

FY 2011-12 NBPB

Commonwealth of
Pennsylvania

Office of Children,
Youth and Families



**NEEDS BASED PLAN AND BUDGET
NARRATIVE TEMPLATE**

Budget Narrative Template

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

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

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

Huntingdon County Children's Services

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

Version Control	
Original Submission Date:	August 12, 2010
Version 2 Submission Date:	
Version 3 Submission Date:	
Version 4 Submission Date:	

Section 2: NBPB Development

2-1: Executive Summary

Submit an executive summary highlighting the major priorities, challenges, and successes identified by the county since its most recent NBPB submission. The summary should include any widespread trends or staffing challenges which affect the county, particularly those which impact all outcome indicators. **Major Priorities:** The collaboration and relationship between the four school districts and Huntingdon County Child Welfare has been minimal. The agency is and will continue to work towards building a collaboration and relationship with the school districts. The agency and court system view truancy as a priority for the county. The agency is in the process of redesigning the truancy protocol with the help and assistance of the school districts, district judges, the courts, probation and providers. Another priority for the agency is to develop a spreadsheet document that tracks provider outcomes and to have programs providing similar services documenting the same outcomes to provide consistency and quality services. The agency wants to continue to improve the quality of services within the agency. The agency has requested the services of the organizational effectiveness consultant for guidance. **County Agency Challenges:** Huntingdon County is a rural lower income county with no public transportation system. Families either have to own their own vehicle or pay someone who owns a vehicle to transport them to appointments or social services. This also means that the agency staff spend a considerable amount of time on the road visiting their families and helping families get to their appointments. This also means that provider's include transportation cost into their budgets. A challenge still remaining is the low salary rate of the staff. The commissioners recognize that staff's salary rate is lower than the surrounding counties and other class six counties, but reject any proposals to increase salary rates. The staff voted to become part of the union. This past year, due to the state budget impasse, the commissioners discontinued several provider and agency services between September 2009 and January 2010, imposed a hiring freeze, and imposed time-limited overtime. Due to the discontinuance of services for a short period of time, providers were not able to spend their budgeted allocation and meet their outcomes. **County Agency Successes:** The agency instituted FGDM this past year and it was well received by agency staff and the families. The agency's management team and steering committee have been instrumental in improving communication between the director, supervisors and other staff. The agency has seen a decrease in out-of-home placements. Several factors that contributed to this decrease has been: reviewing ongoing and placement cases for progress and exiting families when children are safe and progress made; recognizing families and youth who have succeeded, utilizing the safety assessment for safety, involving the family in the decision making process, utilizing services at the beginning of the family's involvement instead of later in the case.

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2-2a. Collaboration

Entity	County Engagement
County Children and Youth Agency Staff	The agency director who is part of the management team assumes the leadership role and accepts and acknowledges the staff's opinions, suggestions and recommendations. The agency has team units and also a steering committee that identifies issues, ideas and suggestions and present them to the management team. The supervisors also have monthly meetings to discuss suggestions, ideas, and strategies to be presented to the management team for discussion and resolutions.
Juvenile Probation Staff	Juvenile Probation and the Agency share a building and meet occasionally to discuss information related to programming, court orders, petitions, bulletins, and contracts. JPO and agency staff communicate through emails and meeting in each other's office to discuss the case. Recently, probation scheduled a training in which agency staff were invited.
Juvenile Court and Family Court Judges and Legal Counsel for Parties	The relationship between the agency and President Judge has improved. He is always available to the staff in emergency situations. He recognizes how hard the staff work and trust their recommendations to the court. He is supportive of the redesigning of the truancy protocol. The relationship between the Agency and the attorneys, state police, sheriff's office is positive. The agency has six to eight attorneys and one part-time solicitor serving the youth within the agency.
Family Members and Youth, especially those who are or who have received services	The agency has seen an increase of family members volunteering to be kinship caregivers. The agency also has one Independent Living youth serving on committees and boards.
Child, Parent, and Family Advocates	Family and youth participation in meetings has much improved over this past year. Families and youth feel that they are part of the process and have input into making decisions for their family. Youth participation in Independent Living services has improved but still could be better. The agency needs to work on including families and youth in ICSP and Roundtable meetings.
Mental Health and Mental Retardation service system	The collaboration between MHMR and the agency continues to mature. The MHMR director has been essential in finding the county a provider for MST and also contributed financially so that Huntingdon County youth could be served immediately. The agency's director sits on the MHMR advisory committee.
Drug and Alcohol Service System	Collaboration between the systems is positive. The agency director sits on the Tri-County D&A Programming evaluation committee. The Tri-County director has been instrumental in educating the agency in D&A referrals.

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Entity	County Engagement
Early Intervention System	Huntingdon County has two early intervention systems; the Base Service Unit that serves children under the age of 3 and the Intermediate Unit that serves children over the age of 3. The agency implements the Ages & Stages screening tool for children under the age of 5. The communication between providers is positive. The agency and Huntingdon County Child & Adult Developmental Corporation continue to have positive communication and share in trainings.
Local Education System	The collaboration and relationship between the four school districts is minimal. The agency is making efforts to better this relationship by inviting and involving school personnel in ICSP, Roundtable, MDT, and other meetings.
Community Organizations which provide support and services to children and families	Huntingdon County Communities That Care (CTC) coordinator schedules meetings, trainings, and programs for the members of the community, human service agencies, school district, and organizations to discuss gaps in services and identify service needs for families and youth in the county. The agency director is a member of this committee as well as the Human Services Committee.
Current Service Providers	Mainstream Counseling, Youth Advocate Program, and Raystown Developmental Services are providers who contract with the agency and JPO. The agency staff meet monthly to discuss outcomes and progress of services. The agency director and providers meet quarterly to discuss outcomes of the programs and services. The prevention and intervention programs they provide are crucial for children to remain with their families in the community.

2-2b. Data Collection Details

Resource	Data Collected	Date of Data
Ex.: US Census	Population; poverty statistics	2008
Intake & Child Protective Service Logs	Race, types of child abuse, numbers of abuse, age of child	2009/2010
AFCARS	Foster care placement statistics, reunification & re-entry statistics, placement stability statistics	2009/2010
Fiscal Quickbooks	Expenditures, revenues	2009/2010
Monthly Caseload Reports	Age of child, placement of child, families served, court review dates, race, date case assigned, caseworker assigned, date case opened	2009/2010

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	for services	
Provider Outcome Reports	Provider outcome reports include # of referrals, # of families served, # of children reunified, and # of children placed in out-of-home care. Providers meet quarterly with the agency to address outcomes.	2009/2010
Data Package by Hornby Zeller & Associated, Inc.	The data package includes charts and data information (statistics on adoption, reunification, placement, permanency) on the county, class 6 counties, the region and the state.	Last 5 years
The Center for Rural Pennsylvania	County Profiles, population, race, origin, age, households and families	2008

2-3: Meeting Mandates

2-3a. PA Rules of Juvenile Court Procedure

What steps are the county taking to address this mandate? Uniformity, consistency and competency in court procedures is vital to both JPO and the Agency. The Agency, JPO and the Court system keep each other informed of changes to mandates, petitions, programming, and regulations on the dependency side. The agency makes the required changes needed to documentation and informs the Court and JPO of the required changes. JPO and the Agency process and maintain their own court records. Community protection, accountability and competency development are the goals of JPO. **Community Protection:** When a youth enters their system, they look at the level of risk the youth is causing to the community. If out-of-home placement is necessary, the youth is assigned an intensive officer. When the youth is no longer at risk for out-of-home placement, the youth is transferred to the Community Supervision Officer. **Accountability:** The Community Service Program is run by JPO. This officer is in charge of institutional placements and the Aftercare Program. This program is an integral part of the intervention for youth returning to the community. Aftercare begins when the officer attends the Master Case Planning meeting held at the institution. Strategies are developed for the entire family and the officers are responsible to ensure parents participate in the community programs. **Competency Development:** To maintain a youth in the community with their family, it is necessary to provide the entire family with resources that will improve their current living situation. The officers are in the schools to discuss the youth's progress.

2-3b. Truancy

What steps are the county taking to address this mandate? For the past 5 years, the agency contracted truancy services. Over the past 3 years, the agency had the opportunity to review the truancy protocol and found inconsistencies in procedures and in the design of the program. With the help and assistance of the schools, court, and probation, the agency is in

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the process of redesigning the truancy protocol. The agency will be contracting out truancy services in FY10/11 but is thinking about bringing the truancy service in-house in FY11/12. The agency had requested to hire another caseworker to provide truancy services in FY10/11, but was denied the additional worker. The agency will be again requesting permission to hire an additional caseworker to provide truancy services within the agency.

2-3c. Quality Assurance Process

What steps are the county taking to address this mandate? The agency has implemented several steps to ensure accuracy in claiming Federal Title IV-E funding. Currently, the fiscal department is responsible for contracts, language in court orders, Random Moment Time Study and the Child Residence Visitation Tracking Form. The outcomes from this tracking form is shared with staff as a reminder of the importance to ensure safety and well-being of the child and to celebrate the accomplishments of the staff in this area. The agency has implemented committees to review, update, and maintain documentation. The agency's management team reviews and implements state mandates. The agency has one quality assurance staff and is in the process of repositioning another staff to this department to ensure quality in contracts and provider outcomes.

2-3d. Fostering Connections

What steps are the county taking to address this mandate? The agency has developed and updated forms and documentation (FSP, court orders, court testimony, etc.) to address the educational stability, placement of siblings together, and utilization of kinship care. To ensure staff compliance, supervisors meet weekly with staff and give approval to any child placed in out-of-home care and the setting. The agency has a staff designated as the Educational Liaison and the duties include contacting schools to ensure continuity and quality of educational services. In July 2010, the agency held a Fostering Connection training inviting schools, providers and staff. In May 2010, the agency contract Independent Living services and they have been implementing the transitional plan for youth 90 days prior to discharge. The Independent Living Coordinator updates the plan as needed.

2-3e. Safety Assessment

What steps are the county taking to address this mandate? The agency currently has three supervisors assigned as safety leads and is in the process of having two more staff trained to be safety leads. All caseworkers have received the safety assessment training and are utilizing the tool. The safety leads continually hold mini safety assessment trainings for staff. The agency has decided to start a safety assessment committee in-house to address needs related to the safety assessment. Safety leads and quality assurance staff participate in safety conference calls and attend the regional safety meetings.

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

What steps are the county taking to address this mandate? The fiscal department continues to be responsible for maintaining and documenting the visitation tracking requirements. The tracking form is provided to each caseworker and they complete the documentation for each child in care and return it to fiscal department. The information is calculated and a data

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report sent to the director and supervisors to review. Supervisors are responsible to ensure staff are performing monthly quality visitation with the child in the child's residence. The agency's policy is for every child in care to be seen in their residence.

2-3g. Development Evaluation & Early Intervention Referral

What steps are the county taking to address this mandate? The agency has designed policy and procedures for implementing the Ages & Stages screening tool, for children under the age of five administered by agency staff. The agency has a positive working relationship with the County Base Service Unit (BSU) that serves children under the age of 3 and the Intermediate Unit (IU) that serves children under the age of 5. A tracking form has been designed to monitor completion of assessments and follow-up assessments due dates. The agency also receives updated reports from the BSU and IU stating services received.

2-3h. CFSR Outcomes and Continuous Quality Improvement

What steps will the county take to develop or enhance a continuous quality improvement process related to the CFSR outcomes and themes? **Youth & Family Engagement:** the agency continues to make efforts to have the family and youth be a part of the decision making process. The agency continues to move forward in the direction of family focused. However, sometimes it can be a challenge to focus on the family's progress due to the amount of paperwork to be completed on each family. In October of 2009, the agency had its first FGDMC and it was well received. FGDMC is used for family court plans, truancy plans, transitional plans. The Family Connection Visitation Program starting July 2010, is a supervised visitation service that offers the families the opportunity to maintain a relationship with their children. This service can be provided in the home, community or facility. **Timely Permanence:** The agency has been concentrating on permanency this past year. The agency has instituted 3 month permanency reviews. Internally, the agency is front loading services instead of offering services later in the case process and reviewing ongoing and placement cases monthly to deter or prevent families from languishing in the system. The agency continues to utilize the Accurint search engine for permanency. The agency ensures that every child in out-of-home receives SWAN services. The agency is making some progress incorporating concurrent planning in documentation. **Assessments:** The agency continues to work on redesigning the permanency plan to embrace family strengths and engagement. The agency has been researching goal plans that fuse the FGDMC goal plan with the agency's plan. The agency utilizes parenting assessments to determine parent's capability and ability to parent. This has helped greatly for permanency of children. The safety and risk assessments is used for determining safety of the child. **Transition Plans:** Over the past three years, the agency has been continually updating and redesigning policy and procedures for the in-house Independent Living Program. The agency developed a transition plan for youth ages 17-18 who are thinking of leaving the agency. This plan is reviewed in court. In May 2010, the agency decided to contract out this service to ensure quality services. The provider is in the process of revising forms, policy & procedures, and a transitional plan. **Enhancing Quality of Services:** Within the past three years, the staff has made great strides toward improving quality services. The agency has committees to review and update forms, moved to 3 month permanency reviews, enhanced programming, improved communication between management and staff, reviewed case records for quality assurance and updated the policy and procedure manual. The agency has difficulty maintaining staff due to the low salary. This past year was no exception 6 of 12 caseworkers quit. Also this past year with the budget impasse, the agency struggled to maintain

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excellence. The agency was down 6 caseworkers, commissioners imposed a hiring freeze and time-limited over-time, and discontinued several provider services. The agency continues to institute employee of the month to recognize staff accomplishments.

2-3i. Shared Case Responsibility

What steps are the county taking to address this mandate? Currently, HCCS and JPO usually call or meet to discuss mutual cases. The agency director has shared the bulletin with the JPO director and the management team to review. JPO requested the agency design the policy and then will implement by September 2010. Both JPO and the President Judge have reviewed the policy and procedures. The agency and JPO will hold meetings to train or inform staff of the changes and requirements. The agency submitted policy and procedures to regional office.

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

What steps are the county taking to address this mandate? The agency will meet with the court administrator to determine the number of attorneys needing this training and will design a plan of action for GALs to have this training. The agency will assign responsibilities to program specialist to monitor, collect appropriate data and maintain the documentation.

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

What steps are the county taking to prepare to address this mandate? The agency will be notifying the agency's management team as to the requirements and also notifying the provider of our independent living program as to the new requirements. The agency will assign responsibilities and duties to program specialist to monitor and develop policy on implementing requirements. The agency completed the survey.

2-3l. Emergency and Disaster Planning

What steps are the county taking to address this mandate? The agency does have an emergency and disaster plan for children who are in the agency's foster care program and for the agency. However, they agency will need to develop an emergency and disaster plan for assuring continuity of services for children receiving services in their own home. The agency does receive plans from residential and day treatment facilities. The agency will review plans annually with staff and resource parents. The agency will be using CAPs to preserve records.

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

What steps are the county taking to address this mandate? The agency **doesn't** have TLFR.

Section 3: General Indicators

3-1: County Information/Background

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Population and poverty trends Huntingdon County is a rural area surrounded by the cities of State College, Altoona, and Lewistown. Some of the residents seek employment outside of the county due to lack of availability of employment within the county. The demographic and economic indicator have remained relatively unchanged. The following statistics have been taken from (the center for Rural Pennsylvania, www.ruralpa2.org/county_profiles.cfm).

Age/Population	year/amount/%	year/amount/%	year/amount/%
Population	(2008) 45,543	(2000) 45,586	(1990) 44,164
%pop. Under age 18	(2008) 19%	(2007) 19.4%	(2006) 19.6%
%pop.18-64 yrs. Old	(2008) 65%	(2007) 64.9%	(2006) 65%
%pop.65+ yrs. Old	(2008) 16%	(2007) 15.7%	(2006) 15.4%
%pop. (white) only	(2008) 93.3%	(2007) 93.3%	(2006) 93.3%
%pop.(African Americ)	(2008) 5.6%	(2007) 5.6%	(2006) 5.6%
%pop.(Hispanic/Latino)	(2008) 1.3%	(2007) 1.3%	(2006) 1/3%
%pop. Other races	(2008) 1.1%	(2007) 1.1%	(2006) 1.1%
Median age	(2008) 39.7		

Huntingdon County's total population as well as the population for persons under the age of 18 is slightly decreasing.

Education	year/population/%	year/population/%	year/population/%
#persons 25 yrs & up	(2006-08) 32,254	(2005-07) 32,237	(2000) 31,152
no high sch diploma	(2006-08) 14.3%	(2005-07) 14.9%	(2000) 25.4%
High sch diploma	(2006-08) 51.9%	(2005-07) 52.4%	(2000) 47.3%
Bachelor's degree	(2006-08) 13.8%	(2005-07) 13.6%	(2000) 11.9%
Student membership	(2007-08) 6,072	(2006-07) 6,040	(2005-06) 6,152
Student dropout rate	(2007-08) 0.7%	(2006-07) 1.8%	(2005-06) 2.2%

The data on the chart above shows student enrollment slightly increased from the previous year and the drop-out rate decreased from previous years.

Poverty	year/\$ amount/%	year/\$amount/%	year/\$amount/%
Median household in.	(2008) 41,568	(2007) 39,886	(2006) 35,828
% poverty rate	(2008) 13.5%	(2007) 12.1%	(2006) 11.8%
%Pop receiving cash assistance	(2009) 0.9%	(2008) 0.8%	(2007) 0.9%
%pop receiving MA	(2009) 17.4%	(2008) 16.5%	(2007) 16.3%
%pop receiving food stamps	(2009) 10.3%	(2008) 9.4%	(2007) 9.1%
%poverty rate for 18 years and under	(2008) 18.1%	(2006) 16.2%	(2004) 17%
Seasonally adjusted unemployment rate	(2009) 11.1%	(2008) 7.3%	(2007) 5.2%
Residence working in outside county	(2006-08) 34.6%	(2005-07) 36.7%	(2000) 35.7%
Residence working inside county	(2006-08) 63.2%	(2005-07) 63.3%	(2000) 64.3%

Huntingdon County continues to experience an economy crisis. The unemployment rate, poverty rate and the use of public assistance have increased from last year's rate. Eventually, unemployment will run out for families and families may find themselves stressed, angry, underappreciated and depressed as to how they will provide for the family. The physical and emotional stress of not being able to provide for one's family could

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increase drug & alcohol usage, domestic violence, child abuse and neglect and criminal activity. The agency has seen an increase to the number of intake calls received.

Issues in annual licensing review and/or the Quality Services Review The issues that surfaced during **Title IV-E Quality Assurance Compliance Review** includes the following: incorrectly coded AFCARS by checking element #59 which indicated that a Title IV-E payment was made, when no claim was made during the entire reporting period; incorrectly identified the first order that contained CTW/BI as the removal order. The initial order issued by another county did not include the CTW/BI language. Technical Assistance was provided on policy and procedures: claiming for a child on runaway, in the hospital or on a home visit for 14 days or less and child returns to the same placement; claiming for children over age 18/expectation of graduation by age 19 and claiming for travel associated with a child to be transported to the school in which enrolled prior to placement. Issues that surfaced during the **Department of Public Welfare** inspection includes the following: the documentation released contained material which violated the right of privacy of the referral source. Any document that reveals the reporting source either by name or through content of the report, that information must be blackened out and content rewritten; the agency did not see child within assigned response time. The child shall be seen immediately if EPC has been taken, is needed or if it cannot be determined from the report. Otherwise, the county shall prioritize the response time for an assessment to assure children who are most at risk receive an assessment; the agency did not interview the child nor persons who are known to have or may reasonably be expected to have information about the report. The child, parents, or persons who are known to have or may reasonably be expected to have information should be interviewed; an assessment was not completed within 60 calendar days. Assessments need to be completed within 60 days to determine GPS services, referred to another agency or close the case; 10-day entry of a supervisory review was not documented. Supervisors shall review each report and maintain a log of these reviews which at a minimum shall include an entry at 10-calendar day intervals; the sibling of the child was not interviewed. Interviews shall be conducted with those persons who are known to have or may reasonably be expected to have information relating to the incident of suspected child abuse; written notice (CY 104) to law enforcement was not made in the required time frame. Reports to law enforcement shall be made in writing on the next work day when the report is made verbally or within 24 hours; parents were not notified at least 15 calendar days to a change in the physical location of the placement. Except for emergency shelter placements for when county has reason to suspect that a child is at risk of abuse, the county agency shall notify the parent and the child at least 15 calendar days prior to a change of placement or visiting arrangements; denied approval of Kinship applicant but did not advise the applicant of the basis for that decision and did not advise the applicant of appeal rights. Kinship applicants must be notified in writing of the agency's decision and their rights to appeal; Child did not receive a dental appraisal within 60 days of admission to foster care. A child 3 years of age or older must receive a dental appraisal within 60 days of admission unless the child has had previous appraisal within 6 months; must obtain evidence of financial stability for last ten years for resource families; must obtain clearances(criminal history, child abuse) for household member over the age of 14 and 18(and for age 18 years old and older, in addition to the clearances listed, an FBI clearance) prior to approval of the foster home.

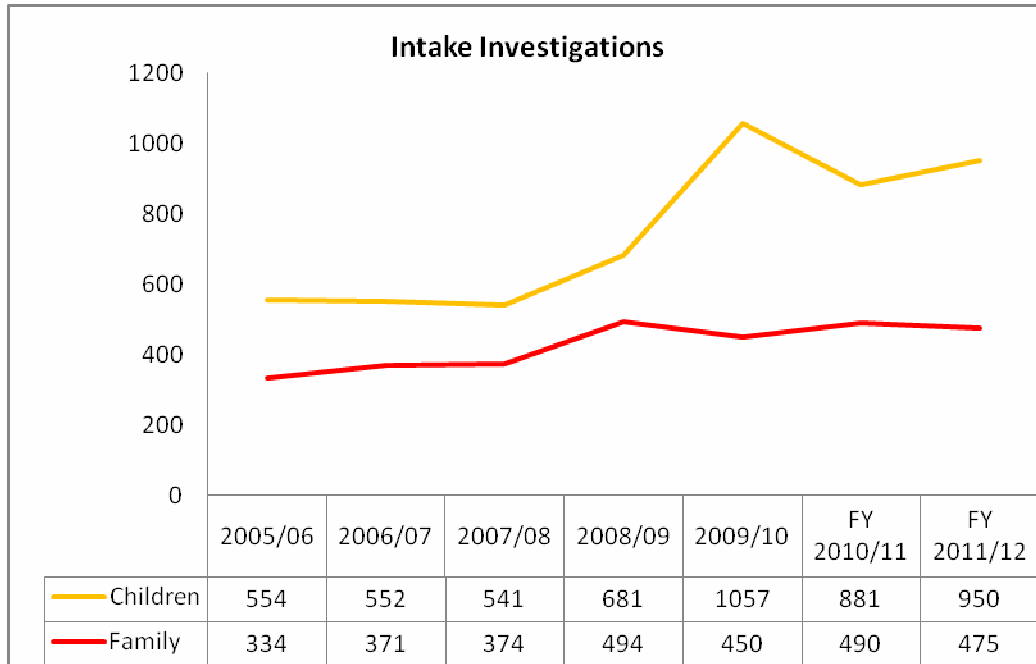
Other Changes or Important Trends Between the months of September 2009 and January 2010, the Commissioners discontinued several services both purchased and in-house, instituted a hiring freeze and limited overtime due to the budget impasse. The commissioner's decision to discontinue programming not only impacted provider outcomes, but their ability to spend their budgeted allocation and serve the number of children

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projected. During this budget crisis, the agency was down six caseworkers adding to the stress of an already overstressed staff. Following the budget crisis, a water pipe broke in the agency building causing flooding on three floors. On a positive note, recently, the agency has hired 6 caseworkers and had their first Family Group Decision Making conference. The result of the FGDC was seen as positive. Families are now part of the process in developing their goal plans and are much more accountable since they designed their own goal plan. FGDMC is still in the infancy stage with conferencing, however, it has changed the way the agency does business.

3-2a. Intake Investigations

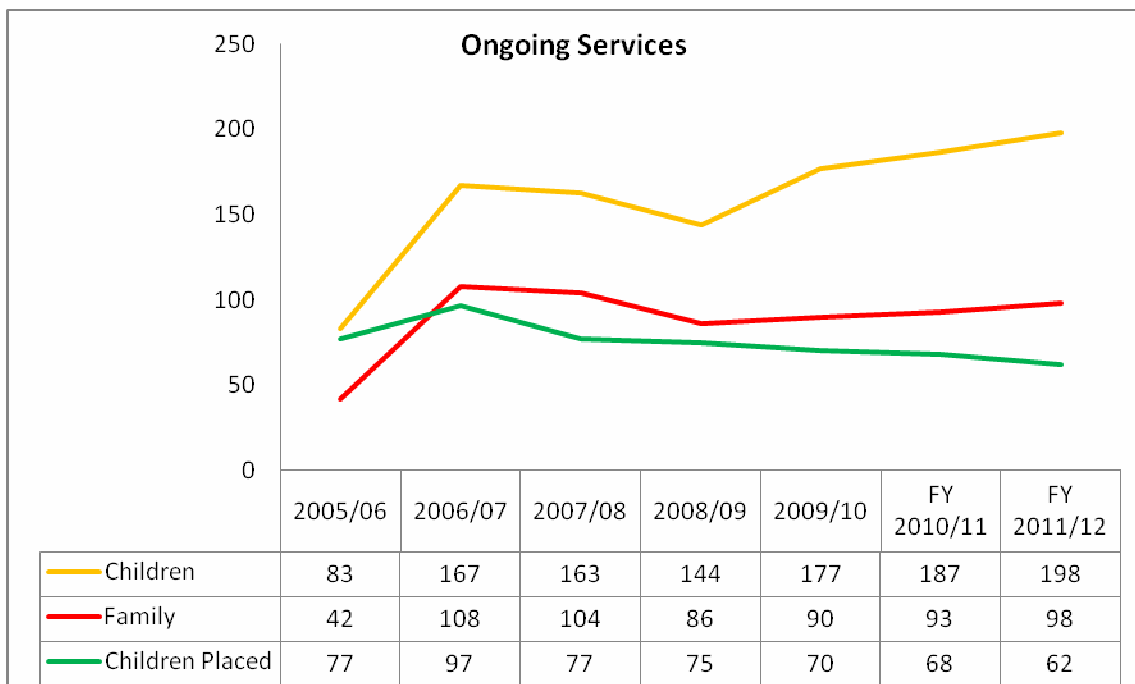
Insert the Intake Investigations Chart (Chart 1) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. The chart below shows a steadily increase in the number of investigations since FY05/06. However to the agency’s surprise, there was a decrease in the number of investigations this past FY and a large increase in the number of children served. This decrease may be contributed to the implementation of the new safety assessment. The new safety assessment defines abuse/neglect more narrowly whereas, the other assessment broadly defined abuse/neglect. The increase of children is because many of the families had two to four children in the home.



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3-2a. Ongoing Services

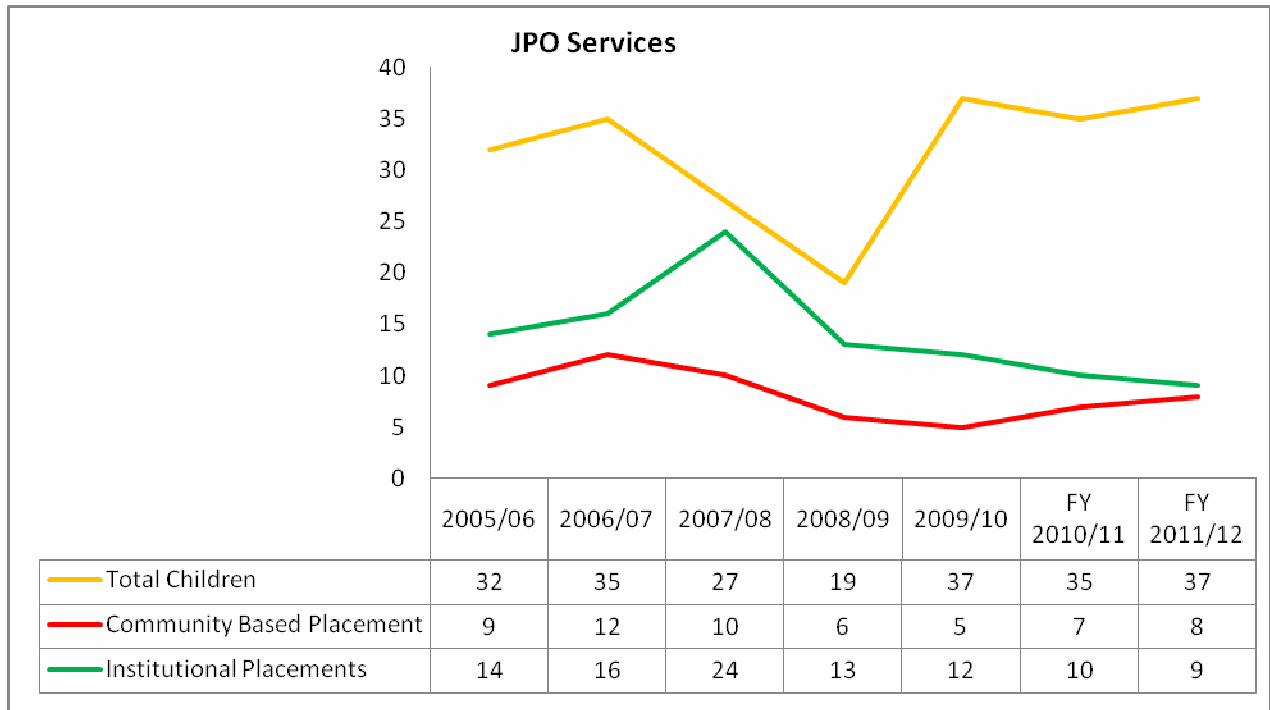
Insert the Ongoing Services Chart (Chart 2) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. The chart below shows increases both to children and families served and decrease to placement. Again, I believe that this increase may be associated with the implementation of the safety assessment. The intake workers can determine more quickly if ongoing services are needed and make the referral to the ongoing unit. If the children are safe in their homes, the agency would rather provide ongoing services to the family than placing them in out-of-home care. Three years ago, that was not the policy, but today permanency is the goal. This also answers the question as to why the reduction to placement. The agency is providing services to the family first and if progress is not made than referring to out-of-home placement.



Click to Paste Chart

3-2a. JPO Services

Insert the JPO Services Chart (Chart 3) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. The good thing is that both community based and institutional placements have been decreasing in small increments. Another positive outcome is that more children are being served in the community. JPO makes efforts not to place youth in out-of-home care however, community safety is their priority therefore their numbers and trends are difficult to project. The projection is higher based on the economy crisis. Statistics show that when families are unemployed they become stressed and overwhelmed at how they will be able to afford to pay the bills. Sometimes families feel unproductive and angry with the world and this is when communities see increases in mental health issues, child abuse and neglect issues, D&A issues and criminal activity.

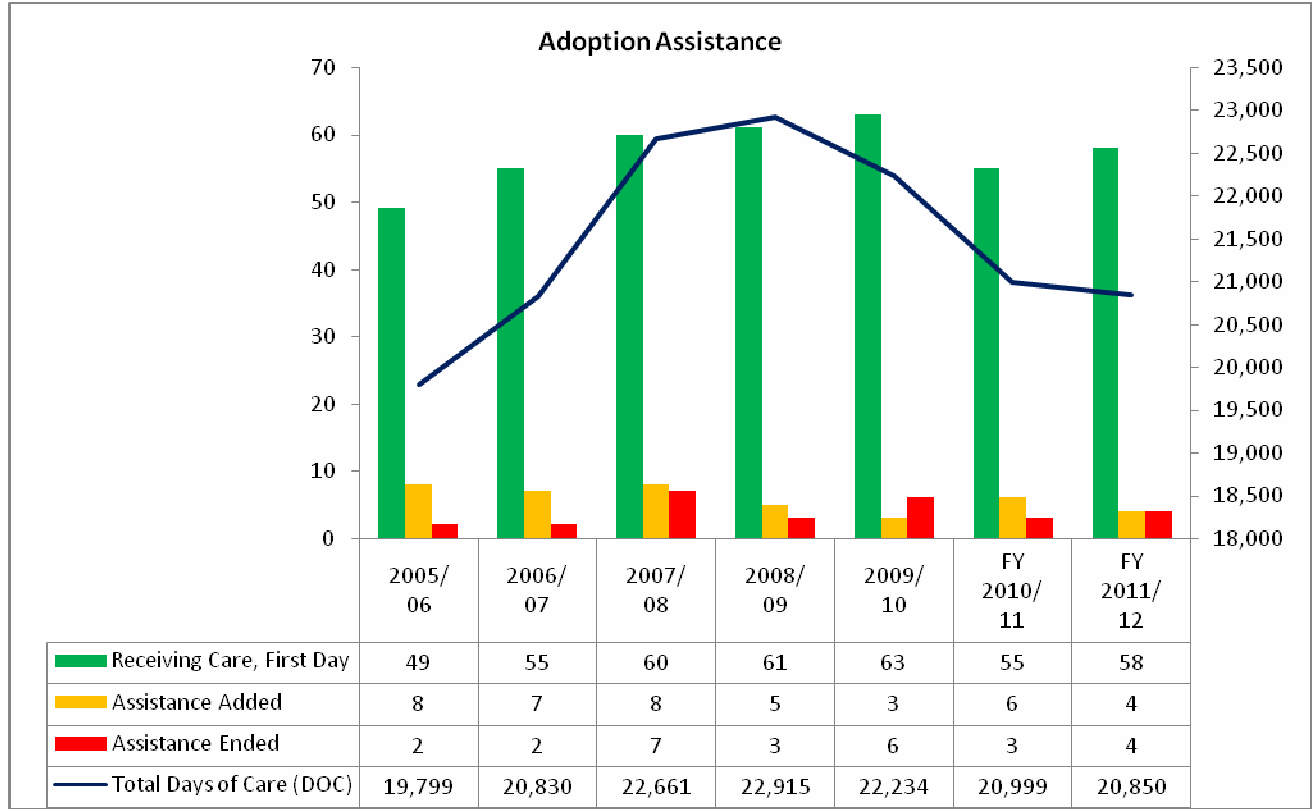


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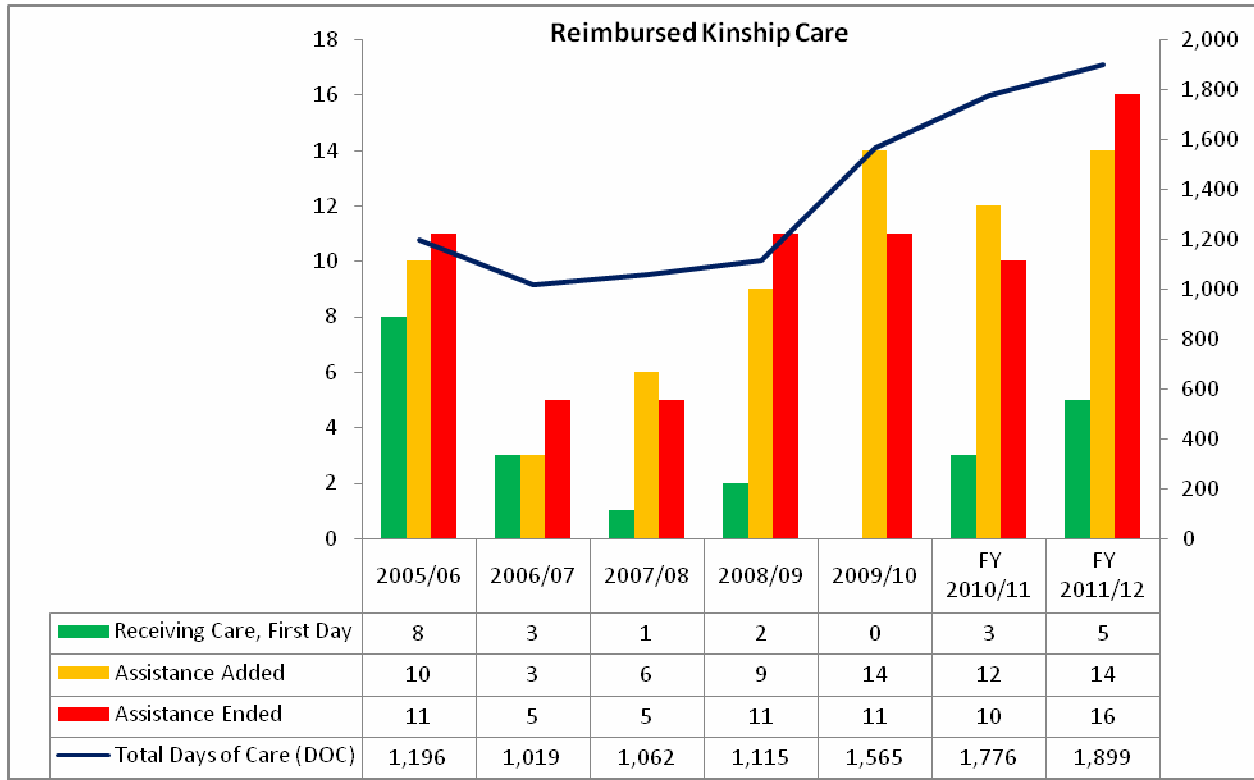
3-2b. Adoption Assistance

Insert the Adoption Assistance Chart (Chart 4) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. Although the chart shows every year increasing in assistance since FY05/06, the agency is anticipating that in FY10/11, there may be a decrease. Out-of-home placements have decreased and the agency is anticipating a decrease to adoption assistance.



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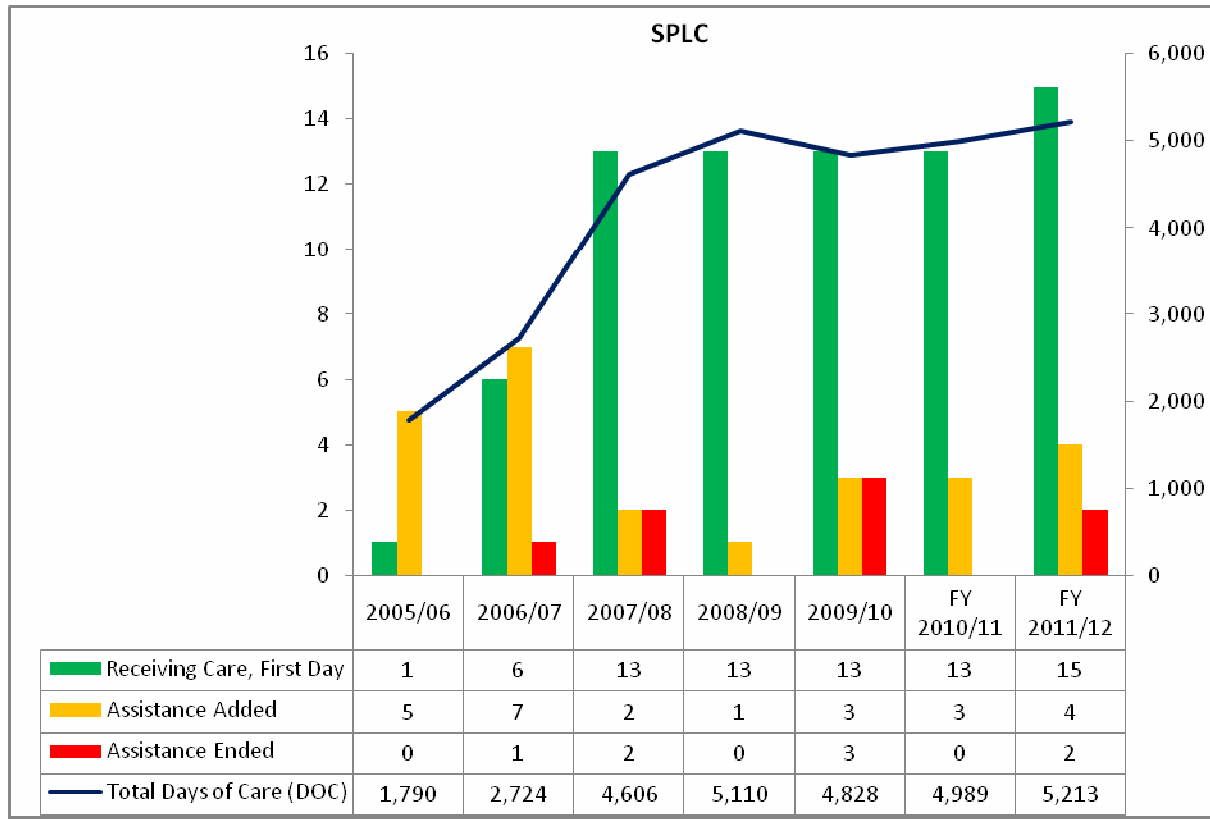
The agency is anticipating an increase to the number of families receiving reimbursement. Many of the families when given the option of being reimbursed choose reimbursement. The agency has also seen an increase to families accepting responsibilities for their relatives.



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

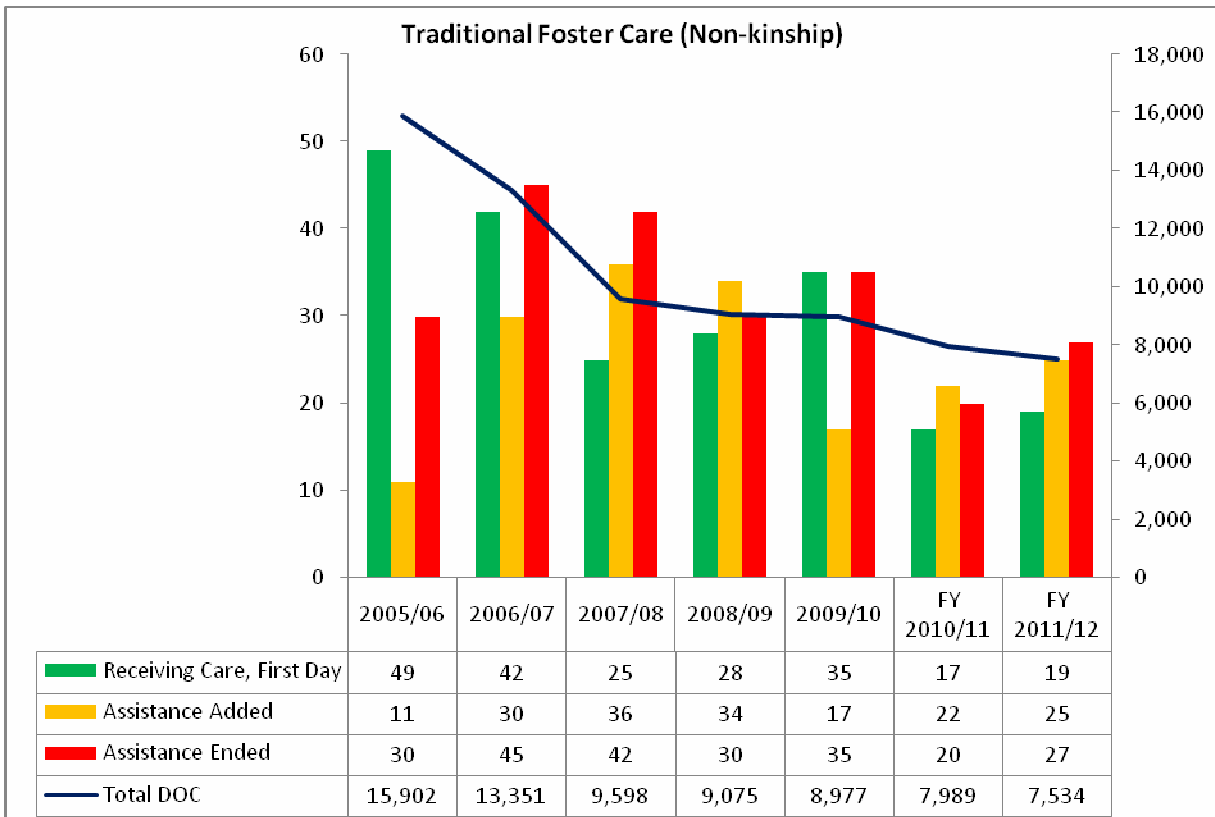
Insert the SPLC Chart (Chart 5) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. The chart shows an increase in the number of youth receiving SPLC. It is anticipated that the number of children receiving SPLC will continue to rise. Some families and relatives appear more relaxed about accepting SPLC than having parents rights relinquished. This way the parents can still be involved in the child's life, while someone else is providing for the welfare of the child. Kinship care helps contribute to this increase.



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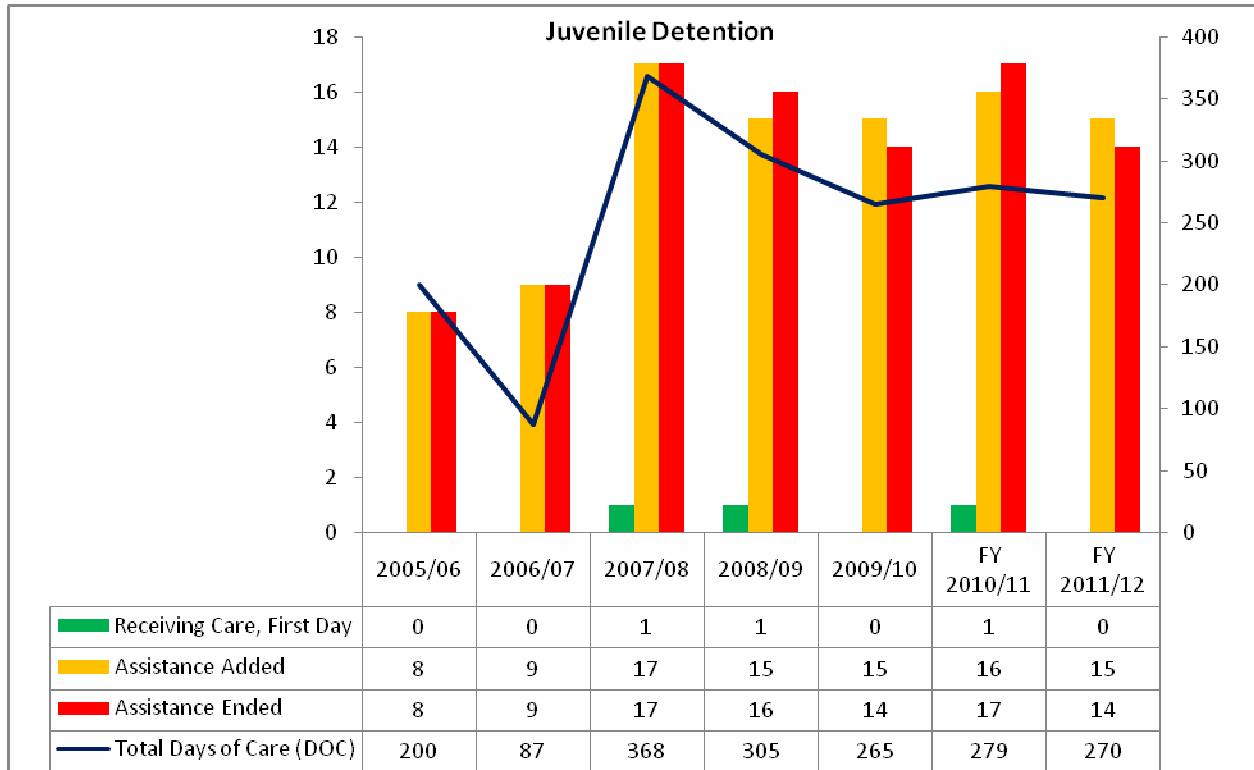
3-2d. Out-of-Home Placements: County Selected Indicator

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. In FY09/10, the agency saw a decrease in the number of children entering into the system. The agency contributes this to the increase in utilization of kinship care, possibility to the new safety assessment requirements and design, and offering services at the intake process. The agency has seen a decrease overall to placement and wonders if it is not due to the narrowly defined definition of abuse and neglect in this new safety assessment. The agency continues to need to work on youth exiting this system in a timely manner. In FY08/09, the number of youth exiting the system was only ½ of the 62 who entered.



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Huntingdon County Children's Services

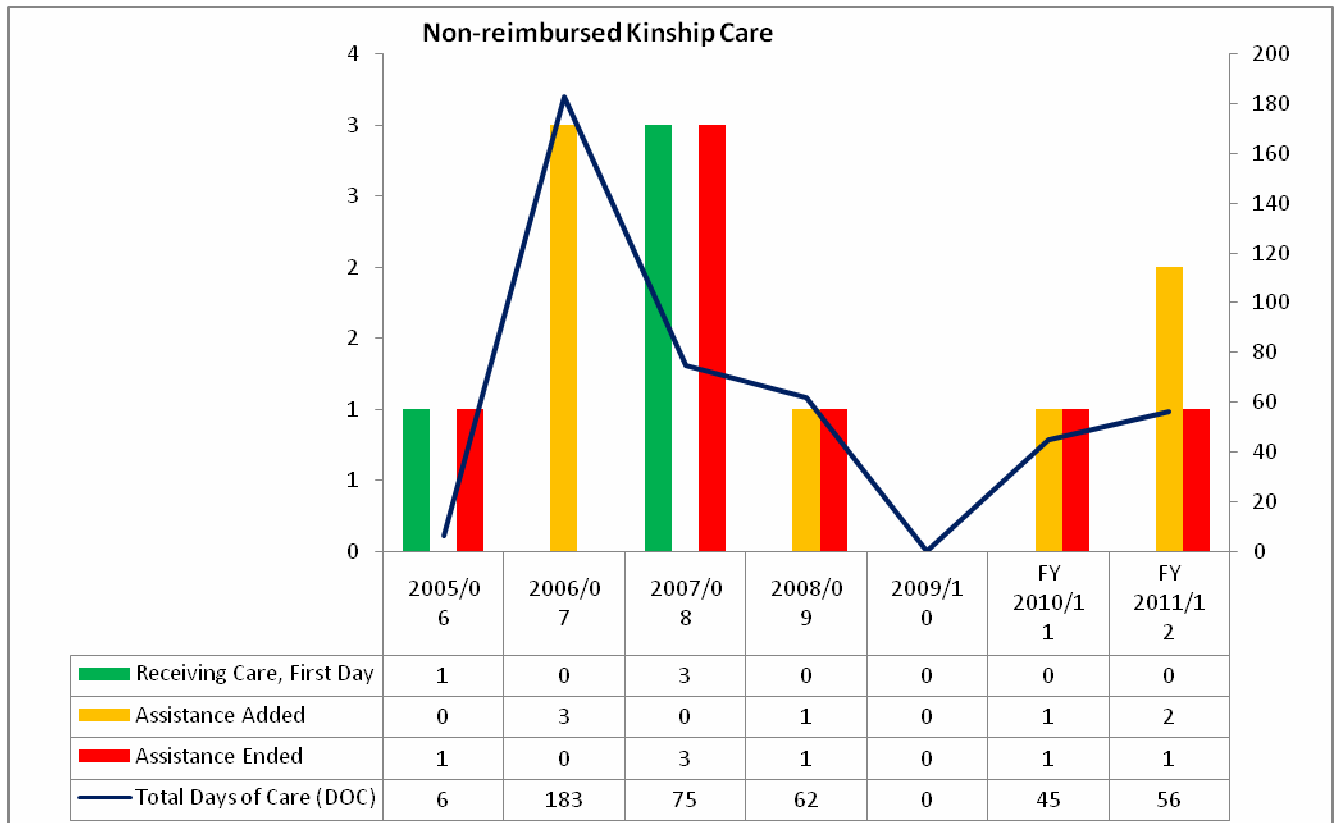


There has been an increase in all categories since FY07/08. The number of youth entering and ending assistance remains consistent. The agency believes that JPO utilizes this setting as a deterrent to ongoing and future delinquency.

Huntingdon County Children's Services

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. The agency has implemented the policy that there is no such thing as voluntary placement. In the past, most of the voluntary placements ended up in dependency court and the agency's policy is placement is taken very seriously. Prior to placing a child out-of-home, the agency will offer family services first then dependency court. Resource families(includes kinship) have the opportunity to be non-reimbursed, however, all of them have chosen to be reimbursed. The agency does expect in the future that there may be one or two kinship who will not want to be paid, this is why the increase in projected year unit.

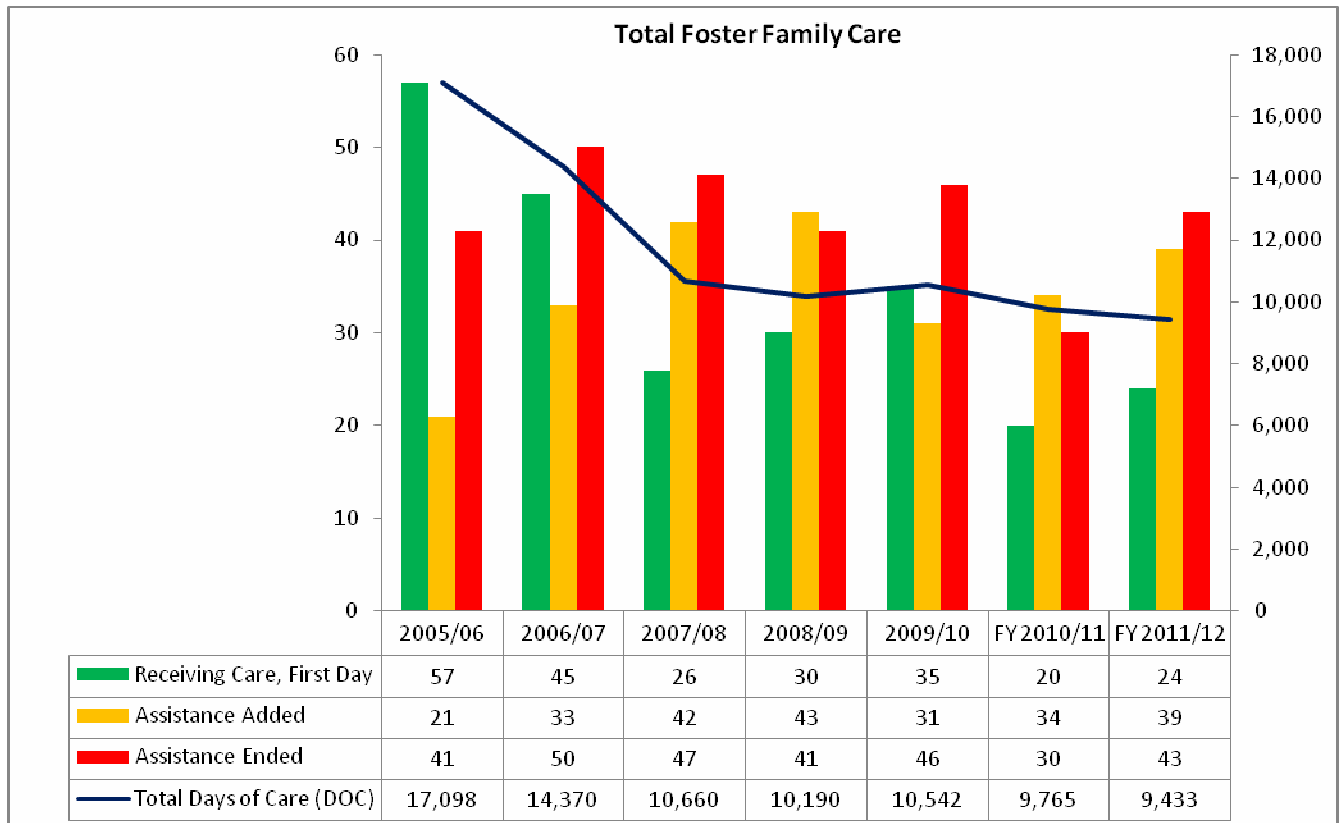


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Huntingdon County Children's Services

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. The agency was disappointed to see that days of care had increased, even with less children in this system, instead of decreased as in previous years. Currently, the agency has 12 children who have been in the system the whole fiscal year which may have contributed to the increase days of care. These children, as the chart shows, are not reunified and are carried over the following year. The agency does utilize foster care setting as priority to community based and institutional setting. The agency continues to need to work toward reunification in a more timely fashion.

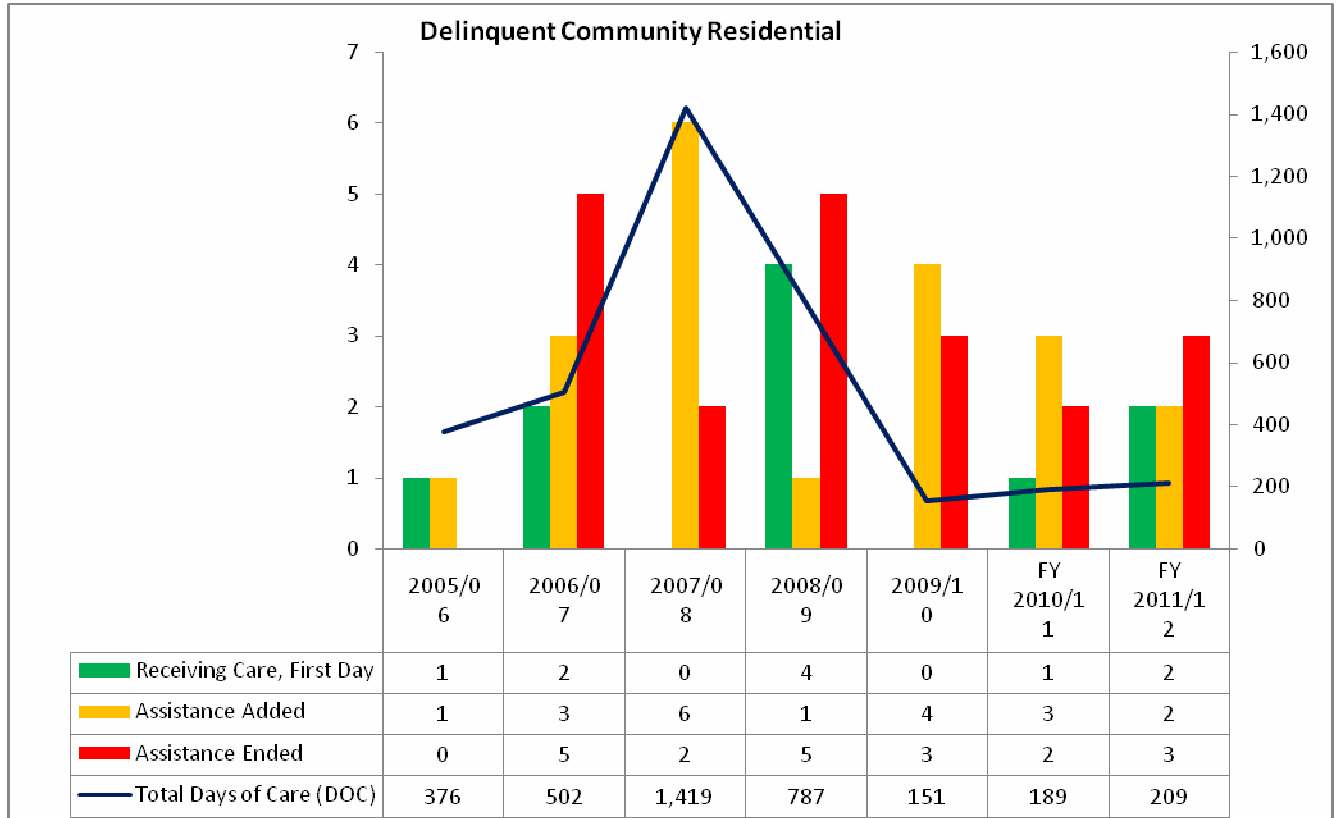


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Huntingdon County Children's Services

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. There does not appear to be consistency between the years, therefore difficult to imply a trend. It is interesting to note that the days of care decreased in FY09/10 which could indicate that youth are not staying for long periods of time in this setting. The agency will monitor this outcome. The number of youth in this setting remains consistently between 1-6 youth.

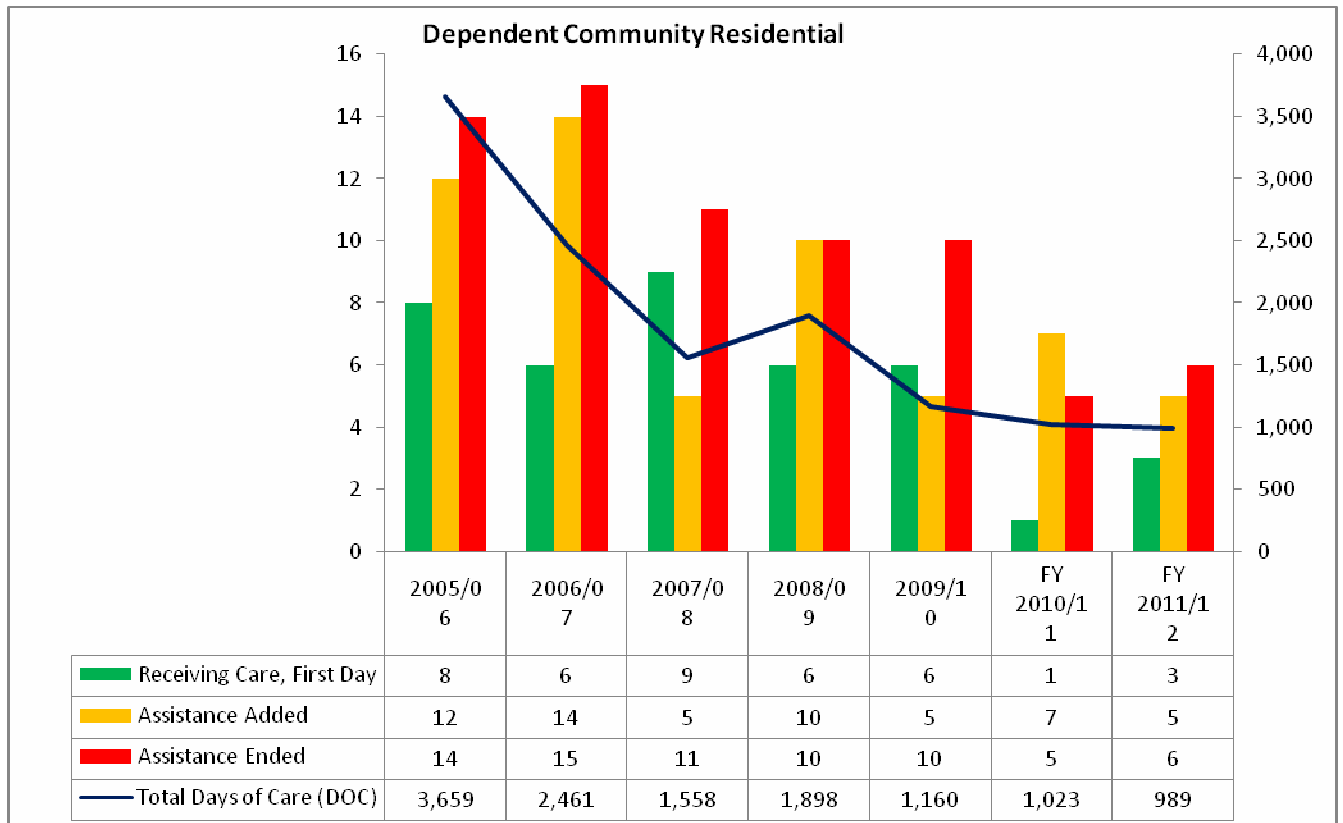


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Huntingdon County Children's Services

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. The chart line trend shows fluctuation in all categories starting FY05/06 to the present. However, there is consistency in the number of youth in this setting year to year and also consistency in the days of care decreasing year to year. The youth in this setting have failed in the foster care and/or kinship care systems due to the child's unsafe behavioral concerns. This may explain the high entry and exit categories. The agency also has difficulty reunifying youth for permanency who have been in placement for over 12 months of care. The agency will be utilizing FGDMC and MST to improve these categories.

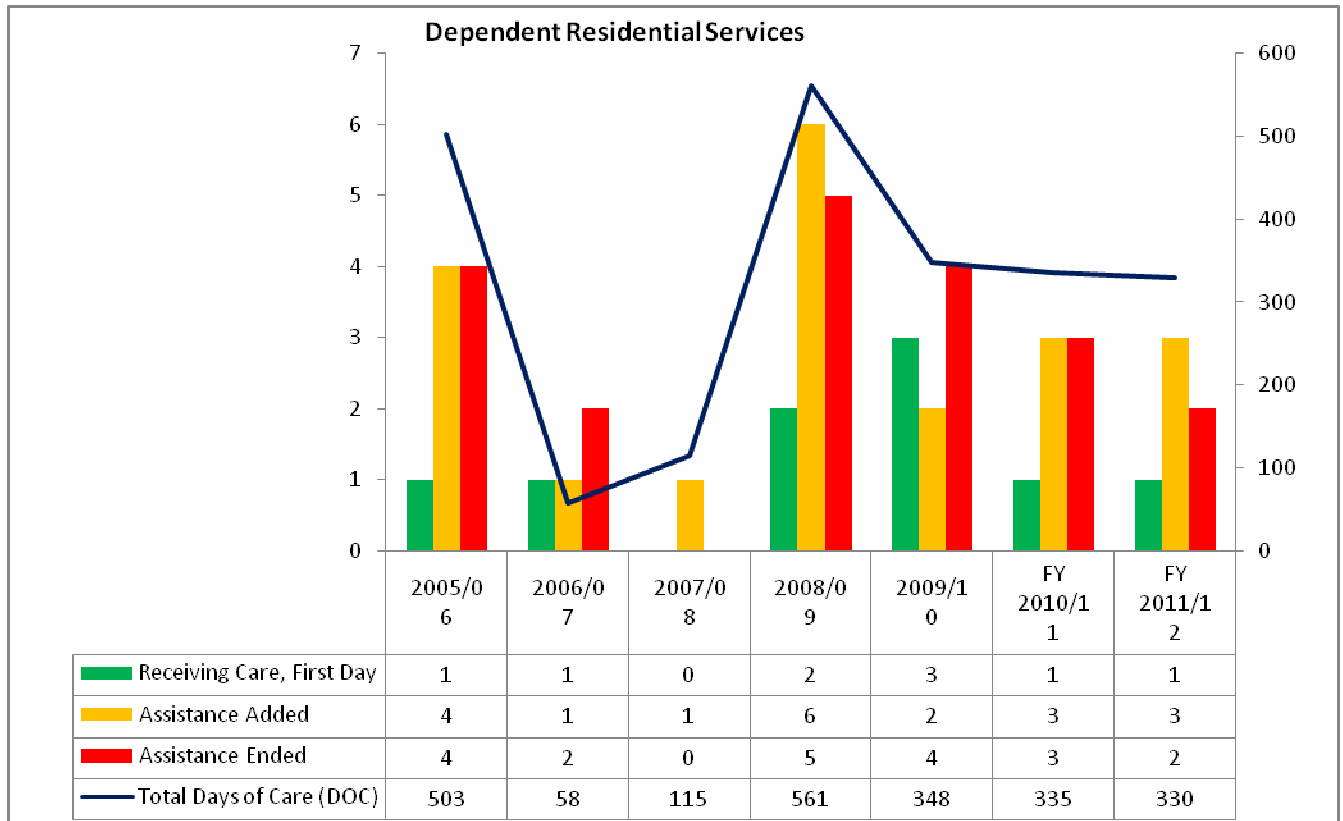


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Huntingdon County Children's Services

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. In FY08/09 there was an increase to every category. This was due to several youth who were a threat to themselves and to the community. Both foster care and community based settings were attempted but failed. Many of the youth experienced mental health problems and the least restrictive placement settings could not provide the intensity of services or supervision needed. In FY09/10, the agency experienced several youth who were both victims and perpetrators of sexual abuse and placed in this setting. The number of youth decreased in FY09/10 which may be the result of the agency exhausting all other placement settings prior to utilizing this setting.

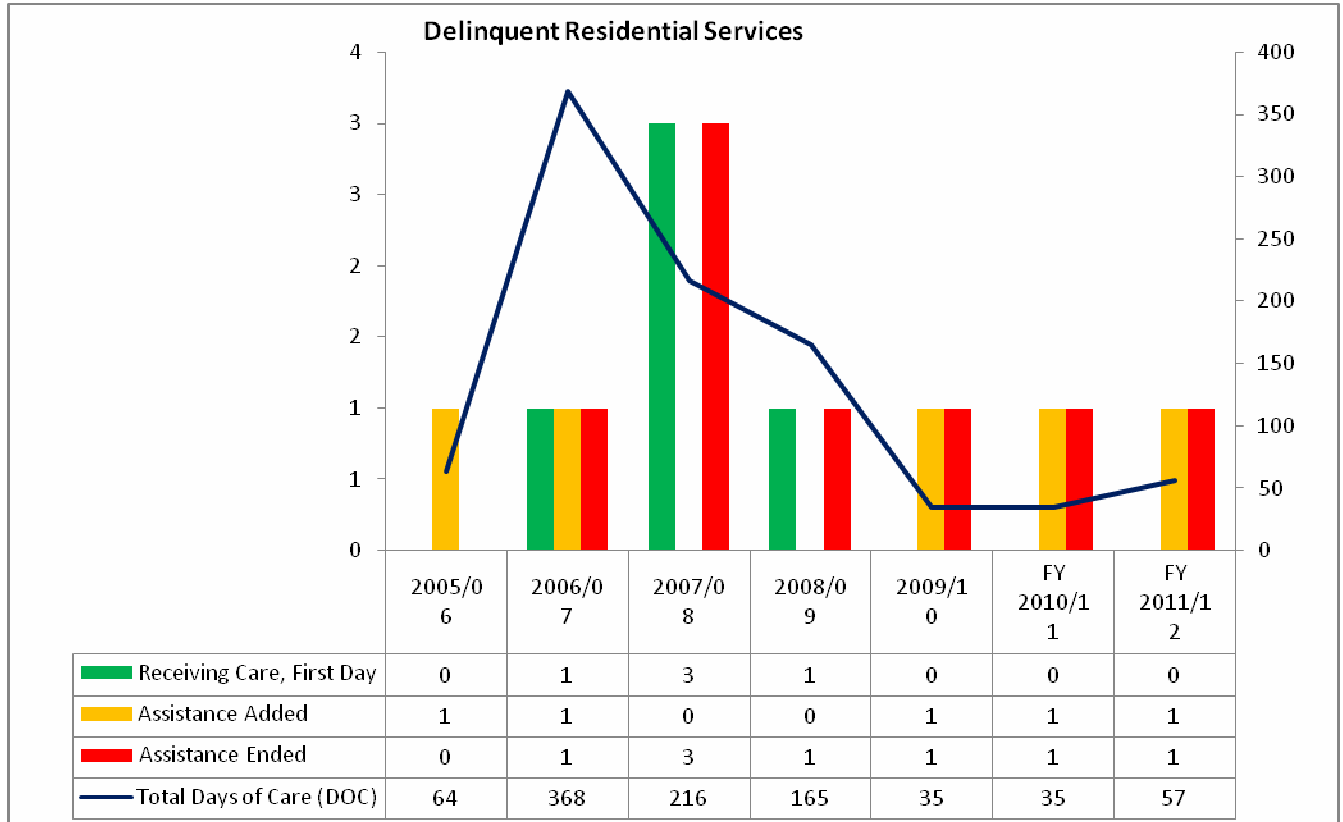


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Huntingdon County Children's Services

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

Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted. Given such small number of youth in this setting, it is difficult to report a trend. However, it is apparent that JPO utilizes this setting for youth who are an extreme risk to the community. The agency is aware that youth who are sexual offenders and show no remorse are placed into this type of setting. It is anticipated that the number of youth entering and leaving this setting will remain inconsistent.

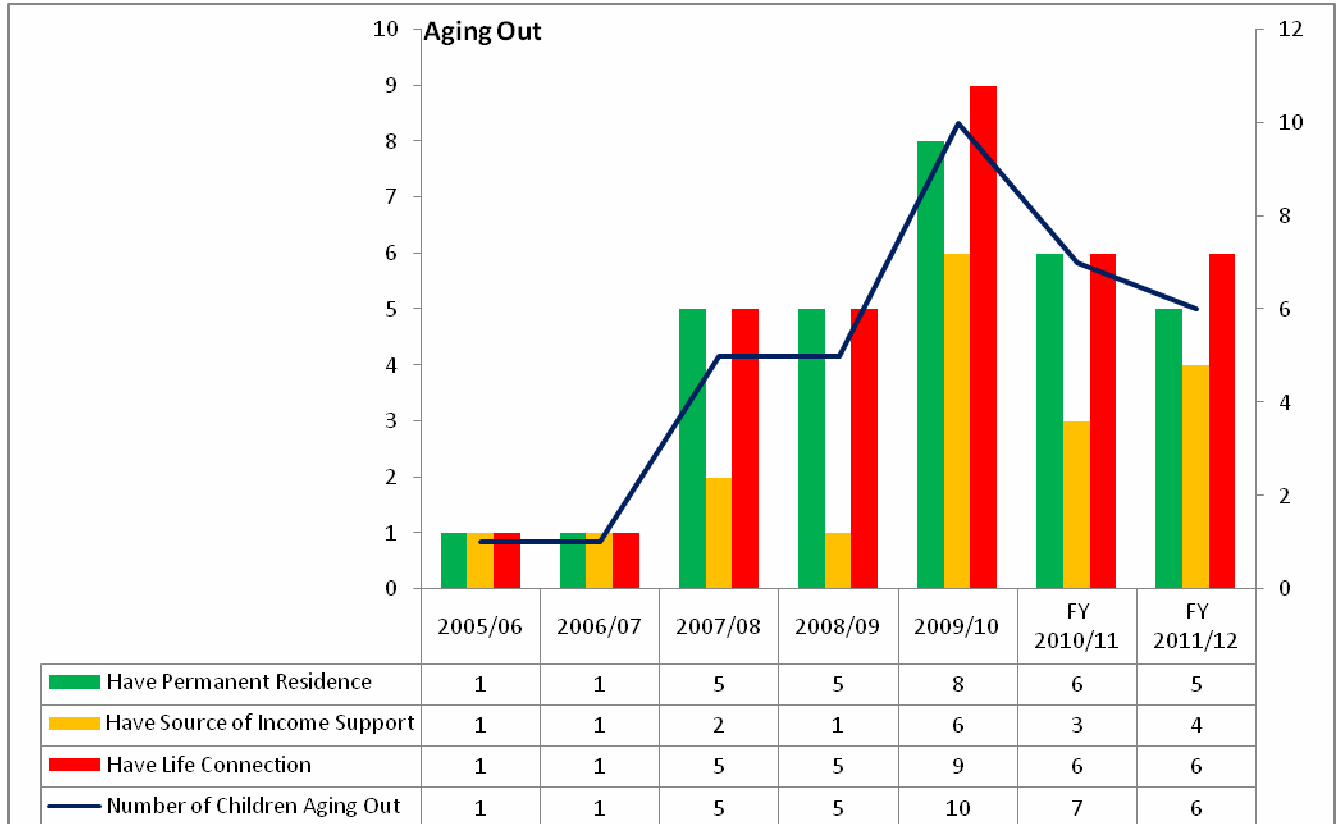


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Huntingdon County Children's Services

3-2e. Aging Out

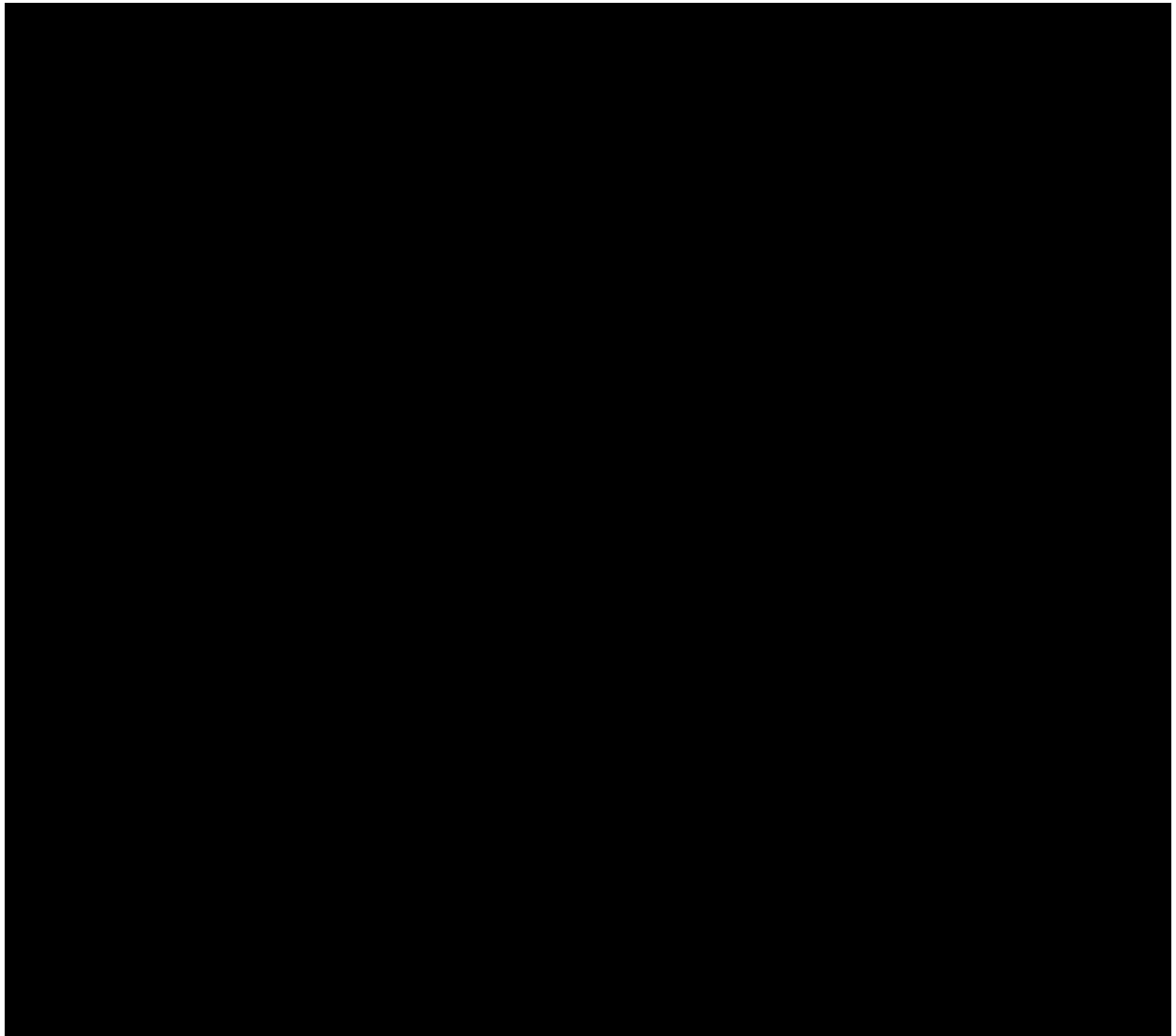
Insert the Aging Out Chart (Chart 14). If the county does not have sufficient data to analyze trends, describe how the county plans to track this data in the future. In FY09/10, the agency attempted to provide quality of services to the youth, but continued to struggle, especially during the budget impasse, when the IL worker was assigned additional duties other than IL duties. The IL worker resigned from the agency and in May 2010, the agency decided to contract out the IL services. The agency is pleased to see the increase of youth having a source of income and permanency.



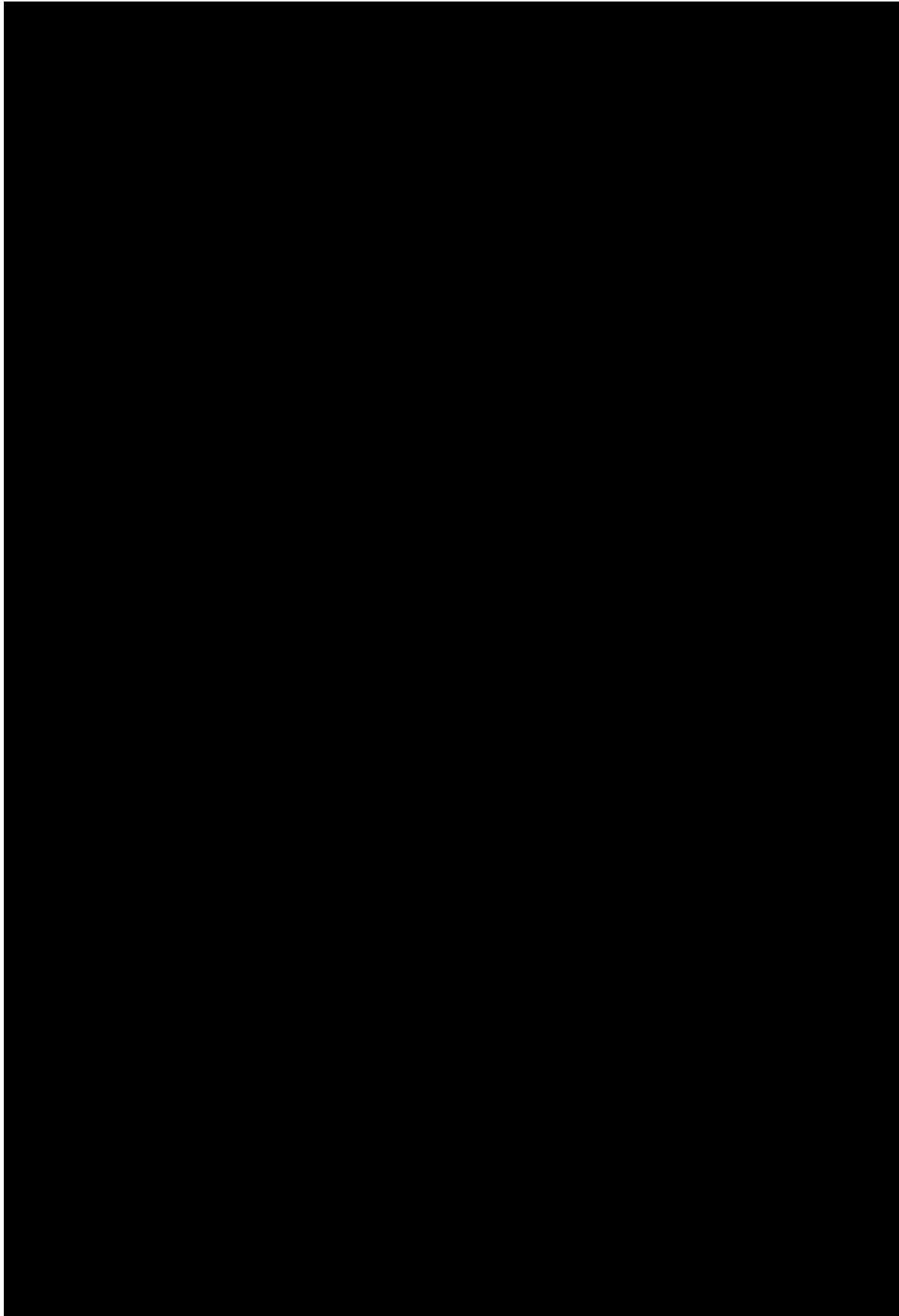
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3-2f. General Indicators

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



Huntingdon County Children's Services



Section 4: County Programs & Services

➤ 4-1: Children/Families not Accepted for Service

How does the county determine a child/family is not accepted for service? There are several ways the county determines when a family/child is not accepted for services. Families/children who are not accepted for services fall into one of the following categories: there is no report of abuse or neglect reported; incident occurred in another county; families live in another county; truant kindergarten children; does not meet criteria as a caretaker of a child; there is an appropriate parent to care for child when other parent is out of the child's life; referred to other social service agencies to provide services.

➤ 4-2: New/Enhanced Programs

Briefly explain requests for funding of new programs or enhancements to existing programs. The explanation must include why the county is seeking funding for the new/enhanced program and how it relates to needs identified in the county. In Huntingdon County, collaboration and partnership between the providers and the agency is vital to ensuring safety and permanency of children. The prevention/intervention programs are the only services available in the county to the agency for permanency. The quality of services provided by the provider is equally important as permanency. The agency has a history of being under-staffed due to caseworkers leaving the agency adding more work to the remaining workers. This leaves little time for workers to spend the time needed to resolve the concerns. The programs provided by our providers are essential to the agency's outcomes. Huntingdon County has limited social service programs to offer families within the county. To continue to provide safety, permanency and family engagement, the Agency is requesting additional funding to the following programs.

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

Enhanced: Program Name: Proud to be a Parent Parenting Program

Provider's Name: Raystown Developmental Services, Inc.

Budget Allocation in FY08/09, FY09/10 and FY10/11 was \$38,610 for one part-time staff.

The Agency is requesting additional funding of \$35,640 in FY11/12. The additional funding will be used to hire additional staff and increase the number of parents served from 44 to 59.

The total amount budgeted in FY11/12 will be \$74,250 (\$9.39@0.25 per unit cost).

Enhanced: Program Name: Afterschool Intensive Intervention & Prevention Program

Provider Name: Mainstream Counseling, Inc.

Budget Allocation in FY10/11 was \$40,227 for part-time staff. The agency is requesting additional funding of \$34,089 in FY11/12. The additional funding will be used to hire full-time staff to serve youth ages 13-17 and increase number of youth from 15 to 24. The total amount budgeted in FY11/12 will be \$74,316 (\$56 per hourly rate)

For enhanced programs, describe how the program is effective. The Proud to be a Parent Parenting Program utilizes the Nurturing Skills for Families curriculum. This curriculum was

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developed specifically to reduce child abuse and neglect. It has been reviewed by the Substance Abuse and Mental Health Services Administration (SAMHSA) and is listed with a promising practice program rating by the National Registry of Evidence-based Programs and Practices (NREPP). It has further been identified as an effective program by the Office of Juvenile Justice and Delinquency Prevention(OJJDP) Model Programs standards. This program takes place in the parent's home during non-traditional hours and eliminates transportation issues for parents. The parents determine the amount of sessions needed to improve their skills and the parenting information is tailored to meet the educational ability of the parent. The parenting worker has the opportunity to observe parent's parenting skills first hand.

The Afterschool Intensive Intervention & Prevention Program utilizes two evidence-based curriculums, Life Skills and Project Toward No Drug Use. These curriculums teach coping skills, feelings identification and expression, self-awareness and understanding, and skills necessary to resist substance abuse. It promotes healthy decision making process. The youth participate in positive activities and community service.

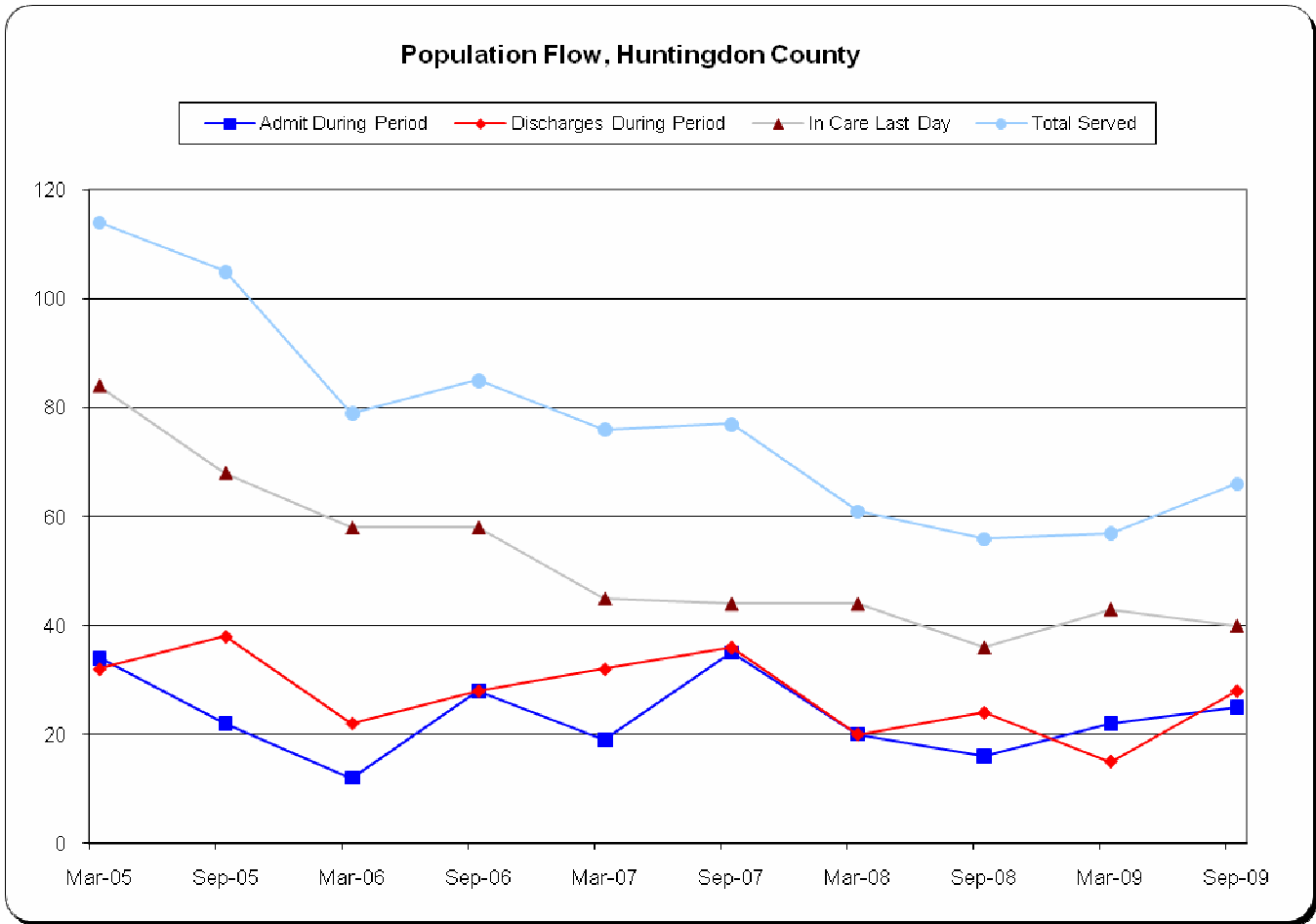
For enhanced programs, discuss the expected level of program improvement, and describe how the program will reduce costs or the rate of future cost increases. All providers are expected to deliver quality of services. If the agency questions services, outcomes, budget concerns or questions the ability of their staff to effectively work with a family, the provider is expected to respond to the director within a week and make changes necessary to alleviate the concern. The enhancement to the parenting program will provide this service to more parents and parenting education given to parents will reduce child abuse and neglect. The enhancement to the truancy program will permit increased referrals. With the new program design, the agency is projecting that out-of-home care will be reduced and involvement in court reduced. Both enhancements should also reduce the total days of care cost.

The Afterschool Intensive Intervention & Prevention Program in addition to implementing the 3-12 week group sessions, an introduction and extended phase will be added to transition adolescents immediately into services. This will include 3 hour-1 day a week group sessions lasting 6-8 weeks and increase case management contacts. Life Skills curriculum will be used in this part of the program. The agency is anticipating a decrease in the number of youth in out-of-home care to the community residential setting and decrease in days of care cost.

Section 5: Outcome Indicators

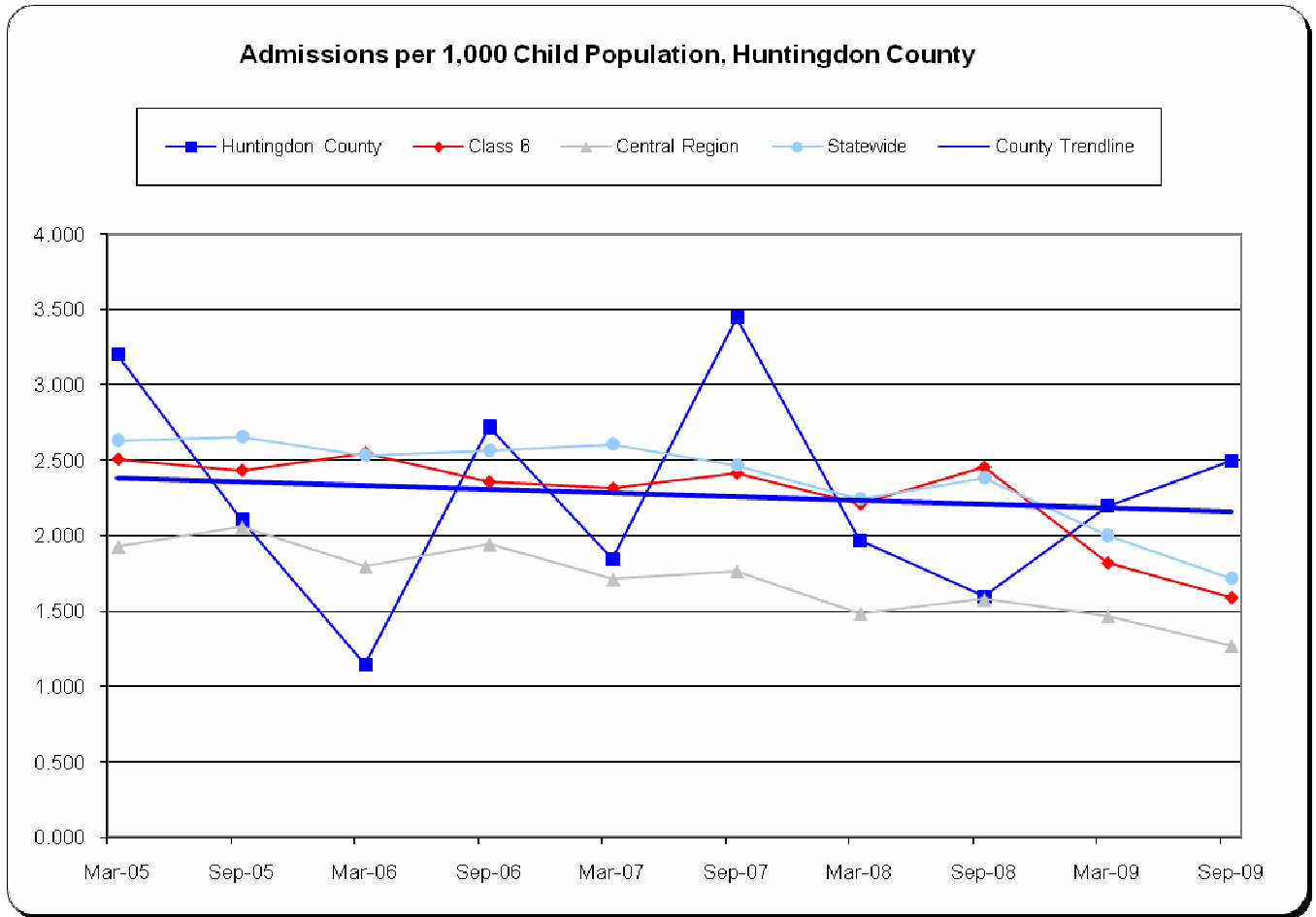
5-1a. Foster Care Population Flow (See HZA Data Package)

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



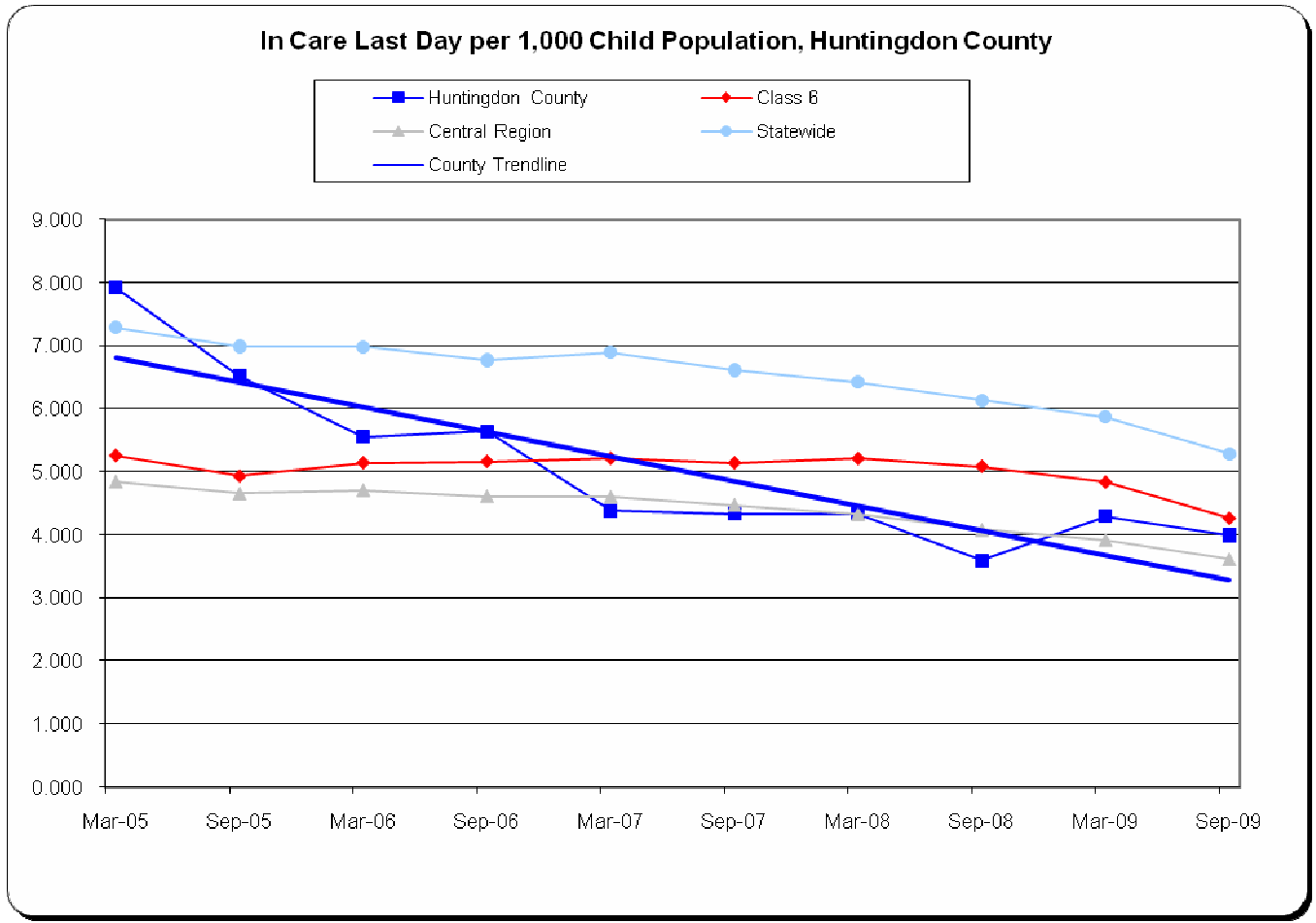
Click to Paste HZA chart

Huntingdon County Children's Services



Click to Paste HZA chart

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Click to Paste HZA chart

- Is the overall trend in the number of children being served or in care in the county different than that in the state as a whole? In counties of the same class? Yes. Huntingdon County trends over the past five years shows fluctuations in the number of children served. The trend shows a decrease in the number of children served over the past five years, however, there was an significant increase during September 2009. Both the state and counties of the same class show number of children served as decreasing over the past five years and decreasing during September 2009. Huntingdon County's trend for the number of children in care the last day is lower than state and counties of the same class trends.

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- ❑ Please describe what demographic factors, if any, have contributed to changes in the number of children being served or in care. In September 2009, the state experienced a budget impasse, which had negative impact on the county delivering services. The Commissioners imposed a hiring freeze and limited over-time to all county employees. They also discontinued several provider and in-house services. The agency was down 6 of 12 caseworkers. The agency also had several single families with multiple children who entered care. All of the factors could have contributed to the increase in children served. As for the decrease in the number of children in care the last day, the agency focused on reviewing ongoing and placement cases and families who had made progress were rewarded by reunifying with their child instead of languishing in care.

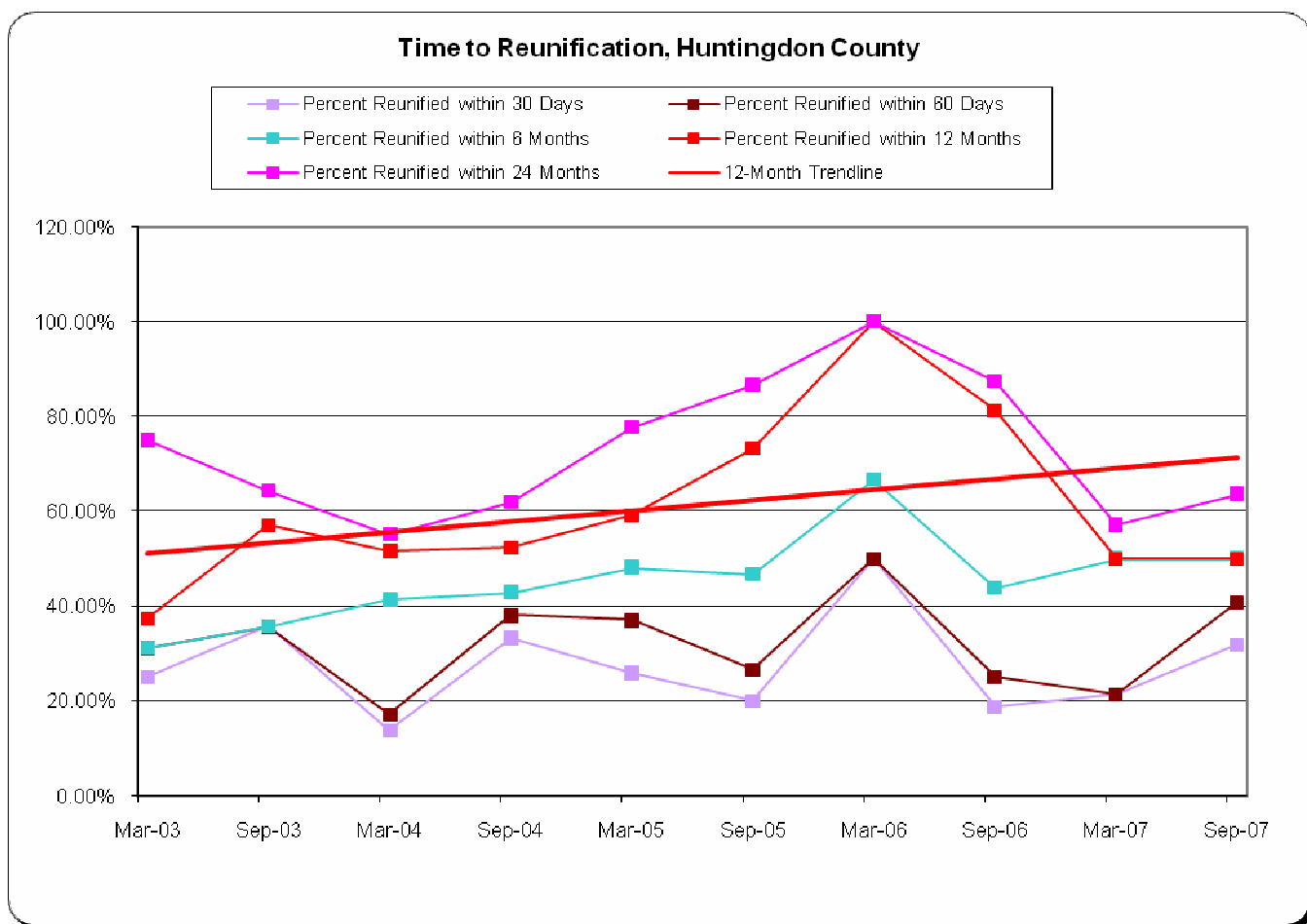
- ❑ Please describe what changes in agency priorities or programs, if any, have contributed to changes in the number of children served or in care and/or the rate at which children are discharged from care. The agency implemented monthly reviews of ongoing and placement cases for progress. If progress and safety can be determined then families are not permitted to languish in the system. The agency also implemented 3 month permanency reviews. The 3 month reviews gave urgency to families to make progress and be discharged from the system.

- ❑ Are there any demographic shifts which impact the proportions of children in care (for example, are younger children making up a larger proportion of admissions than in years past)? The county does not see any significant demographic shifts which would have impacted the number of children in care. This past year the agency has had several families with multiple young children enter the system and not make the progress to ensure safety of the children. The agency has seen more children who are victims and perpetrators of sexual abuse and who have not exited the system. The economy crisis could have an impact on children entering care. The average age of the parents who have children in care are between age 22 and 40.

- ❑ How has the county adjusted staff ratios and/or resource allocations (both financial and staffing, including vacancies, hiring, turnover, etc.) in response to a change in the foster care population? Is the county's current resource allocation appropriate to address projected needs? The agency was able to make the following needed changes with the same staff complement and budget allocation. The intake unit originally had one supervisor and five staff assigned. Presently, the intake unit has two supervisors and six caseworkers (five of them newly hired). The ongoing and placement unit originally had two supervisors and five caseworkers. Presently, the ongoing and placement unit has one supervisor and Program Specialist who supervise five caseworkers. The agency is requesting an additional caseworker to address truancy intake and ongoing services.

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



Click to Paste HZA chart

Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends? The county's performance has shown improvement in all measures except within the 12 month reunification measurement which remains the same. The agency would not be able to make this progress without the reunification services provided by providers. The agency staff and court trust both provider's suggestions and recommendations. The families view these services as vital to having their children returned to their home. The agency has implemented 3 month permanency reviews which could influence this measure.

- ❑ If there are fewer reunifications within 12 months of the child's removal, what is happening to those children? Are they returning home later or eventually being discharged in some other way? The children who are not reunified within 12 months usually have exhausted resource care and reunification services and agency is looking to terminate parental rights. The agency also has a youth working toward permanency with relatives who live in other another state.

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Are children being reunified more quickly, or more slowly, than in past years? Does the timeliness of the reunifications reflect the changing needs of families in the county? Among children reunified in less than 30 days, were the services provided sufficiently to alleviate the concerns that led to the child's removal? What services could have prevented removal of children who were reunified within 30 days? Children are being reunified more quickly. The timeliness of the reunification is impacted by the concern. For example children with parents who have drug addiction are more likely not to be reunified as quickly and children who are perpetrators of sexual abuse are not reunified as quickly. In the prior years, the agency placed children in out-of-home care due to the unavailability of services at the time of investigations. The availability of services has improved, as well as, the timing services are given to the family. Currently, there usually are services available to the family to alleviate the concerns so that the child can be returned home within 30 days. The agency would utilize the family preservation program to prevent out-of-home care.

- How does the county's data compare to other counties of the same county class size? To the statewide data? the county's data for reunification within 30 days, within 60 days and within 24 months was significantly higher than other counties of the same size and statewide data. The county's data for reunification within 6 months and 12 months remained the same while other counties of the same size slightly decreased and statewide slightly increased.

- If the county's performance exceeds comparable county and/or statewide performance, what policies or practices does the county believe have contributed to this result? What actions is the county taking to maintain or improve its performance? The agency will continue to utilize the Family Preservation and Reunification Programs to decrease out-of-home care and for reunifying families. The agency will also be utilizing the MST program to reunify families as well as preventing out-of-home care. The agency is requesting funding to add additional staff to the Family Preservation and Reunification Program to reduce the waiting list and make the program available to more families.

The agency has a positive relationship with the providers and their opinions are respected by the agency and courts. They are an extension of the agency so they have to provide excellent services or the agency will not contract for services. The agency staff also believe it is important to offer the family services to help them resolve the issues.

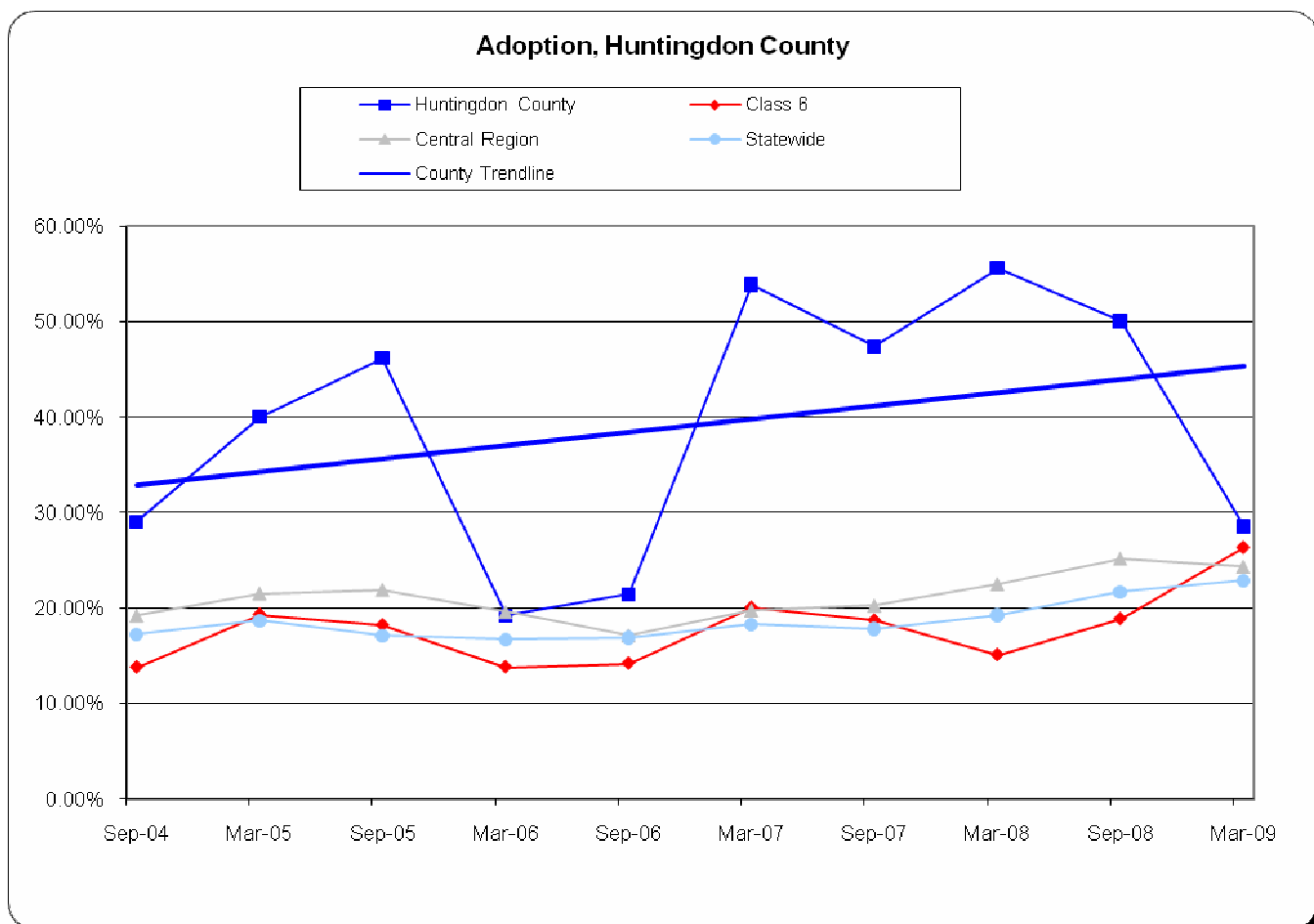
Or

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

- Are there certain populations which are disproportionately represented in this measure? What actions is the county taking to address that population's needs? The agency does not have great success of reunifying teenagers in a timely manner. The agency realizes the importance of permanency to the teens and utilizes SPLC. The agency provides a parenting program that can address teenage issues. The agency also provides an afterschool program that addresses topics such as problem solving, appropriate peer interactions, drug & alcohol, and community responsibilities. Independent Living also offers an array of services for teenagers.

Huntingdon County Children's Services

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



[Click to Paste HZA chart](#)

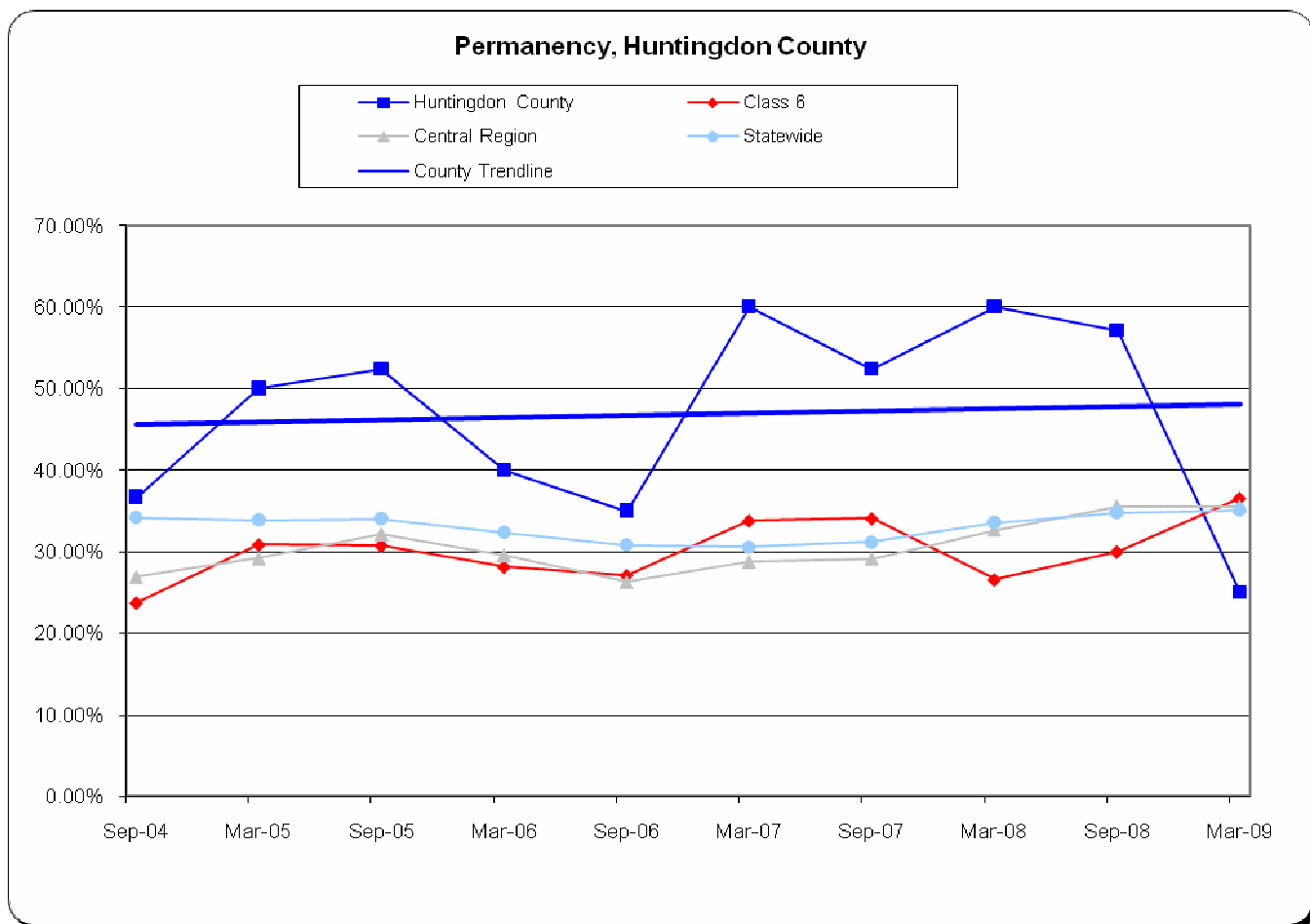
- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends? Decreasing. Two years ago the agency started to review and continues to review its adoption policies. It is continuing to focus on permanency throughout the case, but at 6,9 and 12 month increments, parents are continually reminded that if progress is not made, the agency will look for permanency for the children and will relinquish rights if necessary. During the past 3 years, the agency has made movement in getting children adopted. This may explain the higher number of adoptions. The data on the chart shows the agency significantly decreasing in the number of children it has in care for 17 months or longer over the past five years. This overall decrease, along with finalized adoptions contributed to an adoption rate that outperformed other class 6 counties and the state. The agency completed 3 adoptions this past year. The agency also meets monthly with the SWAN coordinator who is a constant reminder that permanency is important. This has been very helpful for the agency.

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- Do current policies of the agency or courts serve affect the timeliness of adoptions? Do the delays tend to occur between removal and TPR, between TPR and pre-adoptive placement, or between pre-adoptive placement and finalization?_Yes, policies of the agency do affect timeliness of adoptions. The administration has made adoptions a focal point and the solicitor is aware that the agency is proactive on permanency. The solicitor who was reluctant to relinquish parental rights, is now supportive of the agency because he knows that the agency can show they have offered the parents every service to help the family make the changes and reunite. Another factor that has greatly helped in this matter is FGDM and three-month permanency reviews. Both are reminders to parents that progress needs to be made in a timely manner. Delays tend to occur between removal and TPR. What may have an impact on timeliness is that the agency gives parents the opportunity to do all they can before the agency recommends TPR. It could be that too much time is given to the parents. Which group of children represent the largest proportion/share of children for whom performance is below the national standard? What actions is the county taking to address that population's needs? The agency is not below national standard performance. Children between the ages of 10 and 18 are the most difficult to find permanency. The agency is utilizing the transition plans to help the youth determine how they view permanency and what permanency looks like to them. The agency is also looking to Kinship care for permanency. The agency also utilizes SWAN services to assist with permanency,

Huntingdon County Children's Services

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



Click to Paste HZA chart

- ❑ Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends? Decreased. Between March 08 and March 09, the agency decreased the number of youth in care for 24 months or longer. The agency has discharged a greater proportion of the children it had in care for 24 months or longer to permanent homes. For the first time in five years, the agency's percentage of youth who received permanency was lower than statewide. In FY09/10, the agency had 7 children in this category and two remaining in care waiting for permanency. Both are in homes where they will receive permanency. One is out of state and that state wants to make sure MGM has all the services in place before granting adoption. The agency recognizes that the longer a child is in care, especially teens, the opportunity for permanency declines. The agency utilizes the IL program to have teens focus on permanency. The agency utilizes kinship care as permanency. The agency will monitor this performance.

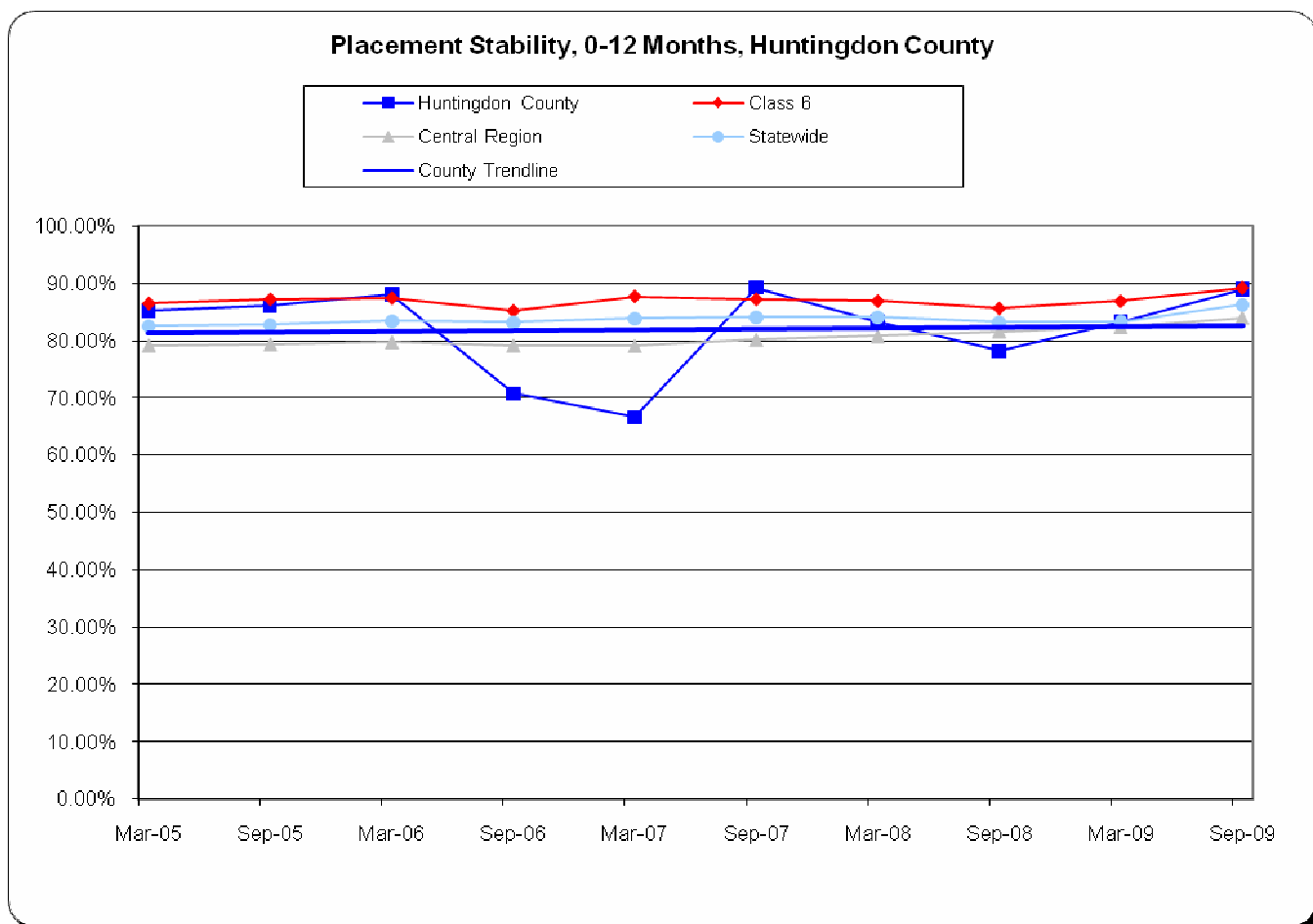
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Which group of children represent the largest proportion/share of children in care more than 24 months? What are the most frequent permanency goals for these children? What are the most frequent actual discharge destinations for these children? Teens are more likely to be in care over 24 months. Usually the goal is for youth to return to parents or extended family. The agency makes an effort to return the youth to their parents, but these are the youth who usually come back into the agency.

What steps is the county taking to achieve permanency for these children? What are the barriers to achieving permanency? Teenagers are the group of children most likely to be in care over 24 months. The most frequent goals for the teenagers are return home or permanent legal guardianship. The most common destination for our teenagers when discharged is residing with parents or relatives. The agency is utilizing SWAN services for permanency, The agency is utilizing kinship care for permanency. The agency also offers IL services for these youth for employment, education, and permanency. The biggest barrier to achieving permanency is the youth themselves. They want to believe that the home they left will accept them back and everything will be okay. Most youth believe that their parents want them back and in reality most parents do not want the child to return to their home. The best thing the state could do for these youth is to pay full college tuition, housing, and job placement for these youth for four years. During this time the youth would have to be willing to have homemaker services teaching them cleaning, cooking, finances and other responsibilities that their parents never taught them.

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



Click to Paste HZA chart

- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends? The county did improve slightly in this measure. The agency has implemented agency monthly reviews of ongoing and placement cases to improve permanency. The agency is also offering services immediately when a family enters the system instead of waiting until the future to offer services. The agency has implemented 3 month permanency reviews to improve permanency. The agency is utilizing SWAN services immediately when child enters placement. The agency is using the Accurint search engine to locate relatives for permanency.

- How does the county's data compare to other counties of the same size? To the statewide data? The county's performance measure is comparable to other same size counties and statewide performances.

Huntingdon County Children's Services

- ❑ If the county's performance exceeds comparable county and/or statewide performance, what policies or practices does the county believe have contributed to this result? What actions is the county taking to maintain or improve its performance? The agency has implemented agency monthly reviews of ongoing and placement cases to improve permanency. The agency is also offering services immediately when a family enters the system instead of waiting until the future to offer services. The agency has implemented 3 month permanency reviews to improve permanency. The agency is utilizing SWAN services immediately when child enters placement. The agency is using the Accurint search engine to locate relatives for permanency.

❑

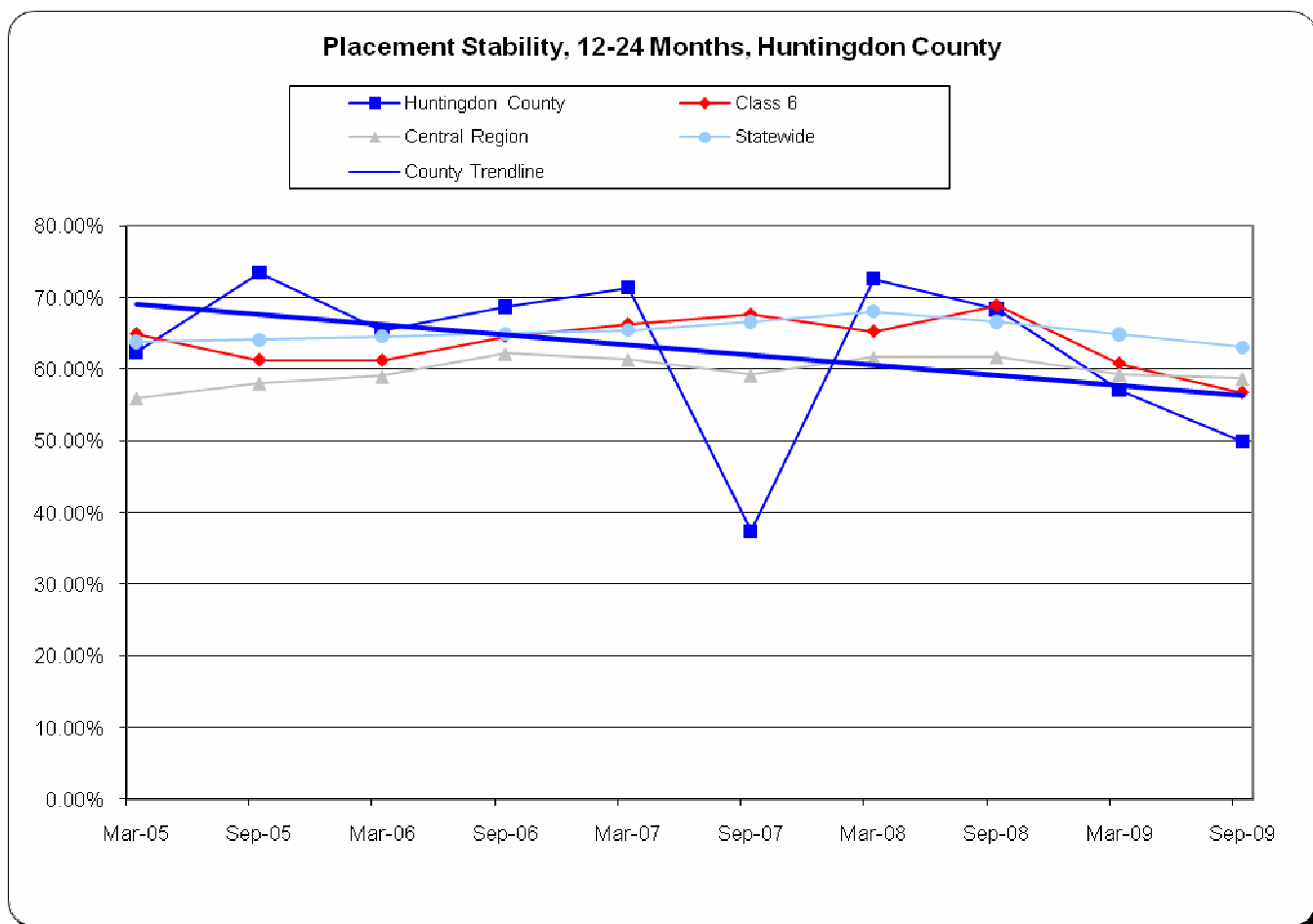
Or

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

- ❑ When compared to class and state performance on each of the measures, at what point does placement stability tend to break down– the first, second, or third year? What is the county doing differently than the class, region, or rest of the state? Placement stability tends to break down the second year of placement. The agency is taking steps to create permanency for these youth by utilizing SPLC. The agency is also using Accurint search engine to located family or relatives who may want custody of the youth. The agency is also utilizing SWAN services for permanency. I do not believe Huntingdon County is doing anything differently than other counties.
- ❑ Describe the relationship between actions taken in the first 24-72 hours of a child's removal and the on placement stability? How often does the child's first placement become the placement in which the child remains while in care? What steps is the county taking to increase that proportion? In determining the placement setting, the agency will first look at safety and behavior of the child, age and sex of the child, sibling groups and school district and medical needs of the child. I would say half of the children remain in their first placement setting. The agency is the provider of their foster care program and the foster care coordinator knows the foster parents and their homes and helps in making placement decisions. If more intensive foster homes are needed, the agency has providers who will try and match our youth with their foster parents.

Huntingdon County Children's Services

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



Click to Paste HZA chart

- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends? The data indicates the number of children receiving stabilization is decreasing. The agency does make efforts to placing children where the agency thinks would be best for the youth. The agency believes that when youth are in placement for this length of time, they may believe they will never return to home and then exhibit inappropriate behaviors causing them to move. It sort of like they are testing the family they are living with to see if they will get rid of them.

- How does the county's data compare to other counties of the same size? To the statewide data? the county's percentage is below counties of the same size and statewide data.

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

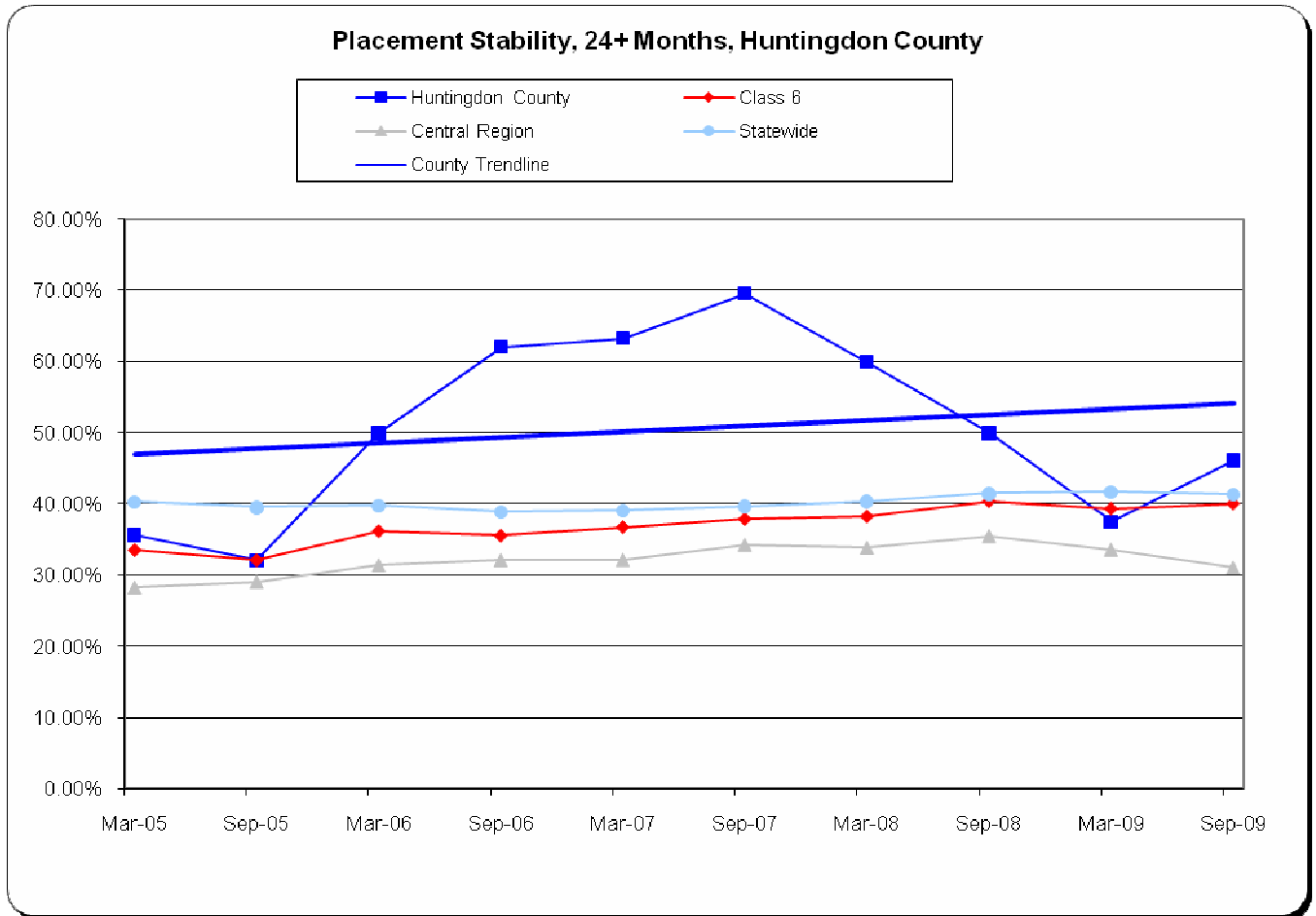
Or

If the county's performance lags behind comparable county and/or statewide performance, what factors does the county believe have contributed to this result? What actions is the county taking to improve its performance? Some factors that may impact this count is that the youth in this measure continually exhibit inappropriate behaviors causing them to move from one placement setting to another. The agency has focused its attention on children within 6 months of placement and not focusing on these youth. The agency just started MST services and will utilize this service for youth. The agency's management team will address this matter and inquire with other CYS as to what they are doing to provide placement stability. The placement setting usually request the child be moved to the inappropriate behaviors of the child. Rarely does the agency request the child be moved. The agency runs out of placement options because of the child's behavior.

- When compared to class and state performance on each of the measures, at what point does placement stability tend to break down– the first, second, or third year? What is the county doing differently than the class, region, or rest of the state? The breakdown occurs with the youth in placement 12-24 months. The agency utilizes all the services they have with this group and usually the placement setting request the child be moved. Rarely does the agency request the child be moved. The agency runs out of placement setting options for youth because of the child's behavior. Only so many placement settings will take youth with inappropriate behaviors.
- Describe the relationship between actions taken in the first 24-72 hours of a child's removal and the on placement stability? How often does the child's first placement become the placement in which the child remains while in care? What steps is the county taking to increase that proportion? With children in this measurement, if the placement setting request the child be moved, the agency will move the child. If the placement setting is being unreasonable as to the reasons for movement, the agency will ask the setting to wait the 30 days so that the agency can look for another setting. Sometimes the placement setting wants them out immediately do to safety concerns. In this situation, the agency is looking for a bed, not necessary the best place for the child. When children are in placement this length of time, rarely is it there first placement setting.

Huntingdon County Children's Services

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



[Click to Paste HZA chart](#)

- Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends? The data shows that the agency has improved in this measurement. The agency has seen a decline in the number of youth in care for 24 months or longer. The agency includes youth in determining their future and using kinship care as permanency. The agency utilizes SWAN services to find permanency.

- How does the county's data compare to other counties of the same size? To the statewide data? the agency has discharged a greater proportion of children in care 24 months than other counties of the same size and statewide.

Huntingdon County Children's Services

- ❑ If the county's performance exceeds comparable county and/or statewide performance, what policies or practices does the county believe have contributed to this result? What actions is the county taking to maintain or improve its performance? For youth who are old enough to be involved with the IL program, the IL services becomes part of their lives and support systems. Life connections are made giving youth someone who is interested in their well-being. This helps stabilize the youth. The youth who are in placement 24 months and longer have become part of the agency family and have accepted that they will not be returning home.

Or

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

- ❑ When compared to class and state performance on each of the measures, at what point does placement stability tend to break down— the first, second, or third year? What is the county doing differently than the class, region, or rest of the state? The longer a child is in placement the less times they move placement settings. Children who have been in placement between 12-24 months usually have more than one placement setting. The agency's management team will address this issue and contact other CYS agencies to inquire what they are doing to address this concern.
- ❑ Describe the relationship between actions taken in the first 24-72 hours of a child's removal and the on placement stability? How often does the child's first placement become the placement in which the child remains while in care? What steps is the county taking to increase that proportion? The child in this measurement has had at least one other placement setting. If the child is turning 18 years of age within a month of discharge, the court may send the youth home. As the child remains in care, placement stability improves for the child in care over 24 months.

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➤ 5-3a. Prevention Services

- ❑ Briefly describe prevention programs, including services to be provided and what will be prevented (i.e., child abuse, child neglect, truancy, delinquency). Huntingdon County utilizes the following programs:
- ❑ Family Preservation & Reunification Program: Provider has three-full time staff who provides home based and community services. Intensive services are provided to the whole family. This service prevents child abuse, child neglect, truancy and out-of-home placement. Services can include but not limited to transportation, support, visitation, housing, employment, financial, parenting, housekeeping skills, and educational services. Family Support: Provider provides one full-time staff to prevent placement and provide reunification services in the home and community, and the school. Intensive services are provided to the whole family. The program provides the following services to prevent child abuse, child neglect, delinquency, and truancy. Services include but not limited to housing, support, parenting, housekeeping, community services, education, visitation, transportation and employment services.
- ❑ The Huntingdon County Truancy Program: Provider provides part-time staff to prevent truancy and out-of-home care for youth. The provider provides home base, community and school services. The worker meets weekly with the child, parent and school to discuss concerns and progress of the case. The services provided may include support, education, transportation, community services, and time management. These services prevent truancy, delinquency, child abuse and child neglect.
- ❑ Proud to be a Parent Parenting Program: Provider provides a part-time staff to provide parenting education to families in their homes. The services provided are delivered in the home and/or in groups. The family controls the length of time involved in the program. The parenting information is presented at the parent's intellectual level. The parent can re-enter the program upon request. These services prevent child abuse, child neglect, delinquency and truancy.
- ❑ Family Connection Program (visitation program): Provider provides visitation services between parent, child, siblings and others who have a relationship with child. The visitation can take place in the community, placement facility, in parent's or "relative's" home or in a comfortable room setting owned by the provider. The provider provides one full-time staff. The visitation is supervised until the agency determines it is safe for child to have visitation unsupervised. The service to prevents child abuse and child neglect. This service attempts to improve the relationships between parent and child.
- ❑ The Afterschool Program: Provider provides a part-time coordinator, part-time support staff and prevention specialist to provide the youth problem solving skills, appropriate peer interactions, decision making skills and life skills. The service also provides case management services and meets with the parents to discuss progress and concerns. This service is delivered in a comfortable room setting. Other services include community outings for the youth, community volunteer projects and transportation. This service prevents delinquency, truancy, drug & alcohol usage, child abuse and child neglect.
- ❑ The Strengthening Families Program: Provider provides group parenting classes for parents with youth between the ages of 10-14. These eight week sessions focus on reducing family risk factors that affect young adolescent problem behaviors. The activities teach parents how to effectively discipline and guide their children. Services occur in a comfortable room seeing within their building. Parents are provided instructional parenting education with an additional component where the youth, parent and instructor engage in an activity while worker is encouraging parenting skills. These services are to prevent child abuse, child neglect, truancy, delinquency and drug & alcohol usage.

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- ❑ The Independent Living Program: The provider provides case management to youth between the ages of 16 and 21. Individual and group services are provided. Services are provided in-home, community, in-office, in placement facilities, in schools, wherever the child feels more comfortable. The following services are provided to the youth to help the youth become independent and productive in society. Services include not limited to transportation, securing documentation for youth, support services, advocating services, and teaching life skills. These services prevent delinquency, truancy, drug & alcohol usage, and child abuse & child neglect of their children.
- ❑ The Resource Parent Program: The Agency is the provider of this service. Staff provide casework and case management services in the resource family's home. Staff is responsible for monthly visits to the homes to discuss progress of the foster children who are in their homes and to see how foster child is adjusting in the home. Staff also inspects the home to make sure they meet regulation requirements. Staff maintains records for all resource families. Staff is responsible for completing home studies, scheduling training, and support groups. This service prevents child abuse, child neglect and truancy.
- ❑ Anger Management Program: The Provider provides part-time staff to provide the following services: individual and group sessions to youth and adults to determine emotional needs and anger concerns and to rule out any other conduct disorder or severe mental illness that might contribute to anger issues. Services can be provided in-home or in a comfortable room setting within their building. These services prevent delinquency, truancy, child abuse, child neglect, inappropriate behaviors or trauma brought on by out-of-home care.
- ❑ Family Group Decision Making: Provider provides one coordinator and part-time facilitators to facilitate family conferencing. Staff will deliver case management and facilitation services in the home and community. Services include but not limited to meetings, conferences, support services, trainings and transportation. These services will prevent truancy, child abuse, child neglect and delinquency.

➤ 5-3b. Previously Introduced Outcomes

For each outcome introduced by the county in past budgets, describe the activities, programs, or services implemented in order to achieve the outcome and results. The agency continues to strive to safely reduce out-of-home placements, safely reduce days of care, and to safely reunify families in shorter periods of time. To accomplish our goals, internally, the agency repositioned/and restructured units and staff responsibilities, continued staff appreciation activities, and utilized provider services at the beginning of family involvement and reviewed monthly ongoing an placement cases to eliminate families languishing in the system. The agency continues to make referrals to all of the provider and in-home programs as soon as family enters the agency. Staff continues to focus on strength based model. Staff and providers meet at least monthly to address family's progress. The agency has seen positive results; out-of-home placements have been reduced.

Describe whether the county will continue its efforts to improve outcomes, or if the county has analyzed needs and chosen to address different outcomes. The county will continue to make efforts to improve outcomes. See information in 5-3b above.

Discuss whether the outcome has been achieved, and reasons for that status. Provide specifics on the activities, programs, or services that affect the targeted outcome (county provided and/or purchased). See the information in 5-3b above.

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For continuing or newly targeted outcomes for FY 2009-10:

- ❑ Identify specific activities [planned] and services to improve the outcomes.
- ❑ Provide timeframes for measured improvement.
- ❑ Describe the process for data collection/measurement. The agency will continue to meet with providers quarterly to discuss outcome measurements and changes to their programs. The agency was not able to develop a tracking form to monitor outcome progress of providers. The agency wants to develop tracking form to monitor outcomes.

5-4a. Family Engagement in Case Planning

Assess performance to determine if improvement in this area is needed in the county, describe previous efforts which the county believes have had a positive impact, and any new initiatives to improve this area. Although, the county has reorganize and restructure departmental units, the units continue to struggle with efficiency and quality of services. However, family engagement has improved in the units. Services are now offered to parents at the entry point of contact. The Family Group Decision Making program is now being utilized as soon as a family has been determine opened for services. The agency continues to revise policy and procedures and agency documentation to provide continuum of quality of services. The documentation has been revised to make documentation family friendly and to include fostering connection requirements. The Family Group Decision Making is now implementing Family Court Conferences. The agency looked at the process of court hearings and procedures and determined that the agency was not engaging families in the process for positive outcomes. Presently, FGDM will schedule a Family Court Conference several weeks prior to permanency reviews to review/revise or develop goal plan and to review and/or revise the agency's recommendation. This gives the family the opportunity to show their progress and if they do not agree with the goals the can revise the plan so they can make the progress needed. The attorneys have the opportunity to engage with the family and youth and offer support to family to complete their goals or suggest revisions. It has been seen as positive by the families, attorneys and caseworkers. This conference has improved family engagement in this area. The agency implemented 3 month permanency reviews for accountability to the worker and to the family. The agency realized that families were languishing in the system for long periods of time. The agency's requirement for caseworkers to visit children in their residence at least monthly continues to be positive for both caseworkers and the child. The workers understand that they are the link between the child and the parent and the child returning to home. Visiting the child in their residence also tells the child how important they are to that worker. This is vital to the well-being of the child. The agency wanted to revise the goal plan in FY09/10 but did not get it completed. The agency will continue to make efforts to revise the goal plan.

5-4b. Youth Involvement in Case Planning

Assess performance to determine if improvement in this area is needed in the county, describe previous efforts which the county believes have had a positive impact, and any new initiatives to improve this area. This past year has been a struggle delivering a quality program to the youth. The commissioners discontinued the spending in this program and the staff assigned was given additional duties of casework since the agency was down 6 caseworkers and the agency did not have permission to hire any new staff. This staff person resigned from the agency. The agency made a decision to contract out the Independent Living Program in May 2010. Youth are invited to their goal plans and family court conferencing.

5-4c. Transition Planning & Preparation

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Assess performance to determine if improvement in this area is needed in the county, describe previous efforts which the county believes have had a positive impact, and any new initiatives to improve this area. The agency had implemented policy and procedures targeting youth at age 17 and developing a transition plan with and reviewing it in court. In May 2010, the agency made the decision to contract out for services. The provider is in the process of revising and updating plans and documentation. The agency will be meeting with the provider monthly to discuss progress and outcomes.

5-4d. Implementation of Concurrent Planning

Assess performance to determine if improvement in this area is needed in the county, describe previous efforts which the county believes have had a positive impact, and any new initiatives to improve this area. The agency does need improvement in this area. The agency does have language in their goal plans, and does review it with the family. The agency does better delivering concurrent planning with families who have a child in out-of-home care and need reunification services. However, the agency struggles with concurrent planning when a child remains in the home and the concurrent plan would be planning for out-of home care.

Section 6: Administration

6-1b. Employee Benefit Detail

Submit a detailed description of the county's employee benefit package for FY 2010-11. Include a description of each benefit included in the package and the methodology for calculating benefit costs. **Incentives:** For recognition, appreciation and longevity of service, employees receive the following: \$250 for two years of service; \$500 for five years of service; \$1000 for ten years of service; \$1500 for 15 years of service; \$2000 for 20 years of service; and \$2500 for 25 years of service. **Overtime:** all hours over 35 per week require approval of a supervisor and staff have the option of receiving comp-time and/or overtime at time and a half per hour. **Holidays:** Staff is given 13 paid holidays for full-time staff. **Vacation:** Full-time staff receive vacation according to the following schedule: after six months of employment staff receive 1day/month; after 5 years staff receive 1 ½ days/month; after 10 years staff receive 2days/month. **Sick Leave:** Employee is granted one sick day per month and part-time employee is granted one day per month each twenty days worked. Sick leave will not be compensated at termination. **Health Insurance:** Geisinger is the insurance carrier for the county. The county pays monthly premium of hospitalization with prescription plan coverage (\$359.88 monthly). If staff want coverage for their dependents, they must pay for the monthly premium. **Life Insurance:** County provides \$30,000 Term Life Insurance Coverage per employee (\$8.10 monthly). **Dental:** No coverage. **Vision:** Coverage varies depending on type of service and is covered under Vision Benefit of America (\$5.48 monthly). **Retirement:** County's Retirement Plan contributions of 7% must be made into the pension fund and after 5 years of service, the employee is vested. Membership is granted upon completing a 60 day probationary period. **Salary Increase:** Each January, an employee may receive an annual COLA between 3% and 5%. Huntingdon County Children's Services' staff receive a 5% salary increase after completing probationary status and certified by DPW. Returning CWEL graduates receive a 5% increase contingent on promotion under Civil Service System.

6-1d. Organizational Changes

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Note any changes to the county's organizational chart. **Stephanie Garner**(Intake Supervisor) is supervising Amber Price(caseworker 1), Ashley Andrews(caseworker 1), Donna Smith(clerk typist 2), Francine Hammon(resource care coordinator); **Candy Snyder** (intake supervisor) is supervising Lee Saylor(caseworker 1), Crystal Wilson(caseworker 1), Rose Sanders(caseworker 2), Sandra Watson(caseworker 1); **Lori Deline**(ongoing and placement supervisor) is supervising Sabrina Miller(caseworker 3), Heather Fisher(caseworker 2), Sarah Shaner(caseworker 2), Kristen Mazzara(caseworker 1), Christy Stubler(paralegal); **Nicole Leturgey**(program specialist) is supervising Debbie Chislock (caseworker 3), Melissa Anderson(social service aid 3), Lisa Starr(social service aid 3).

6-1e. Staff Evaluations

Describe the method for evaluating staff effectiveness. The agency utilizes the Civil Service evaluation document. The agency has not had the opportunity to review different performance evaluations to utilize with employees. The Civil Service evaluation does not evaluate specific job duties, therefore is ineffective in increasing job performance. The commissioners are open to performance evaluations but want to see the proposal prior to agreeing to the model and granting monetary value.

6-1f. Contract Monitoring & Evaluation

Note the employee/unit which oversees county contracts. Describe the evaluation process. Presently, the agency's fiscal department (Shawna Clark and Claudia Conrad) oversees the task of monitoring and evaluating contracts. The agency is thinking of reassigning these duties to the Program Specialist within this coming year.

6-1g. Largest Providers Contract Review

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

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

Provider Name	Provider Address & Phone	Provider Contact Name	# of Children Served FY 2009-10	Total \$ Amount of Services
1: Raystown Developmental Services, Inc.	306 Penn Street Huntingdon, PA 16652 (814)643-6526	Raystown Developmental Services, Inc	168	\$324,715.50
2: Youth Advocate Programs, Inc	P.O. Box 446 Mount Union, PA 17066	Youth Advocate Programs, Inc	90	\$141,547

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

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Provider Name	Provider Address & Phone	Provider Contact Name	# of Children Served FY 2009-10	Total \$ Amount of Services
1: Huntingdon County Children's Services	430 Penn Street, PA 16652 (814)643-3270	Huntingdon County Children's Services	49	\$294,215

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

Provider Name	Provider Address & Phone	Provider Contact Name	# of Children Served FY 2009-10	Total \$ Amount of Services
1: Northwestern Academy	NHS Youth Services 4391 Sturbridge Dr. Harrisburg, PA 17110	Northwestern Academy	6	\$96,612

Briefly summarize the services provided by these entities, the expected outcomes of those services, and how provider performance is monitored. In-home providers, provide prevention/intervention services. Family Preservation services goes into the homes of families whose children are at imminent risk of out-of home care. The services provided include; casework, case management, in-home services, parenting and transportation. Reunification service is provided in the home to the family who has a child in out-of-home care and the goal is reunification. The services provided include; transportation, visitation, parenting, casework, case management and support services. The Parenting service is provided in the family's home and delivers parenting education to the parent. The services include: parenting education, visitation, transportation, and support services. Family Connections(visitation program) services provides supervised visitation between parents and child to maintain and foster relationships. The services provided include; transportation, visitation in the home or facility or community, and support services. Family Group Decision Making service provides conferencing within the community. The services include; case management, facilitation, support services, follow-up services, and trainings. Independent Living services is provided in the child's living environment, and community. The services include: one to one and group meetings, life skills training, housing, education, employment, case management and support services. Truancy services is provided in the home, school and community. The services include: case management, support services, contacts with the schools, and transportation. The agency and Provider meet monthly to discuss progress of families and meet quarterly to discuss outcomes. The Community Based Provider is the agency's own Resource Parent Program. The agency has a resource parent coordinator who meets monthly with the individual families to monitor safety and outcomes. Families must meet all state and county requirements to be a resource parent. Agency also monitors relationship between resource family and foster child. The goal of this program is to provide safe and loving homes for children in care. The goal would also be to reduce the number of placement settings for children in care by having homes available within their school district and close to biological home to maintain visitation and contact. Institutional Provider: The outcomes for institutional settings are as follows: have the child be returned to the family or have child move to a lesser intensive placement setting.

6-3a. Evidence Based Programs

Pertinent Submission Information

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

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

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

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

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

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

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

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

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

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

Please indicate which type of request this is:

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

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

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$0	\$13,860	\$13,860
FY 2011-12			\$22,325

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

Response: no

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

Response: The agency had received a FY10/11 tentative approval budget of \$38,440 and the final approval was \$0. In the July 28, 2010 letter from Richard Gold, counties may move funds from one evidence based program to another so long as the total does not exceed the total allocation. The agency is requesting \$13,860 be transferred from the FGDM program allocation of \$107,136. The agency is requesting funding to expand the program in FY11/12.

Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population	Did not have	Did not have	Did not have	Did not have	Age 12-17	Age 12-17
# of Referrals					12	15
# Successfully completing program					unknown	
Cost per year					\$13,860	\$22,325
Per Diem					\$77 per	\$77 per

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Cost/Program funded amount					day	day
# of MA referrals					12	15
# of Non MA referrals					unknown	1
Name of provider					Adelphoi Village	Adelphoi Village

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

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

Response:

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

Response:

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

Response:

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

Response:

Complete the following for each applicable year.

Indicate and describe the target population for whom the county expects to provide these services. Describe how the target population was chosen and the internal and external factors influencing this decision. This may include age, location, type or reason for placement, whether it is county-wide, school district focused, etc. **FY 2010-11** (for counties with approved allocations or transfer/shift requests)

Response: The agency does poorly reunifying teens with their parents and/or permanency with these teens. Many of the youth in the child welfare system have mental health issues which parents find difficulty parenting. The focus was on all youth between the ages of 12 and 17. The agency is utilizing this service as a reunification for youth in out-of-home care and as an intervention, and prevention service for youth who are not in out-of-home care.

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

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Response: Adelphoi Village provides this services to other counties and is prepared to hire staff if needed. Huntingdon County is one of three counties sharing this provider's service. Huntingdon, Mifflin and Juniata Counties collaborated so that all three counties could have access to MST services. There is plenty of room for growth with this company.

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

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

Response: MST accepted its first referral in May 2010. Tri-County MHMR picked up the cost for Huntingdon County since Huntingdon County did not receive any funding for this service. The agency will be expecting to reduce placement, reduce days of care and increase permanency for these youth. The agency will be tracking their goals. The MST provider will be tracking internal goals of # of referrals, # of discharges, # of successful completions, and # of youth entering placement after services. MST will provide monthly progress reports and discharge plans. The agency and provider will meet quarterly to discuss programming issues and outcomes.

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

Response: The agency is requesting funding to expand services to increase the number of youth utilizing this service from 12 to 15 youth. This request includes one youth who may not be MA approved and the agency may have to pay for part of the cost. Describe how the program will be implemented or operated for services from the identification and referral process through program completion. Do not describe the model. Discuss the agency's experience with the provider agency, and their Medical Assistance approval and enrollment status. Provide a timeline for any changes or new program implementation.

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

Response: The agency has had very little experience with this provider, other than utilizing their group homes. The Tri-County MHMR administrator researched providers and Mifflin, Juniata and Huntingdon County agreed to contract with Adelphoi. They deliver MST services in other counties. Adelphoi has been providing services as of May 2010, so far the referral process has been easy, the provider does all the work in getting the child MA approved and enrolled. The provider will act on the referral within 48 hours and within 15 days have the youth enrolled into the MA system if not already in the system. The provider keeps the agency updated on the progress of the referral process to ensure approval of MA services and acceptance into their program. The provider will provide monthly progress and discharge reports. The agency will be requiring monthly meetings to discuss family's progress.

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

Response: The agency anticipates that more youth will be referred for this service and the same outcomes and program protocol will be utilized as listed above.

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

Response: The daily per diem rate is \$77 per hour determined by MA. Projection for days of services prior to CCBHO authorizing Health Choices is 15 days. Take \$77x15 days x 12 youth. The estimated cost for youth authorized for Health Choices and then fall off eligibility is \$15,000 per youth. Each of the three counties pay a percentage of the \$15,000 in case we need to utilize this service. Percentages are based on number of youth estimated utilizing the program. Huntingdon County pays 40%, so 40% of \$15,000 is added to the cost of \$77x15 daysx12 youth. The invoicing includes name of youth, JPO or CYS and number of units per youth and total cost.

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

Response: The agency is requesting expanding services to increase the number of youth utilizing this service from 12 to 15 youth. The funding allocation was based on the same information as stated above only with 15 youth and 1 youth who may not be covered under MA and the agency may have to pay part of the cost.

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

Response: The agency sees a potential cost savings in days of care in all placement settings, including institutional setting. The agency is anticipating a savings of at least \$10,000. The agency is predicting a cost savings in January 2012. Anticipating reducing residential setting by one youth@\$200per day for 50 days.

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

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

Response: The county is not anticipating technical assistance needs.

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

Response:

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

Please indicate which type of request this is:

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

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

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$107,136	-\$13,860	\$93,276
FY 2011-12			\$135,250

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

Response: **no**

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

Response: In FY10/11, the tentative funding allocation approval was \$136,560. In the letter dated July 28, 2010 by Richard Gold, the final approval funding allocation for FGDM was \$107,136 and permission was given to transfer funding between programs. The agency is requesting to transfer \$13,860 of the \$107,136 to the MST program leaving \$93,276 allocation for FGDM program.

Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population				Dependency youth	Dependency, IL, ongoing youth	Dependency, IL, ongoing, truancy, JPO youth

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# of Referrals				41	37	69
# Successfully completing program				38	Has not occur	Has not occurred
Cost per year				\$106,560	\$93,276	\$135,250
Per Diem Cost/Program funded amount				<u>\$14.55@\$0.25</u> per unit	<u>\$11.58@\$0.25</u>	<u>\$13.56@\$0.25</u> per unit
# of MA referrals				NA	NA	NA
# of Non MA referrals				All	All	All
Name of provider				Raystown Developmental Services, Inc	Raystown Developmental Services, Inc	Raystown Developmental Services, Inc.

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

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

Response:

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

Response:

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

Response:

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

Response:

Complete the following for each applicable year.

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

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

Response: The agency is targeting youth (independent living, dependency, ongoing) involved with the agency. In FY09/10, that agency targeted dependency youth. Services were so well received by families, the agency in FY10/11 wants to make it available to include independent living youth who are transitioning and ongoing families.

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

Response: The agency is requesting to expand services to include truancy and JPO youth. In FY09/10 the agency had over 71 truancy referrals. In FY10/11, the FGDM had made provisions to hire another part-time coordinator anticipating increased referrals, but since the decrease in allocation, they will not be hiring a second coordinator. Provider has the capacity to serve additional youth.

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

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

Response: The agency expects to reduce the days of care youth are in out-of-home placement, reducing out-of-home care and increase permanency in a more timely fashion (targeting youth in placement between 12-24 months of care). The agency will meet monthly with provider to discuss progress of families and meet quarterly to discuss outcomes. The agency will also track the outcomes of the youth who have transition plans to see if this service increased their outcomes.

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

Response: The agency expects to reduce the days of care youth are in out-of-home placement, reduce out-of-home care and increase permanency in a more timely fashion (targeting youth in placement between 12-24 months of care). The agency will meet monthly with provider to discuss progress of families and meet quarterly to discuss outcomes. The agency will also track the outcomes of the youth who have transition plans to see if this service increased their outcomes. In addition, the agency will track the outcomes of the youth who re-entered the agency or JPO for services. The agency will also develop outcomes measurements for truant youth (involvement with district justice, continued truancy, quit, expulsion, and if declared dependent).

Describe how the program will be implemented or operated for services from the identification and referral process through program completion. Do not describe the model. Discuss the

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agency's experience with the provider agency, and their Medical Assistance approval and enrollment status. Provide a timeline for any changes or new program implementation.

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

Response: The agency supervisors determine the identification and approval for referral to FGDM. There are times the provider and agency meet with the family to discuss the program and the referral is accepted. Other times the caseworker meets with the family to discuss the program and gives them a brochure of the services. The family volunteers for services. The provider contacts the family within 48 hours of the referral. A FGDMC is usually scheduled between 4-8 weeks of the referral date. Families, providers, attorneys and extended family are all invited to conference. For Family Court Conferences, they are scheduled two-3 weeks prior to court reviews. Again everyone is invited to attend. These conferences usually last between 1 and 1½ hours.

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

Response: The agency supervisors determine the identification and approval for referral to FGDM. There are times the provider and agency meet with the family to discuss the program and the referral is accepted. Other times the caseworker meets with the family to discuss the program and gives them a brochure of the services. The family volunteers for services. The provider contacts the family within 48 hours of the referral. A FGDMC is usually scheduled between 4-8 weeks of the referral date. Conferences have been known to last 5 hours. Families, providers, attorneys and extended family are all invited to conference. For Family Court Conferences, they are scheduled two-3 weeks prior to court reviews. Again everyone is invited to attend. These conferences usually last between 1 and 1½ hours. Families determine the time and place of the conference and who they would like to attend the meetings.

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

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

Response: In FY09/10, with a full-time coordinator, the FGDM held 41 conferences which 12 of those conferences were FGDMC and 29 were Family Court Conferences. In FY10/11, FGDM will continue with a full-time coordinator and is anticipating 37 conferences with 28 at \$3000 and 9 at \$1000. FGDM invoices by the amount of time dedicated to a youth.

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

Response: The agency underestimated the number of referrals that it could serve with the current budget, however, the company in actually spent more than allocated but absorbed the

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cost. In FY10/11 the agency is anticipating to serve 37 families. The FGDM has been seen as positive for the agency, families and the court system that the agency in FY11/12 is wanting to expand services to include the educational system for truancy families and serve JPO youth. The agency believes that FGDM contributed to the reduction of out-of-home placement and days of care. It also has contributed to permanency of youth.

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

Response: the agency is expecting a cost savings in reducing days of care, reducing out-of-home care and finding permanency for youth. The agency expects to see a reduction in community based setting of 2 youth@\$125 per day for 90 days each for total cost saving of \$22,500 and reduction in foster care setting of 9 youth@\$30 per day at 90 days each for cost savings of \$24,300.

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

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

Response: from CWTP, no funding attached

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

Response: from CWTP, no funding attached

6-3c. Housing Initiative

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

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

Budget	\$ amount
FY 2010-11 Approved Budget	\$0
FY 2011-12 Budget Request	\$26,700

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

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

Response:

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

Response:

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

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

Response:

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

Describe the programs for dependent and delinquent youth which:

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

FY 2010-11 (for counties with approved allocations)

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

Response:

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

FY 2010-11 (for counties with approved allocations)

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

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Response:

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

FY 2010-11 (for counties with approved allocations)

Response:

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

Response:

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

FY 2010-11 (for counties with approved allocations)

Response:

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

Response: The agency will maintain this program. The program will include families and youth who can demonstrate their predicament is not pervasive and that it is a one-time occurrence. The caseworker has to investigate the family's financial situation to determine the need and then must receive approval from the supervisor and supervisor must receive approval from administration prior to any transaction of funds. The agency will only pay vendors and money is never given to the family or youth to pay vendors. Funding will be used to prevent placement of child or reunify child ongoing and not just immediately. This would be the same for youth requesting funding for housing. They must be able to show they have employment or financial support that will sustain future housing.

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

Response: The agency anticipated serving 8 families/youth spending \$2,200 per family/youth. The agency expects to see a reduction in 352 days@ \$25/day=\$8,800 in foster care setting.

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

FY 2010-11 (for counties with approved allocations)

Response:

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

Response: none

6-3d. State Reintegration Plan

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

Number of Youth	Cost per youth	\$ amount
2	\$3,665	\$7330

- Describe the how the number of youth was determined. JPO has a small number of youth who enter YDC/YFC, usually 2 youth enter this system during the FY.

6-3e. Independent Living Service Grant

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

Mark "X" in this column	Services
X	A. Needs Assessment/Case Planning
X	B. Life Skills Training
	C. Prevention Services
X	Dental/Health
X	Drug Abuse Prevention
X	Alcohol/Tobacco/Substance
X	Safe Sex/Pregnancy
	D. Education
X	Vocational Training
X	High School Support and Retention
X	Preparation for GED
X	Assistance in Obtaining Higher Education
	E. Support
X	Individual and Group Counseling
X	Stipends
X	Services for Teen Parents
X	Mentoring
	F. Employment

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Mark "X" in this column	Services
X	Job Placement
	Subsidized Employment
X	G. Location of Housing
X	H. Room and Board
X	I. Retreats/Camps
X	J. Indirect Services
X	K. Program Administration

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

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

IL Services (federal, state, local)	\$ amount
FY 2010-11 Approved Budget *	\$44,250
FY 2011-12 Budget Request *	\$93,000

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

Describe the county's expenditures history for IL Services for FY 2006-07, 2007-08, 2008-09 and 2009-10. What factors contributed to the successful or unsuccessful spending of grant funds for each year? In FY06/07, the agency made the decision to provide IL services in-house instead of contracting IL services with the provider, Individual & Family Counseling. The agency was not prepared for the amount of time and preparation needed to develop the program effectively, therefore underspent by \$3000.91. In FY07/08, the IL services did improve and the agency was better able to project the needs of the services. Funds were devoted to needs assessment, case planning, life skills, prevention services, support services, stipends, and retreats/camps. However, the agency did underspend by \$259.14. In FY08/09, the agency increased funding in stipends to offer youth incentives in reaching their goals, such as graduation, employment, and higher education. The agency overspent by \$22.73. In FY09/10, the allocation increased to include the worker's salary. In September 2009, the state experienced a budget impasse which impacted the county's IL program. The IL staff was asked to do casework as well as serve IL youth. The agency was down 6 caseworkers and was not permitted to hire. The IL staff resigned from the agency and in May 2010, the agency made the decision to contract IL services with Raystown Developmental Services. In FY10/11's IL budget, the agency removed the staff's salary from the budget, not quite sure why, which explains the reduced allocation.

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

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managed. The agency's director meets quarterly with the fiscal department to monitor IL budget expenditures and concerns. The agency meets quarterly with the provider to discuss programming and budget concerns. The agency meets with regional staff to monitor budgetary plans.

A. Needs Assessment/Case Planning

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Needs Assessment/Case Planning	\$4900	15	0	45	60
Total	\$4900	15	0	45	60

* Enter unduplicated youth count only.

Describe how the needs assessment/case planning process will be delivered; who will deliver the activities (provider or agency staff); what tool(s) will be used; and the frequency of the activity for or with youth. The agency contracts IL services from Raystown Developmental Services. The IL worker and youth develop a goal plan utilizing the Ansil-Casey Life Skills Assessment tool within 30 days of referral. The goal plan will be reviewed at least annually, if not more frequently based on the youth and worker. This plan also functions as a continuing transition plan for each youth. Each youth will be given the opportunity to have a transition plan meeting to revise and update the plan within 6 months of the youth's 18th birthday. The transition plan will be reviewed by the court within 90 days of discharge.

Describe how the costs to provide the activities are determined. Cost are determined by the staffing and administrative costs and number of youth in the program. The Ansil-Casey Assessment is a free tool.

B. Life Skills Training

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
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Life Skills Training	\$6,900		15		45	60
Total	\$6,900		15		45	60

* Enter unduplicated youth count only.

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

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

Describe how life skills training will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth. The provider's IL worker will provide life skills training, as well as, the possibility of collaborating with another provider who already provides a life skills curriculum to youth. The IL worker will meet monthly with the youth as a group to work on goals and needs. The IL worker will also meet individually with the youth to work on life skills goals addressed in the goal plan. IL worker will utilize community resources to help the youth.

Describe how the costs to provide the activities are determined. Costs are determined by the staffing and administrative costs. Cost also includes materials needed for training, community resources and curriculums to be used in the IL program.

C. Prevention

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

Service	Budget Request (\$)		In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Dental/Health	\$900		0		10	10
Drug Abuse Prevention	\$2000		15		45	60
Alcohol/Tobacco Substances	\$2000		15		45	60
Safe Sex/Pregnancy	\$2000		15		45	60
Total	\$6900		45		145	190

* Enter unduplicated youth count only.

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

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

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Describe how prevention services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth. The IL worker will provide prevention services to the youth as well as, refer them to community prevention programs and services. IL worker will coordinate these services and assist youth with transportation if needed. IL worker will have available resources for youth to access.

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

Describe how the costs to provide the activities are determined. Cost are determined by staffing and administrative costs. Included in the costs is transportation and resources.

D. Education

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Vocational	\$300	15		45	60
High School Support and Retention	\$300	15		45	60
GED	\$2000	5		10	15
Assistance in Obtaining Higher Education	\$3000	5		10	15
Education and Training Grant (ETG) Provision and Retention	\$300	5		10	15
Total	\$5900	45		120	165

* Enter unduplicated youth count only.

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

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

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

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worker will meet individually with youth to discuss educational plans. IL worker will discuss option of financial assistance to group events. IL worker will assist youth in obtaining applications and necessary financial information for continuing education.

Describe any additional services provided to the youth that are not listed above and who will provide those services. Youth will be assisted in obtaining GED classes. Community Resources and/or programs will be contacted to assist in GED instruction and testing.

Describe how the costs to provide the activities are determined. Cost are determined be the staffing and administrative costs.

E. Support Services

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Individual and/or Group Counseling	\$500	10		30	40
Stipends	\$15,000	15		45	60
Services for Teen Parents	\$1000	5		10	15
Mentoring	\$1500	15		45	60
Total	\$18,000	45		130	175

* Enter unduplicated youth count only.

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

SWAN	
	No. of Youths
Child Profile:	10
Child Preparation:	10
Child Specific Recruitment:	2

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

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

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Describe how support services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth. IL worker will meet individually with youth to determine the need for counseling and refer the youth to counseling services. Stipends will be distributed based on the stipend policy and will be paid to youth monthly. Mentoring services will be provided by a youth to youth services with oversight by IL worker. Teen parents will meet individually with IL worker to assess the need or parenting education and safety of their child. The IL worker will have the option of providing parenting educational services or referring youth out for this service.

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

Describe how the costs to provide the activities are determined. Cost is determined by the staffing and administrative costs. The IL worker will have resources available for parenting education and mentoring services.

F. Employment

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Job Placement	\$5000	5		30	35
Subsidized Employment	0	0		0	0
Total	\$5000	5		30	35

* Enter unduplicated youth count only.

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

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

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

%95 | %5

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Individualized Svcs. | Group or Classroom Svcs.

Describe how employment services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth. The IL worker will meet individually with youth to determine their job goals and assist them in preparing applications and resumes. The IL worker will utilize services provided at the local career link.

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

Describe how the costs to provide the activities are determined. Cost are determined by the staffing and administrative costs.

G. Location of Housing

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Location of Housing	\$4900	0		45	45
Total	\$4900	0		45	45

* Enter unduplicated youth count only.

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

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

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

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

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Describe how location of housing services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth. The IL worker will be assisting the youth in locating and establishing housing. The IL worker will assist the youth in filling out applications, in reading and interpreting lease agreements. The worker will assist in paying application fees. The IL worker will assist youth with items that may be needed to set up for stable and permanent home.

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

Describe how the costs to provide the activities are determined. Cost are determined by the staffing and administrative costs. Cost will be reflective of the paying application, start up costs, and items needed to establish a home.

H. Room & Board

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Room and Board	\$5000	0		10	10
Total	\$5000	0		10	10

* Enter unduplicated youth count only.

If the agency **does** provide youth with room and board, describe the frequency of staff contact with youth accessing these services. IL worker will assess the need for room and board assistance. IL worker will assist youth in finding stable and permanent housing prior to funds being utilized. IL worker will find emergency housing if needed. If long term housing is needed, IL worker will assist the youth in finding subsidized housing. Youth will need to show that they are capable of maintaining housing after the allotted approved time.

If the agency **does** provide youth with room and board, describe the period of time that youth can access the service, by type of assistance offered and whether a "step-down" approach will be used. Time allotted will be determined by the need of the youth, but could last no longer than one month. The IL worker, program manager, and director would have to approve this funding

Huntingdon County Children's Services

on case by case basis. Type of assistance could range from short term emergency hotel stays to one month of subsidized rent assistance. This could include assistance with security deposit.

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

Describe how the costs to provide the activities are determined. Cost is determined by the staffing and administrative costs. Included is cost for emergency housing and needs of the youth. The projected amount is based on years past, as well as, the youth in the program.

I. Retreats/Camps

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Retreats/Camps	\$5000	5		5	10
Total	\$5000	5		5	10

* Enter unduplicated youth count only.

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

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

Describe how retreats/camps will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth. IL staff will accompany youth to the yearly retreat and events through CWTP and YAB.

Describe how the costs to provide the activities are determined. Cost are determined by staffing and administrative costs. Includes travel costs and accommodations.

J. Indirect Services

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

Huntingdon County Children's Services

Indirect Service Type	Budget Request \$
Staff, Foster/Adoptive and other Residential Child Care Providers	\$3000
Community Outreach and Educational Efforts	\$1300
Interagency coordination to support IL activities and services at the local level	\$1000
System change efforts	
Other (describe:)	
Total	\$5300

Describe the indirect services provided by the county. The program will employ one full-time staff. A program manager and director will oversee the day to day operations. The already existing fiscal and administrative assistance will be utilized for this program. Staff will be trained on best practice initiatives. Staff and supervisors will also attend yearly conferences. The IL worker will be responsible for reaching out to the community to advocate for youth in the program.

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

Describe how the costs to provide the activities are determined. Costs are determined by the staffing and administrative costs.

K. Program Administration

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

Indirect Service Type	Budget Request \$
Staff providing direct services	\$5200
Program reporting costs	\$1000
Equipment, training materials, supplies, postage, facility expenses	\$17000
IL and Youth Advisory Board related travel	\$2000
Other (describe:)	

Explain the administrative costs of providing IL services and the drivers of these costs. Cost include non-billable time for direct care staff, postage, disposable goods, building expenses, and insurances.

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

Describe how the costs to provide the activities are determined. Cost are determined by the staffing and administrative cost.

6-4. Accurint Search Tool

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

Column Instructions

Column 1

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

Column 2

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

Column 3

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

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

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

Column 4

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

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

Huntingdon County Children's Services

4	4	0	4
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Provide Justification for Column 2: Currently, the agency has (4) supervisors, (1) program specialist also who supervises staff and (1) paralegal and (12) caseworkers utilizing this system. The users are (2) supervisors, (1) paralegal, and (1) program specialist who has the administrative responsibilities.

Provide Justification for Column 3:

6-??. Information Technology

Submit a detailed description of the county's current Information Technology Plan. The description should provide answers to the following questions and should include what the county is doing in FY 2010-2011 and planning for FY 2011-2012. The agency in FY10/11 has been approved to have the CAPS case management system. The agency is currently in the process of having data converting into this data system. The agency anticipates the transition to CAPS will occur in August 2010. The agency will be requesting continued IT funding to support for the CAPS data system. The annual cost of CAPS is \$22,500 plus \$10,500 for additional upgrades for a total of \$33,000 for the CAPS.

1. Does the county currently have an automated case management system that is sustainable?
 - a. If yes, describe the system and its functionality.
 - b. If no, describe how the county plans to transfer an already existing case management system from another county.
2. How does the county's current system or transfer system align with the goals of the Statewide Child Welfare Information System Strategic Plan (Statewide Plan)?
 - a. Interoperability – The system uses technology that is web-based and allows the efficient and secure exchange of information with other systems or components.
 - b. Real-Time Information – The system is accessible to all workers, allows the direct input of real time information and will be capable of exchanging real time information with a statewide database. Information is not first tracked on paper and then entered into the system by data entry staff.
 - c. Standardized Data – the system accurately collects and reports data associated with federal and state reporting, such as AFCARS; and can be enhanced to exchange data with a statewide database using a standard data schema.
 - d. Case Management System – the system is a true case management system that is used by all caseworkers and supervisors to manage day to day caseload activities. The system adequately supports the following functional areas: Case Management (Intake/Investigation, In-Home Services, Placement Services, Adoption, etc.); Eligibility; and Resource/Provider Management.
 - e. The system is compliant with DPW and/or Commonwealth Enterprise Standards and the system software code is public domain.
3. How does the county's current system or transfer system support other critical business areas such as Financial Management and Administrative Functions?
4. How does the county's current system or transfer system support the evaluation of child welfare outcomes in the areas of child safety, permanency and well-being?
5. How does the county plan support the reuse of existing IT assets?

Huntingdon County Children's Services

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

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

Section 7: Required & Additional Language

7-1. Assurances

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

- Assurance of Compliance/Participation
- Documentation of Participation by the Judiciary
- Assurance of Financial Commitment and Participation

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

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

and

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

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

The Assurance of Compliance/Participation Form

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

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

COUNTY: Huntingdon

These assurances are applicable as indicated below.

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

Fiscal Year 2010 - 2011 Children and Youth Implementation Plan

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

COMMON ASSURANCES

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

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

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

I/We assure:

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

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

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

EXECUTIVE ASSURANCES

In addition to the Common Assurances,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NEW ASSUARANCE in FY 2011-2012 NBB Bulletin

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

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

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

County Human Services Director

NA _____
Name Signature Date

County Children and Youth Administrator

Joyce Zolten _____
Name Signature Date

County Chief Juvenile Probation Officer

Thomas Guisler _____
Name Signature Date

DOCUMENTATION OF PARTICIPATION BY THE JUDICIARY

In addition to the Common Assurances:

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

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

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

Judicial Comments:

Juvenile Court Judge(s)/ Designee

Stewart L. Kurtz _____
Name Signature Date

Name Signature Date

COUNTY ASSURANCE OF FINACIAL COMMITMENT AND PARTICIPATION

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

\$ _____.

Signature(s)

County Executive/Mayor

NA _____ Name	_____ Signature	_____ Date
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County Commissioners

Connie Kough Pittenger _____ Name	_____ Signature	_____ Date
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R. Dean Fluke _____ Name	_____ Signature	_____ Date
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William W. Hoover _____ Name	_____ Signature	_____ Date
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