-11, then will not require supervision. Agency Caseworkers are referring families and children in need of therapeutic services in the home to Stacey. Stacey reviews Agency records and completes an intake to determine appropriateness of accepting the family for services. She then begins meeting with the family to develop their treatment plan and then provides progress reports. There have been times when Stacey provides multiple services to one family, such as providing family counseling sessions and individual sessions with a child. The service provided by Stacey is funded by her regular salary with no additional cost to the Agency except the required weekly clinical supervision. In FY 2009-10, Stacey provided family counseling to 2 families individual counseling to 7 children. Of these children, 1 child was placed into foster care due to conflicts in the home. This service is aimed to prevent placements, child abuse and neglect, truancy and delinquency.

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### 5-3b. Previously Introduced Outcomes

- For each outcome introduced by the county in past budgets, describe the activities, programs, or services implemented in order to achieve the outcome and results.

In past budgets, the Agency analyzed the following outcomes: children re-entering foster care within 12 months of reunification; children discharged to reunification within 12 months of removal; children with an adoption finalized within 24 months of removal; and stability of foster placement.

The last three outcomes are measured within the Hornby Zellers Data Package and is discussed in sections 5.1 and 5.2. The Hornby Zellers Data Package did not include data regarding re-entry.

For Re-entry into care within 12 months (both CYS and JPO), using County Data and AFCARS, below is data regarding this Outcome for the past three years:

<u>FY</u>	<u># of children reunified within FY</u>	<u># of children who re-entered w/in 12 months</u>	<u>%</u>
06-07	7	2	28.5%
07-08	8	2	25.0%
08-09	14	2	14.3%

Therefore, the percentage of children re-entering care has declined over the past three years, however, this is based on very few children and one child causes a significant change in your percentage.

For each child in care with the goal to Return Home, the Agency provides its best efforts to assist the family in meeting Service Objectives, to remedy the situation that was present at time of placement, and to return the child as soon as it is appropriate. Depending on the child and family issues and the placement setting, dictates what type of service is provided to the child and family. The majority of children do receive some type of therapeutic intervention while in placement. There are a wide array of services available to parents to address counseling needs, drug/alcohol issues, parenting instruction, psychiatric needs, etc. The Agency seeks ongoing communication between parties so that progress and issues are known by everyone. The Agency continues to conduct Permanency Planning Meetings approximately one month before Court, in which CYS staff meet with the parents, parents' attorney, service and placement providers, Guardian ad Litem and other involved individuals to discuss progress, issues that still need addressed and the Agency's plan for the upcoming hearing. These meetings have been helpful and will continue. The Agency has also arranged for longer periods of visitation before the child return home. These visits (sometimes a couple weeks long) serve as a trial return home before the Court orders the return. If certain situations arise during these long home visits, it may delay or change the goal to return home. With these services and long visits, the hope is that the family is prepared for the return home and can better handle conflicts and other situations that previously caused risk of removal. The FSP is developed prior to the planned return home to spell out the services needed to assist the family with this transition. The Agency assists the families to have services (if needed) in place for when the child returns home.

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

Some progress has been made and Union County will continue its efforts to improve on these outcomes.

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

As stated above, with such small numbers of children entering care and then being reunified, it is difficult to assess whether the outcome (re-entry) has been achieved. I feel the County should continue to monitor this and strive for zero children re-entering care. The services mentioned in the previous page and family's motivation affect the targeted outcome. Some services are county provided and some are purchased. We will continue to seek new community providers who can work with our families.

- ❑ 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.

The following activities and services will be used to improve outcomes for Union County: This will be the second year with a LSI Paralegal. We recently received approval to increase her hours to 30 per week. This position has had many positive effects on the Agency and the children we serve. The LSI program does help counties achieve permanency for children in a more timely manner. This is also the second year using SWAN services. I received approval last fiscal year to increase my allocation by \$4,000 to make two additional referrals. UCCYS will continue to refer for SWAN units to improve outcomes. FGDM will be implemented in FY 2010-11, which will also help improve outcomes, to include preventing placements as well as facilitating the return home or another permanent solution. Lastly, we will continue to use the prevention services detailed in this submission.

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

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

Family Engagement in Case Planning has been a process over the years. During the development of the Family Service Plan, the family needs to identify strengths in the family, which are listed on the FSP to build from. We discuss an array of services to get family input to what they feel is the best service. Plans are based on these interactions. There are still some families that, even after encouragement from the workers, do not wish to participate much in the development of the plan. Once FGDM is implemented, family engagement will definitely increase. For the families that have a conference, the FSP will be revised to include the objectives/actions/responsible persons that were developed during the FGDM conference. UCCYS begins to involve the families throughout the intake assessment period, and it continues throughout the case planning and case reviews. The Agency has two initial assessment Caseworkers who do a very good job in engaging the families. They are able to get the family past any initial anger/fear/anxiety so they can assess the strengths and needs of the family. If the case moves to General Protective Services, the initial assessment Caseworker and the GPS Caseworker both meet with the parents and children when developing the Family Service Plan. The parents provide at least three strengths in the family and help develop the objectives and action steps needed to make the positive changes in the family. A large number of the referrals received by the Agency are requests from parents seeking help and support in parenting their children.

Family Engagement has also improved for the dependency cases. The Agency conducts Permanency Planning Meetings for every dependency case (whether the child is placed or in their home). The meeting have increased because a few months ago, we began having Review Hearings every three months. The parents and their attorneys are invited and encouraged to attend the meetings, which helps develop the child's Permanency Plan (FSP Amendment). Their input is very important to this process. The child's GAL and service providers also participate in these meeting so everyone perspective can be included.

We will be receiving some information to help us assess how we are doing with family engagement and working with our families. As part of our Integrated Children's Service Plan, a family satisfaction survey was developed and is currently being conducted via phone calls from the Columbia/Montour/Snyder/Union (CMSU) Parent-To-Parent Coordinator. Many of the families we work with did sign a release and are willing to participate in this survey. Once data is gathered, a report will be developed so that all four counties (CYS, JPO, and MH/MR/DA) can assess areas we have done well with and areas we need to work to improve. Like all other agency performance, improvement can be made and the workers should never stop trying to engage their families to build on their working relationships.

### 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.

Depending on their age, children are encouraged to provide their input during the time when the Family Service Plan is being developed. All children over the age of 14 are asked to sign the

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FSP if they agree with it. When the Agency is considering referring families and children to community services, the children are part of the decision-making process because they need to be willing to participate in the service, whether it is MST, BSI, Blazing Trails, counseling with Stacey Crusie, outpatient counseling, drug/alcohol assessment/counseling, etc. With the planned implementation of FGDM, depending on the age of the child, their involvement and participation in the conference and plan will be important and encouraged. If the child is brought before the Judge in a dependency or delinquency hearing, the child is always provided with a Guardian ad Litem or Public Defender. These attorneys do take the time to meet with the children and to obtain the input of the children. The Guardian ad Litem does explain to the child that they represent what they (GAL) think is in the child's best interest, not what the child tells them they want to happen. In January 2010, a new Judge began his term. This Judge is very active in the process to implement positive change in the system. He wants the child to be present at all hearings, unless there is a valid reason why the child should not attend. The Judge asks the children at the hearings if they understand what it going on, if they understand their Permanency Plans and if they had enough time to discuss the case with their attorney. Union County does a good job in this area, but improvement can always be made. No new initiatives are being implemented at this time. As stated in the previous section (5-4a.) a family satisfaction survey is being conducted which will assist the Agency to assess our performance in dealing with youth on our caseload.

### 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.

Union County has worked to improve in this area. We have developed our Transitional Plan and have been completing them when the dependent youth nears the age of 18. Even if the youth is stating that they are in agreement to remain in care beyond age 18, we hold the Transitional Meeting and develop the Plan. Participant in these meeting include the youth, family members and informal supports, the GAL, service providers, the caseworker and IL Coordinator. Once these Plans are completed, they are filed with the Court so that the Judge can review them and approve them. For the past two years, the Foster care Supervisor has kept a record of CYS and JPO children who were discharged from foster care on or after their eighteenth birthday and track whether or not they have housing, income and a life connection. Documentation of this data is in section 3-2e. Aging Out. All dependent and delinquent children who reach age 16 while in care receive services to prepare for independent living. UCCYS provides Independent Living instruction by our Foster Care Coordinator/Caseworker III. The enrolled children meet weekly or bi-weekly in the office. They participate in instruction of a specific topic, then prepare a meal and eat. The IL Coordinator works with the Agency's Foster Care Caseworker, the child, and other people with input to develop the child's IL Plan. They Agency uses several CRR Group Homes with a focus on IL instruction for older foster children who require this type of placement. The Agency and provider work closely together to assure that the child's needs are being met while creating an after-care plan to include employment/education, housing, financial planning and support. UCCYS always tries to convince the child who is nearing age 18 to remain in care until their high school graduation, or longer if attending secondary education. Many of the children agree to this, but some are not willing to remain in care after age 18.

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### 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.

When children become dependent, depending on the child's age, the Agency speaks with the child multiple times to explain the process of permanency, child's placement goal and concurrent planning. We take into consideration the child's wishes regarding adoption, placement with a relative, placement with a permanency legal custodian, or another permanent arrangement when the child cannot return home with a parent. The Agency always provides the parents of a dependent child with a brochure explaining the Adoptions and Safe Families Act and we emphasize the time frames established for the parent to meet the objectives of the Permanency Plan, in order for the child to return home. In the vast majority of case, the child's initial placement goal is to Return Home, unless there are circumstances where this is not possible or in the child's best interest. Younger children's concurrent goal is almost always adoption. We begin thinking about possible adoption options from the onset of the dependency case. We explain concurrent planning to the foster parents, placement provider and service provider. We have discussions with the foster parents to gauge their willingness to consider adoption or PLC throughout the period of the case, so if the parents are not able to make the needed changes for reunification, we can move quickly to reach the concurrent goal. In cases where the Agency is seeking a goal change to adoption and TPR, the agency will now file for goal change and TRP to be ruled upon by the Judge at the same Hearing, thus elimination the opportunity for an appeal of the goal change, then another appeal after the TPR. The Agency now uses SWAN services to also help with concurrent planning. Child Profiles and Child Prep services can assist the Agency to make decisions as to what is best for the child and decide if and when we should request a change in goal. The Agency does request child placement goal changes when the child is in care longer than 15 months and the parent has not made significant progress in their objectives, but this is not to say that the Court always agrees with the goal change. Some parents make limited progress and it is decided that they should be given additional time to further complete their Parent Service Objectives for reunification. The Agency will continue to strive to achieve timely permanency for all children in foster care. Union County does a good job in this area, but improvement can always be made. The new initiative of FGDM will help with concurrent planning. FGDM conferences for children in foster care will also assist the Agency and the Court in making placement goal decisions for children.

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### 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.

Union County pays the following: Medical Insurance, Retirement, Workmen's Compensation, Unemployment, Medicare, Social Security/Employer's portion, Vacation Time, Sick Time, Personal Days.

The employee's medical insurance portion that the county funds depends on each employee's choice of plan. The county offers two medical insurance plans through one company that include coverage for individual, individual and spouse, individual and child/ren, and family. The county matches the employee's portion of the retirement deduction – from 7% up to 17%, chosen by the employee. New employees begin with 10 vacation days per year, to begin using after 6 months of employment. Vacation time increases, ending with 20 vacation days per year, after 20 years of employment. New employees accrue 1 ¼ sick days per month, to begin using after 6 months of employment. The total amount allowed to accrue is 45 days. Every employee is given 2 personal days per year.

#### 6-1d. Organizational Changes

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

There are no changes in the Agency's organizational chart since the last NBB submission.

#### 6-1e. Staff Evaluations

- Describe the method for evaluating staff effectiveness.

Staff effectiveness is able to be evaluated on an on-going basis due to having a small Agency. The two Supervisors have constant contact and dealings with the eight Caseworkers and I have constant contact with the Supervisors and Caseworkers. All written work (Plans, Reviews, Risk Assessments, Safety Assessments, CPPs, etc.) is reviewed by Supervisors and workers are given feedback, support and guidance to assure effective work. New workers (promoted workers) being on Probationary Status and are evaluated at six months to determine effectiveness, quality of work and whether or not worker should receive Permanent Status. All staff receive a formal evaluation at their anniversary date to again determine effectiveness, quality of work and whether or not worker should receive a yearly merit increase, if worker has an increase available to them.

## UNION COUNTY

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

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

The staff which oversees county contract includes the Director, Fiscal Technician and Administrative Assistant. This year, the process was revised. Regional Teams were established and counties were assigned to be the lead for certain providers. The Providers were asked to submit their completed information to OCYF, who posted on the website. CYS agency was then able to print out the information from the website to review. The CYS unit then reviews the material for accuracy, completeness and errors. Counties also request input from other county leads for assistance. Then the provider is given a list of information that requires clarification, changes, etc. A Review meeting is held with Provider to finalize the review of material. When the information is deemed accurate and complete, the packet is forwarded to OCYF for their review. The information is then posted again on the website for all counties seeking a contract with this Provider.

UNION COUNTY

**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:</b> Blazing Trails LLC (formerly Youth Solutions)	100 West North Street, Marion Heights, PA 17832 (570) 204-1593	Dave Shoffler	19	\$121,357
<b>2:</b> Behavioral Specialist, Inc. (BSI)	40 Lawton Lane, Milton, PA 17847 (570) 5524-0307	Vicky Gee-Guyer	9	\$55,012

- 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:</b> Susquehanna House	8664 South 220, Linden, PA 17744 (570) 398-3607	James McCloy	7	\$97,015

- 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:</b> St. Michaels School	Hoban Heights, PO Box 370, Tunkhannock, PA 18657 570 388-6155	Walter Opshinsky	1	\$3633

## UNION COUNTY

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

For summary of services for the 2 In-Home Services Providers, please see section 5.3a Preventative Services.

Susquehanna House and this Agency has a long standing working relationship. They offer many services to the children we refer to them. They provide Emergency Shelter, CRR Group Home (24 beds), foster care and specialized foster care for females. Susquehanna House offers 24-hour referral/intake process; timely progress reports and treatment plans; individual counseling; medical, dental, vision, educational and vocational assessments; year-round school; group counseling; life skills; family/parental counseling; supervised visitation; and psychological/diagnostic services. This Agency is highly involved with the children and cases we refer to Susquehanna House. Constant contact through calls, emails and visits occur so we can monitor progress of the child and family, as well as monitor provider performance. Performance is also determined by the successes made by the children served by them.

St. Michael's School, which is a JCAHO Accredited Residential Treatment Facility, provided services to two children (1 JPO, 1 CYS) this past fiscal year. They provide therapeutic programming; drug and alcohol services; victim services; Program for Restructuring Individuals with Sexual Misconduct (PRISM); diagnostic evaluations; family services; Partial Hospitalization Program; and educational services. This Agency is highly involved with the children and cases we refer to St. Michael's School RTF. Constant contact through calls, emails and visits occur so we can monitor progress of the child and family, as well as monitor provider performance. Performance is also determined by the successes made by the children served by them.

## UNION COUNTY

### 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.

UNION COUNTY

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

- Please indicate which type of request this is:

Request Type	Enter Y or N			
Renewal from 2009-10	Y			
New implementation for 2010-11 (did not receive funds in 2009-10)	N			
Funded and delivered services in 2009-10 but not renewing in 2010-11	N			
Requesting funds for 2011-12 (new, continuing or expanding)	Y	New	Continuing	Expanding
			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	\$36,791	- \$13,150	\$23,641
FY 2011-12			\$23,641

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

*Response:* No

- 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:* I am seeking to shift \$13,150 From MST grant to the FGDM grant for FY 2010-11 (\$12,150) and the FDC grant for FY 2010-11 (\$1,000). (Please refer to FGDM section and FDC section for explanations.) UCCYS will continue to use MST; however, we do not require \$36,791, due to the fact that children are being approved for MA funding much quicker. Often time, children receive their MA approval prior to beginning MST, therefore, the Agency does not need to spend any money at all. (Please refer to question below for more detail to explain under spending for MST.) This plan to shift money within EBP Grant was discussed with the regional office (Gabi Williams and Marie James) at the 10/11 Tentative NBB Allocation meeting held on 3/18/10 and with Richard Gold and other OCYF staff at the NBB meeting held on 8/4/10.

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Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population	Ages 12-17 (active CYS or JPO cases who are at risk of placement)	Ages 12-17 (active CYS or JPO cases who are at risk of placement)	Ages 12-17 (active CYS or JPO cases who are at risk of placement)	Ages 12-17 (active CYS or JPO cases who are at risk of placement)	Ages 12-17 (active CYS or JPO cases who are at risk of placement)	Ages 12-17 (active CYS or JPO cases who are at risk of placement)
# of Referrals	23 (16 CYS, 7 JPO)	21 (15 CYS, 6 JPO)	14 (12 CYS, 2 JPO)	9 (6 CYS, 3 JPO)	Estimating 14-16	Estimating 14-16
# Successfully completing program	20	18	14	6 (with 3 still receiving MST into FY 10-11)	Estimating 12-14	Estimating 12-14
Cost per year	\$82,597	\$55,104	\$40,239	\$20,830		
Per Diem Cost/Program funded amount	\$66.30 per day	\$67.63 per day	\$67.63 per day	\$67.63 per day	\$67.63 per day	\$67.63 per day
# of MA referrals	18	17	11	9	Estimating 11-13	Estimating 11-13
# of Non MA referrals	5	4	3	0	Estimating 0-1	Estimating 0-1
Name of provider	Adelphoi Village	Adelphoi Village	Adelphoi Village	Adelphoi Village	Adelphoi Village	Adelphoi Village

**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:* As reflected by the chart, we did not refer as many children as usual to MST in FY 09-10. This was due to the fact that there were not as many cases handled by the Agency that required this service. It is in no way due to any lack of confidence in the program and provider. Like many programs, a challenge is there are often times a wait list for the service to start. The chart also indicates that the vast majority of referrals leads to a successful discharge from MST. Over the past four years, Union County CYS and JPOI have made 67 referral to MST and 61 have successfully completed the program, which is a 91% success rate. Of the 6 cases that did not complete the program, 3 children were placed and 3 were removed from the program due to lack of compliance or by the funding source. For FY 2010-11, I estimate that CYS and JPO will refer between 14 and 16 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.

## UNION COUNTY

*Response:* The only barrier I can identify is waiting lists. There may be times when a family is in crisis and requires services to begin quickly and if there is a waiting list, the child/family will likely be referred to another program. There are also cases that even though the MST workers are providing the best service possible, there may be times that placement out of the home is still needed due to possible unsafe conditions.

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

*Response:* The chart clearly shows a progressive decrease in the amount of spending. There are three primary reasons for this decrease/underspending. The first reason is that since FY 08-09, fewer cases have been referred. Again, this is due to fewer families needing this service. Many times, we work with families in which their child/ren already receive services to include: MH case management, psychiatry, therapy (mobile or outpatient), TSS/BSC, Partial Hospitalization Program, support/programming in school, after-school programs, etc. The second reason, which is the major reason for underspending, is that children are receiving their MA approval much quicker. In the first 2 years of the program, MST only used the services of one psychologist. So it was routine for a child to be referred, begin the program, then have to wait 1 to 3 months for the psychological evaluation, production of the evaluation and approval for MA funding. Therefore, the Agency needed to pay for many days before MA funding took over. Over time, Adelphoi Village has been able to use the services of 3 psychologists, so there is much more availability to have the evaluations done quicker, often time prior to the start of the program. In FY 09-10, 5 out of the 9 children referred received MA approval prior to beginning MST, so the Agency paid nothing for those 5 cases. The last reason, as the chart shows, the number of Non-MA funded cases have dropped (5, then 4, then 3, then 0) which also significantly reduced the amount that the Agency needed to fund.

- 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:* I believe that MA funding will continue to be approved in a timely manner and the families and workers will try their best to have MA funding cover all or almost all of this service. Therefore, I predict the Agency will never have to fund the program like we did in past fiscal years. I do predict that we will continue to rely on MST to provide quality prevention services to families in Union County.

### **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 to receive this Program includes children age 12-17 residing in Union County with specific emotional and behavioral issues that poses a challenge to their parents/caregivers to manage and which will lead to placement by CYS or JPO if left untreated. MST is also provided to youth who are being discharged from placement to reunification. This service is very beneficial in helping the parents and child transition back home.

## UNION COUNTY

**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:* Union County will continue to use this service to prevent the removal of children experiencing such difficulties as; truancy, drug/alcohol use/abuse, physical and verbal aggression, incorrigibility, etc., and to prevent re-entry into placement for those children transitioning back home from placement. Progress and discharge reports are provided to measure outcomes as well and the year-end meeting.

**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:* There is no expected new program implementation. When a families is in need of the program, a referral is made to MST and an intake appointment is made, usually to occur in the next couple days. After the intake, if the family is deemed appropriate, the case is accepted and the Agency and family is notified if the service can begin immediately or if there will be a waiting list. MST schedules the psychological evaluation for the purpose of determining MA approval. When approved, MA begins funding the day of the evaluation. As mentioned before, often times the evaluation can occur before the MST service begins. The Agency Supervisor keeps in regular contact with the Adelphoi Village supervisor to be aware of number of available openings, expected openings and possible waiting lists. Adelphoi Village informs the Agency of who the lead MST worker will be and collaboration begins to engage the family, determine treatment needs, and develop the treatment plans. The MST worker and CYS caseworker keep in constant contact through calls, emails, joint visits with the family, and meetings. The Adelphoi Village office is very near the UCCYS office, so often the MST workers stops in to meet with the caseworker or supervisor to provide updates of the family. Progress reports are produced and provided to the Agency as well as the Discharge Summary at the completion of the service.

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

## UNION COUNTY

*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:* As I have previously discussed, Union County has underspent the allocated MST grant and I have explained why we have underspent. We are seeking to shift \$13,150 from this grant to cover costs for FGDM and FDC. Even with this shift of money, MST costs should be covered by the requested allocation, due to the process I have explained for timely MA approval of cases. For the days not funded by MA, the Agency will pay \$67.63 per day. Monthly invoices are sent to UCCYS by Adelphoi Village. The invoice lists every child receiving MST that month and whether or not the days are funded by MA or the Agency. Invoices for JPO children are first sent to JPO to assure accuracy. Then the UCCYS Administrative Assistance processes the invoice, prepares a voucher for payment from the Commissioners office.

- ❑ **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:* Not seeking an increase

- ❑ 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:* Potential cost savings will occur based on the prevention of placement of children being served by MST. If 14-16 at-risk children are served per fiscal year by MST, I estimate 0 to 1 children being placed in care with the remainder not requiring placement partly due to this services. These cost savings are realized during and after successful completion of MST.

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

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

*Response:* No technical assistance needs.

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

*Response:* No technical assistance needs.

UNION COUNTY

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

- Please indicate which type of request this is: **NOT REQUESTING FUNDS**

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

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

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

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

*Response:*

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

*Response:*

- Complete the following table for each applicable year.

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

UNION COUNTY

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

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

*Response:*

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

*Response:*

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

*Response:*

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

*Response:*

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

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

*Response:*

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

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

*Response:*

UNION COUNTY

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

*Response:*

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

- Please indicate which type of request this is: **NOT REQUESTING FUNDS**

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

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

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

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

*Response:*

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

*Response:*

- Complete the following table for each applicable year.

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

UNION COUNTY

Name of provider						
------------------	--	--	--	--	--	--

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

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

*Response:*

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

*Response:*

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

*Response:*

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

*Response:*

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

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

*Response:*

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

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

*Response:*

UNION COUNTY

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

*Response:*

UNION COUNTY

**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	\$0	+\$12,150	\$12,150
FY 2011-12			\$13,725

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

*Response: No*

□ 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:* In FY 2009-10, the process to implement FGDM occurred. A private providers was chosen, a per hour rate was agreed upon (\$45 per hour for coordination and facilitation), staff from provider were trained through the CWTP, forms/brochures were developed, and meetings were held. With Union County recently being selected as a Phase III PPI County, FGDM needs to be implemented in this fiscal year. This is why I am seeking to shift \$12,150 from MST to FGDM for FY 2010-11. This plan to shift money within EBP Grant was discussed with the regional office (Gabi Williams and Marie James) at the 10/11 Tentative NBB Allocation meeting held on 3/18/10 and with Richard Gold and other OCYF staff at the NBB meeting held on 8/4/10.

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

In FY 2009-10, we were allocated \$3,000 to cover training costs to move towards implementation of FGDM in FY 2010-11. We did not conduct any conferences; therefore, I am only completing chart for future years, which will be estimates.

	0607	0708	0809	0910	1011	1112
Target Population					Ages 0-17, GPS families and foster care cases	Ages 0-17, GPS families and foster care cases
# of Referrals					12	14
# Successfully completing program					10	11
Cost per year					\$12,150 (Estimated)	\$13,725 (Estimated)
Per Diem Cost/Program funded amount					\$45 per hour (coordination and facilitation)	\$45 per hour (coordination and facilitation)
# of MA referrals					n/a	n/a
# of Non MA referrals					n/a	n/a
Name of provider					KidsPeace	KidsPeace

**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:* There have been no results yet as FGDM will be implemented in FY 2010-11.

- 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:* There have been no results yet as FGDM will be implemented in FY 2010-11.

- 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 have been no results yet as FGDM will be implemented in FY 2010-11.

- 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 have been no results yet as FGDM will be implemented in FY 2010-11.

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### 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:* Union County's target population for FGDM will be children aged 0 to 17. Children living at home with parents/caregivers and children in foster care placement will be included in this population. FGDM Conferences will occur to meet the following goals: prevent placement, aide in the return home from foster care placement or other permanent living arrangement, and to aide transition from placement to independence for children aging out of the foster care system. This target population was chosen based on the small size of the county, so we are including every age child county-wide.

**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:* Three service outcomes have been identified for which the county expects to achieve as a result of FGDM. First, FGDM is expected to prevent placement of the in-home children for which a conference is held for. We do not expect a 100% success rate, but do expect that at least 75% of the in-home children involved with FGDM will not require placement within 12 months of the conference(s). Data will be recorded which will include children serviced, dates of conferences, and outcomes to include placement. Secondly, FGDM is expected to reduce the number of days foster children for which a conference is held remain in placement. Only a few number of foster children will likely be referred for FGDM. The majority will be for in-home children. Leaving care may be either returning home with the supports identified in the FGDM conference or another permanent solution such as PLC. Lastly, FGDM is expected to assist youth in placement transition to independence. The FGDM process will help assure that these youths, in the very least, have a source of income, adequate housing, and a life connection. This data will be recorded.

**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.

## UNION COUNTY

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:* Like all other referrals for services, the process will begin with the caseworker identifying the needs of the family and what services will benefit the family. When the need for FGDM is identified by the caseworker, a meeting will occur between this caseworker and supervisor and director. The director will ultimately decide whether or not to present the option of FGDM to the family. The caseworker, and possibly the supervisor, will then meet with the family to provide both written and verbal information about FGDM to the family to attempt to have the family be willing to begin the process. If family agrees, a written referral form will be completed by the caseworker and sent to the provider. The provider and UCCYS will coordinate a time to meet jointly with the family to seek the family's consent to move forward to coordination of a conference. Consents will be signed and the FGDM coordinator, with the assistance of the caseworker, will begin the process of identifying family and supports for the conference. The coordinator will engage the referred family and family members and supports to identify who will be participating in the conference. The coordinator will also make all arrangements for the conference to include obtaining the location, food, and inviting all participants. The Agency will send staff involved with the family to the conference which will be lead by the facilitator and assisted by the coordinator. The provider will then track outcomes after the conference and provide this data to UCCYS.

**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:* UCCYS and the private provider, KidsPeace negotiated a rate of \$45 per hour for hours worked in the coordination and facilitation of the FGDM conference. This rate is considerably lower than other rates for FGDM, mostly due to the fact that KidsPeace did not need to hire additional workers for this program. Existing workers have been trained and will provide the service. Union County is not big enough to fill the hours of a full time worker who would require sick/vacation/medical coverage/etc. UCCYS is seeking to shift \$12,150 from MST to FGDM for FY 2010-11. \$12,150 was determined by estimating that 10 referrals to FGDM will be carried out to completion with a FGDM conference. I estimated that the average number of hours worked for a completed referral (coordination and conference) will be 25 hours. I also estimate that 2 referrals will not reach a conference with an estimated 10 hours worked.

$\$45 \times 25 \text{ hrs} = \$1,125$	$\$1,125 \times 10 \text{ cases} = \$11,250$	
$\$45 \times 10 \text{ hrs} = \$450$	$\$450 \times 2 \text{ cases} = \$900$	Total \$12,150

The provider will submit monthly invoices to UCCYS which lists families names, and number of hours worked per family, with total amount to be paid. UCCYS will review for accuracy.

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**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:* With the same rate of \$45 per hour, I am estimating that 11 referrals to FGDM will be carried out to completion with a FGDM conference. I estimated that the average number of hours worked for a completed referral (coordination and conference) will be 25 hours. I also estimate that 3 referrals will not reach a conference with an estimated 10 hours worked.

$\$45 \times 25 \text{ hrs} = \$1,125$	$\$1,125 \times 11 \text{ cases} = \$12,375$	
$\$45 \times 10 \text{ hrs} = \$450$	$\$450 \times 3 \text{ cases} = \$1,350$	Total \$13,725

FY 2010-11 will be the implementation year, so I will be able to discuss successes and barriers at the end of the fiscal year.

- 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:* Potential cost savings will occur based on the prevention of placement of children being served by FGDM. If 8 children who were at risk of placement are served by FGDM, I estimate 0 to 1 children being placed in care with the remainder not requiring placement partly due to this process. These cost savings are realized during and after successful completion of FGDM. Additional cost savings will occur by the fact that approximately 2 children in placement will reach goal of return home or permanency quicker, thus reducing the total number of days in care.

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

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

*Response:* No technical assistance needs identified.

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

*Response:* No technical assistance needs identified.

UNION COUNTY

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

- Please indicate which type of request this is:

Request Type	Enter Y or N			
Renewal from 2009-10	N			
New implementation for 2010-11 (did not receive funds in 2009-10)	Y			
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	\$0	\$1,000	\$1,000
FY 2011-12			\$2,000

- 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:* No

- 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:* In FY 2009-10 (February 2010), I sent my first 2 caseworkers to the Family Developmental Credentialing training course being conducted by the Snyder/Union Community Action Agency (CAA). These workers will complete the course in early September 2010. This was the second FDC session held by the CAA. For this current session, the CAA was fortunately able to receive a grant, therefore, the Agency only needed to pay \$50 per worker to attend. The next session will begin in November 2010 (lasts 6 months, every other Friday) and the CAA will not have this grant money for this and future sessions. 2 more caseworkers will attend and the cost per person will be \$500. Therefore, I am seeking to shift \$1,000 from the MST grant to this FDC grant. I only recently learned that the grant that CAA received will end and that I will need to pay \$500 per person, instead of \$50 per person, so I have not previously discussed this with the regional office.

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Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population				Direct service workers	Direct service workers	Direct service workers
# of Referrals				2 workers	2 workers	4 workers
# Successfully completing program				2 workers	2 workers	4 workers
Cost per year				\$100	\$1,000	\$2,000
Per Diem Cost/Program funded amount				\$50 per worker	\$500 per worker	\$500 per worker
# of MA referrals						
# of Non MA referrals						
Name of provider				Union/Snyder Community Action Agency (CAA)	Union/Snyder Community Action Agency (CAA)	Union/Snyder Community Action Agency (CAA)

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

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

*Response:* It is difficult to discuss accomplishments due to the fact that the first 2 workers are currently attending this training program. Accomplishments will be hard to measure, but I see the positive outcomes of this program as the workers’ improved ability to effectively work with their children and families by increasing family engagement and participation in the casework process. Since this is not a program that serves children, no data/statistics will be generated.

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

*Response:* No current barriers. If the current provider decides to not provide this training, a barrier may be obtaining another provider.

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

*Response:* N/A – Seeking to shift EBP grant funds.

- 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:* N/A – Seeking to shift EBP grant funds.

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### 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:* N/A – FDC is not a child-serving program. Direct line workers will be attending.

**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:* The positive service outcomes of this program should be the workers’ improved ability to effectively work with their children and families by increasing family engagement and participation in the casework process. Since this is not a program that serves children, no data/statistics will be generated.

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

*Response:* Same as above

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

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

*Response:* The current FDC session began on 2/2/10 and will end in the beginning of September 2010 (6 months). The next session will begin in November 2010 and again will last for six months. Two more Agency caseworkers have agreed to attend this session.

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

## UNION COUNTY

*Response:* I predict that 2 sessions will occur (second may not be completed within the fiscal year) in FY 2011-12. I will plan to send 2 workers to each session, so I am requesting \$2,000 to cover training fees.

- 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:* Within FY 2010-11, 2 caseworkers will attend FDC and the CAA will charge \$500 per person, so requesting to shift \$1,000 within EBP grant.

**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:* I predict that 4 caseworkers will attend FDC and the CAA will (if not requesting increase) charge \$500 per person, so I am requesting \$2,000 for FDC grant.

- 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:* N/A – FDC is not a child-serving program. Direct line workers will be attending.

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

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

*Response:* No technical assistance needs.

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

*Response:* No technical assistance needs.

UNION COUNTY

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

- Please indicate which type of request this is: **NOT REQUESTING FUNDS**

Request Type	Enter Y or N			
Renewal from 2009-10				
New implementation for 2010-11 (did not receive funds in 2009-10)				
Funded and delivered services in 2009-10 but not renewing in 2010-11				

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

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11			

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

*Response:*

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

*Response:*

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

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

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

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

*Response:*

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

*Response:*

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

*Response:*

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

*Response:*

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

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

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

*Response:*

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

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

*Response:*

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

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

*Response:*

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

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

*Response:*

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

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

*Response:*

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

Please indicate which type of request this is: **NOT REQUESTING FUNDS**

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

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

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

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

*Response:*

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

*Response:*

Complete the following table for each applicable year.

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

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# of Non MA referrals						
Name of provider						

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

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

*Response:*

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

*Response:*

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

*Response:*

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

*Response:*

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

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

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

*Response:*

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

*Response:*

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

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

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*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

- 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)

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*Response:*

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

*Response:*

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**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**

**NOT REQUESTING FUNDS**

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

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

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

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

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

*Response:*

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

*Response:*

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

	0607	0708	0809	0910	1011	1112
--	------	------	------	------	------	------

UNION COUNTY

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

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

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

*Response:*

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

*Response:*

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

*Response:*

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

*Response:*

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

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

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

*Response:*

**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.

## UNION COUNTY

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

□

*Response:*

- **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?

UNION COUNTY

*Response:*

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

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

*Response:*

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

*Response:*

UNION COUNTY

**PaPP Delinquent**

**NOT REQUESTING FUNDS**

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

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

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

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

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

*Response:*

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

*Response:*

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

	0607	0708	0809	0910	1011	1112
Target Population						
# of Referrals						
# Successfully completing program						
Cost per year						
Per Diem Cost/Program funded						

UNION COUNTY

amount						
# of MA referrals						
# of Non MA referrals						
Name of provider						

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

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

*Response:*

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

*Response:*

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

*Response:*

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

*Response:*

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

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

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

*Response:*

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

*Response:*

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

## UNION COUNTY

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

- **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.

UNION COUNTY

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

*Response:*

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

*Response:*

UNION COUNTY

**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: Union County Housing Initiative

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

Budget	\$ amount
FY 2010-11 Approved Budget	\$4727
FY 2011-12 Budget Request	\$4727

**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:* FY 2009-10 was the first year that UCCYS used Housing Initiative Grant money. We were allocated \$9500 based on my prediction that we will serve 10 families (some rent, some security deposits, and some utilities). We did serve 8 families and spent \$3808. Of the 8 cases, 7 were to assist families who were receiving GPS and who required financial assistance to prevent evictions, move into home to prevent homelessness, prevent the loss of utilities, and prevent possible placements. Of these 7 families, zero children were placed into foster care. One case was to assist an 18 year old male to transition from foster care placement to independence. Housing Initiative money, as well as IL money, were used to help fund security deposit and first months rent, as well as other needed household items. A few families were denied money due to the fact that they were able to secure funding through other sources.

- 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:* FY 2009-10 was the first year for this program. I cannot identify any barriers. I believe the program outcomes were met. We assisted families to either remain in their current homes or to move into new homes. We prevented placement which may have occurred due to the families inability to provide their children with the basis needs to include housing and utilities. We assisted a foster child to transition from placement to independence.

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

*Response:* FY 2009-10 was the first year for this program. I predicted we would serve 10 families and nearly met this by serving 8. We did under spend (spent \$3808 of the \$9500 allocated) mostly due to the fact that the families were able to obtain money from other sources or provide some money themselves; so often, the Agency only funded a portion of the money needed for rent/security deposit/utility bill/etc.

- ❑ 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:* I predict that UCCYS will continue to provide this program to 8-12 families per fiscal year. I also predict that we will use all or almost all of the allocated amount of \$4727 for FY 2010-11. Therefore, I am requesting \$4727 for FY 2011-12.

- ❑ Identify and describe the target population(s) for whom the county expects to provide these services.
- ❑ Describe the programs for dependent and delinquent youth which:
  - Prevent children from being placed, or
  - Facilitate the reunification of children with their families, or
  - Facilitate the successful transition of youth aging out, or who have aged out of placement. As of FY 2010-11, this includes all aging out youth with the exception of those who emancipate care on or after age 18, who will be funded through Appendix 8: IL Services, Room and Board.

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

*Response:* Union County intends to use these funds to assist families in need of financial help to prevent placement, achieve reunification and to assist foster children who are aging out of the system. Each case will be assessed individually by the Caseworker, Supervisor and Director to determine if the funds should be provided to the family. If the situation does not fall in the above mentioned categories, funds will not be approved. We will also explore other viable and timely resources that may be available to the family. A determination also needs to be made that the family, or individual, has the financial means to sustain payments for a home if security deposit and/or rent subsidy is given. Besides, rent and security deposit, funds may be given for utilities and temporary housing accommodation (hotel) until permanent housing is secured.

**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.

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

*Response:* The use of Housing Initiative grant money will assist families to remain in their home or to move into a new home, thus preventing homelessness or inadequate housing environments (no heat, electricity, water, etc.). Placements will be prevented. All of the families the Agency helped with the Housing Initiative grant have been able to remain safely in their home and no children were placed into foster care. We estimate that we will use this grant to assist another 8 to 10 families and again will prevent placement.

**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:* The identification of families in need of this service will come from the Caseworkers, who receive information from the family and providers who are working with the family. The Caseworker then presents the family to the Supervisor and Director for consideration. If the family and situation are appropriate and the item(s) to be funded are obtained, the funding will be provided directly to the landlord, utility company or hotel, and not the family. The Agency will require an invoice before providing the funds. We do not use a private provider for this program and we cannot seek MA for this program. Also, we are not seeking any changes or new program implementation.

**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:* The dollar amount provided for each family varies, depending on what we are funding (rent, security deposit, utility bill) and the amount of money the family is able to supply themselves. Last fiscal year was the first year of this grant for Union County. We estimated that we will spend \$9,500 but only spent \$3808. For FY 2010-11, as per recent Allocation, we will be allocated \$4727 for FY 2010-11. When the decision is made to use this grant to help a family, the caseworker communicates with the family and the landlord or utility company and the Agency receives a bill for the agreed upon amount. This bill includes the name of the family, the amount that UCCYS will pay, and what the payment is for. This bill is processed like all other

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bills and a check is issued through the Commissioners office. The fiscal technician is informed that Housing Initiative Grant money has been used so she can track this.

- **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:* I am not requesting an expansion or increase of funds for FY 2011-12. I am requesting to continue with the allocated amount of \$4727.

**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:* Potential cost savings will occur based on the prevention of placement of children being served by Housing Initiative Grant. If an estimated 10 families/25 children are served per fiscal year, I estimate 0 to 1 children being placed in care with the remainder not requiring placement partly due to this services. These cost savings are realized during and after payment of the housing/utility bill.

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

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

*Response:* No technical assistance needs

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

*Response:* No technical assistance needs

□



UNION COUNTY

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

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

**NOT REQUESTING FUNDS**

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

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

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

Complete the following table for each applicable year.

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

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

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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

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

*Response:*

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

□

*Response:*

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

*Response:*

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

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

*Response:*

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

*Response:*

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**6-3d. State Reintegration Plan**

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

<b>Number of Youth</b>	<b>Cost per youth</b>	<b>\$ amount</b>
0	\$3,665	0

- Describe the how the number of youth was determined.

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**6-3e. Independent Living Service Grant**

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

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

- In the following forms, complete the form **for services marked with an “X” in the above table only**. Provide the requested information pertaining to each specific IL service to be provided by the CCYA. Enter all county IL services information in this template. In each service area table, list the estimated requested grant amount to be used for IL services. Include the following in the estimate: staff costs to perform these services, the cost of materials and supplies and the cost to develop, implement and monitor implementation of these services unless adding in Indirect Services or Program Administration.
- For each IL service **marked with an “X” in the above table**, estimate the number of in care; delinquent, discharged and total youth (unduplicated counts) who will receive IL services.

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IL Services (federal, state, local)	\$ amount
FY 2010-11 Approved Budget *	\$27,172
FY 2011-12 Budget Request *	\$37,102

\* 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?

<u>Fiscal Year</u>	<u>\$ allocated</u>	<u>\$ spent</u>	<u># of children served</u>
FY 06-07	\$15,697	\$8,142	5
FY 07-08	\$15,252	\$6027	3
FY 08-09	\$14, 933	\$19,219	7
FY 09-10	\$25,775	\$24,424	13

The above data shows that in fiscal years 06-07 and 07-08, UCCYS underspent; however, in FY 08-09, we went over the allocation by \$4,286. This was likely due to the increased number of children receiving IL services. In FY 09-10, there was a significant increase in numbers services, which is also evidenced by spending almost all of the allocation of \$25,775. This increase in children receiving II is explained in the next paragraph.

- 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.

Prior to FY 09-10, UCCYS only enrolled and provided IL services to foster children, age 16 and older, who were placed relatively close to office, and who could be transported to the office of IL sessions. Beginning in FY 09-10 and continuing, UCCYS IL Coordinator enrolls and provides assessment, planning and services for every foster child age 16 and older. Therefore, and IL Coordinator, who is also the Agency's Foster Care Coordinator (CW III) spend much more of her time providing IL. As per her most recent Time Study conducted in June 2010, the person spend 40% of her time working on IL activities. So besides serving more youth, a higher percentage of this person's salary and benefits will be included in this FY 11-12 IL Grant.

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.

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Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Needs Assessment/Case Planning	\$0	8	0	5	13
<b>Total</b>	<b>\$0</b>	<b>8</b>	<b>0</b>	<b>5</b>	<b>13</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.

Once a youth has been identified for the IL program, the Ansell-Casey Life Skills Assessment (ACLSA) is completed. A case plan is developed with the youth based on the needs assessment and on the youth's input. Other people are consulted for their input, as well, such as caseworkers, foster parents, school personnel, counselors, etc. Case plans are completed for the youth every six months. For youths within a reasonable distance of the Agency, the IL Coordinator administers the ACLSA. For youths placed a considerable distance from the Agency, the IL Coordinator consults with a staff person at the youth's placement and arranges for a staff person to administer the ACLSA. The staff person reviews the ACLSA results with the youth and assists the youth in developing a plan from the goals listed on the Ansell-Casey website. The IL Coordinator then reviews the plan and gathers appropriate materials to send to the youth's placement for a staff member to use to instruct the youth in the skills identified in the plan.

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

Funding for Needs Assessment/Case Planning is covered under the percentage of the IL Coordinator's salary and benefits listed under Program Administration, Staff providing direct services.

**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	\$480	8	0	3	11
<b>Total</b>	<b>\$480</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>11</b>

\* Enter unduplicated youth count only.

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

73%	27%
Individualized Svcs.	Group or Classroom Svcs.

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- ❑ 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.

Youths in the area receive life skills training from the IL Coordinator by attending IL group sessions, which are held twice a month. These sessions provide instruction in employment, housing, prevention services, and other life skills. Youths learn skills in a variety of ways including, but not limited to, lectures, group discussions, videos, field trips, games, and skills practice. The IL Coordinator meets with youths individually, as needed, to discuss the youth's needs and concerns, provide additional, supplemental IL instruction, and assist with the youth's specific IL needs. Some youths in the area may receive individual life skills instruction from the IL Coordinator, when attendance at group sessions is not practical. Youths in placement a considerable distance from the Agency receive life skills instruction from a staff person where they are placed, with materials/lessons compiled by the IL Coordinator. Curricula varies according to the topic.

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

The requested \$480 is to purchase groceries for the food preparation which occurs during each IL session at the office twice per month.

### 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.

<b>Service</b>	<b>Budget Request (\$)</b>	<b>In Care Youth*</b>	<b>Delinquent Youth*</b>	<b>Discharged Youth*</b>	<b>Total Youth*</b>
Dental/Health	0	8	0	3	11
Drug Abuse Prevention					
Alcohol/Tobacco Substances	0	8	0	3	11
Safe Sex/Pregnancy	0	8	0	3	11
<b>Total</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>11</b>

\* Enter unduplicated youth count only.

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

73%	27%
Individualized Svcs.	Group or Classroom Svcs.

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

These prevention services are provided during IL group sessions, in the same way as life skills training. The IL Coordinator addresses pregnancy prevention by teaching youths about the realities of parenthood through their use of the "Baby Think It Over" infant

## UNION COUNTY

simulator. The IL Coordinator also addresses pregnancy prevention in a group session that is part of a lesson on postponing sex. Pregnancy prevention/safe sex may also be addressed by Family Planning Services of SUN in a group session, in which youths learn about birth control. Smoking avoidance is addressed by the IL Coordinator during a group session, and it may also be covered briefly by the Department of Health in a group session, as part of that agency's presentation on a variety of preventive health topics. These prevention services are not provided according to a set schedule. The provision of these services is determined by who is currently attending IL group sessions and the length of time they are expected to be in the IL program. Youths unable to attend group sessions due to distance may receive some prevention services by a staff person at their placement with materials/lessons compiled by the IL Coordinator. A variety of curricula is used, depending on the topic.

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

None

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

Funding for Prevention is covered under the percentage of the IL Coordinator's salary and benefits listed under Program Administration, Staff providing direct services.

### 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.

<b>Service</b>	<b>Budget Request (\$)</b>	<b>In Care Youth*</b>	<b>Delinquent Youth*</b>	<b>Discharged Youth*</b>	<b>Total Youth*</b>
Vocational					
High School Support and Retention	\$500	8	0	3	11
GED					
Assistance in Obtaining Higher Education		1	0	2	3
Education and Training Grant (ETG) Provision and Retention		1	0	2	3
<b>Total</b>	\$500				

\* Enter unduplicated youth count only.

## UNION COUNTY

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

100%	0%
Individualized Svcs.	Group or Classroom Svcs.

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

High school support and retention could include fees for extracurricular activities, summer school, tutoring, or other school related expenses. Assistance obtaining higher education could include the IL Coordinator working individually with youths, as needed, to assist them with applications, financial aid/scholarship paperwork (including the ETG), and providing information on college life. It could also include fees for PSAT's, SAT's, and college applications, if no waiver is available, and other related costs, such as travel costs to visit colleges, etc.

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

None

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

This is an estimate of money needed for summer school and other miscellaneous high school expenses youths might have, like fees for extracurricular activities, etc. Other funding for Education is covered under the percentage of the IL Coordinator's salary and benefits listed under Program Administration, Staff providing direct services.

### 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*
Individual and/or Group Counseling					
Stipends	\$4,780	8	0	5	13
Services for Teen Parents	\$500			1	
Mentoring					
<b>Total</b>	<b>\$5,280</b>	<b>8</b>	<b>0</b>	<b>5</b>	<b>13</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.

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<b>SWAN</b>	
	No. of Youths
<b>Child Profile:</b>	2
<b>Child Preparation:</b>	4
<b>Child Specific Recruitment:</b>	1

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

100%	0%
Individualized Svcs.	Group or Classroom Svcs.

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

Stipends could be awarded for the following: program participation/goal completion, optional activity completion, security deposits, higher education tuition and related expenses, tools and clothing for jobs, high school graduation, continuous employment, completion of semesters of higher education, other miscellaneous items (driver's permit/license, household items, etc.)

Services for teen parents could include fees for child birth classes, cost of baby items needed or maternity clothes, parenting instruction/information from the IL Coordinator, and linking youths with appropriate agencies, such as Expectations Women's Center, Families Learning Together, WIC, etc. The IL Coordinator also has expectant teen parents and teen parents complete the ACLSA Pregnancy Supplement and the ACLSA Parenting Infants Supplement and then assists youths, as needed, in achieving their identified goals from those assessments.

Mentoring could include using SWAN money for child specific recruitment to locate possible supportive adults for youths who don't have any positive adult connections. It could also include the Agency's LSI paralegal conducting searches for kin who could be possible resources for youths with no connections.

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

None

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

Stipends: Estimated 3 youths receiving high school graduation stipends; 2 youths attending higher education and needing help with books and other college expenses; 1 youth receiving higher education attendance stipend for two semesters; stipends for group session attendance for 3 youths; stipends for completion of goals for 8 youths; stipends for completion of optional activities; stipends for miscellaneous needs such as clothing for jobs, household items, etc.

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Services for Teen Parents: Estimated money for miscellaneous items needed by one teen parent for parenting related needs (baby items, etc.)

**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.

<b>Service</b>	<b>Budget Request (\$)</b>	<b>In Care Youth*</b>	<b>Delinquent Youth*</b>	<b>Discharged Youth*</b>	<b>Total Youth*</b>
Job Placement	0	5		4	9
Subsidized Employment					
<b>Total</b>	0	5		4	9

\* 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. N/A

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

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

100%	0%
Individualized Svcs.	Group or Classroom Svcs.

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

Job placement consists of the IL Coordinator working individually with youths, as needed, to help them with job searches and maintenance. Services could include assistance with application and/or resume completion, transportation to interviews, interview preparation, and periodic discussions with youths about their needs/concerns related to finding and/or keeping a job, their satisfaction with their jobs, etc.

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

None

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

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Funding for Employment is covered under the percentage of the IL Coordinator's salary and benefits listed under Program Administration, Staff providing direct services.

### 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	0	1		1	2
<b>Total</b>	0	1		1	2

\* 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	
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.

100%	0%
Individualized Svcs.	Group or Classroom Svcs.

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

Location of housing consists of the IL Coordinator working individually with youths, as needed, to help them find housing. Services could include assistance with applications and other paperwork, referrals to the Housing Authority or local realtors, accompaniment to view apartments, etc.

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

None

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

Funding for Location of Housing is covered under the percentage of the IL Coordinator's salary and benefits listed under Program Administration, Staff providing direct services.

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	\$1,500			1	1
<b>Total</b>	<b>\$1,500</b>			<b>1</b>	<b>1</b>

\* 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.

The frequency of contact will depend on each youth's situation and needs, but it will be at least monthly.

- ❑ 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.

Room and board services consist of the Agency paying the initial cost for an apartment for a youth, which may include first and last months' rents, security deposit, and cleaning deposit, depending on the requirements of the landlord. Room and board services will be provided only at the time a youth signs a rental contract for his or her first rental housing. A "step-down" approach will not be used.

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

N/A

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

It was estimated that one youth will make use of these services and that the security deposit and first and last months' rent would total \$1,500.

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### 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	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Enter unduplicated youth count only.

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

%	%
Individualized Svcs.	Group or Classroom Svcs.

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

### J. Indirect Services

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

Indirect Service Type	Budget Request \$
Staff, Foster/Adoptive and other Residential Child Care Providers	\$2,276
Community Outreach and Educational Efforts	
Interagency coordination to support IL activities and services at the local level	
System change efforts	
Other (describe: )	
<b>Total</b>	<b>\$2,276</b>

- Describe the indirect services provided by the county.

Staff Training – The IL Coordinator will attend trainings related to managing an IL program and/or teaching IL skills, including SWAN/IL quarterly meetings, as they become available.

Foster Parent Training – The IL Coordinator may instruct the foster parents in ways that they can provide supplemental independent living training to foster children.

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Interagency coordination to support IL activities and services at the local level – The IL Coordinator will contact various community resources to discuss their potential involvement in the IL program.

The requested \$2,276 is for a small portion of the salaries and benefits of the 4 support staff (clerical/fiscal). This amount was based on the Time Studies of all of the direct service staff and the amount of IL activities which require clerical/fiscal support throughout the year.

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

N/A

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

The requested \$2,276 is for a small portion of the salaries and benefits of the 4 support staff (clerical/fiscal). This amount was based on the Time Studies of all of the direct service staff and the amount of IL activities which require clerical/fiscal support throughout the year.

### K. Program Administration

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

Indirect Service Type	Budget Request \$
Staff providing direct services	\$24, 201
Program reporting costs	
Equipment, training materials, supplies, postage, facility expenses	\$1,828
IL and Youth Advisory Board related travel	\$537
Other (describe: resource development / purchases, such as workbooks, DVDs, etc.)	\$500

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

The administrative costs include 40% of the IL Coordinator’s salary and benefits. This person is also the Agency’s Foster Care Coordinator. As per the most recent Time Study completed by this person in June 2010, 40% of her time was spend on IL activities; therefore 40% of her salary and benefit is included in this IL Grant. Other administrative costs include a percentage, based on Time Studies, of equipment, supplies, postage and facility expenses, travel expenses used for IL operation. Lastly, a request for funding to purchase resources, such as workbooks and DVDs, to be used in the IL instruction. The IL Coordinator will purchase resource materials as needed that will enhance the IL program and assist youth in learning IL skills.

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

N/A

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

40% of the staff's salary and benefits who provides IL services, as per her Time Study.

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### 6-4. Accurint Search Tool

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

#### **Column Instructions**

##### **Column 1**

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

##### **Column 2**

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

##### **Column 3**

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

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

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

##### **Column 4**

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

<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	2

#### **Provide Justification for Column 2:**

The LSI Paralegal is the only staff person conducting Accurint searches. The Director is an Accurint user as the administrator.

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### Provide Justification for Column 3:

UCCYS is not seeking any additional users.

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### 6-???. Information Technology

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

1. Does the county currently have an automated case management system that is sustainable?
  - a. If yes, describe the system and its functionality.
  - b. If no, describe how the county plans to transfer an already existing case management system from another county.
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.

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The Final NBPB Allocation Letter dated July 28, 2010 approved \$48,400 for the IT Grant for FY 10-11. \$25,000 (\$20,000 annual application service and \$5,000 for one-time training) is for the implementation of CAPS, in order for Union County to have a sustainable automated case management system, and \$23,400 for the purchase of 18 desktop computers to replace outdated computers.

To answer the first question, Union County does not current have an automated case management system that is sustainable. In FY 2010-11, Union County plans to implement the CAPS system to meet the state's requirements under the Statewide Child Welfare Information System Strategic Plan (Statewide Plan). Currently, we only have an Excel Spreadsheet which lists demographic information on families referred to us since 2005. It has no function other than keeping this data so workers can check to see if prior records exists on families.

For FY 2011-12, the Agency is seeking to continue to use of CAPS; therefore are requesting \$20,000 for the annual application service. The only other item(s) being requested under the 11-12 IT Grant are two new printers to replace 2 older printers (at least 7 years old). UCCYS is requesting \$1,000 for these two printers. The printers will be used for everyday casework operations, such as printing forms, plans, review, assessments, dictation/structured case notes, etc. The printers are not part of new business operations or any larger projects.

**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:** \_\_\_\_\_ **UNION** \_\_\_\_\_

These assurances are applicable as indicated below.

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

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

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

**COMMON ASSURANCES**

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

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

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

I/We assure:

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

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

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

## **EXECUTIVE ASSURANCES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**County Human Services Director**

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

**County Children and Youth Administrator**

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

**County Chief Juvenile Probation Officer**

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

**DOCUMENTATION OF PARTICIPATION BY THE JUDICIARY**

**In addition to the Common Assurances:**

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

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

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

Judicial Comments:

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

**Juvenile Court Judge(s)/ Designee**

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

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

**COUNTY ASSURANCE OF FINANCIAL 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