

# **FY 2016-17 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 Fiscal Year (FY) 2016-17 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.

# INSERT COUNTY NAME

## NBPB FYs 2014-15, 2015-16, and 2016-17

Version Control	
Original Submission Date:	8-15-15
Version 2 Submission Date:	
Version 3 Submission Date:	
Version 4 Submission Date:	

## Section 2: NBPB Development

### 2-1: Executive Summary

- Submit an executive summary highlighting the major priorities, challenges, and successes identified by the county since its most recent NBPB submission. The summary should include any widespread trends or staffing challenges which affect the county child welfare and juvenile justice service delivery, particularly those which impact all outcome indicators. The Juvenile Justice summary should provide an overview of Juvenile Justice System Enhancement Strategy (JJES) efforts, including any general data or trends related to Youth Level of Service (YLS) domains and risk levels. Counties should highlight areas related to population changes, findings of Quality Service Reviews (QSRs) and annual licensure, and other critical events of the past year that will have impact in the county's planning for FY 2015-16 and in their planning for FY 2016-17.

**REMINDER:** This is intended to be a high level description of county strengths, challenges and forward direction. Specific details regarding practice and resource needs will be captured in other sections of the budget submission

- County may attach any County Improvement Plan (CIP) for detail and reference attachment
- JPO Executive Summary components can be discussed under separate heading at the discretion of the county
- Child Welfare Demonstration Project (CWDP) counties need only provide responses not captured in their Initial Design and Implementation Report Update (IDIR-U)

### Child Welfare

#### Priorities:

Westmoreland County Children's Bureau mission is to protect children from abuse and neglect, preserve families whenever possible and to ensure that every child under our care and supervision has a safe, stable and permanent home in which to grow. Empower children, youth and families to become independent and to function at the highest degree possible. This mission is achieved through providing access to high-quality, cost-effective services, while valuing respect, self-determination, and culturally competent practices. The agency vision is to consistently work towards improving outcomes of child safety, permanency and well-being, through providing quality care, services, and advocacy. Strive to affect positive change through the utilization of best practice, evidence-based models – implemented in an ethically competent manner.

#### Challenges:

As a result of implementing the 23 new Child Protective Service Laws, the agency has seen a 50.8% increase in CPS Cases, 14.9% increase in GPS cases and a 32.5% increase in cases accepted for services as of January 1, 2015. At the same time, the Child Welfare Information Solution (CWIS), the statewide database, went live, which required additional time for data entry and challenges in navigating the new system.

In 2013/2014, there was 100% turnover in our paralegal staff and a 27% turnover in our treatment/ongoing staff, at the same time, a new Master and Judge was assigned in Family Court. This change had a direct negative impact on our achievement of timely permanency, as illustrated in the dip in our performance from September 2013 to September 2014 (see graph in section 3.4).

### **Successes:**

Despite the challenges, agency staff did a tremendous job adjusting to two major, complex system changes, in implementing all of the new laws, and utilizing the new statewide database system (CWIS). The agency consistently outperforms the state, western region and all class 3 counties in having the least amount of children in out of home placement, as illustrated in the five year averages, provided by Hornsby Zeller data, see section 3-2. Over the past year the agency has seen an increase in children and families served, yet, a remarkable 14% reduction in the number of children placed (see GI chart, section 3.2).

The agency has made consistent progress in placement stability. From March 2013 through September 2014, placement stability for kids in care 12-24 months increased by 20% (from 54.9% to 74.32%) and placement stability for kids in care 24+ months increased by 10% (from 23.46% to 33.33%), see section 3.4

The agency surpassed the state, western region and all class 3 counties in having the least amount of re-entries from September 2013 through September 2014.

The agency has enhanced operation through agency driven initiatives, county led initiatives and through collaboration and support from the Western Region Office of Children, Youth and Families; the Administrative Office of Pennsylvania Courts, Division of Children, Youth and Families; Children's Roundtables, services and support through SWAN/Diakon, and technical assistance extended from the American Bar Association.

Agency driven changes include the enhancement of our quality assurance efforts and the ongoing improvements addressed through our Implementation Committee as follows:

- developed Intake process/procedure standards
- updated Ongoing Family Services standards
- amended expunction policy
- created emergency custody checklist and packets
- partnered with Seton Hill to develop policy on code of ethics
- currently developing assessment standards

County driven initiatives led by our Human Services Director, Dr. Dirk Matson, include the truancy pilot project, the Systems of Care (learning phase), and our participation in the Human Services Block Grant.

The truancy pilot project just completed the second school year in the program, which has been expanded to include 10 out of the 19 school districts in the county. The participating schools have already noted success in the reduction of truancy through implementing school engagement plans, and developing Truancy Elimination Plans with truant children and their parents. The schools feel that the partnership and collaboration with all schools and other entities involved has been extremely valuable. Individual meetings are being held over the

summer with the participating districts, to identify what is working and to discuss any suggestions or solutions toward enhancing the project. Consistent efforts have been made to reach out to all districts in order to expand participation in the pilot to all who are willing and able to do so.

In 2013, Westmoreland County became a Learning Community in the Systems of Care Initiative in Pennsylvania. Our goals and objectives are:

**System of Care Goals**

- Effective system/array of services
- Systems operating efficiently
- Integrated approaches

**System of care objectives**

- Communication/breaking down silos
- Streamline assessment processes
- Common data system
- Single plan of care approach
- Systemic needs vs. department needs

Westmoreland County Children’s Bureau continues to be involved with the Permanency Practice Initiative, through AOPC/OCYF. This includes the utilization of evidence based Family Engagement practices (Family Finding and Family Group Decision Making) and requires three month review hearings for the targeted population. Westmoreland County Permanency Practice Summit was held on November 19, 2014. Dr. Shienvold, PsyD, M.B.A. and Dr. Bello, M.D. presented on assessment, evaluation, trauma and trauma informed therapy.

In order to enhance the function of the local children’s roundtable, the county made modifications, by reducing the monthly roundtable meetings to quarterly, while the following specialized sub-committees meet monthly.

- Family court
- Training
- Data
- Family outreach
- Permanency
- Independent Living
- Bullying
- Veteran’s

The concerted and collaborative effort of all our partners contributes to Westmoreland County Children’s Bureau’s success in implementing and sustaining positive change for our children and their families.

**Juvenile Justice**

The most significant reform in Pennsylvania’s history occurred in 1995. The Juvenile Justice System’s purpose clause was redefined in the Juvenile Act to effectuate the following objective:

“...consistent with the protection of the public interest, to provide for children committing delinquent acts programs of supervision, care and rehabilitation which

provide balanced attention to the protection of the community, the imposition of accountability for offenses committed, and the development of competencies to enable children to become responsible and productive members of the community.

These provisions of the Juvenile Act are based upon the following Balanced & Restorative Justice principles: Accountability (Repairing the harm to the victim and community), Competency Development (Youth in the JJ System must be provided with appropriate services designed to enable them to become productive members of their communities) and Community Protection, (The JJ System has the responsibility to protect the community).

As an outgrowth of the commitment to enhance Balanced & Restorative Justice, a Juvenile Justice System Enhancement Strategy was developed and a statement of purpose was created. "We dedicate ourselves to enhance the capacity of Pennsylvania's juvenile justice system to achieve its balanced and restorative justice mission by

- Employing evidence-based practices with fidelity at every stage of the juvenile justice process;
- Collecting and analyzing the data necessary to measure the results of these efforts; and, with this knowledge,
- Striving to continuously improve the quality of our decisions, services, and programs.

Westmoreland County is heavily involved in Pennsylvania's Juvenile Justice System Enhancement Strategy and this is the major priority and challenge facing us at this time. We are administering the Youth Level of Service (YLS) Risk/Needs Assessment Instrument on adjudicated youth entering the JJ System. This research based valid and reliable screening and assessment instrument measures a juvenile's risk to recidivate and identifies his/her criminogenic needs. It is used to develop strength-based dispositional recommendations and case plans to address those needs. The most important aspect of the YLS initiative is to develop a more methodical case planning process for juveniles. It is also used to determine appropriate levels of supervision and assist us in making decisions and recommendations to the Courts. Ultimately we are establishing measurable goals and allocating resources based on the needs of our clients. This will also improve our justification of service expenditures and permit us to develop outcome measures.

The data (risk to recidivate) we accumulate will be used to prioritize the needs of the system. The four key principles supported by research are the following: The Risk Principle (Who to Target), the Need Principle (What to Target), the Responsivity Principle (How to Match) and the Treatment Principle (Which Programs to Use). The ultimate goal of the Juvenile Justice System is to reduce RECIDIVISM, NOT necessarily to REDUCE PLACEMENT.

Our involvement with the JJSES began in January 2011 when we initiated the YLS for all adjudicated youth entering the JJ System. YLS Assessments are currently being conducted on youth at Intake, prior to adjudication. As a result, the probation officer is better prepared for Court and has a greater understanding of the youth's risk and criminogenic needs at the initial hearing. This improves our ability to validate decisions/recommendations.

## Mission

“To provide supervision and rehabilitation to youth and families while providing Community Protection, Victim Restoration and Youth Redemption.”

## Vision

“We will strive to reduce harm and in doing so will continuously work to create safer and stronger communities, fewer victims, reduce delinquency rates, and improve confidence in the juvenile justice system. We will enhance our juvenile justice system by employing evidence-based practices, collecting and analyzing data to measure these efforts and using the data to continuously improve the quality and cost-effectiveness of the system.”

**Westmoreland County JPO is committed to implementing the components of the Juvenile Justice System Enhancement Strategy (JJSES). The following are some accomplishments thus far:**

- ❖ We have developed a JJSES Strategic Plan and are in compliance with the Juvenile Court Judges Commission’s standards and expectations
- ❖ We communicate our plan to stakeholders regularly
- ❖ Juvenile probation staff has constant input into the plan
- ❖ Stakeholders have been receptive and supportive of this Strategic Plan
- ❖ We have documented all JJSES Activities in the past and identified Goals for Future Implementation
- ❖ We continue to provide trainings in new evidence based programs to probation officers such as cognitive behavioral interventions
- ❖ As a result, we are utilizing more EBP than we have in the past, thus allowing us to follow the research recommendations for our youth based on risk levels and criminogenic needs
- ❖ We participated in the 4 Core Competencies Training for Supervisors
- ❖ We will offer the 4 Core Competencies Training for Probation Officers this fiscal year
- ❖ We continue to provide Booster Trainings for the Youth Level of Service
- ❖ We will train two additional YLS Master Trainers this fiscal year
- ❖ We hosted a Restorative Justice Training at a local college introducing restorative practices in the community
- ❖ We continue to develop and grow through the efforts of staff in our internal workgroups such as Family Involvement, PTSD, YLS/Case Plan, Motivational Interviewing, etc.
- ❖ We continue to provide Booster Trainings on Motivational Interviewing
- ❖ Our Management Staff will participate in a Leadership Training on “Capturing the Spirit of Motivational Interviewing” this fiscal year. It will be facilitated by the MI Specialist under the PA Chief Juvenile Probation Officers’ Council
- ❖ We hosted our 1<sup>st</sup> Provider’s Forum where all of our contracted services were invited to attend. We had approximately 90 attendees and we offered

a ½ day of information and education on Balanced & Restorative Justice, JJSES, Probation's Expectations of Providers, Provider's Expectations of Probation and requested that each provider create a Service Matrix to label the services they offer that match the criminogenic needs identified in the YLS

- ❖ We developed standards for the number of contacts between a probation officer and a youth offender each month based on their YLS outcome/risk level
- ❖ We have been utilizing the state's Case Plan in JCMS
- ❖ We have moved even further into Evidence Based Practices/Programming by seeking out such programs and incorporating them as county resources
- ❖ We completed our 2<sup>nd</sup> year of training on Motivational Interviewing for all probation officers
- ❖ This was done via a contract with a Motivational Interviewing Consultant
- ❖ We trained six probation officers, (which includes most management staff and the Chief Juvenile Probation Officer) as Motivational Interviewing Coaches
- ❖ We contracted with Mark Carey and trained all of our officers on the "Use of the Carey Guides"
- ❖ We purchased the Carey Guide Software and it is available to all officers
- ❖ We are moving into the 3<sup>rd</sup> phase of JJSES and are currently developing skill building for all our officers. Increased skill building in cognitive behavioral practices will permitted us to use less paid services for our probationers. We are already beginning to see the benefits.
- ❖ We have also been able to develop standardized decision making tools for our agency
- ❖ We are in the process of developing Graduated Responses to violations and the use of detention
- ❖ We will begin using the Detention Risk Assessment Instrument once the validation study is complete.
- ❖ JPO management and all stakeholders attended the JJSES Regional Forum
- ❖ We have conducted several meetings and will continue to meet quarterly with our local stakeholders in regards to Westmoreland County's JJSES initiative
- ❖ All Stakeholders received Evidence Based Practices Training by our Juvenile Court Judges' Commission Consultant
- ❖ The Chief JPO and management staff participated in Evidence Based Probation (EBP) Training with Mark Carey

- ❖ All juvenile probation officers received Evidence Based Practices Training by the Juvenile Court Judge's Commission.
- ❖ We developed a Vision Statement based on this initiative
- ❖ We participated in the Organizational Readiness Survey last year
- ❖ We will conduct a Cost/Benefit Analysis within the next year
- ❖ We have been using the YLS since 1/1/2011 and continue to do so on every youth entering the JJ System. 2,065 Assessments have been conducted to date.
- ❖ We have developed policies for the YLS, Case Plan and Levels of Supervision/Contacts
- ❖ We created an internal EBP Workgroup and invited providers to participate. The goal is to identify all EBP programs currently available to us and through research strive to implement EBP practices so that we may continuously improve the quality and cost-effectiveness of the JJ System
- ❖ We are working with providers (Responsivity Factor) to assure that our youth's criminogenic needs are met while they are providing in-home services to them or when they are in their custody. This is in addition to our Provider's Forum and is hosted by the Chief Juvenile Probation Officer, the Director of Children's Bureau and our Human Services Director

### **Service Needs: JPO Services**

The service needs facing Juvenile Probation at this time are the following:

**1) *The Continuation and Growth of Pennsylvania's Juvenile Justice System Enhancement Strategy (JJSES)/ Standardized Program Evaluation Protocol (SPEP)/Evidence Based Practices/Youth Level of Service (YLS)/Case Plan/ Service Monitor & Motivational Interviewing***

**❖ *Juvenile Justice System Enhancement Strategy***

In the 1990's Pennsylvania's juvenile justice system embraced its Balanced and Restorative Justice (BARJ) mission. From this came many improvements. The goals of Pennsylvania's Juvenile Justice System Enhancement Strategy (JJSES) align with those of BARJ. JJSES seeks to reduce harm by applying the best-known research to the principles and goals of BARJ. Using actuarial assessment tools, cognitive behavioral interventions, and performance measures to make incremental improvements, and addressing not just the youthful offender but the entire family, are just a few ways that JJSES supports a BARJ mission of reduced harm.

As stated in the newly developed Monograph, "Achieving Our Balanced and Restorative Justice Mission Through Evidence-Based Policy and Practice" a Statement of Purpose was developed. *"To enhance the capacity of our juvenile justice system to achieve its balanced and restorative justice mission through the*

*implementation of evidence-based practices, demonstrate a commitment to data collection and analysis and demonstrate a commitment to continuous quality improvement in every aspect of the system.”*

Juvenile Probation's Strategic Goals are:

- To always build on the foundation of Balanced and Restorative Justice
- To develop and improve services to victims in order to repair the harm done to them
- To work to restore the health and welfare of communities
- To implement best practices that aim to change youthful behavior that lead to unlawful acts and ultimately assist them in becoming productive and law-abiding members of society
- To develop and improve ways to engage and involve families of youth during the course of probation
- To continue to use the YLS Risk-Needs Assessment Tool on juvenile offenders who enter the system and follow up with a customized Case Plan identifying specific criminogenic needs based upon that assessment
- To match proper services for juvenile offenders based on the identified needs of the youth.
- To use available evidence-based practices as much as possible in order to work toward reducing juvenile delinquency and recidivism, ultimately resulting in a cost savings to the county
- To continue to support and financially sustain the states' new initiatives
- To commit to the integrity and fidelity of the initiatives

The key to our successful plan is to communicate our mission and goals to team members. This information is successfully communicated at several phases of our system. Juvenile Probation is interested in improving outcomes and therefore committed to an implementation process ensuring that team members receive adequate initial training on the state's new initiatives as well as ongoing encouragement, feedback, and coaching designed to improve knowledge, skills, confidence, and competency. This will be accomplished by the leadership within the office.

❖ **Standardized Program Evaluation Protocol (SPEP)**

This is a scoring system that can be used to assess the capacity a juvenile justice program may have on reducing recidivism. It offers providers guidance to incrementally improve their service offerings. SPEP will address 1) the quality of service delivery, such as the program or curriculum integrity, 2) the amount of service or the dosage such as the duration of the service, and 3) the risk level of youths served, such as the higher risk should equal high dosage of intervention. The SPEP will align service offerings with research data to improve effectiveness with a focus on service delivery, quality and service duration.

We intend to use structured decision making to appropriately assess risk and connect needs with services proven to reduce risk. Although the SPEP is not yet concrete enough to anticipate our expense for specific units of service, it should be noted that SPEP could increase the duration of services needed for our youth in order to be effective at reducing risk.

We are not yet in a position to become a SPEP County at this time however we do intend to do so in the future.

### ❖ ***Evidence Based Practices (EBP)***

We utilize the Youth Level of Service (YLS), the Risk, Need, and Responsivity Principles to assist in making recommendations to the Court. We will work toward understanding the programs that are evidence based and clear about which criminogenic and responsivity needs they can meet.

An essential part of PA's strategy for reducing youth violence and delinquency is its support for the proper implementation of scientifically proven prevention and intervention programs. EBP asserts that public policy and practice should be based on the best available scientific evidence in order to effectively achieve stated goals and efficiently use taxpayer's' dollars. Failure to match services to rigorous, evidentiary standards not only makes poor use of public funds but can lead to an exacerbation of the problems and issues that government seeks to resolve. Research has demonstrated that the proper implementation of EBP can lead to significant reductions in juvenile delinquency and recidivism.

### ❖ ***The Youth Level of Service (YLS) Assessment Tool/Case Plan***

The Pennsylvania Council of Chief Juvenile Probation Officers, the Juvenile Court Judges Commission and the Council of Chief Juvenile Probation Officers researched valid screening and assessment tools to be used by Juvenile Probation Departments throughout the state. The assessment tool chosen was the Youth Level of Service (YLS).

This is a validated risk/needs assessment to be used to assist in determining appropriate levels of supervision, establishing measurable case-specific goals, and in allocating the necessary resources to achieve better outcomes for juveniles and their families, and consequently for our communities. This tool is used for juveniles alleged or adjudicated delinquent.

The YLS assists our department in identifying those youth at highest risk for recidivism and guides management efforts that can prevent and/or minimize the risk of future harm. Assessment of risk is only part of the usefulness of the YLS. One of the more important aspects of the initiative is that the results from the assessment are being used to develop a more comprehensive Case Plan for juveniles that focus on reducing identified risk factors and emphasizing identified strengths. The YLS Risk and Needs Domains have been shown through research to be the strongest predictors of youth crime/potential recidivism.

Focused goal directed and strength-influenced case plans also provide direction for the probation officer, youth and family throughout the period of supervision. Assessment-driven case plans are effective regardless of the level of intervention determined to be appropriate.

Our department began administering the Youth Level of Service (YLS) in January 2011 and since then completed 2,065 Assessments. Juveniles are assessed pre-adjudication/at Intake, every 6 months while on active supervision, when a major change occurs with the case and at case closing. **(See Adjustment Page)**

The Youth Level of Service (YLS)/ a Case Management Inventory Assessment Tool was implemented by the Westmoreland County Juvenile Probation Department on January 1, 2011.

This assessment assists juvenile probation officers in identifying youth who are high risk to recidivate and guides management efforts to prevent and/or minimize the risk of future harm. We are once again requesting funds to enable us to continue to provide this assessment to juvenile offenders.

We are using the state's Case Plan which is developed with the family upon completion of the YLS. We are identifying and addressing the criminogenic needs of the juvenile and help him/her solve their problems. This is an integral part of effective case management.

The Quality Case Planning curriculum was completed through the assistance of curriculum developers from the Child Welfare Resource Center working in conjunction with members of the Assessment/Case Plan Committee. The standardized case plan has been available in JCMS to assist probation officers with the development of case plans reflective of Balanced & Restorative Justice and evidence-based practice.

Our department has decided to not continue to utilize the Case Plan in JCMS but to implement the New Field Case Plan that was recently introduced. Research tells us that a good case plan should not be overly complicated or lengthy, just another piece of paper to file or a waste of your time and effort. A good case plan should be user friendly, practical, concrete and specific and used over time. The Field Case Plan meets all the above.

### ❖ ***Motivational Interviewing***

Pennsylvania has long been a leader in juvenile justice reform. The current strategy is evidence of the mindset of system reflection and improvement and an emphasis on capacity building. Critical to these efforts is the use of evidence-based practices, data analysis, and an ongoing focus on improving the quality of decisions, services, and programs. Motivational Interviewing plays a key role in this enhancement strategy and is a valuable tool for Probation Officers. Motivational Interviewing has been utilized in other disciplines including the criminal justice field. It is not a counseling approach, but a means of communication designed to mobilize an individual's internal desire for change and to resolve ambivalence for continued change. MI provides an evidence-based practice to better engage youth and families and to encourage and support change.

Juvenile Probation completed a two year grant in Motivational Interviewing. We contracted with an MI Consultant and all staff have been trained in this skill. In addition all staff has utilized her expertise in the review of specific cases. We have trained six (6) officers in the MI Coaching Intensive Training, including the Chief JPO. MI is continually addressed with officers during Case Reviews and at monthly Team Meetings with their supervisor. Booster Training in MI is required of all probation officers on a regular basis, just as we require Booster Training on the YLS.

We are working with the new MI Specialist hired through the PA Chief's Council to conduct and further enhance MI within the department. The MI Specialist will facilitate a Leadership Training on the Spirit of MI for all management staff.

## **2) Pennsylvania's Posttraumatic Stress Disorder Project (PTSD) and PTSD Aftercare/Reintegration**

Westmoreland County Juvenile Court is well known as the Center for all PTSD works in Pennsylvania. Treatment of PTSD for juvenile offenders has been identified as a priority in PA. Eighty eight percent of females and seventy seven percent of males entering juvenile detention have experienced some sort of trauma in their life.

*We are requesting training funds to develop a **PTSD Training Video**. There have been two training videos created since the PTSD Project began which are very old, outdated and extremely poor quality. This video is essential to our trainings as it is shown to audiences, such as juvenile justice provider agencies, therapists, psychologists and psychiatrists, to further explain the positive outcomes that you receive by participating in the RTC. The content of this video will cover signs and symptoms of PTSD, types of trauma suffered, coping skills and real life stories from youth. (See **Adjustment Page**)*

One of the most critical needs of the Pennsylvania Juvenile Justice System, as identified both by practitioners and policy makers is the creation of gender specific services for delinquent girls. The issue of services for delinquent females is not only a Pennsylvania concern. The Federal Office of Juvenile Justice and Delinquency Prevention identified services for delinquent young women as a national priority and established a Challenge Grant Initiative to help states create services for delinquent girls. One of the categories in the Challenge Grant Initiative calls for the creation of gender-specific services.

Sexual abuse involving girls in the general population suggests approximately 10 to 25% of all women have been victims of some type of sexual abuse (Kilpatrick & Best, 1990). Data from clinical populations suggest a range of 25 to 50%. With the layering of emotional and physical abuse on top of sexual abuse issues, it is clear that many girls placed in residential programs experience posttraumatic stress disorder. The issues of family and community violence only add to the amount of trauma experienced by many of the young women who enter the juvenile justice system. Whether the adolescent is diagnosed with a conduct disorder, emotional problems, mental health issues or other difficulties, many have experienced emotional, physical, or sexual abuse.

We have developed the first PTSD Juvenile Aftercare Curriculum in Pennsylvania. This newly created PTSD Aftercare Curriculum which is 8 sessions enables Master's Level Therapists to work with the adolescents at the point of placement through 3 months after release. Identified as a weak point in the system, this curriculum enables the family to make therapeutic changes/improvements as the adolescent does likewise. Family weekend sessions are held during home visits to ensure success upon release.

Westmoreland County has developed a national reputation for PTSD Aftercare and there is a significant need to continue to expand upon this project. We are continually researching data in PTSD to update our statistics for the many training programs we offer throughout the state.

We will be rewriting the Residential Treatment Curriculum (RTC) to incorporate the appropriate diagnosis in the DSM5 as per approval last year in our NBB request.

### 3) *Aftercare/Reintegration Services*

Over the years we have truly enhanced our project and provided a much higher level of service for every youth removed from their home and court ordered into placement. PTSD Aftercare Therapists visit youth in placement on a monthly basis. They have increased family involvement and delivered therapy simultaneously. We have been able to achieve this through the cooperation of our private providers. Our project is critical to ensure successful reintegration of youth from placement back to their communities. This successful transition will contribute to a decrease in recidivism.

#### 2.2a&b: Collaboration Efforts and Data Collection Details

- Counties may attach Implementation Team membership, CWDP Advisory Team, or similarly named stakeholder group list to meet a part of this section requirement. With these attachments, counties will not need to identify each stakeholder group who collaborated with the plan development, unless not specifically identified in the attachment
- **All** counties need to respond to the following questions
- ❑ Summarize activities related to active engagement of staff, consumers, communities and stakeholders. Identify any challenges to collaboration and efforts toward improvement.

In order to engage staff, consumers, stakeholders and the community in assessing the needs of Westmoreland, we held two public hearings on March 23, 2015 and March 31, 2015, and conducted a Public Survey.

The Public Survey was made available from March 1, 2015 through May 31, 2015. The survey asked for the public to rate each area of County service for quality and to offer what needs they felt needed addressed by area (e.g. Behavioral Health, Drug and Alcohol, etc.). We had 963 respondents, which doubles last year's number of respondents (480). We doubled our number because we extended the time frame the survey was available to the public, made available hard copies that could be completed by hand, reached out to community gathering points (e.g. Westmoreland County Foodbank), and made other efforts to improve our results. Below are some demographic achievements of this year's survey, compared to last year's survey:

	<u>2014-15 Survey</u>	<u>2015-16 Survey</u>
Total Respondents	480	963
African American	5	32
Two or more races	6	24
65 or older	24	65
Under 18	4	33
consumers	>19% (124)	45% (421)

We partnered on our survey with Seton Hill University Social Work Department, chaired by Dr. David Droppa. Dr. Sarah Livsey, a faculty member of Seton Hill's Social Work

Department, provided much of the direction for the survey. This is the second year of their involvement. We are grateful for their volunteer work in helping us.

- ❑ Describe the process utilized in gathering input from contracted service providers in determining service level needs, provider capacity and resource identification for inclusion in the budget.

The agency's contract monitors communicate regularly with our service providers, to identify service needs, capacity and resources which are incorporated into our budget adjustment request for additional funds.

- ❑ Identify data sources used in service level, needs assessment and plan development.

Resource	Data Collected	Date of Data
US Census	Population; poverty statistics	2014
Internal Data	CAPS/ CPCMS/ AS400, monthly reports, AFCARS, CY 28	2010-present
Hornsby Zeller Associates	Data Package	2010-present
Bureau Labor of Statistics	Unemployment Rates	2010-present

- ❑ Describe the process utilized within the county to select the data sources identified.

In order to analyze data consistently over a 5 year trend, the agency has consistently utilized the same sources each year, as outlined above.

- ❑ Describe how the data used was analyzed, including who was involved in the process. Include any challenges identified through the process specific to data quality, availability and/or capacity toward analysis.

Since the agency has discovered that each data source above captures and defines information differently, the management team has consistently utilized the same sources in analyzing information, for continuity in examining 5 year trends and projecting future needs.

### 2.3 Program and Resource Implications

- ⇒ **NOTE: Do not address the initiatives in Section 2.3 unless requested below; address any resource needs related to all initiatives by identifying and addressing within the ADJUSTMENT TO EXPENDITURE request**

#### 2-3f. The Child and Family Services Improvement and Innovation Act of 2011

- ❑ Does your agency or any contracted provider conduct any trauma-based assessments for children being served by your agency? If so, please identify the specific trauma based assessment tool(s) that are being used, the population of children/youth to whom these assessments are being applied and at what point assessments are administered (i.e. at intake, within first 30 days of placement, etc.).

Westmoreland County Children's Bureau caseworkers assess for trauma during each investigation. This is done so through face-to-face contacts with the identified parties, as

well as collateral contacts with individuals familiar with the case. Upon accepting a case for service, the caseworkers are trained to continually assess for trauma and identify and address any signs of trauma. Over the course of the pending fiscal year, Westmoreland County Children's Bureau will research formalized trauma assessment tools. It is anticipated that through collaboration with other counties, an assessment that fits the needs of the agency and the families of Westmoreland County will be established.

If trauma is identified, caseworkers are able to contract with pre-approved providers who have been trained in trauma-informed and trauma-focused interventions. Through this collaborative and ongoing approach, the provider and caseworker, along with the family can begin to address any concerns that relate to the trauma experience.

- ❑ Please briefly describe how any findings from these trauma-based assessments may have changed or impacted your practice.

By utilizing this approach, providers and caseworkers have become more adept at jointly addressing trauma in the population. In addition, caseworkers have been provided with a list of providers who have been trained in addressing trauma. This has allowed the caseworkers to ensure that families/individuals that have experienced trauma are provided with the most appropriate and informed services available.

- ❑ Please briefly describe your activities around psychotropic medication utilization monitoring for children in out-of-home placement.

Administrators and management have attended presentations on psychotropic medication utilization and have worked to transfer the learning to the appropriate staff members. In addition, trainings have been planned for September 2015 to present material on the intersection between trauma, mental health, and psychotropic medication. The training will be conducted by an agency provider that can also be a resource for further information and education. The agency is held accountable through required testimony at each permanency review hearing. At the hearing the caseworker will be asked by the Master/Judge as to what medications are prescribed, by whom, and why they were prescribed.

- ❑ Please briefly describe any specific consultation practices used by your agency that involve physicians or other appropriate medical and non-medical professionals in assessing the health and well-being of children in foster care and in determining appropriate medical treatment. Some examples of consultation practices might include policies requiring engagement of child's health care provider in case planning, contracting with psychiatrists to consult on difficult cases, working with Medicaid managed care special needs units, or having nurses on staff.

The agency utilizes various practices to ensure that a collaborative approach to case planning (as it relates to medical practices) is conducted. Permanency planning conversations with the provider agency and foster parent are utilized to document accurate and current medical information. The agency also has a manage care coordinator that maintains a relationship with foster care coordinators and caseworkers in order to ensure that children have access to appropriate doctors and practitioners.

If there are concerns for abuse or serious neglect, caseworkers can consult Karen A. Morris, M.D., F.A.A.P at Mercy Hospital who can provide her medical expertise to the situation/injuries in question. Furthermore, a Multi-Disciplinary Investigate Team (MDIT) is used to address various concerns affecting the county, including those around medical practice. In these teams, representatives from the medical community are present.

2-3x. Unallowable Costs – Legal Representation Costs for Juveniles in Delinquent Proceedings and Parents in Dependency Proceedings

- ❑ Submit any amount expended by the county government in FY 2014-15 for Legal Representation Costs for Juveniles in Delinquent Proceedings

\$36,406.05

- ❑ Submit any amounts expended by the county government in FY 2014-15 for Legal Representation Costs for Parents in Dependency Proceedings.

\$107,182.55

## Section 3: General Indicators

### 3-1: County Fiscal Background

- ❑ Counties who exceeded their Act 148 allocation, resulting in an overmatch situation, in FY 2014-15 should describe the practice and fiscal drivers that impacted the county's level of resource need and any programmatic changes that were necessary in FY 2014-15 due to budget constraints. Also address the impact of the FY 2014-15 program and spending history has on the projected utilization of the allocation and additional resource needs for FY 2015-16.

n/a

- ❑ Counties who did not spend all of their Act 148 allocation in FY 2014-15 should describe the practice and fiscal drivers that impacted the county's level of resource need and address any projections as to continued under-spending in FY 2015-16.

The agency did not expend its entire allocation in FY 2014/15, particularly because of the 14% reduction in placement from the previous year.

The agency does not project under-spending in FY 2015/16, due to the significant increase in referrals and cases accepted for service, as a result of implementing the 23 new Child Protective Services Law, a 50.8% increase in CPS cases, a 14.9% increase in GPS cases and a 32.5% increase in cases accepted for service.

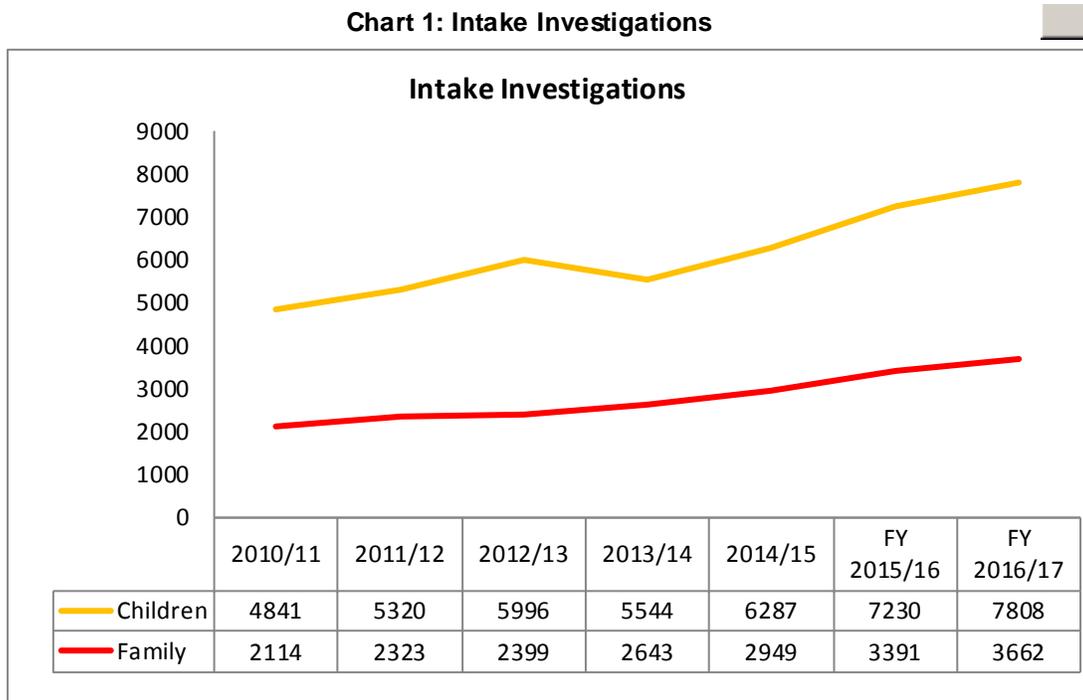
- ❑ Address any other changes or important trends that will be highlighted as a resource need through an ADJUSTMENT TO EXPENDITURE submission.

The agency has identified its resource needs through entering adjustments in FY 15/16 and FY 16/17 (see budget section, adjustments to expenditures).

**PLEASE NOTE: Capture any highlights here that are not addressed in the Program Improvement Strategies narrative (Section 3-4)**

### 3-2a. Intake Investigations

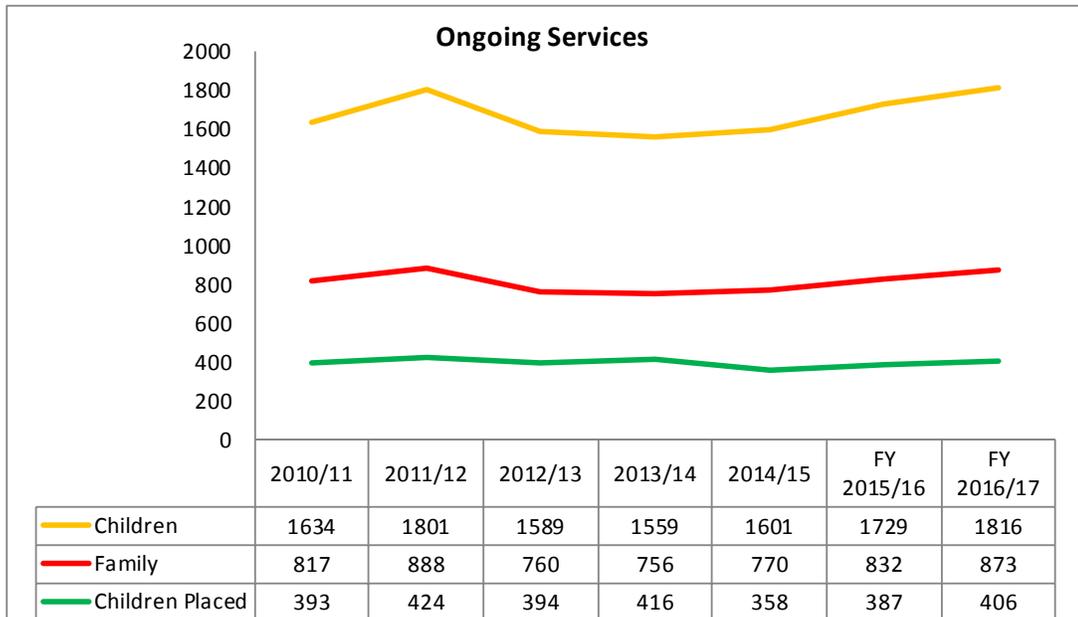
Insert the Intake Investigations Chart (Chart 1).



There has been a continued increase in intake investigations over the past five years. The rise in unemployment and poverty are contributing factors. Public Awareness is also a factor, as the public becomes more aware and vigilant when faced with child neglect and abuse. A contributing factor to the most recent year, is the impact of implementing 23 new Child Protective Service Laws. Since January 1, 2015, the agency has seen a 50.8% increase in CPS investigations, 14.9% increase in GPS assessments and a 32.5% increase in cases accepted for ongoing services. Future projections represent the increased nature of referrals and cases accepted for services, as a result of the CPSL amendments.

### 3-2a. Ongoing Services

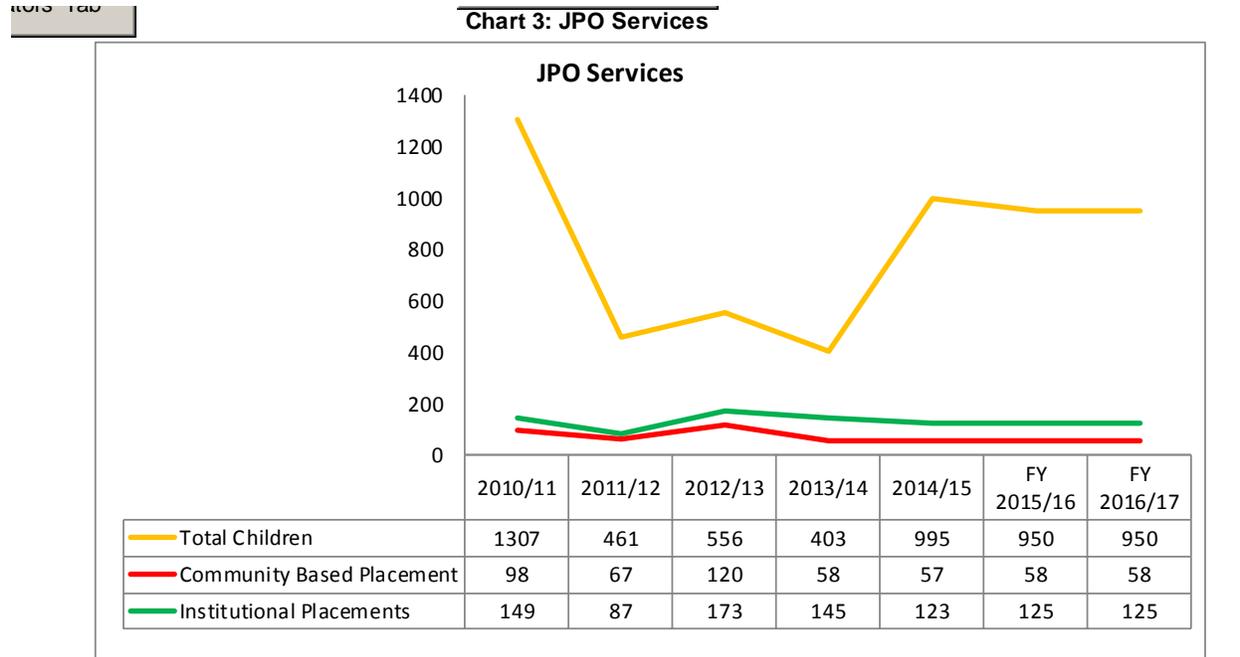
Insert the Ongoing Services Chart (Chart 2).



Our numbers have been relatively consistent over the past 3 years although we did experience a dip in children placed this past fiscal year. Potential explanations for this can be found in other sections. We are projecting increases of 8% and 5% for the next 2 fiscal years based on issues noted above in the Intake Investigations section.

### 3-2a. JPO Services

Insert the JPO Services Chart (Chart 3).



### JPO Services

#### JPO Services General Indicators

Total Juvenile Probation Client Count increased in FY 2014-15 from previous years and yet we were still able to decrease the number of youth receiving paid services. The 995 Total Children in FY 2014-15 consists of the total number of youth our department worked with and in addition, youth that were previously on active supervision prior to the start of that fiscal year. This number is substantially higher than in previous years because all youth were counted, even those that did not receive paid services as opposed to previous years when only those youth who received paid services were counted.

Juvenile Probation utilized less paid services for youth and families by adhering to the following:

- 1) Juvenile Probation does not automatically recommend a paid service for a youth and/or his/her family when a referral is made to our agency. An extensive Risk/Needs Assessment is conducted at Intake on each youth that enters our system. The case is then scheduled for court and appropriate services are then recommended based upon the top three criminogenic needs identified in the YLS Assessment. Therefore not all youth are recommended for services, only those youth who are identified and need services are being recommended for them.
- 2) Many services we do recommend for children are services covered by medical assistance or private insurance. JPO has a protocol to exhaust medical assistance or private insurance coverage first as opposed to county paid services. Therefore all

mental health or drug and alcohol services such as wrap around, family based, intensive outpatient or inpatient, medicine checks that insurance will cover are always our first choice. Our behavioral health provider covers many outpatient services. For example, 41% of children referred to two of our evidence based programs were covered by medical insurance in FY2014-2015. Although the county does not pay for these services, providers continue to submit reports on a regular basis as they would for any paid service we recommend and the probation officer continues to work with that case, reviewing it in court every six months and providing supervision as he/she would in any other case.

3) We strongly adhere to the Balanced & Restorative Justice philosophy, the mission of PA's Juvenile Justice System, and as a result strive to become familiar with our communities and their resources and become involved with them. As a result have been gathering and documenting all community resources available in each Westmoreland County municipality and we have begun to utilize them in lieu of county paid services. This is a different approach to probation work. It promotes a sense of community and ultimately saves taxpayers dollars.

4) We are increasing our probation officer's skills through Motivational Interviewing, the Carey Guides, Cognitive Behavioral Interventions, etc., all based on Research Findings. This has given us a greater advantage to work with youth more effectively. We are spending more time with youth who are moderate and high risk to recidivate as opposed to low risk youth. We are involving families more in many areas such as the development of case plans. We do not quickly recommend paid services for youth without exploring many community based alternatives.

#### Community Based Placement

This includes Alternative Treatment, Group Homes, Shelter, Foster Homes and Supervised Independent Living (SIL). Within this grouping as in all, the three principles of BARJ (Community Protection, Competency Development and Accountability) are always addressed.

Community Based Placements decreased from FY 2010/11 through FY 2014/2015. We are not removing as many youth from their homes into placement facilities as we did in previous years. Research states that we should not over-service low risk youth and therefore we are making every effort not to place youth outside the home unless it is absolutely the last alternative. 89% of our low risk youth scored highest in Family Circumstances/Parenting and 77% scored second highest in Attitudes/Orientation which indicates that services are still needed for this population.

#### Institutional Placements

These placements are in line with the Balanced & Restorative Justice Goals, (Residential, Secure Residential, YDC and YFC) placements.

There was a decrease from FY 2011/12 through FY 2014/15. We are projecting that these numbers will remain consistent in the next couple of years as we learn more about criminogenic needs and the recommended dosage of treatment for youth. 52% of our moderate risk youth scored high in Personality/Behavior and 53% scored second highest in Education/Employment therefore we will seek services that address these needs.

### **Delinquent Community Residential**

The above illustrates a decrease in Days of Care from FY 2010/11 through FY 2014/15. The Juvenile Probation Department strives to utilize prevention and intervention methods with juveniles and their families in order to keep them from placement outside the home. This is evident by our Youth Commission diversionary program. It is anticipated that there will not be a substantial increase in days of care in future years.

### **Juvenile Detention**

If applicable, we utilize the Emergency Youth Shelter as a first alternative prior to juvenile detention. Our policy is to use the least restrictive means when making a decision to detain. We also utilize electronic monitoring when appropriate and if approved by the Court. There has been no indication that the amount and/or type of referrals will change in the near future and therefore we anticipate our detention usage to remain stable. Juvenile Detention is viewed as appropriate for the higher risk youth, one that requires more structure and security is necessary. We are not currently using a risk assessment to detain youth. The PA Juvenile Detention Risk Assessment Instrument (DRAI) is currently being piloted by other counties in PA. Although it is available in the Juvenile Court Management System (JCMS), we will not begin using it until the state's validation study is completed. This study is being directed by the Juvenile Detention Sub-Committee of the PA Chief Juvenile Probation Officers. Because our department is not using the DRAI, it is difficult to anticipate if it will decrease or increase our detention population. It should be noted that one of the main roles first and foremost of Juvenile Probation is to protect the community and therefore we will always take this into consideration when making the decision to use secure detention. If more youth are detained it may require them to be placed in institutional settings.

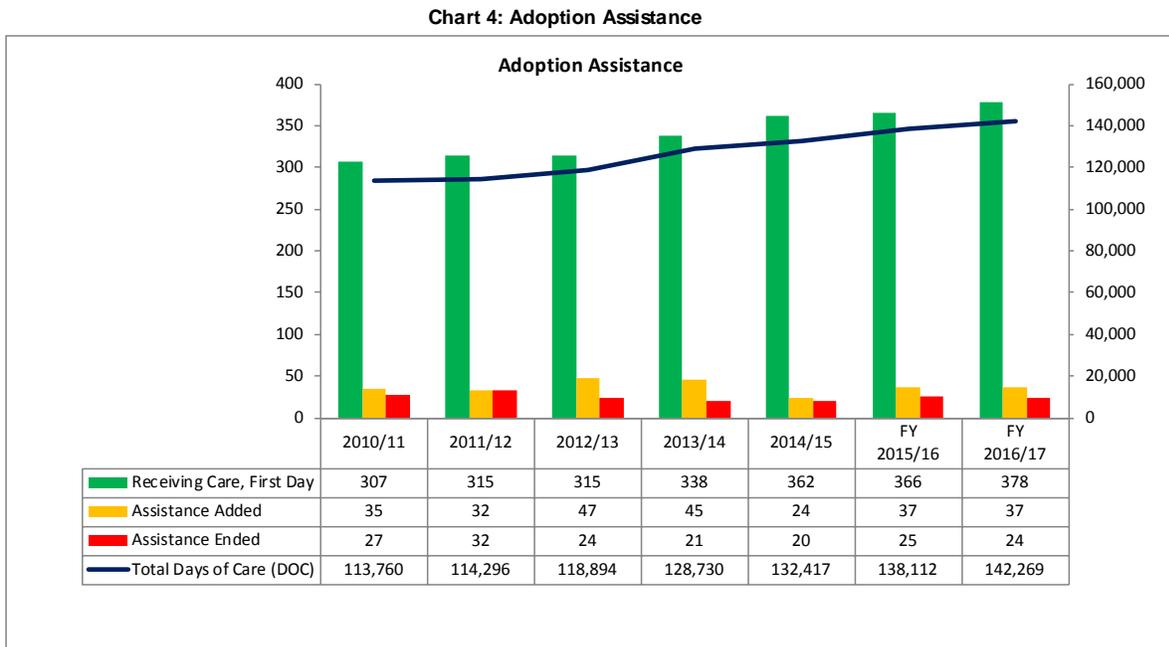
### **Delinquent Residential Services**

The above illustrates a slight decrease in Delinquent Residential Total Days of Care from FY2010/11 to FY 2014/15. It is projected that these numbers will remain stable over the next few years.

Although the evolvement of SPEP and PACTT is not yet concrete enough to anticipate the expense for our county, we accept the fact that these concepts will play a key in our future adjustments and requests.

### 3-2b. Adoption Assistance

Insert the Adoption Assistance Chart (Chart 4).

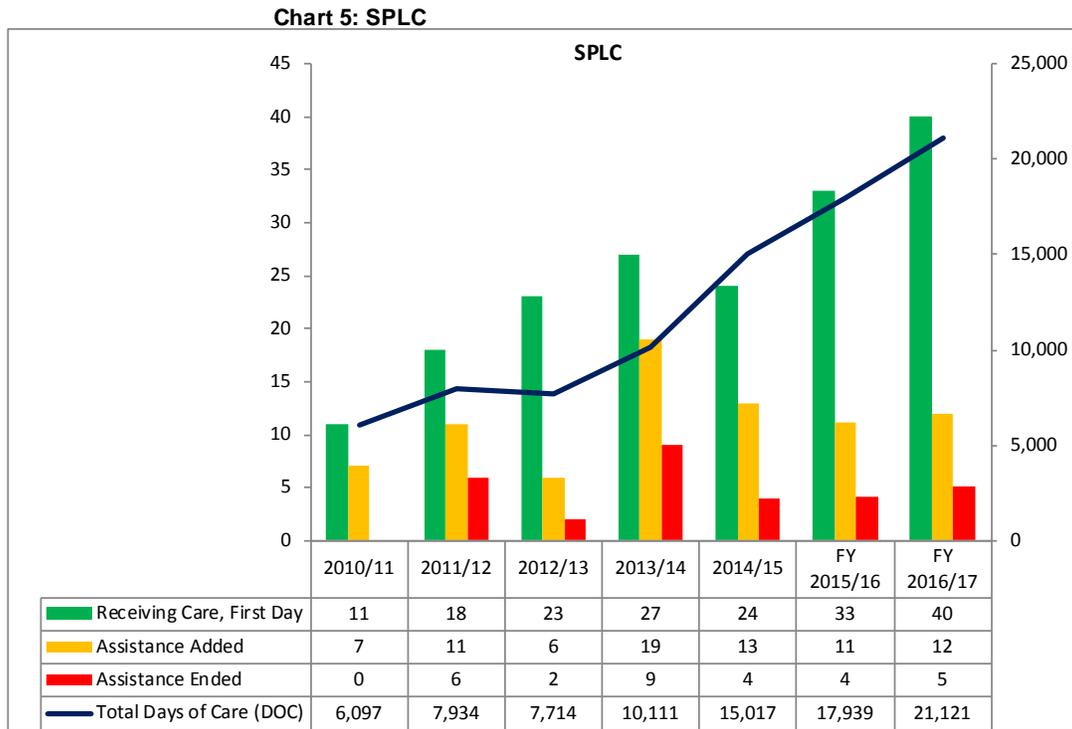


As before, our numbers continue to increase (days of care) due to a number of factors including court collaboration; additional LSI paralegals; Swan affiliates and allowing payments to continue to age 21. Utilizing Family Finding; 90 day conferences; earlier PPT meetings and SWAN services has enabled us to identify more quickly those cases where adoption has been determined the best permanency option.

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

Insert the SPLC Chart (Chart 5).

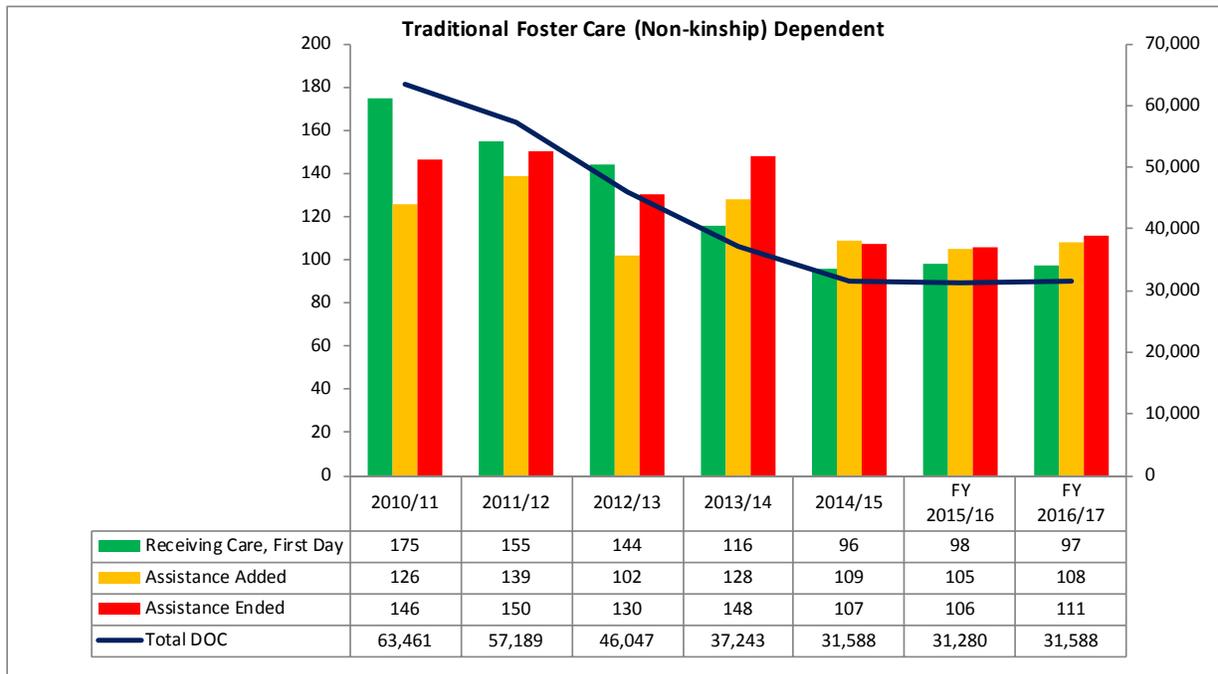
n'l  
ib



Our days of care continue to increase due to an internal policy modification in 2008 which allowed more children to become eligible. In addition, we continue to provide the full gamut of SWAN services, specifically child prep for those children declared dependent so that they may fully understand their options. As before, we continue to anticipate that additional children and resource/kinship parents will utilize this option when reunification/adoption is not feasible.

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-22).

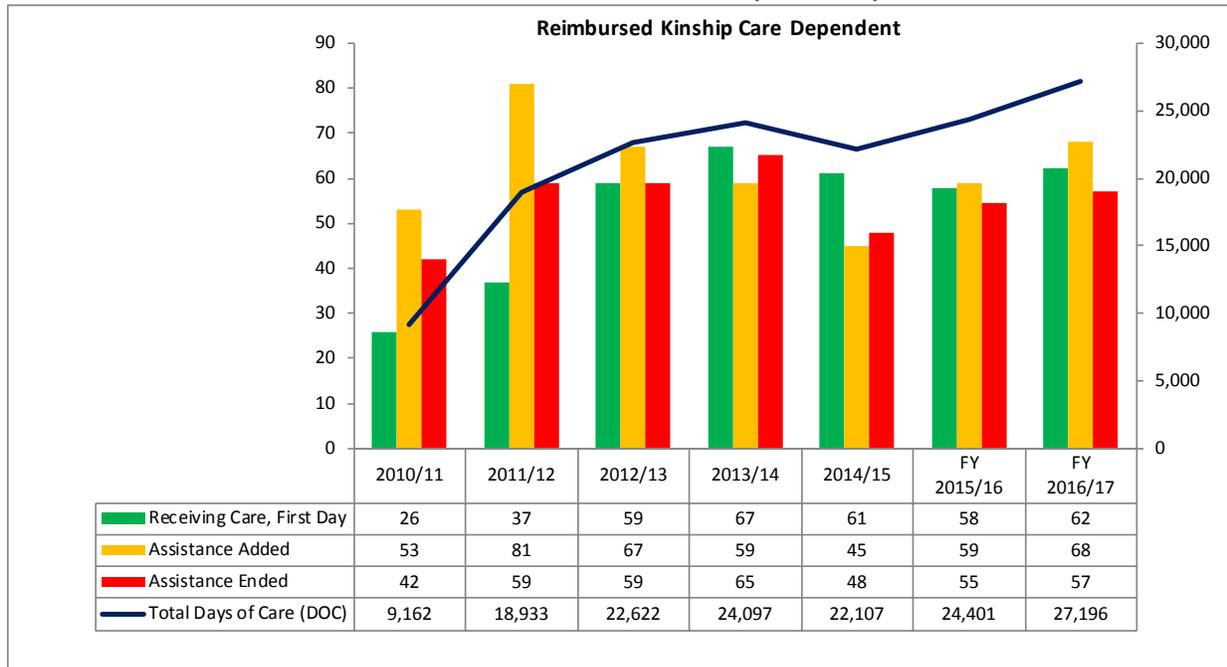


As has been the trend over the past five years, the agency continues to see a reduction of time spent in out of home traditional foster care. Continued support and utilization of family engagement, teaming, FGDM, and other methods have allowed for kinship options to be used at a higher rate. As predicted in last year's plan, we continue to see a flattening out of days of care due to the potential influx of children due to changes in the CPSL and expansion of the truancy pilot project.

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-22).

**Chart 8: Reimbursed Kinship Care - Dependent**

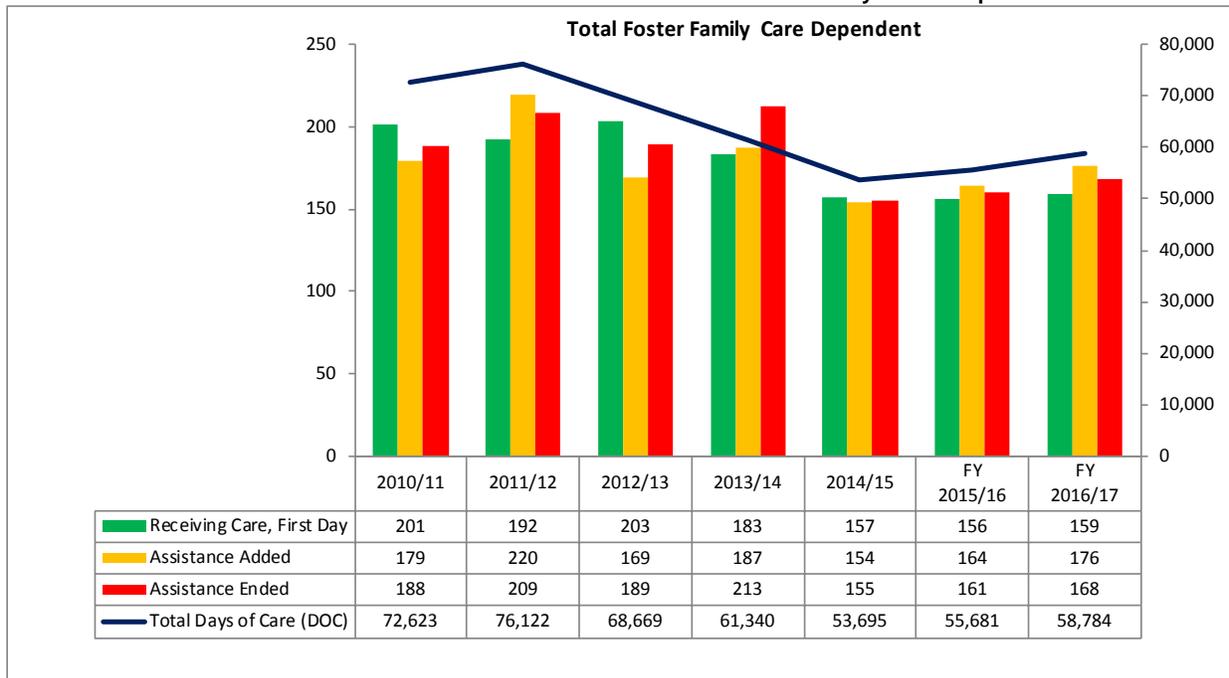


The agency continues to use a social work position plus MSW interns (currently using 2) to deal exclusively with kinship studies and any follow up the families may require. There was a reduction in 2014/15 over what was projected last year as less children came into care. However, we are projecting an increase of days of care over the next 2 years (18.7%) as we have in the past based on reasons expressed in other sections.

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-22).

**Chart 10: Total Foster Family Care - Dependent**

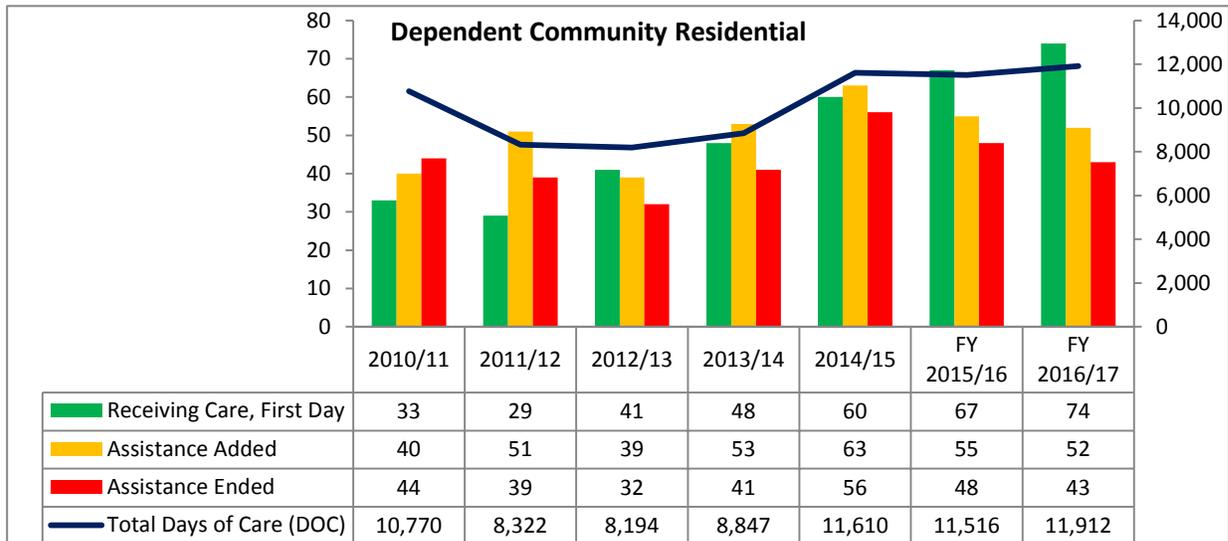


When the agency is unable to prevent placement, the least restrictive option is sought. We are projecting an approximate total increase of 8.7% in days of care over the next 2 fiscal years. Some of this is due to the continuing unknown effects of the CPSL changes, the expansion of the truancy pilot project and the large majority of youth that continue to opt to remain, or return to care, up to age 21.

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-22).

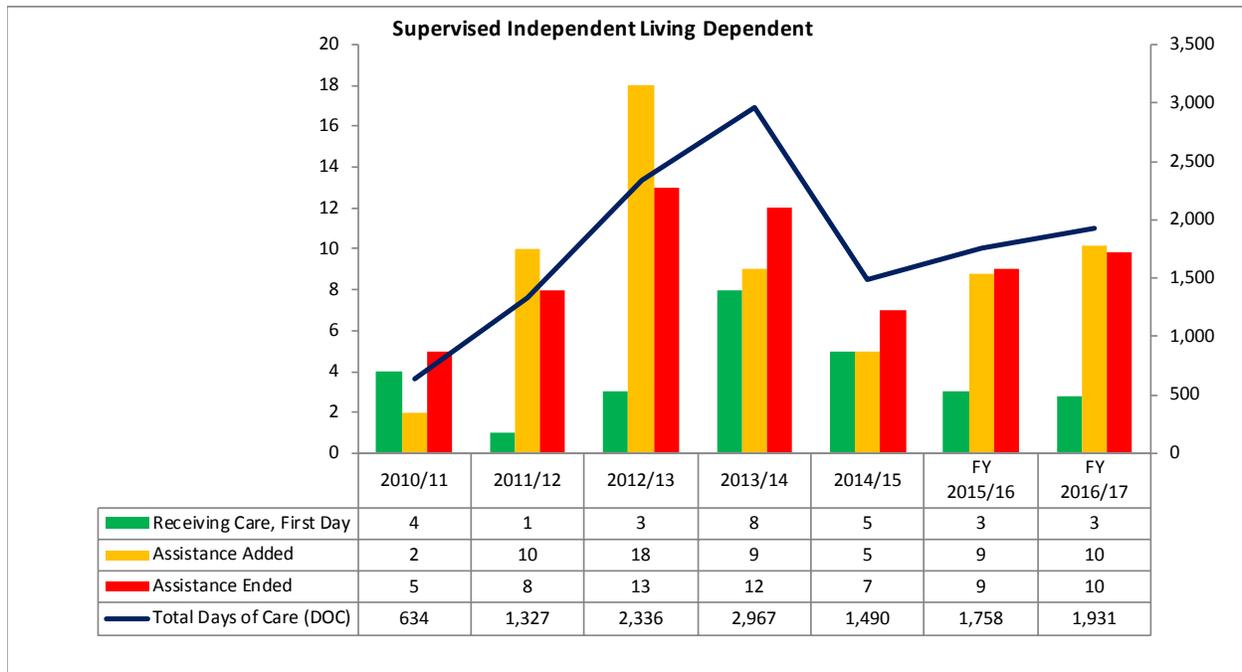
**Chart 16: Dependent Community Residential**



We are projecting our days of care to remain relatively stable and flat over the next 2 years (approximate 2.5% increase) as we continue to attempt to utilize less restrictive placements, ie. Kinship/resource homes for adolescents.

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

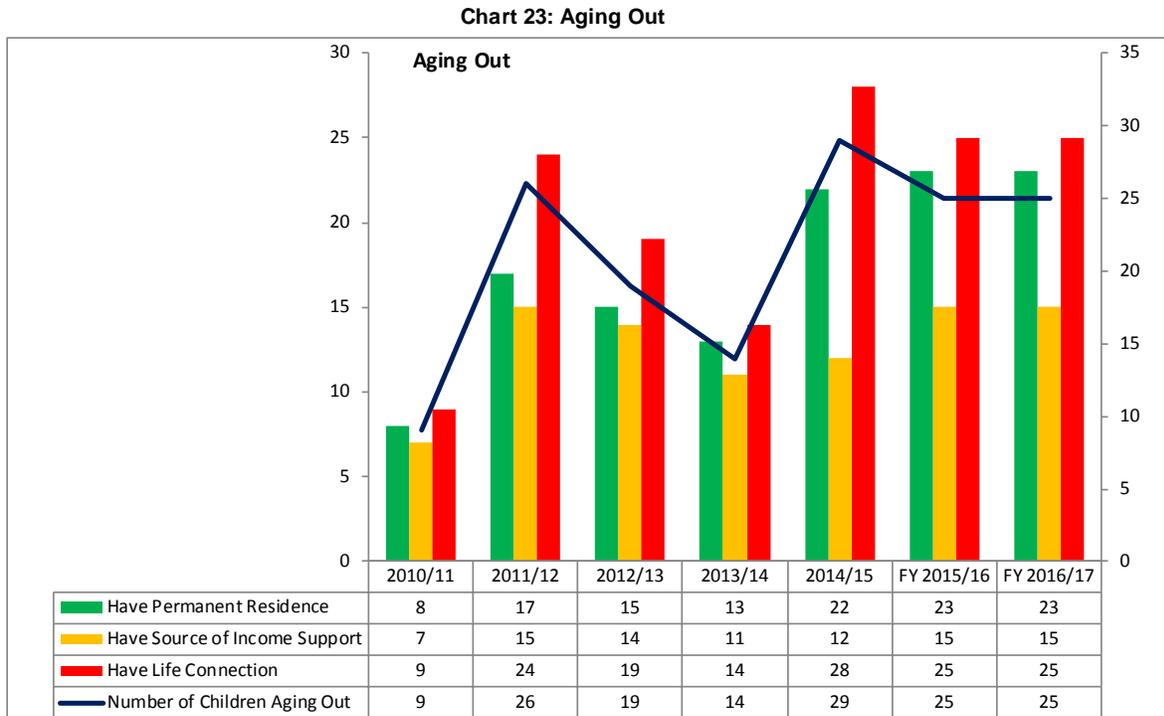
Insert charts related to out-of-home placements where trends are highlighted (Charts 6-22).



Although still relatively small in overall number, we will continue to utilize these placements for adolescents appropriate for this program. We are projecting an approximate increase of 2.3% in days of care over the next 2 years.

### 3-2e. Aging Out

Insert the Aging Out Chart (Chart 23).



The agency has achieved the highest rates of life connections and permanent residences for IL youth. This is achieved while matching the 11/12 total for sources of income support. Increased capacity building for the IL program has allowed for the best results in years. The positive findings are also due to the addition of another Social Worker to address IL needs. Projections reflect a stabilization of findings, as the program continues best practice work with the youth it serves.

### 3-2f. General Indicators

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

3-2: General Indicators								
"Type in BLUE boxes only"								
County Number:		65		Class		3		
Westmoreland County								
Copy Part 1 for Narrative insertion		Copy Part 2 for Narrative insertion		Copy Part 3 for Narrative insertion		Print		
3-2a. Service Trends								
Indicator	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	Projected		2010-15
						FY 2015/16	FY 2016/17	% Change
<b>Intake Investigations</b>								
Children	4841	5320	5996	5544	6287	7230	7808	29.9%
Family	2114	2323	2399	2643	2949	3391	3662	39.5%
<b>Ongoing Services</b>								
Children	1634	1801	1589	1559	1601	1729	1816	-2.0%
Family	817	888	760	756	770	832	873	-5.8%
Children Placed	393	424	394	416	358	387	406	-8.9%
<b>JPO Services</b>								
Total Children	1307	461	556	403	995	950	950	-23.9%
Community Based Placement	98	67	120	58	57	58	58	-41.8%
Institutional Placements	149	87	173	145	123	125	125	-17.4%
3-2b. Adoption Assistance								
Indicator	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	Projected		2010-15
						FY 2015/16	FY 2016/17	% Change
<b>Adoption Assistance</b>								
Receiving Care, First Day	307	315	315	338	362	366	378	17.9%
Assistance Added	35	32	47	45	24	37	37	-31.4%
Assistance Ended	27	32	24	21	20	25	24	-25.9%
Total Days of Care (DOC)	113,760	114,296	118,894	128,730	132,417	138,112	142,269	16.4%
3-2c. SPLC								
Indicator	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	Projected		2010-15
						FY 2015/16	FY 2016/17	% Change
<b>Subsidized Permanent Legal Custodianship</b>								
Receiving Care, First Day	11	18	23	27	24	33	40	118.2%
Assistance Added	7	11	6	19	13	11	12	85.7%
Assistance Ended	0	6	2	9	4	4	5	0.0%
Total Days of Care (DOC)	6,097	7,934	7,714	10,111	15,017	17,939	21,121	146.3%

3-2d. Placement Data								
Indicator	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	Projected		2010-15
						FY 2015/16	FY 2016/17	% Change
<b>Traditional Foster Care (non-kinship) - Dependent</b>								
Receiving Care, First Day	175	155	144	116	96	98	97	-45.1%
Assistance Added	126	139	102	128	109	105	108	-13.5%
Assistance Ended	146	150	130	148	107	106	111	-26.7%
Total DOC	63,461	57,189	46,047	37,243	31,588	31,280	31,588	-50.2%
<b>Traditional Foster Care (non-kinship) - Delinquent</b>								
Receiving Care, First Day	12	8	9	8	0	1	1	-100.0%
Assistance Added	9	3	0	1	1	1	1	-88.9%
Assistance Ended	13	2	1	9	0	1	1	-100.0%
Total DOC	1,078	428	87	10	147	294	294	-86.4%
<b>Reimbursed Kinship Care - Dependent</b>								
Receiving Care, First Day	26	37	59	67	61	58	62	134.6%
Assistance Added	53	81	67	59	45	59	68	-15.1%
Assistance Ended	42	59	59	65	48	55	57	14.3%
Total Days of Care (DOC)	9,162	18,933	22,622	24,097	22,107	24,401	27,196	141.3%
<b>Reimbursed Kinship Care - Delinquent</b>								
Receiving Care, First Day	0	0	0	0	0	0	0	0.0%
Assistance Added	0	0	0	0	0	0	0	0.0%
Assistance Ended	0	0	0	0	0	0	0	0.0%
Total Days of Care (DOC)	0	0	0	0	0	0	0	0.0%
<b>Foster Family Care - Dependent</b>								
Receiving Care, First Day	201	192	203	183	157	156	159	-21.9%
Assistance Added	179	220	169	187	154	164	176	-14.0%
Assistance Ended	188	209	189	213	155	161	168	-17.6%
Total Days of Care (DOC)	72,623	76,122	68,669	61,340	53,695	55,681	58,784	-26.1%
<b>Foster Family Care - Delinquent (Total of 2 above)</b>								
Receiving Care, First Day	12	8	9	8	0	1	1	-100.0%
Assistance Added	9	3	0	1	1	1	1	-88.9%
Assistance Ended	13	2	1	9	0	1	1	-100.0%
Total Days of Care (DOC)	1,078	428	87	10	147	294	294	-86.4%
<b>Non-reimbursed Kinship Care - Dependent</b>								
Receiving Care, First Day	0	0	0	0	0	0	0	0.0%
Assistance Added	0	0	0	0	0	0	0	0.0%
Assistance Ended	0	0	0	0	0	0	0	0.0%
Total Days of Care (DOC)	0	0	0	0	0	0	0	0.0%
<b>Non-reimbursed Kinship Care - Delinquent</b>								
Receiving Care, First Day	0	0	0	0	0	0	0	0.0%
Assistance Added	0	0	0	0	0	0	0	0.0%
Assistance Ended	0	0	0	0	0	0	0	0.0%
Total Days of Care (DOC)	0	0	0	0	0	0	0	0.0%
<b>Alternative Treatment Dependent</b>								
Receiving Care, First Day	0	0	0	0	0	0	0	0.0%
Assistance Added	6	6	17	16	9	11	12	50.0%
Assistance Ended	6	6	17	16	9	11	12	50.0%
Total Days of Care (DOC)	447	135	324	333	149	179	195	-66.7%
<b>Alternative Treatment Delinquent</b>								
Receiving Care, First Day	0	0	0	0	0	0	0	0.0%
Assistance Added	35	22	36	33	14	14	14	-60.0%
Assistance Ended	35	22	36	33	14	14	14	-60.0%

<b>Dependent Community Residential</b>								
Receiving Care, First Day	33	29	41	48	60	67	74	81.8%
Assistance Added	40	51	39	53	63	55	52	57.5%
Assistance Ended	44	39	32	41	56	48	43	27.3%
Total Days of Care (DOC)	10,770	8,322	8,194	8,847	11,610	11,516	11,912	7.8%
<b>Delinquent Community Residential</b>								
Receiving Care, First Day	28	23	24	25	27	24	22	-3.6%
Assistance Added	49	48	47	42	35	36	36	-28.6%
Assistance Ended	54	47	46	40	38	38	38	-29.6%
Total Days of Care (DOC)	10,695	9,862	9,543	8,771	7,451	7,211	6,970	-30.3%
<b>Supervised Independent Living Dependent</b>								
Receiving Care, First Day	4	1	3	8	5	3	3	25.0%
Assistance Added	2	10	18	9	5	9	10	150.0%
Assistance Ended	5	8	13	12	7	9	10	40.0%
Total Days of Care (DOC)	634	1,327	2,336	2,967	1,490	1,758	1,931	135.0%
<b>Supervised Independent Living Delinquent</b>								
Receiving Care, First Day	3	12	5	4	7	8	8	133.3%
Assistance Added	16	8	10	13	14	14	14	-12.5%
Assistance Ended	7	15	11	10	13	14	14	85.7%
Total Days of Care (DOC)	1,871	2,768	1,881	2,134	3,137	3,286	3,286	67.7%
<b>Juvenile Detention</b>								
Receiving Care, First Day	10	2	3	8	9	2	1	-10.0%
Assistance Added	146	129	141	171	87	87	85	-40.4%
Assistance Ended	154	128	136	170	94	88	88	-39.0%
Total Days of Care (DOC)	4,336	2,553	2,918	3,447	1,753	1,625	1,570	-59.6%
<b>Dependent Residential Services</b>								
Receiving Care, First Day	15	19	18	13	21	16	16	40.0%
Assistance Added	24	35	24	22	25	26	26	4.2%
Assistance Ended	20	36	29	14	30	26	27	50.0%
Total Days of Care (DOC)	5,721	7,486	6,515	5,694	7,129	6,509	6,602	24.6%
<b>Delinquent Residential Services</b>								
Receiving Care, First Day	42	46	28	22	26	28	30	-38.1%
Assistance Added	86	48	51	55	54	54	54	-37.2%
Assistance Ended	82	66	57	51	52	52	52	-36.6%
Total Days of Care (DOC)	16,842	13,256	10,569	9,824	10,792	11,062	11,332	-35.9%
<b>3-2e. Aging Out Data</b>								
<b>Indicator</b>	<b>FY 2010/11</b>	<b>FY 2011/12</b>	<b>FY 2012/13</b>	<b>FY 2013/14</b>	<b>FY 2014/15</b>	<b>Projected</b>		<b>2010-15</b>
						<b>FY 2015/16</b>	<b>FY 2016/17</b>	<b>% Change</b>
<b>Aging Out</b>								
Number of Children Aging Out	9	26	19	14	29	25	25	222.2%
Have Permanent Residence	8	17	15	13	22	23	23	175.0%
Have Source of Income Support	7	15	14	11	12	15	15	71.4%
Have Life Connection	9	24	19	14	28	25	25	211.1%

### 3-2g. through 3-2i. Charts

Insert up to three additional charts that capture the usage and impact of prevention, diversion and/or differential response activities. Each chart should be pasted on a separate page.

There are no additional charts to insert, as all charts have been included.

### Chart Analysis for 3-2a. through 3-2i.

☞ **NOTE:** These questions apply to both the child welfare and the juvenile justice agencies

- Discuss any highlighted child welfare and juvenile justice service trends and describe factors contributing to the trends in the previous charts.

Please see the data analysis that is provided below each chart.

- Discuss any important trends that may not be highlighted.

All trends were highlighted, and all charts have been entered and analyzed in the above section.

- Identify the impact of established Shared Case Responsibility (SCR) practices within the county.

The impact of Shared Case Responsibility practices in Westmoreland County has been positive. Currently, Westmoreland County Children's Bureau shares six cases with the Juvenile Probation Office. Westmoreland County Children's Bureau and Juvenile Probation have been able to mutually address concerns facing jointly dependent and delinquent youth. Visitation of children is often conducted in unison, which allows for one message to be conveyed to the youth, the family, and the provider agency. Westmoreland County court masters and Judges have also relied heavily on this collaborative relationship to provide for the needs of the youth and families residing within the county.

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

Children served in intake have increased 29.9% over the last 5 years and 13.4% over just the last year. The dramatic increase over the past year is partly due to the increased number of referrals due to the changing CPSL law and implementation of CWIS. However, despite those increases to children served in intake, those increases have not been seen in ongoing services over the 5-year period. Over the last 5 years, there has been a decrease of 2.0% of children receiving ongoing services. Though in the past year, there has been a 2.7% increase in children serviced through ongoing services, likewise attributed to the recent changes to the CPSL and increased number of referrals.

Over the past 5 years, our agency has seen a 8.9% decrease of children in placement. In the last year alone, the number of children in placement has decreased from 416 to 358 (13.9%). The agency has continued to provide county attorneys, court masters, and judges formal trainings and seminars regarding concurrent planning, family finding and engagement, and agency practices. Since HB 1075 was passed, our agency has continued our efforts to begin family finding and engagement during the assessment period and carry

those through ongoing services with the family. By starting these efforts early in the case, we are able to assemble a stronger support system earlier in the case to help the family make progress and avoid their children entering placement altogether. In utilizing family's supports, the plan is inevitably stronger. This is also done through a strength based approach, which has seen increased participation. However, once those children are in placement, they are increasing more likely to be placed with kin. In the past 5 years, our kinship placement rate has risen by 134.6% while our traditional foster care placement has dropped 45.1%. Kinship placements are generally more stable

Our agency has increased the use of Family Group Decision making this past year. While we have traditionally utilized contracted service providers to organize and complete the FGDM conference, we were able to utilize a current agency employee to begin to explore expanding our FGDM services and keeping the process within the agency. By doing so, it increased participation by the staff, increased FGDM referrals, and helped educate staff about the benefits of FGDM. Our agency was able to complete over a dozen FGDM conferences within our agency. However, we still needed to contract out for the majority of the FGDM referrals that needed completed.

Also, a focus on concurrent planning is believed to reduce the impact of children in care and the time they spend in care. Through a collaborative approach with Judges, Attorneys, providers, families, and supports the agency addresses both goals to insure that timely permanency is a priority.

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

Generally, there has been a downward trend over the last 5 years for children ages 0-1, 2-5, and 10-12. For children ages 6-9 in the last two periods, we have seen the lowest amount of this population in care in the last 5 years (22 and 25). No age range has seen any significant upward trend over the last 5 years. However, several had seen some increase in this last reporting period.

During the past year, two age ranges had seen an increase in population, ages 2-5 and ages 16-17. The increase for the 2-5 year old children increased dramatically (from 50 to 61) over this last reporting period. This may be due to the recent CPSL changes that were implemented and the expanded definitions of child abuse, perpetrator, and mandated reporters. The 16-17 year olds increased considerably as well, from a 9-period low of 29 children in Sept 2014 to 45 children in March 2015.

- Describe the county's use of congregate care – provide an overview description of children/youth placed in congregate care settings and describe the county's process related to placement decisions.

Westmoreland County Children's Bureau currently has 51 children placed in congregate care. Of these children the mean age is 15.66 with a range of 12-20. The racial composition is 27 Caucasian, 13 bi-racial (African-American, Caucasian), 10 African-American, and 1 bi-racial (Native American, Caucasian). These youth are placed due to, but not limited to behavioral concerns, mental health concerns, sexually maladaptive

behaviors, and independent living limitations which cannot be addressed in lower levels of care.

When considering the use of congregate care, Westmoreland County Children's Bureau must first rule out less restrictive placements. This process is overseen by the dependency court, which ultimately approves of a placement recommendation. When the recommendation for congregate care will be made, the caseworker and/or supervisor can consult with contract monitors to identify the placement that can best meet the needs of the child. This is done with the focus of facilitating the achievement of the primary and concurrent goals established in the child permanency plan.

- ❑ 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 population of children and youth needing out-of-home care? Is the county's current resource allocation appropriate to address projected needs?

Staffing shifts to address changes have revolved around CPSL changes. For example, the agency requested, was approved to, and hired 5 additional CPS workers to address the dramatic increase in referrals from the impact of CPSL changes. These additional staff helped to reduce the stress felt by existing CPS investigators, by reducing caseloads to a manageable size. In regards to out of home placements, the county currently maintains the same ratios, but will be requesting additional ongoing/treatment staff for FY16/17 in order to address the 32.5% increase in cases accepted for service.

### 3-4 Program Improvement Strategies

Counties may opt out of completing all or parts of this section if one or more of the following apply:

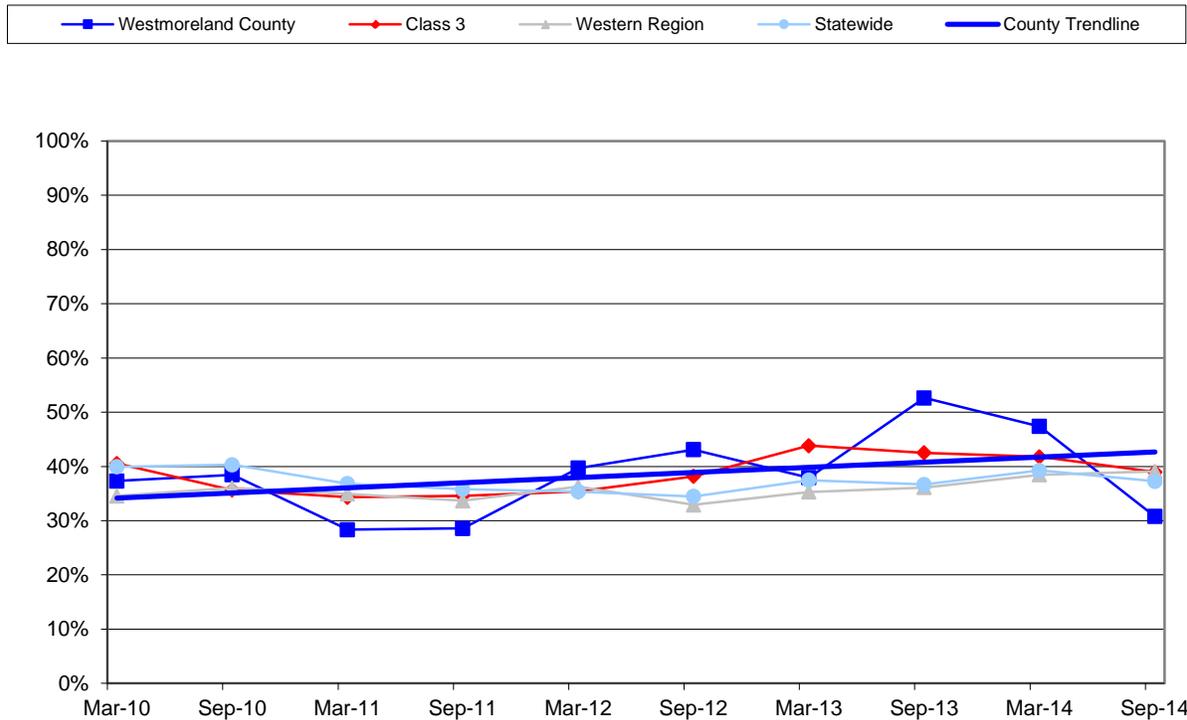
- Participating CWDP counties if the information is captured in their IDIR-U and the plan is submitted as an attachment
- Phase I – IV Continuous Quality Improvement (CQI) counties whose County Improvement Plan (CIP) captures the required information and the plan is submitted as an attachment
- Counties have a formalized strategic plan (child welfare and/or juvenile justice) that captures the required information and the plan is submitted as an attachment

Counties must identify the areas for improvement that are the focus of CIPs, IDIR-U or other strategic plans that are in planning stages or under implementation in FY 2015-16 and FY 2016-17 that address both child welfare and juvenile justice populations.

Counties must select a minimum of three Outcome Indicator charts that are relevant to their identified Program Improvement Strategies. County juvenile justice agencies should also include charts relevant to their program improvement strategies.

- CWDP counties and prospective CWDP counties must select Outcome Indicators that are reflective of targeted outcomes of their Demonstration Project design.

### Permanency, Westmoreland County



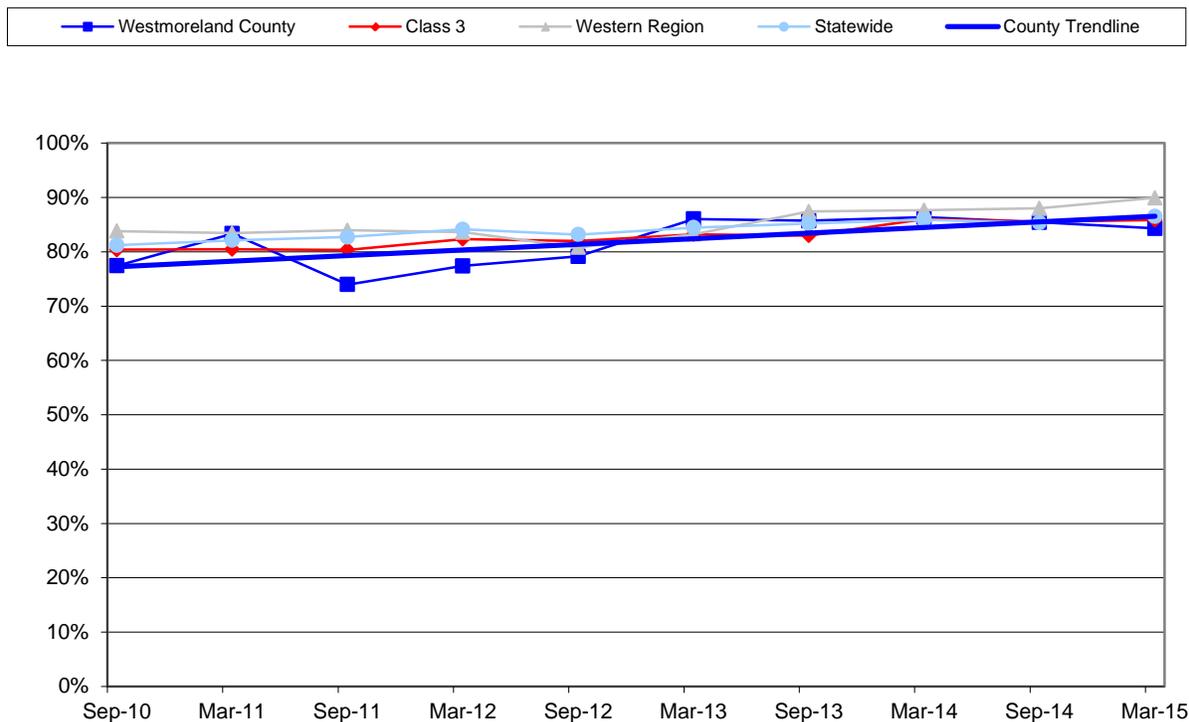
Our trend line continues to improve. However, the chart shows a significant decrease in permanency during the two most recent periods, March and September 2014. In examining the raw data, our county has dropped from high of 78 children in care for long periods (24+ months) 9 periods ago (Sept 2010) to 52 children during the most recent period, a 33.33% decrease. However, our rate of finding permanency for those youth that remain in care has not kept pace. Over the past year, we have had several factors that may have contributed to these numbers. Our paralegal staff, which assists our caseworkers, solicitors, and the court during the permanency process, had a 100% turnover. This created multiple problems throughout the year where the few staff that was available at any given time was overwhelmed and unfamiliar with cases they were handling. Additionally, during this past year, we had changes with our family court judges that regularly handle our cases. Several new judges were elected/appointed and placed to hear our dependency cases. Our long-time court master also retired and was replaced. We had significant turnover with caseworkers as well. Eight out of thirty-three (24.24%) ongoing services casework positions needed to be replaced. This led to increased caseload for the rest of the caseworkers and additional stresses regarding servicing new cases, they weren't familiar with.

Another explanation for the dip is the number of transitional age youth whom choose to remain in care until 21 years of age, whom do not achieve permanency, until they age out.

	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15
SPLC	273	339	274	266	220	300
Traditional Foster Care	242	211	195	187	153	154
Kinship Foster Care	152	116	160	180	191	209
Total Foster care	231	191	185	185	166	173
Non-reimbursed Kinship Care	0	0	0	0	0	1
Alternative Treatment Dependent	0	75	23	19	21	17
Alternative Treatment Delinquent	26	26	39	20	19	21
Dependent Community Residential	168	135	136	134	142	138
Delinquent Community Residential	140	139	139	134	131	120
Supervised Independent Living Dependent	76	106	121	111	175	149
Supervised Independent Living Delinquent	131	98	138	125	126	149
Juvenile Detention	22	28	19	20	19	18
Dependent Residential Services	147	147	139	155	163	155
Delinquent Residential Services	130	132	141	134	128	135

Over the past 6 years, a decrease has been noted in traditional foster care, total foster care, alternative treatment, community residential, and juvenile detention. The agency has focused on utilizing the least restrictive, most home like setting, which is a factor for an increase in kinship care. There is also a noted increase in IL services over this time period, due to Act 81 and 91. Yet, the county has seen a decrease in SIL placements this year, due to the increase in non-licensed homes for this population.

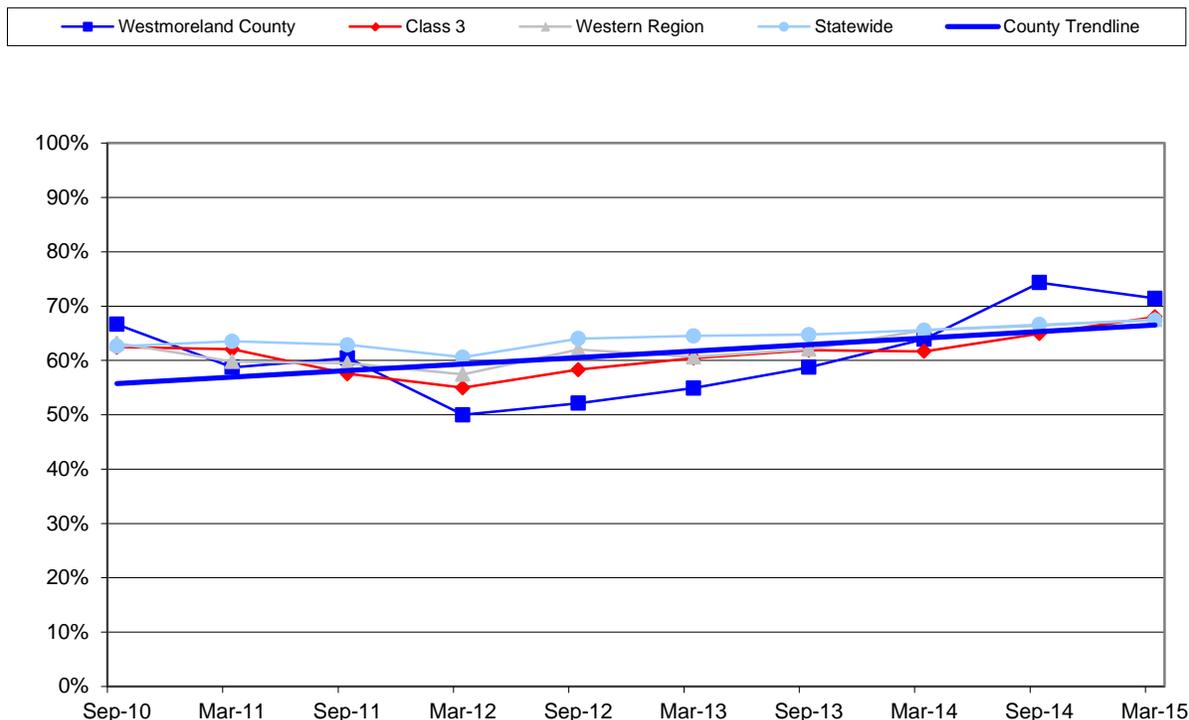
### Placement Stability, 0-12 Months, Westmoreland County



Our trendline continues to increase over the past 5 years and our average has moved from 84.50% for 3 years to 84.87% this past year. This 3 year rate puts us slightly ahead of class 3 (84.28%), but slightly behind the Western Region (86.18%) and the state (85.11%).

We are continuing to stress the importance of family finding and engagement prior to a child coming into agency custody. By identifying family supports early, we will be able to help ensure stability if a child does need to enter into placement.

### Placement Stability, 12-24 Months, Westmoreland County

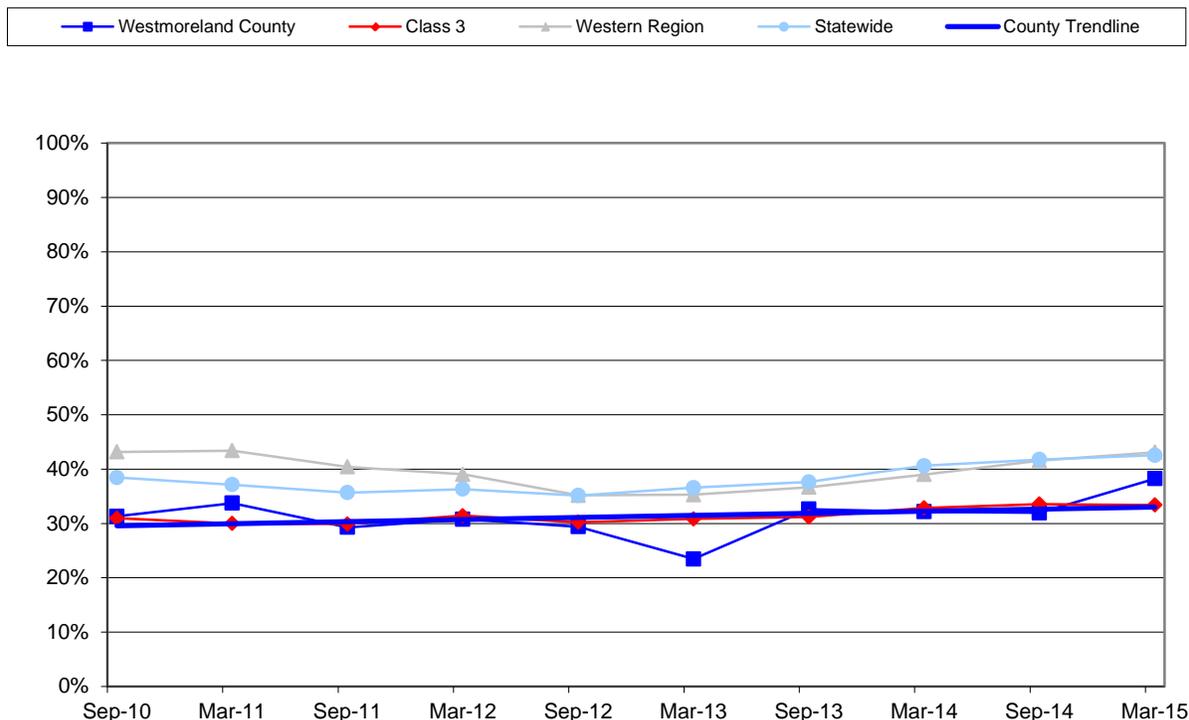


Our county has seen very positive progress in placement stability for those youth in care between 12 and 14 months. Our trendline for this now shows an improvement. Our 5 year rate is 61.13%. This is behind other 3<sup>rd</sup> class counties (61.23%%), western region (62.42%) and the state (64.24%). However, over the last 3 years we have shown improvement (62.58%). This led other class 3 counties (62.55%). Our biggest improvement has been over the past year. Our past year rate is 72.88%. This rate leads 3<sup>rd</sup> class counties (66.48%), western region (66.99%), and the state (66.99%).

We have continued to focus on concurrent planning. Over the past year, we have worked on our Concurrent Planning Implementation Plan. The plan focuses on aspects of full disclosure, family search and engagement, Family Group Conferencing, and child/family visitation. We continue to engage parents and foster parents on primary and concurrent goals. These are discussed formally in court or informally in conferences with all parties at least every 3 months. In addition to the regularly scheduled permanency review hearings, we utilize 90-day conferencing and a 9-month Permanency Planning Conference.

Our increasing rate of kinship placement rates compared to traditional foster home placement has also attributed to the increased stability of youth in this category. Youth placed with their family/kin are more likely to be stable in the placement.

### Placement Stability, 24+ Months, Westmoreland County



Our 5-year trend line has started to indicate a small increase; we have seen better placement stability rates for this population for the last 2 years. Our 5-year rate (31.29%) was the lowest among 3<sup>rd</sup> class counties (31.43%), western region (39.68%), and the state (38.19%). However, we have had increases over the past 2 years. Our 2 year rate (33.73%) leads other class 3 counties (32.75%), and our rate for the past year (35.09%) continues to lead other class 3 counties (33.48%).

Over the last five years, we have been able to find permanency for a sizable portion of this population. However, those youth that remain in care increasingly are more difficult to find suitable permanency homes. Many of these youths have been in and out of several placement facilities due to ongoing mental health or behavioral issues. Our independent living program has helped our staff work with these youth to find stable placements outside of traditional foster care settings, such as licensed and unlicensed independent living and utilizing host homes. Older youths are also referred for family finding with a service providers, additional SWAN services, and conferencing on transition planning.

Counties do not need to provide a separate response for each area of Program Improvement Strategy but rather discuss the county's identification, planning and implementation efforts as a whole.

- ❑ If you have not submitted a formalized plan as an attachment, please describe the priority areas of program improvement that are underway within your county.

See attached plan.

- Describe the process undertaken to identify the areas of improvement for prioritization, including identifying data analysis utilized in defining the program need. Describe any analysis related to the county's outcome performance in comparison to comparable counties' and/or statewide performance and how these findings may have contributed to the identification of practices contributing to strong or weak performance.

Our staff is aware of the importance our agency has put on finding permanency for children in care and in doing so decreasing the amount of time children spend in care over all. We believe that in order to help achieve permanency and decrease time in care, we must start before the children even enter into agency custody. It is in the best-interests of any child to achieve timely permanency and placement stability. Each child needs a home and a family.

With regards to our outcome performance to other counties, see previous charts.

- For each strategy identified, please address the following questions. It is recognized that the same responses may apply for multiple strategies. In those circumstances, please note as such, otherwise provide separate responses for distinct strategies as warranted.
  - Describe how the selected strategies were selected as the approach that will successfully meet the challenge the agency is addressing.

Regarding all three strategies, finding permanency and decreasing time in care for youth that have been in care can be a difficult but important task, particularly for those youth that have been in care for several years. These tasks are closely tied to each other and strategies and programs targeted for one will impact them all. Youth whom are in care for extended period of time without a permanent home are less likely to transition to productive and successful adults. Our goal is to provide each of the children in our custody a safe, stable, and appropriate home for him/her to thrive in.

Describe how the selected strategies fit within your county's current organizational structure, existing service provider community and align with agency mission and values.

Our staff is aware of the importance our agency has put on finding permanency for children in care and in doing so decreasing the amount of time children spend in care over all. We believe that in order to help achieve permanency and decrease time in care, we must start before the children even enter into agency custody. We do this through diligent family finding and engagement effort both before and after a child enters care. We developed a Family Findings Protocol for In Home Cases. Our intake staff is trained to begin their family finding efforts at the moment a referral comes into our agency. Family finding efforts continue through assessment and ongoing services.

We work very closely with many of our providers to ensure that everyone has the same goal. We meet regularly with providers to discuss programs they offer and strategies. Providers are invited to speak at staff meetings to inform our agency of their services and answer questions.

- Describe resources needed by the county agency and service providers to be able to successfully implement the strategy (including staffing, training needs, concrete needs etc.)
  - Additional training on family finding and engagement on in-home cases
  - Training on Full Disclosure
- How will the county and service provider determine program efficacy or effectiveness? If the strategy is an Evidence Based Program, how will fidelity to the model be assessed? Identify a measurable target for improvement and timeframes for evidence.
  - Revision of supervisory monthly reports to better capture needed data
  - Regular data reporting and analysis of children adjudicated/placed, length of time in care, re-entry, level of care, and placement changes.
  - Staff conferencing on cases where a child is not initially placed with kin
  - Continued participation in Pennsylvania's Permanency Practice Initiative

The agency wants to achieve a 10% increase in the rate of achieving permanency and a 3% increase in placement stability.

- If the program improvement strategy is expansion of an existing service, describe the county and provider's readiness to expand or duplicate the program.

There is no plan for expansion, only an increase in utilization of FGDM.

- What efforts are underway by the county and/or provider to determine capacity to implement and sustain program enhancements.

One of our service providers has agreed to work closely with our agency to begin increasing our agency's use of FGDM. We will be having one of our assessment unit's pilot a program where each family they are to open for services, they will also refer to the service provider for FGDM information.

We have also been discussing having one of our units refer every status offense case for a rapid case conferencing at the time of the initial home visits.

At this time, considering the two previously mentioned programs, we have identified specific units in our agency to do this work. The service provider we will be working with has two staff available to start, but can hire and train additional staff if we expand to other units as well.

In September, Cindy King, MSSA, LSW, will be providing a comprehensive training for our staff, resource families, and others concerning trauma and its effect on youth in care. She will be discussing how trauma is often misdiagnosed as mental health disorders such ADHD, and how this misdiagnosis can lead to

overmedication of youth in care. We hope that by training our staff and resource families on trauma, and how to best deal with it, it can prevent some unnecessary placement changes.

We have also been discussing implementing a policy to review all placement cases within 24-hours where the children have not been placed with kin. We hope to identify internal and external barriers to initial kinship placement.

- Briefly describe the current activities for each strategy. Structural and functional changes made to accommodate the enhanced or new strategy
  - Family Group Decision Making
  - Family finding/engagement
  - Enhanced Visitation Policy to promote visits between parents and children to occur as often as reasonably and safely as possible.
  - 90-day conference on placement cases
  - 9-month Permanency Planning Conference with parents, family supports, service providers, and resource family to discuss progress on primary and concurrent goals.
  - Quality Assurance case reviews
  - Shared Case Responsibility
  - Teaming
  - Concurrent Planning Implementation
  - Increased training for resource families, both traditional and kinship foster homes

- Status of engagement of staff who will be identifying children/youth/families for the practice

All youth currently in care are identified in these outcomes.

- Engagement of stakeholders who will be impacted by the enhanced programming

All stakeholders are aware of our desire to improve placement stability and to decrease the time for permanency. We maintain open lines of communication with the court, GAL's, parent and child attorneys, service providers, and staff. Many stakeholders are participatory in various Westmoreland County Children's Roundtable discussions and are able to address questions there as well.

- Status of program set up including hiring and training of staff delivering the service

At this time, no new staff is required. However, if the expansion of our FGDM continues, it would be beneficial to have staff available in the agency to perform FGDM work. At this time, there is only a temporary intern that does this work in the agency.

- Projected date of first referrals for new services/programs

With regards to the increased role of FGDM in ongoing services and status offenses, we anticipate a Sept 1, 2015 start date.

- Identification of data elements to be utilized for program delivery and outcome monitoring

Both the contract monitor and the quality assurance specialist will take part in ensuring that providers we are using to enhance our FGDM services are providing consistent services. They will be receiving reports of general outcomes and statistics regarding successful FGDM. We will be comparing rates of placement, length of stay in placement, and stability in placement with the cases where we started FGDM during the assessment period against our general statistics for these categories.

## Section 4: Administration

### 4-1a. Employee Benefit Detail

- Submit a detailed description of the county's employee benefit package for FY 2014-15. Include a description of each benefit included in the package and the methodology for calculating benefit costs.

The following benefits are included in the benefit package:

Retirement: This is the amount the county pays towards employee retirement; this amount is given to us by the county Financial department twice a year.

Health Insurance: This is the health insurance for employees; the cost is based on which of three plans the employee is in.

Social Security: This is the amount of Social Security 7.65% of the amount paid.

Insurance buyouts: This is the amount that is paid to people that do not need insurance.

Worker's Compensation: Amount paid for worker compensations.

Life insurance: This is for life insurance for employees.

Unemployment: This is the amount that is required by the unemployment bureau.

Optical: This is for the employee optical insurance.

All of these benefits are calculated in different departments of the county and posted to the correct accounts. In order to find our benefit rate, I take the total amount spent in each of these different areas and divide by the amount spent on payroll to get my benefit percentage

#### 4-1b. Organizational Changes

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

The Executive Director is now supervising the Administrative Officer 2 position, formally supervised by the Assistant Director, and now supervising the Casework Supervisor over foster care, which was formally supervised by Casework Manager II.

The Assistant Director is now supervising the Casework Manager 1 position, formally supervised by the Casework Manager 2.

The Assistant Director is now supervising a Program Specialist 1, Quality Assurance, position, formally supervised by the Casework Manager 2.

The Fiscal Operations Officer 3 is now supervising two Program Specialist 1, Contract Monitor, positions, formally supervised by the Assistant Director.

A Program Specialist 1, Contract Monitor, position is now supervising three caseworker positions. These are new positions created this year.

Two casework supervisors are now supervising one additional caseworker position each. Both of these caseworker positions are new positions created this year.

Several vacant positions have been eliminated: Fiscal Technician, Fiscal Assistant, Casework Manager 1, and Social Worker 2.

#### 4-1c. Staff Provided Service Evaluations

- Describe the method for measuring and evaluating the **effectiveness** of staff provided services. DO NOT describe the standard individual performance evaluations.

Casework Supervisors are required on a monthly basis to conduct random quality assurance calls to at least one active family per caseworker. The families are asked questions regarding frequency of visits, services being provided, satisfaction with the level of services, etc.

Our Quality Assurance supervisor has reinstated regular random monthly case reviews to ensure that not only that the cases are kept up-to-standard with regards to regulations and policies, but that the services provided to the families are relevant and helpful to their needs. These case reviews are provided to the Casework Managers, Assistance Director, and the Executive Director. The Managers address identified concerns with the supervisors. The QA supervisor has also begun to gather data on specific program concerns. Most notably, he conducted a study to see where our agency stands with a child's first placement in care being the last placement before permanency (37.9%). He will continue to use our agency's data to complete further studies to help highlight areas of improvement.

#### 4-1d. Contract Monitoring & Evaluation

- Note the employee/unit which oversees county contracts.

Rachelle Donahue, program specialist, contract monitor

- Describe the evaluation process to determine the **effectiveness** of provider services. DO NOT describe the process by which provider submissions are reviewed in relation to state and federal funding.

The agency employs one Contract Monitor who is a Program Specialist, to evaluate the effectiveness of the contracted providers. All utilized contracted agencies are audited no less than annually. During each audit, a random sample of files is reviewed (at least 25% of the active case). Files are scrutinized for meeting regulatory requirements, best practice standards and contractual obligations. The main purpose of the audit is to ensure the safety, well-being and permanency of each child. Second is ensuring that all provided services are appropriate and effective. Third is to assure there are no duplication of services and that the invoicing is accurate for the services rendered. In addition to auditing the provider's services, the agency developed a quality assurance survey for the providers to complete in evaluating the Children's Bureau. Following the service provider audit, the Contract Monitor sends the quality assurance survey out to the family whose file was reviewed for feedback in regards to the service utilized as well as any issues that the family may have had with the agency or provider. If any issues are reported, the Contract Monitor will contact the individual completing the survey for more information and to troubleshoot the problem. The Contract Monitor reviews and approves all service requests to assure that services selection best meets their need, is time limited, and is not duplicated.

In addition to the assessment of performance and outcomes at each audit, we require a continuum of outcome data reports by all contracted providers. Quarterly reports document all services provided to clients, the outcome for each client and the effectiveness of the program itself in achieving goals, objectives and results. To assure receipt of such reports, this language has been added to all our contracts.

- Describe the process by which the CCYA monitors its sub recipients or contractors throughout the fiscal year. Descriptions should include efforts the CCYA makes to monitor the sub recipients or contractors' use of federal and state dollars through reporting, site visits, regular contact or any other means to provide reasonable assurance that federal and state dollars are used in compliance with laws, regulations and the provisions of the contracts/agreements and that performance goals are achieved. DO NOT describe the process by which provider submissions are reviewed in relation to state and federal funding. CCYAs may find it helpful to address this section by following these questions:

- Is the CCYA receiving and reviewing all required A-133 sub recipient audits or other qualified independent audit report as part of the contracting process?

Yes

- Is the CCYA assessing the risk of a sub recipient or contractor as a result of the findings in the audit report or history of non-performance?

Yes, if necessary

- What are the steps included in the invoice review and invoice processing which ensure terms and conditions in the contract/agreement are being met?

Invoices are compared to the approvals that caseworkers complete and send to the providers. Providers send those approvals with the invoice and are only paid for services that fall within the approvals.

- Does the CCYA ensure that invoices reflect actual, allowable, allocable and reasonable costs?

Yes, we do

- In circumstances where the sub recipient/contractor utilizes a subcontractor; (i.e. holds a contract or agreement with another party for services), does the CCYA ensure that costs billed to them for subcontractor services are supported with auditable documentation by the sub recipient/contractor?

Yes, if we are aware of this circumstance.

- Does the CCYA maintain regular contact with the sub recipient or contractor to ensure that all deliverables are being completed and provided?

Yes

- How often is the monitoring process executed?

At least annually, or more often, if issues are reported.

#### **4-2a. Human Services Block Grant (HSBG)**

- Participating counties whose HSBG report does not capture the following information should describe what services and activities will be funded through the block grant and how this may change from the previous year. If services or activities will decrease, explain why this decision was made and how it will affect child welfare and juvenile justice services in your county and the NBPB. Describe any plans for increased coordination with other human service agencies and how flexibility from the block grant is being used to enhance services in the community.

#### **4-2b through 4-2e. Special Grants Initiatives (SGIs)**

##### **Requests to Transfer/Shift Funds**

The following subsections permit the transfer or shifting of funds within the SGI categories of Evidence Based Programs (EBP), EBP-Other, Pennsylvania Promising Practices (PaPPs), Housing and Alternatives to Truancy Prevention (ATP) for FY 2015-16 within the maximum

allocation amount. Counties may not request additional funds above the certified allocation and must have sufficient local matching funds when requesting a transfer to those programs with a higher match requirement. After submission of this application and during FY 2015-16, the CCYA may transfer within EBP funds and EBP-Other without OCYF approval. However, approval is required if transferring to/from EBP and other SGI programs.

The requests must include detailed justification for the proposed changes. The PaPPs must relate to a specific outcome for a selected benchmark in the NBPB or the county's CQI plan.

Counties that request to shift funds as outlined above must enter the revised amounts in the Budget Excel File in order for the revised amount to be considered final. **All transfer requests made should be considered approved unless the county is notified otherwise by the Department.**

**Block Grant County SGI Requests**

Complete a program specific narrative only when requesting existing, additional or new SGI funds. SGI funds can only be requested if the county has budgeted and is spending 100% of their child welfare funds to the child welfare program in the Human Services Block Grant. To complete the tables, insert ONLY SGI fund requests; DO NOT include block grant amounts in the tables.

**Requests for Nurse-Family Partnership (NFP)**

Complete a program specific narrative only when requesting additional or new SGI funds for this EBP-other. SGI funds can only be requested if the county has/will utilize all NFP grant funds available through the Office of Child Development and Early Learning (OCDEL) and the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program. To complete the tables, insert ONLY SGI fund requests; DO NOT include NFP grant amounts from OCDEL or MIECHV in the tables.

- ❑ From the list below, please indicate those EBPs, PaPPs, Housing and ATP programs that the county will provide in FY 2015-16 and/or request funding for in FY 2016-17. **Please only identify those programs/practices that are being funded through the NBPB or Special Grant funding. Do NOT note any program area that is utilized but funded outside your child welfare allocations for NBPB and Special Grants.**

FY2015-16	FY 2016-17	Program Area
		a-1. Evidence Based Practices (Other) Name:
		a-2. Evidence Based Practices (Other) Name:
		a-3. Evidence Based Practices (Other) Name:
		a-4. Evidence Based Practices (Other) Name: Child and Adolescent Needs and Strengths Assessment (CANS)
		b. Multi-Systemic Therapy (MST)
		c. Functional Family Therapy (FFT)
		d. Treatment Foster Care Oregon (TFCO) *
100,000	100,000	e. Family Group Decision Making (FGDM)
		f. Family Development Credentialing (FDC)

		g. High-Fidelity Wrap Around (HFWA)
		h. Pennsylvania Promising Practices Dependent (PaPP Dpnt) Name: Name (if different for FY 2016/17):
		i. Pennsylvania Promising Practices Delinquent (PaPP Dlqnt) Name: Name (if different for FY 2016/17):
50,000	75,000	j. Housing Initiative
310,000	350,000	k. Alternatives to Truancy Prevention (ATP)

\* Treatment Foster Care Oregon (TFCO) formerly known as Multidimensional Treatment Foster Care (MTFC.) The program model and developer are unchanged. Please discontinue use of MTFC name to avoid trademark infringement.

**FOR EACH OF THE SELECTED PROGRAMS, ANSWER THE FOLLOWING QUESTIONS (COPY AND PASTE AS NECESSARY TO ACCOMMODATE RESPONSES FOR ALL SELECTED PROGRAMS):**

-----BEGIN COPY-----

Program Name:	Family Group Decision Making
---------------	------------------------------

Please indicate which type of request this is:

Request Type	Enter Y or N		
Renewal from 2014-15			No
New implementation for 2015-16 (did not receive funds in 2013-14)			Yes
Funded and delivered services in 2014-15 but not renewing in 2015-16			No
Requesting funds for 2016-17 (new, continuing or expanding)		<b>New</b>	<b>Continuing</b>
			<b>Expanding</b>
		<b>Yes</b>	

Complete the following table if providing this service or requesting a **transfer, shift, or revision** only of funds for FY 2015-16; and/or requesting funds for FY 2016-17. Enter the total amount of state and matching local funds. Do not include any funds except those allocated, or to be allocated, as Special Grants through child welfare funding. Do NOT include HSBG amounts in these charts.

Total Budget Amount	FY 2015/16 Special Grant Allocation	Revision Request • Additional funds requested for FY 2015/16 or reduction of spending planned for FY 2015/16	Requested Amount • Total of the two preceding columns • Enter this amount in fiscal worksheets
FY 2015-16	100,000	0	100,000
FY 2016-17			100,000

- 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?

NA, as we are not requesting a change.

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

	<b>1213</b>	<b>1314</b>	<b>1415</b>	<b>1516</b>	<b>1617</b>
Target Population	11-15	11-15	All	All	All
# of Referrals	18	31	34	60	62
# Accepting Services	11	22	23	45	44
# Successfully completing program	11	22	23	45	44
Cost per year	27118	27879	55,000	100,000	100,000
Program Funded Amount	n/s	n/a	n/a	n/a	n/a
Per Diem Cost	82.50/hour	82.50/hour	82.50/hour	82.50/hour	82.50/hour
# of MA referrals	0	0	0	0	0
# of Non MA referrals	18	31	34	60	62
Name of provider	Justice works				

- If there were instances of under spending or under-utilization of prior years' grant funds, describe what changes have occurred or will occur to ensure that grant funds for this program/service are maximized and effectively managed. Also, identify the measures the county will utilize in both FY 2015-16 and FY 2016-17.

Over the past fiscal year, the agency has looked to understand spending trends in regards to FGDM. The agency has identified two barriers have led to underspending. The first barrier is that cases are not being referred during initial case planning, as the agency projected. Out of 28 recently analyzed cases, only 1 case was referred during the assessment period, while the other 27 were referred after the case had been accepted for services. The second barrier, which is related, is that cases are being referred after a child(ren) has been adjudicated dependent. Westmoreland County findings show that cases were referred to our FGDM provider for preventative services only 28% of the time, while

being referred to the pilot in-house program at a rate of 10%. This is while much higher rates of referral are for reunification, placement, or transition planning. While the agency has underspent in the past, with the barriers now identified, protocols and policies can be implemented with confidence, to ensure families benefit from the FGDM process. Since the barriers have been in regards to when cases are referred, the agency will pilot a program in the coming fiscal year to ensure quicker application of FGDM on open CPS/GPS cases. Specifically, the agency will contract for formal FGDM engagement of the family, if their case is accepted for services (with the family's consent). This will result in an agreed upon, collaborative approach in which the FGDM provider will engage all open families as to whether they would feel that FGDM would be of benefit. If a family is agreeable, formal conference planning will commence. Based on current statistics, showing that between 30-40 CPS/GPS cases are accepted every month, an increase in utilization is expected. Furthermore, engagement is now formalized and presented by a trained FGDM practitioner. While it is acknowledged that all of these families will not be agreeable to the process, the agency feels that a certain increase will be shown. In addition to the increase, this process will insure that FGDM is used in conduction with Family Service Planning and ultimately reduce the amount of time a case is open, reduce the rate of dependency, reduce re-entry by strengthening and empowering the families that are served.

⇒ NOTE: For the following question, if the outcomes were addressed in Section 3-4 Program Improvement Strategies specify to this Special Grant program/practice, the information does not have to be repeated here but rather insert a statement referring back to the relevant sections of 3-4 or any attachments submitted.

- Identify three service outcomes the county expects to achieve as a result of providing these services with a primary focus on FY 2016-17. Explain how service outcomes will be measured and the frequency of measurement.

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Program Name:	Housing
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- Please indicate which type of request this is:

Request Type	Enter Y or N		
Renewal from 2014-15			Yes
New implementation for 2015-16 (did not receive funds in 2013-14)			No
Funded and delivered services in 2014-15 but not renewing in 2015-16			No
Requesting funds for 2016-17 (new, continuing or expanding)		<b>New</b>	<b>Continuing</b>
			<b>Expanding</b>
			<b>Yes</b>

Complete the following table if providing this service or requesting a **transfer, shift, or revision** only of funds for FY 2015-16; and/or requesting funds for FY 2016-17. Enter the total amount of state and matching local funds. Do not include any funds except those allocated, or to be

allocated, as Special Grants through child welfare funding. Do NOT include HSBG amounts in these charts.

<b>Total Budget Amount</b>	<b>FY 2015/16 Special Grant Allocation</b>	<b>Revision Request</b> • Additional funds requested for FY 2015/16 or reduction of spending planned for FY 2015/16	<b>Requested Amount</b> • Total of the two preceding columns • Enter this amount in fiscal worksheets
FY 2015-16	50,000	0	50,000
FY 2016-17			75,000

- 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?

The number of families we serve with the housing grant continues to increase each year, with the extensive waiting lists for Section 8 and FUP programs. Since the trend illustrates, that housing needs consistently grow each year, we are asking for more funds so that we can continue to prevent placement and preserve families. We are not moving money from another program, as we are asking for an increase in overall funds.

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

	<b>1213</b>	<b>1314</b>	<b>1415</b>	<b>1516</b>	<b>1617</b>
Target Population	All	All	All	All	All
# of Referrals	113	137	168	175	185
# Accepting Services	113	137	168	175	185
# Successfully completing program	113	137	168	175	185
Cost per year	101,076	108,880 (BG)	52,000	50,000	75,000
Program Funded Amount	n/s	n/a	n/a	n/a	n/a
Per Diem Cost	n/a	n/a	n/a	n/a	n/a
# of MA referrals	0	0	0	0	0
# of Non MA referrals	113	137	168	175	185
Name of provider	Multiple	Multiple	Multiple	Multiple	Multiple

- If there were instances of under spending or under-utilization of prior years' grant funds, describe what changes have occurred or will occur to ensure that grant funds for this program/service are maximized and effectively managed. Also, identify the measures the county will utilize in both FY 2015-16 and FY 2016-17.

NA, housing needs continue to grow and our expenditures exceed our special grant allocation.

➤ NOTE: For the following question, if the outcomes were addressed in Section 3-4 Program Improvement Strategies specify to this Special Grant program/practice, the information does not have to be repeated here but rather insert a statement referring back to the relevant sections of 3-4 or any attachments submitted.

- Identify three service outcomes the county expects to achieve as a result of providing these services with a primary focus on FY 2016-17. Explain how service outcomes will be measured and the frequency of measurement.

As a result of the housing initiative, the county has been able to successfully preserve the family unit, maintaining families in their own homes, prevent placement, and ensure that children have a safe place to reside. Outcomes will be measured by a decrease in the number of children in placement due to housing issues.

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Program Name:	Alternatives to Truancy Prevention (ATP)
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- Please indicate which type of request this is:

Request Type	Enter Y or N		
Renewal from 2014-15			Yes
New implementation for 2015-16 (did not receive funds in 2013-14)			No
Funded and delivered services in 2014-15 but not renewing in 2015-16			No
Requesting funds for 2016-17 (new, continuing or expanding)	<b>New</b>	<b>Continuing</b>	<b>Expanding</b>
			Yes

Complete the following table if providing this service or requesting a **transfer, shift, or revision** only of funds for FY 2015-16; and/or requesting funds for FY 2016-17. Enter the total amount of state and matching local funds. Do not include any funds except those allocated, or to be allocated, as Special Grants through child welfare funding. Do NOT include HSBG amounts in these charts.

Total Budget Amount	FY 2015/16 Special Grant Allocation	Revision Request • Additional funds requested for FY 2015/16 or reduction of spending planned for FY 2015/16	Requested Amount • Total of the two preceding columns • Enter this amount in fiscal worksheets
FY 2015-16	310,000	0	310,000

FY 2016-17			380,000
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- 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?

We are requesting more funds for ATP because we are planning on increasing the number of schools that use this program. Our goal would be to get every school district in the county on board at some point. For 14/15 we had one school district, we hope to see that number grow to three in 15/16. For 16/17 we are hoping to add even more schools, which will increase the cost. Although we talked to the regional office at different times about our plan to expand this program, we did not specifically discuss how much it was going to cost.

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

	1213	1314	1415	1516	1617
Target Population			8-17	8-17	8-17
# of Referrals			86	120	160
# Accepting Services			87	90	100
# Successfully completing program			52	75	85
Cost per year			210,000	310,000	380,000
Program Funded Amount			n/a	n/a	n/a
Per Diem Cost			75/hour	75/hour	75/hour
# of MA referrals			0	0	0
# of Non MA referrals				120	160
Name of provider			Justice works	Justice works	Justice works

- If there were instances of under spending or under-utilization of prior years' grant funds, describe what changes have occurred or will occur to ensure that grant funds for this program/service are maximized and effectively managed. Also, identify the measures the county will utilize in both FY 2015-16 and FY 2016-17.

NA, we exceeded the allocation for this special grant.

- ⇒ NOTE: For the following question, if the outcomes were addressed in Section 3-4 Program Improvement Strategies specify to this Special Grant program/practice, the information does not have to be repeated here but rather insert a statement referring back to the relevant sections of 3-4 or any attachments submitted.

- ❑ Identify three service outcomes the county expects to achieve as a result of providing these services with a primary focus on FY 2016-17. Explain how service outcomes will be measured and the frequency of measurement.

This will be utilized as a diversion/intervention program to:

- Increase school attendance
- Prevent families from being involved with the county CYS program
- Prevent truant recidivism

The provider tracks their outcomes and provides the agency with reports.

Program Name:	CHILD AND ADOLESCENT NEEDS AND STRENGTHS ASSESSMENT (CANS)
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The agency is not requesting any funds for the CANS.

- ⇒ NOTE: For the following questions, if these were addressed in Section 3-4 Program Improvement Strategies, the information does not have to be repeated here but rather insert a statement referring back to the relevant sections of 3-4 or any attachments submitted.
- ❑ Please provide a concise summary of how the special grant programs selected under the SGI (including EBP, PaPP, Housing and ATP) will impact service delivery and child and family outcomes.

Justice Works (FGDM)

FGDM will be utilized to resolve critical issues for families. FGDM has proven to be an effective tool to resolve issues that arise subsequent to custody decisions; death of a parent or guardian; a family member's return from placement, treatment or incarceration; and other critical watershed moments.

Justice Works Why Try (ATP)

This program is an internationally recognized, evidence-based intervention model targeting risk factors and issues related to academic engagement. This program combines theoretical and empirical principles, solution-focused interventions, understanding social and emotion intelligence, and multisensory learning. It combines these attributes to address maladaptive patterns of behavior while promoting thinking skills essential to student's success.

- Please explain how the availability of the services under the special grants will assist in the county’s ability to achieve a specific outcome or a selected benchmark in the NBPB or the county’s Continuous Quality Improvement plan. Specifically identify how the service outcomes will be measured and the frequency of the measurement.

The truancy prevention programs identify the root causes for school absences. Their interventions are targeted to enhance school attendance, prevent out of home placement and reduce the recidivism with truant children.

FGDM will help with reunification of families and will allow us to reduce the time that kids spend in care.

**4-2f. Independent Living Service (ILS) Grant**

- In the table below, place an “X” for the services that will be provided by CCYA during FY 2016-17 (regardless of funding source.) Check as many boxes as apply. Enter the projected total amount of youth that will receive these services (regardless of age, placement status, or disposition.)

Mark “X” in this column	Total Youth	IL Services
X	125	A. Needs Assessment/Case Planning
X	110	B. Life Skills Training
X	135	Credit History Review
		C. Prevention Services
X	100	Dental/Health
X	100	Drug Abuse Prevention
X	100	Alcohol/Tobacco/Substance
X	100	Safe Sex/Pregnancy
		D. Education
X	5	Vocational Training
X	50	High School Support and Retention
X	15	Preparation for GED
X	50	Assistance in Obtaining Higher Education
		E. Support
X	80	Individual and Group Counseling
X	100	Stipends
X	5	Services for Teen Parents
X	5	Mentoring
		F. Employment
X	50	Job Placement
X	2	Subsidized Employment
X	25	G. Location of Housing
X	25	H. Room and Board
X	3	I. Retreats/Camps
X		J. Indirect Services

Mark "X" in this column	Total Youth	IL Services
X		K. Program Administration

- ❑ Enter the county's total approved budget for FY 2015-16 and budget request for FY 2016-17 IL Services below. Include federal, state and local funds in the total amount. Note: Fiscal information entered in the Narrative Template serves only as an estimate of projected program cost for FY 2016-17. If information entered into the Narrative Template and the Budget Excel File do not match, the Budget Excel File will be deferred to and considered as a final budget.

➡ NOTE: The transfer of IL federal, state or local funds to other Special Grant programs or services is not permitted.

	FY 2015-16 Actual	FY 2016-17 Request
Total Budget Amount	369, 660	444,660

- ❑ Describe the county's expenditures history for IL Services for FY 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15. What factors contributed to the successful or unsuccessful spending of grant funds for each year?

In FY 2010-11, the CCYA was granted \$262,850 for IL Services. Approximately \$63,000 of that allotment was not spent. Approximately \$50,000 was unused from the salaries/benefits portion of the budget. This was due to staffing issues Try Again Homes faced over the year. Two caseworkers left and there was a lapse in time in filling those positions. Also a secretary position was vacated and not filled. Approximately \$10,000 remained in the budget from unused stipends. Much of this is attributed to youth's underuse of the After Care Program. This is a voluntary program and although youth were reminded periodically of its existence it was still underused. Approximately \$3,000 was underspent for transportation of clients. Although transportation for youth was provided it was not utilized as much as in previous years.

In FY 2011-12, the CCYA was granted \$275,798 for IL Services. There was a delay in transferring the services to the CCYA which made it necessary to continue the contract with Try Again Homes. Because of this delay our IL staff salary and benefits were not incurred for the first quarter of the fiscal year. In addition only 3 of the 10 requested computers were not purchased. This resulted in an under spending of approximately \$35,000.

In FY 2012-13 the CCYA was granted \$332,678 for IL Services. It appears that the CCYA underspent during this FY by approximately \$72,000. This is due to several factors. The first being that the CCYA was anticipating purchasing the remaining 7 computer's that were budgeted originally for the FY 11-12, but it was determined that these were not needed and therefore were not purchased. Secondly, the CCYA had anticipated that the two social worker 1's would be promoted to social worker II's, which comes with a pay increase. This was not approved by the CCYA's county commissioners and therefore the pay increases did not occur. The third reason why there was a substantial under

spending during FY 12-13 was that the CCYA had erred in calculating the potential stipend costs for the FY. While the CCYA was just shy of servicing 100 youth during the FY 12-13, it was overlooked that typically youth are not receiving their full \$1000 stipend during the course of just one FY. Typically this \$1000 stipend is dispersed over 2 or more FY's. Therefore, the CCYA under spent by approximately \$60,000 in this area. The last major area of under spending was in the area of reimbursement of mileage for the two social worker's and the social work supervisor. The CCYA had budgeted \$22,500 in this area but had not anticipated that one of the social worker's would be using a county issued vehicle instead of her own personal car, and therefore did not require mileage reimbursement.

In FY 2013-14 the CCYA was granted \$329,024 for IL Services. It appears that the CCYA during this FY underspent by approximately \$21,610 of which, approximately \$16,000 was in the area of transportation. This underspending is attributed to two factors: (1) The third Social Worker did not start until the second half of the FY; therefore, this Social Worker only claimed mileage for the second half of the FY. (2) The CCYA overestimated potential travel costs for this FY. The remaining \$5,610 was in the area of staff development as most of the trainings the Social Workers attended were local and at no cost to the County.

In FY 2014-15 the CCYA was granted \$365,739 for IL Services. It appears the CCYA during this FY underspent by approximately \$80,000. Some of this was due to Staff turnover and unpaid leave time. The underspending could also be attributed to the agencies family finding efforts that have resulted in more kinship placements. CCYA has noticed that when youth go with family, they tend not to participate in IL services, and cases get closed. Since fewer youth have moved out on their own there was less of a need to purchase furniture and household items and use Room and Board funds. The CCYA had also anticipated that the Savings Match program would be implemented sooner and utilized by more youth. CCYA had planned to contract with Smart Futures, a mentoring program, but did not. There was also money allotted for a peer mentoring program that has not yet been created.

- ❑ If there were instances of under spending of prior year's grant funds, describe what changes have occurred to ensure that grant funds for this program/service are maximized and effectively managed.

For the FY 2015-16 the CCYA will be encouraging the youth to create Savings Match goals that are realistic so that the program gets utilized more often, and may consider expanding or revising the Savings Match program to make it more accessible to youth. The CCYA will continue to encourage youth to make planned exits from foster care so that they take advantage of all the stipends that they can to assist them in their transition to being on their own. The CCYA has revised the stipend policy also to include achievement stipends so that the youth have additional incentives to get and maintain employment and other IL related goals.

- ❑ Provide a brief explanation if the county elects to submit an implementation budget for FY 2015-16 that is less than the certified allocation.

NA

## IL Outcomes

- Identify and describe three program, or youth, IL outcomes the county plans to address and improve for FY 2016-17 (or earlier, if applicable). Also provide an overall summary of how the delivery of IL Services will ultimately impact these outcomes for youth.

The IL outcomes description must include:

- How and why the outcome was selected and whether it is new or identified in a prior year;
- Baseline information or how baseline information will be established and when available;
- The source of the data and the collection process or method;
- An explanation of the plan for services delivery to achieve the outcome and what agency(ies) will provide services if not the CCYA; and
- Any other information to support the outcome.

### Outcome 1

The CCYA intends to establish a subsidized employment program servicing no more than 2 youth during the FY 2016-17. This need has been identified, as the CCYA services several youth who could benefit from this program due to gaps in community resources. The CCYA intends to partner with local employers to achieve this outcome. Over the next year the CCYA plans to make connections and get approval to create the program. The CCYA along with the local employers will provide job training, counseling, and mentoring to the youth involved. The CCYA will gather information from other counties that are sponsoring a similar program, and provider agencies, if they are willing to share information. This outcome had been established in a previous year.

### Outcome 2

The CCYA intends to gain online access or Direct Service access to credit reports for the youth who are in care, aged 16 or older (this will include 14 and 15 year olds as of September 29<sup>th</sup>, 2015). This should make the process quicker and easier. This will enable the IL Social Workers to spend less time tracking down documents and more time assisting the youth in understanding their credit reports, the purpose of obtaining their credit reports, and helping them resolve any discrepancies that the youth identify.

### Outcome 3

The CCYA intends to identify a mentoring program for the IL youth in this county. If one does not exist that the CCYA is able to utilize, then the CCYA will create a plan to develop one. One of the IL Social Workers has spoken with a person who is interested in volunteering as a mentor. The plan would be to start out small and build the volunteer program up. The CCYA may also elect to create a peer mentoring program, utilizing former foster youth as paid mentors. CCYA will seek approval from the state once a plan is created.

**IL Services Narrative** (please read the following bullets before responding)

- If the agency is requesting an increase of funds for FY 2016-17, clearly explain and justify the increased costs.

The CCYA is requesting an increase in funds due to anticipating the need for two additional staff. The CCYA would like to begin offering full Independent Living services to 14 and 15 year olds, and therefore are requesting 2 additional staff members. The increase in staff would increase costs including salary, benefits, and travel.

The CCYA also anticipates more youth will be utilizing the Savings Match Program that has been created, and the CCYA is considering expanding or revising the policy of the program so that it is more accessible to youth. The CCYA also hopes to have a Peer Mentoring Program, and Subsidized Employment Program approved and running by FY 2016-17.

- Explain how the county is meeting the annual Credit Reporting requirements for all youth in foster care age 14 and older. (Note this requirement is reduced to age 14 effective September 29, 2015.)

The CCYA is in the process of establishing direct service contracts with each CRA. This has been a timely process due to needing paperwork to be reviewed by the CCYA solicitor, taking time to obtain the correct information, and then having more paperwork requested. In the meantime the agency is requesting credit histories by mail. This process has been somewhat successful. The CCYA has been getting responses from each of the CRAs. Equifax has not furnished Credit Reports for the youth but has sent letters requesting documentation and more information. Often this documentation is not available or is timely to obtain. If the direct service contract is not established soon, the CCYA will submit a list of the youth to Equifax and request that the CRA explain why they will not furnish reports for these youth. The CCYA only recently received the first credit report for a youth that had a discrepancy on it. The CCYA is in the process of determining the best way to assist the youth in resolving this discrepancy.

Has the county established contracts with all of the following Credit Reporting Agencies (CRAs)? (Yes or No)

- TransUnion: No
  - Equifax: No
  - Experian: No
- For counties reporting “No” for any CRA above, what assistance, if any, is necessary to establish a contract with that CRA?

The CCYA is in contact with all three CRA. More paperwork is needed in order to establish a contract. This is in the process of being completed.

- Identify the county’s progress in meeting the following credit reporting requirements for foster youth:

The CCYA utilizes a paper document from the that the youth fill out with IL staff assistance (caseworkers will assist the 14 and 15 year olds beginning September 29<sup>th</sup>, 2015 until further notice). This form gets mailed along with a redacted court order and a letter from the agency

explaining the purpose of requesting the credit report. Once a response is received, the IL staff reviews the response, whether it is just a letter or an actual credit report, with the youth. The youth then fills out a form that was created by the CCYA, reporting that the youth did see the response and is either declining the need for assistance due to there being no discrepancies or requesting assistance with an identified discrepancy. This form is then placed in the youth's file. If a discrepancy is found the IL staff will then offer to assist the youth in resolving this issue. The CCYA within the last two weeks received a credit report for a youth that had an obvious discrepancy. The plan, as of now, is to assist the youth in contacting the company directly, which reports the youth owes money, and requesting that this charge be eliminated due to the youth's age. If that does not work another plan will be formulated. The CCYA is aware that the youth can contact their Guardian ad Litem to assist with this process as well.

<b>Requirement</b>	<b>Yes</b>	<b>In Planning</b>	<b>No</b>
• Results of the credit review (none found or discrepancies found) are shared with the youth in a youth friendly manner.	X		
• Results of the credit review and efforts to resolve inaccuracies are placed in the child's record.	X		
• Youth are provided assistance to resolve any inaccuracies found during the review.		X	

- Explain how the county plans to deliver IL services to meet the needs of youth who are transitioning from foster care, while in the agency's care, as well as those who have discharged up to age 21. Identify other provider agencies and their role.

Each youth at 16 years of age will be offered Independent Living Services. The youth that choose to participate in the services will be assisted in developing an IL Plan every 6 months, and Transition Planning once a year. Formal meetings will be offered for the 90 day Transition Plan. These meetings may consist of the youth, IL social worker, caseworker, supervisor, GAL, foster/adoptive parents, service providers, school officials, the child's parents, and/or community resource agencies to assist the youth in making informed plans for the future. These meetings engage the youth in developing an appropriate and feasible transitional plan that includes establishing a permanent residence, a source of income and assurance of a life connection. The youth will also be encouraged to remain in agency custody (if appropriate) so that they may continue with their treatment, post-secondary education, or employment to better prepare them for independence. The youth participating will be offered assistance in gaining employment or establishing an income (if employment is not feasible), obtaining transportation (driver's license or public), education planning, money management (establishing a bank account and learning how to use it and save money), practicing daily living skills, and will be given information about prevention.

The foster/adoptive parents/congregate care facilities are educated on the IL process and utilized as a partner in providing the youth with needed life skills. The foster/adoptive parents and/or youth will be provided with the Westmoreland Resource Guide for Older Youth as an additional resource which is also accessible, electronically on our county website. Each youth's transition plan will be reviewed by the court during the 90 day

period prior to the child's discharge from the child welfare system at age 18 or older. The CCYA has been utilizing FGDM and/or STAR meetings, as reported above, roughly 90 days prior to the youth turning 18. This is in hopes that the youth will establish along with their support system a clear plan and backup plan that will help them succeed if and when they decide to sign out of agency custody. The CCYA has developed a positive relationship with the Housing Authority and transitioning youth are being referred to the Family Unification Program prior to discharging from care, if requested. These youth are placed at the top of the waiting list for a Section 8 voucher. Aftercare services are available to youth once they discharge from care until age 21. These services include: support, locating housing and employment, as well as, financial aid and locating post-secondary education.

- Describe how the agency will meet the educational needs of current and former foster youth to include post-secondary education. Identify agency and other agency supports available to assist youth meet their post-secondary education goals and improve retention rates and program completion.

The IL staff will provide individualized services to the youth. The IL staff will transport the youth to visit college and trade school campuses. Group college tours are offered as well as a youth can request to see a college of their choice. The IL staff will assist the youth in completing their college and trade school applications and financial aid packets. The CCYA has utilized a FAFSA night to ensure that all youth who are interested in attending college, have an opportunity to appropriately submit the needed financial aid and Chafee paperwork. The IL worker will also prepare the youth for school entrance interviews if necessary. During group sessions the IL staff will begin discussions about concerns and anxieties regarding the youth's educational experience and will teach the youth how to handle those anxieties in an appropriate manner. The IL staff will utilize manuals and computer programs to demonstrate how to complete the necessary documentation for higher education. They will utilize community resources to help assist the youth in obtaining their GED. The IL staff will work collaboratively with the youths' school districts in identifying and overcoming barriers for youth struggling in high school and vocational schools.

In addition, the IL staff will assist youth who live on their own while attending college or a trade school or are working at least 80 hours a month. The agency enters into an agreement with the youth who reside in their own apartments. A meeting is held prior to the youth moving out, at which rules and expectations are discussed. Once the team has agreed that the youth can move out on their own and the youth obtains their own housing, the CCYA provides the youth with a daily stipend. The agency staff will work collaboratively with the youth and school staff to ensure that the youth has all necessary services to be successful in their educational endeavors. The CCYA asks that the youth fill out a request to remain in care past their 18<sup>th</sup> birthday that explains how the youth plans to meet criteria.

- Describe how IL Support services will be delivered and who will deliver the activities (provider or agency). Include the use of stipends and the total amount planned. Estimate the number of youth who will be referred to the Statewide Adoption and

Permanency Network (SWAN) prime contractor for Child Profile, Child Preparation and Child Specific Recruitment services.

The CCYA IL staff will provide individual and group counseling with regard to Independent Living topics. They will discuss with the youth educational issues, and offer assistance in resolving those issues, if possible. The staff will address and provide guidance to the youth who need assistance with career planning and job preparedness. The CCYA will also assist in making all necessary referrals for youth who are in need of therapeutic interventions (if the caseworker requests this), or IL related community resources.

The agency staff will complete all referrals which are projected to be 35 youth for SWAN related services. All children and youth are referred upon adjudicated and placed for child prep and child profile. These can be updated when appropriate. IL staff can refer or discuss referral with treatment team to determine if Child Specific Recruitment would be helpful in located resources to assist transitioning youth.

Services for teen parents will be provided by community resources. The agency staff will assist the teen parents in applying for WIC, and other community resources that are available, and will offer parenting instruction if appropriate. The CCYA utilizes community organizations in obtaining furniture and other necessities for their infants.

The agency staff will work collaboratively with the foster/adoptive parents and the agencies that they are certified through to establish in-home curricula so that the youth can practice what they are taught and shown during the life skills instruction. The foster parents will act as additional mentors for the youth. As of June 1, 2013 the CCYA has made significant changes to the foster care per diem that CCYA foster families receive for youth ages 16-20. The rate increased substantially to \$50 a day in hopes that the CCYA can decrease the number of IL youth in congregate care. Due to this rate increase changes were made to the duties and responsibilities of the foster families that take in IL youth. More responsibility for teaching daily life skills were placed upon the foster parents. As well as encouragement for IL youth to have jobs and more age appropriate freedoms, foster parents are also required to transport youth to IL groups.

CCYA requests \$50,000 for stipends for the youth of Westmoreland County. Each youth that completes the life skills instruction will receive a \$1000.00 stipend (not all at once). There are various tasks the youth can complete to earn various amounts of that stipend. The anticipation is 100 youth will utilize a portion of their stipend during the FY 2014-15. In addition, the CCYA provides assistance for the youth who are in need of security and utility deposits and also assists youth who attend trade schools and need assistance with their uniform costs.

Mentoring has shown to be an effective tool in supporting youth during transitional times. The plan is to have individuals who have recently left care or have chosen to remain in care to receive their post-secondary educations to mentor the youth who are 16 and 17 years old. The agency as well believes that by establishing an implementation team through partnership with the courts, Advisory board, Human Services Director, as well as providers and community service agencies to develop a volunteer mentoring program for all interested youth in care. This will take some time to develop.

All CCYA youth who are exiting the system can be referred to the ROCS program through Family Services of Western Pa. This acts as an extension of IL and can be utilized until the youth turns 24.

The CCYA plans on paying a small fee to these young adults to mentor youth who are transitioning. CCYA requests \$1,500.00 for this programming.

For youth 16 years of age (until September 29<sup>th</sup>, 2015 at which time the age will be 14 and older) until discharge the CCYA will obtain annually a credit history report from each of the three main credit reporting agencies: TransUnion, Equifax and Experian. When necessary a court-appointed advocate will be assigned to interpret and resolve any inaccuracies in the report, as required by the Child and Family Services Improvement and Innovation Act. To date the CCYA has been working to establish contracts with the three CRA to get the reports online.

As per the Patient Protection and Affordable Care Act of 2010 the CCYA has developed a policy and provided education about the importance of designating another individual to make health care treatment decisions on behalf of the youth if the youth becomes unable to participate in such decisions and the youth does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions, whether a care power of attorney, health care proxy, or other similar document is recognized under State law, and how to execute such a document if the youth wants to do so. A sample document is given to the youth along with a form the youth signs that they were informed of this. Copies of that form go in the youth's file.

The CCYA Social Work Supervisor will serve as the agency's IL Services Coordinator. The IL Coordinator will be responsible to ensure that the agency, staff, courts, and contracted providers meet the requirements of the ILS Grant and the NYTD.

- What housing related services, supports (including financial), and planning will be provided to prepare youth for living after foster care discharge and to reduce instances of homelessness.

The individualized services will be provided by the IL staff. The IL staff will be working hands on with the individuals who have not been able to secure a safe and stable residence. The agency staff will assist the youth through the entire process of applying and obtaining public housing and where necessary the use of local realtors. Staff will refer youth to public housing. Staff will assist the youth with the housing application and prepare them for the application interview. Staff will accompany the youth to inspect the housing. Staff will also work with the youth in establishing a budget to ensure that the youth is capable and able to maintain their new residence. Youth who are actively participating in the IL program will be eligible for financial assistance in paying for their first month rent and security deposit.

All youth who participate in the life skills group instruction will be provided with a housing curriculum which covers applying for, obtaining and maintaining a permanent residence of their own. This instruction will be provided by our social work staff in FY 2016-17 or the local housing authority who have presented to the IL group about how to apply for housing and the process of it.

- Describe the agencies projected use of Chafee Room and Board funds for youth who exit foster care after age 18.

The CCYA anticipates on average 25 aftercare individuals requesting assistance for their rent or utilities. The agency assists with the payment of the security deposit and turning on the basic utilities which is estimated to cost between \$600.00 to \$1000.00 per young adult. In addition, due to the “step-down” approach the agency will assist with a portion of the basic utilities until the young adult can assume total responsibility for payment.

Rent and utility assistance is time limited with a “step-down” approach. The first month is paid in full once we confirm that no other resources can be utilized such as community resources. Every month thereafter will be a decrease of 25% in the amount of financial assistance provided to the youth until the youth is completely responsible for their own rent and utilities. Security deposits are only offered once. Food assistance is provided by enrolling the youth into the food bank system and into other community resources. As well for FY 2016-17 a portion of Chafee funds can be used to supplement supervised independent living payments (for groceries and other necessities) on a time limited basis, that are made directly to youth who remain in care. Currently the CCYA pays these youth a direct stipend of \$25 a day, which is roughly \$750 a month, which is sometimes not enough to cover rent, utilities, food and basic needs.

The CCYA also anticipates using a portion of Chafee funds to purchase furniture and household items for aftercare youth as they transition.

- Identify and justify all planned purchases for equipment or assets for use by the agency during FY 2015-16 and FY 2016-17. Prepare this information separately for each year. Include a statement whether the purchase costs are included in the appropriate budget
- ➔ NOTE: All agency or staff computer purchases and IT needs must be requested to be reimbursed through the county’s IT grant application and funds. Computers purchased, in full or part, for youth, is not considered an asset and is reimbursable with IL grant funds.
- Identify the county’s primary contact or coordinator for each of the following initiatives (do not include the county administrator unless no other staff is available).

	<b>IL Services</b>	<b>NYTD</b>	<b>Credit Reporting</b>
Name:	Angela Kepple, LSW	Same	Same
Email:	akepple@co.westmoreland.pa.us		
Telephone:	(724) 830-3355		

**4-2g. Information Technology**

- Identify the Case Management System your county is using:     CAPS
- Provide the county’s approved staffing complement:

- Certified Staff:   123
- Other staff not included in certified who receive IT equipment and services – please identify the positions and the number in the position:
  - Position:   Paralegals   Number:   8
  - Position: \_\_\_\_\_ Number: \_\_\_\_\_
  - Position: \_\_\_\_\_ Number: \_\_\_\_\_
  - Position: \_\_\_\_\_ Number: \_\_\_\_\_
  - Position: \_\_\_\_\_ Number: \_\_\_\_\_

- Answer the following questions related to participation in the Child Welfare Demonstration Project:

- Indicate if your county participates in the Child Welfare Demonstration Project (CWDP) in FY 2015-16: **Yes**    **No**   X

- Indicate if your county is submitting a revised FY 2015-16 IT budget along with your FY 2016-17 IT grant request: **Yes**    **No**   X

- Indicate if your county has the necessary contract language in all IT contracts to ensure compliance with federal and state regulations. (See appendix 4: Information Technology, section IV): **Yes**   X   **No**    **Do not have any contracts**

- Indicate if your county is requesting funding for ongoing or new development in FY 2016-17 that is not related to the statewide Child Welfare Information Solution (CWIS): **Yes**   X   **No**

- If **Yes**, provide the following details:

- Business Need - describe the business need for the ongoing or new development. **Each year the county budgets money for upgrades to CAPS, these upgrades are needed to keep the system current with DPW policy**
- High Level Requirements – provide a description of the high level business and technical requirements. **See list that CAPS governance board prepares for the state**
- 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.
- Identify contracts associated with the development project.

- Indicate if your county is entering into or planning for an IT procurement in FY 2015-16 or FY 2016-17: **Yes**    **No**   x

If Yes, provide the following details:

- Estimated dollar amount of the procurement
- Type of procurement (RFP, RFQ, sole source, etc)

- If the county obtained the necessary state and federal approvals prior to initiating the procurement
- Provide any additional information that will assist in the review of changes to your FY 2015-16 IT budget or 2016-17 IT request.

#### 4-2h. SWAN

- Please explain any over or under utilization of SWAN services in the prior year; i.e. explain any differences when comparing the SWAN allocation to actual spending.

In 2014/15, our amended budget was \$820,000; we spent \$724,000 and provided an additional \$75,000 to other counties resulting in \$21,000 unspent or 97% spent. We also lost 9 months of full productivity due to turnover of paralegals.

- Please explain any projected change in focus of utilization of SWAN services in FY 16/17 compared to previous years as justification for the county's FY 16/17 allocation request.

There is not a significant change in the usage of SWAN services except as noted in the next section.

- If requesting new or additional paralegal support, please explain why and what services/activities the requested paralegal(s) will perform as all requests for additional paralegals will be thoroughly examined.

The agency is requesting an 8<sup>th</sup> paralegal position for the 2016/17 budget year based on the following rationale. The LSI program in Westmoreland County has 6 trained LSIP's and 1 newly hired LSIP who should be fully trained by September 2015. The LSI program is setup with the paralegals being divided by Court type and assigned to specific solicitors. There are 2 solicitors

in Dependency Court in which each solicitor has 2 paralegals. The Orphan's Court solicitor has 3 paralegals. There is also 1 solicitor that is assigned to Hearings and Appeals cases and one of the Orphan's Court paralegals assists them when it is a dependency case.

At this time, the LSIP program is at full capacity with respect to their job responsibilities and caseload size. We currently have 267 dependent children which translate to caseloads ranging from 58 to 76 children per paralegal. The dependency paralegals assist with all aspects of case preparation; attending Court; developing the petition dependency allegations; diligent searches; etc. up until the time the case moves into Orphan's Court for Termination of Parental Rights and Adoption. At this point, the Orphan's Court paralegals become involved which includes petitions; service; notices; attending hearings; diligent searches; etc.

We are in need of an additional paralegal to assist as a back-up with CPCMS duties; to utilize/input data into the Legal Tab in CAPS; and handle caseload overflow. We do not want to place additional burdens on them as paralegal turnover has been an issue in the past which has adversely affected our permanency rates.

## Section 5: Required & Additional Language

### 5-1. 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:**

Division of County Support  
Office of Children, Youth and Families  
Health and Welfare Building Annex  
625 Forster Street  
P.O. Box 2675  
Harrisburg, Pennsylvania 17105-2675

**And**

Mr. Keith Snyder  
Juvenile Court Judges' Commission  
Pennsylvania Judicial Center  
601 Commonwealth Avenue | Suite 9100  
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 FY 2016-17 Needs Based Plan and Budget submission.

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

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

These assurances are applicable as indicated below.

\_\_\_\_\_ Fiscal Year 2016-17 Children and Youth Needs Based Plan and Budget Estimate and/or the

\_\_\_\_\_ Fiscal Year 2015-16 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.

I/We assure that all new Guardians Ad Litem (GAL) 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.

I/We assure that the County Children and Youth Agency is in compliance with all credit reporting agency requirements regarding the secure transmission and use of confidential credit information of children in foster care through electronic access for operation by counties where no agreement exists between the county and credit history agency. This also includes limiting online access to users approved by OCYF for the explicit use of obtaining credit history reports for children in agency foster care.



**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 PRECEDING 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 \$ 6,423,017 .**

**Signature(s)**

**County Executive/Mayor**

_____	_____	_____
Name	Signature	Date

**County Commissioners**

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date