

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.

Berks

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

Version Control	
Original Submission Date:	8/13/10
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.

This year's submission details Berks County's plan to meet federal, state, and local requirements in the investigation and remediation of child maltreatment, status offenders and establishing safe, community based connections for the children and youth and families we serve. At this writing, elements of this plan and budget are constructed within the parameters of available resources and may be subject to adjustments based on state budget provisions for '10-'11.

Berks County Children and Youth Services continues to achieve improved outcomes and a reduction in the number of children entering out of home care. The agency continues to utilize Family Group Decision Making, Family Finding, Safety conferencing and intensive in-home services focused on keeping children with their families. The reduction of children being placed in out of home care has had a slight negative effect on outcomes related to timely reunification. Youth who would have returned home quickly, are now not entering placement.

By March of 2009, adoptions for 32.7% of the children were finalized within a year and by September of 2009, 33.33% achieved adoption within the desired time. Berk's outcomes have exceeded those of the other subsets.

Increased efforts to identify, locate and utilize kinship resources, both formal and informal, continue. The agency will continue to focus energy here by reallocating a vacant adoption position to the FGDM unit. Ongoing intensive in-home services are provided to families at risk of entering care. The efforts are evaluated during petition reviews and Placement Assessment meetings to ensure that every reasonable effort has been made to prevent placement. Two additional in-home service providers were added to expand this important programming. We continue to emphasize safety conferencing and FGDM although recent staff turnover in this unit and delays in filling these vacancies has slowed continuous improvement in production.

The decrease in children in out of home care has resulted in fewer children advancing to adoption units. As a result, we agreed to move an adoption worker position to FGDM to focus on family finding services. Despite the decrease in children entering adoption, the number of finalized adoptions increased from 114 in 2008 to 150 in 2009 and 79 as of June 30th, 2010.

Thus far in 2010, we have had 10 staff leave (4 in placement, 3 in intake, and 3 in in-home). There are 5 pending vacancies/resignations anticipated in August (3 in-home, 1 intake, 1 placement). The chart below shows our turnover rates for the past 6 years.

Maintaining a well trained and adequate work force continues to be a primary focal point.

Department	2009	2008	2007	2006	2005	2004	2003	Average
Intake	10% (1/10)	35.71% (5/14)	39.13% (9/23)	23.08% (6/26)	21.74% (5/23)	27.27% (6/22)	9.09% (2/22)	24.29% (34/140)
In-Home	30% (3/10)	23.07% (3/14)	21.74% (5/23)	26.92% (7/26)	21.74% (5/23)	31.82% (7/22)	36.36% (8/22)	25.71% (36/140)

Placement	60% 6/10	42.86% (6/14)	30.43% (7/23)	38.46% (10/26)	34.78% (8/23)	31.82% (7/22)	27.27% (6/22)	35.71% (50/140)
Other	0% 0/0	0.00% 0/0	8.69% (2/23)	11.54% (3/26)	21.74% (5/23)	9.09% (2/22)	27.27% (6/22)	12.86% (18/140)
Total Release	10	14	23	26	23	22	22	20

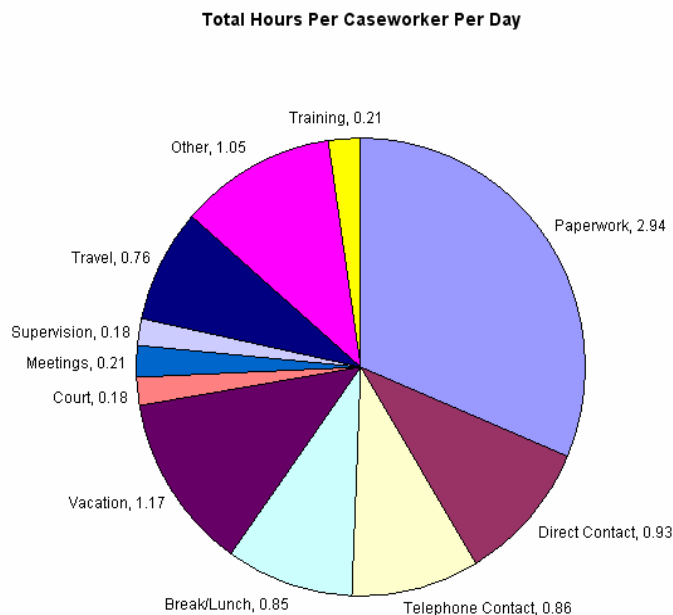
There have been delays in filling vacancies from the County of Berks budget office as they work to understand our caseload ratios and numbers and ensure that staff are needed. Hiring delays are a function of the county's cautious use of limited resources, especially given the state's fiscal position (reduction in prior year's allocations).

Maintaining the current placement department staffing levels allows caseloads to be maintained at manageable levels which promotes timely permanency of children. Turnover in the placement dept remains high (6 vacancies from January to June 2010).

Throughout the agency we anticipate several maternity leaves and several staff resignations during the summer. Newer staff simply cannot handle the workload that tenured staff can. Neither can they handle more involved, complex cases.

While there are times of reduced caseload, this merely allows staff to absorb the steadily increasing state and federal requirements such as safety assessment, fostering connections implementation, ages and stages developmental assessments, educational assessments, and other indirect service requirements such as voter registration, and limited English proficiency.

Exiting employees frequently cite excessive paperwork as a compelling reason to resign from public child welfare and our internal time studies bear that out. Overall, agency caseworkers spend less than 1 hour per day on direct client (face to face) contacts and almost 3 hours per day on documentation requirements.



Inasmuch as social work in child protective services is a relationship based practice, our goal is to reduce paperwork time and increase direct contact time. Failure to do so will exacerbate high turnover rates which will diminish outcomes. Our current efforts include: participation in the Statewide paperwork reduction committee, state of the art field deployed automation, internal quality improvement reviews, process mapping, case weighting, periodic time studies, and utilization of LSI staff as casework extenders.

Several months of negotiations with the collective bargaining unit culminated with agreed upon job descriptions which clears the way to bring on 3 additional paralegal staff through Diakon/FDR. At this writing a paralegal will be assigned to each dept; intake, in-home, and placement.

Progress, suggestions, and staff participation is evaluated through our recruitment and retention committee. Unless material changes develop in the redistribution of workload, caseworker turnover will remain high and the plethora of state and federal initiatives will be reduced to perfunctory administrative compliance activity. The most critical component of this industry's work is staff capability and stability. An unstable workforce leads to poor outcomes for children and families. Research shows that turnover leads to high caseloads, which in turn leads to worker dissatisfaction, one of the primary reasons for staff to leave the child welfare profession.

2-2a. Collaboration

Entity	County Engagement
County Children and Youth Agency Staff	Public hearing. Staff meetings. Participation in CAASP meetings, ICSP meetings, committee meetings etc.
Juvenile Probation Staff	CYS and JPO share providers such as MST and Justice Works. ICSP collaboration. CYS administratively supports JPO contracting, medical assistance enrollment/eligibility, and IV-E invoicing
Juvenile Court and Family Court Judges and Legal Counsel for Parties	Public hearing. Participation on committees involving CYS and JPO matters
Family Members and Youth, especially those who are or who have received services	Public hearing. CAASP meetings. Child and Family surveys and focus groups provided by ICSP team. IL focus group. Statewide participant surveys completed following FGDM conferences. Advisory board
Child, Parent, and Family Advocates	Administrative staff meets with Guardian Ad Litem and Juvenile Court Judges/Masters as well as counsel for parents.
Mental Health and Mental Retardation service system	Public hearing. ICSP. CAASP meetings.
Drug and Alcohol Service System	Public hearing. ICSP
Early Intervention System	Public hearing. Collaboration on cases involving Ages and Stages screenings.

Entity	County Engagement
Local Education System	Committees involving truancy intervention. Public hearing.
Community Organizations which provide support and services to children and families	Public hearing. Advisory board.
Current Service Providers	Public hearing. Ongoing collaboration regarding best practice and service delivery. Quarterly meetings with In-Home Services Director.

2-2b. Data Collection Details

Resource	Data Collected	Date of Data
Ex.: US Census	Population; poverty statistics	2008
Juvenile Case Management System	JPO case management data	2009/2010
U.S. Bureau of Labor Statistics	Unemployment rates	2010
Berks County Assistance office	DPW benefits info	2010
U.S. Census Bureau	Census info	2009
Provider reports	Outcome data	2009/2010
Reading Eagle	Articles on poverty and population stats	2010
BCCYS data	Assorted statistical data regarding intake, in-home, adoption and placement	2010

2-3: Meeting Mandates

2-3a. PA Rules of Juvenile Court Procedure

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

Rules of Juvenile Court Procedure, adopted August 2006, became effective February 2007. Berks began planning for these rules during Roundtable meetings in late 2006 and early 2007. Permanency hearings are taped and copies of orders are distributed following each hearing. The new O.C.F.C Dependency Benchbook has been received and is being distributed in Berks County to all Dependency judges and BCCYS. This new, detailed guide which outlines best Dependency practices should aid all county stakeholders in better complying with the Pennsylvania rules of Juvenile Court Procedure. The Court and BCCYS have been diligently working on implementing Pa. R.C.P. 1128 such that children are generally present at all Dependency hearings.

On March 10th, 2010, the Berks Juvenile Court began reviewing all cases involving dependent youth residing with their family of origin. (Rule 1607) Compliance with Rule 1604, Submission of Reports, has also occurred. All resource families are provided a letter and court report for consideration prior to scheduled hearings. Letters are sent directly to the Administrative Assistant for the Court of Common Pleas and are distributed to all parties as appropriate.

Juvenile court staff, including Judges, hearing court masters, GAL's and parent attorneys, along with CYF administration and solicitors continue to meet on a bi-monthly schedule to discuss areas pertinent to the Rules as well as other initiatives.

2-3b. Truancy

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

The Truancy Unit serves all eighteen school districts in Berks County, including the 25 individual schools in the Reading School District. The policy of Children and Youth Services pertaining to truancy intervention states that the "primary responsibility for truancy remediation lies in the student's home school." In September of each year, a letter is sent to every school (public and private) in Berks County describing the Truancy Unit's function and informing the schools of their responsibility in referring truant children to the Agency and explaining the referral process and the criteria for acceptance. Updated truancy referral forms are included and are sent to School Counselors, Attendance Office staff and Principals.

The Truancy Unit meets with Reading School District's Home and School Visitors twice a year to staff cases. The Truancy Supervisor meets with representatives from the Reading School District and a Guardian Ad Litem on a monthly basis (facilitated by The Honorable Mary Ann Campbell, Dependency Court Judge) to discuss items of concern as well as brainstorm new approaches to address the substantial truancy issue in Reading. As a result of these meetings, the school district has agreed to make some policy changes that the Agency feels would be beneficial. The Courts have begun reaching out to the Berks County school districts to invite them to attend the Berks roundtable meetings. While the Berks community collaborates on new truancy solutions, the Court of Common Pleas Dependency Courts remain available to accept Dependency petitions for youths on all lawful grounds, including older youths on truancy alone. The Agency continues to ask Reading High School to refer 9th grade truants (typically 14 or 15 years old) while we can still meet their needs and have some chance of success. However, Reading High, by far the largest school in the county, continued their pattern of the last five years and only referred 16 students (four of whom were already 16). While this is an increase from the previous year of only eight referrals, only eight met the criteria for services.

The Truancy Unit has recently developed a contract with The Dream Program (run through the Olivet's Boys and Girls Club in Reading) to provide daily mentoring, volunteer opportunities and behavior modification as well as educational assistance for our truant teens. The Truancy

Unit has just completed a statewide survey of the other 66 Pennsylvania counties as a way of soliciting information about truancy programs and procedures that are working and considered successful. This information will be reviewed in an effort to develop a model that can then be used as we solicit for a provider to work with our families.

The Truancy Unit received 96 referrals from schools during the 09-10 school year. 79 (82%) were from Reading School District. 17 or 18% were received from other districts.

Of the 96 referrals received:

10 were already opened within the agency, 40 were investigated and opened for services, 37 were investigated and closed, and 9 were returned to the schools for the reasons including not meeting referral criteria, no documented efforts by the school to address the truancy, already investigated and referred etc. Of the 37 that were closed: 24 were due to improved attendance, 8 were 16 or over, no CA/N was presenting and information about alternate response systems available in the community was given to the family, 3 moved out of the county and 2 were enrolled in Cyber School.

As a result of a directive from the Berks County Commissioners via Commissioner Leinbach's Truancy Task Force in October of 2008, the Truancy Unit now also accepts truancy referrals from Magisterial District Judges for students with unpaid truancy fines. As of a subsequent agreement with the Task Force on September 22, 2009, referrals for students who are 16 will be investigated; however, if no CA/N is presenting, alternate response system (ARS) information (provided below), in the community will be shared with the family referrals will be made when warranted and then the case will be closed.

326 referrals were received from 7 different Magisterial District Judges (284 from MDJ Wally Scott) for 183 different students (multiple referrals received on numerous students).

Of the 183 students referred, the majority (41) were 17 yrs old and no longer subject to compulsory education. ARS info was provided. 28 of the referrals were 16 yrs old, ARS information was given as no CAN was presenting in the home and 26 were closed due to improved attendance. Several of these referrals were already open with the Agency. Of the 183 students referred, 15 were accepted for service, 12 had already been investigated and closed, 9 had been referred by the school and were receiving truancy services and 6 were placed by JPO or ICE. The remainder of the 183 students was either enrolled in alternative educational programs such as Cyber School, had moved out of county, were receiving home bound instruction or were open for services due to a younger sibling's issues.

Since the school year ended on June 14, 2010 (for most schools in the county), the Truancy Unit has continued to receive referrals from Magisterial District Judges alleging dependency for unpaid fines. The policy remains the same this year for these referrals received after school is out. If the student is 16, an intake will be conducted, CA/N will be assessed and ARS information will be provided. If the student under the age of 16, a home visit is scheduled, an intake conducted, CA/N will be assessed and a Truancy Intervention Plan is developed with the family to address whatever issues appear to be affecting the child's attendance to be implemented over the summer in preparation for school in the fall. A signed copy of the plan will be given to the family and a copy will be kept on file by the Truancy Unit Supervisor for follow up in the fall with the Home and School Visitors to ensure that the truancy has been remediated. If the student is still truanting, the school will be asked to submit a referral to the Agency at that time.

Alternative Response System includes information on the following: **CareerLink ,Job Corps, RACC GED program, Literacy Council of Reading-Berks, Arbor Program, Creating Lasting Families Connection, YouthBuild, and Agora Cyber Charter School.**

Berks is requesting for FY 11/12 a promising practice grant for truancy intervention.

2-3c. Quality Assurance Process

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

Berks County interviews by e-mail each employee that has a random moment hit. A series of very detailed and specific questions are asked of the employee. Our RMTS Coordinator then completes the random moment based on what the employee was doing at that moment in time. This process is used to ensure timely and proper completion of the random moment. In the absence of the RMTS Coordinator, the Fiscal Officer completes the random moment. In addition, the Fiscal Officer performs reviews on several random moments throughout the quarter.

Quality Assurance staff also review 10 IV-E case files each for CYS and JPO monthly and an additional 10 TANF files, which are a combination of CYS and JPO cases. Feedback from these reviews is provided to the RMTS Coordinator.

2-3d. Fostering Connections

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

BCCYS continues to educate staff on Fostering Connections requirements during staff trainings, as appropriate to the topic, and during petition reviews. Emphasis on notifying and supporting kin, ensuring sibling placement, and educational proximity is reviewed.

Forms have been developed to comply with notification of adult relatives, Personalized Transition Plans (PTP's) and subsidy areas (AA and SPLC) pertinent to Family Finding requirements.

Training has been requested from the CWTP, for Family Finding as soon as it is available. Despite the lack of formal training, 7 BCCYS CWEL students and 2 MSW credentialed staff participated in internships focused on Family Finding efforts. Data was tracked, procedures developed and connections with a FF network (Lehigh, Chester, Bucks, and Northampton) established and supported. As a result of a decrease in children in out of home care CYS recommended transitioning an open adoption position to a Family Finding position. This position was recently approved by the County of Berks. Our goal is to partner this position with FGDM to continue the philosophy of supporting and engaging family. The Court wholeheartedly supports the use of Family Finding and Family Group Decision Making and supports the allocation of whatever resources are needed to make those initiatives available in all cases.

Supporting aging out youth continues via the Futures Conferences conducted by a Juvenile Court hearing master. Our focus in the future is to ensure that PTP's are submitted on all youth during permanency hearings as MR youth are not participating in Futures Conferences.

BCCYS is now focusing efforts on finalizing policy and procedure for our manual. Ongoing efforts to refine our work around Fostering Connections continue and a specific area of need will be getting direction on AA and SPLC subsidy children not enrolled in school. Berks is tracking children of compulsory school age presently on subsidy but not currently enrolled. There are 9 children in this category.

2-3e. Safety Assessment

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

Upon receiving the mandate of implementing the in-home safety assessment, Berks County Children and Youth Services (BCCYS) identified two County Safety Leads (CSLs) who provided the required training to the agency's staff and fully implemented the in-home safety assessment and management process by July 1, 2009. Since that time Berks County Safety Leads (BCSL) continue to network with CWTP as well as DPW in order to assure full compliance with the implementation process.

In March 2009 the aforementioned CSLs began their participation in the creation of the out of home safety assessment process and tool. To allow for the increased requirements of the upcoming out of home care mandate, BCCYS identified a third CSL to be part of the out of home care workgroup. The identified CSLs have been involved in the creation and implementation of the out of home care requirements since the committee formed.

In May and June 2010, Berks County Children and Youth Services participated as an Innovation Zone County in the out of home care pilot and provided feedback to the CWTP on our experience during this pilot. As a result of this pilot, staff at BCCYS are aware of the upcoming mandate for out of home care.

In accordance with time frames designated by OCYF, BCCYS will be developing an out of home care implementation plan. Trainings with staff will commence in February 2011. BCCYS will be providing mandatory training on this updated process and paradigm shift to all their staff members who have interaction with children as well as their administrators and solicitors. Additionally, the training will be offered to the Guardian Ad Litem, provider agency staff, court administrators and any community members that request this training. In order to accomplish this task BCCYS plans to hold approximately six to eight, two day trainings on site to the above indicated professionals. All trainings will be completed no later than July 1, 2011. Should supplemental or additional training be necessary after this date, they will be offered on a limited basis.

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

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

Berks County Children and Youth Services continue to track data on children being seen in their placement settings each month. Caseworkers track monthly dates in spreadsheets that are then logged into a computer system overseen by our Quality Assurance staff. Quality Assurance provides supervisors with notification of missing dates every three months to prompt staff to obtain any missing dates and to encourage compliance with the visit tracking requirements. Berks achieved a 90% compliance with tracking during our most recent submission (October 2008-September 2009). On-going areas that remains difficult include runaway youth and Interstate compact cases. For obvious reasons the court is reluctant to terminate dependency of vulnerable runaway youth.

BCCYS continues to refine efforts to secure records from private agencies and vendors and submit them in a timelier manner. Contracted providers are required to document specific dates within their quarterly reports. Yearly best practice trainings for providers address this important topic. Casework process mapping to be deployed in 11-12 will assist in monitoring compliance.

2-3g. Development Evaluation & Early Intervention Referral

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

Berks County Children and Youth Services implemented Ages & Stages Questionnaire (ASQ) and Ages & Stages Questionnaire, Social Emotional (ASQ SE) screens in August 2008. There are currently two caseworkers that completed the State training on May 16, 2008. BCCYS has focused on completing the screens on children that are ages three and younger, and who have been victims of a substantiated report of abuse and/or neglect. The children are referred to the ASQ screening caseworkers by the children's assigned caseworker. Clerical Support that keep track of CY-48's provide the ASQ screening caseworkers with notice of a child that has a substantiated report of abuse and neglect and is under the age of 3. In addition, to assure that children that meet this requirement are not missed for screenings, a query is run approximately every 3 months to assure that children that meet the requirements have been screened.

During the 2009-2010 Fiscal Year, there have been a total of 19 children that have met these requirements and have had the screens completed. Out of the 19 children that met the requirement, there were 12 children that were screened by either the ASQ screening Caseworkers or through Early Intervention. The children that were not screened were not screened due to the case being closed for services before a referral for ASQ screening, or the child was deceased or the child was already receiving Early Intervention services.

The children that met the requirements for necessary services were referred to Early Intervention or are being tracked and monitored by either BCCYS or Early Intervention through

Service Access and Management. BCCYS will send the completed ASQ and ASQ SE screens to Service Access and Management when the child is referred for additional evaluation and services.

BCCYS participates in the ASQ Research Study through University of Pittsburg School of Social Work and has entered children into the web based program for tracking.

BCCYS also provides support to staff and will complete ASQ and ASQ SE screens on children who do not necessarily fit the criteria when staff has reason to believe a child has developmental delays.

BCCYS has developed a positive working relationship with Early Intervention through Service Access and Management to assist in a timely referral and evaluation process thereby assuring that children are receiving the necessary services.

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?

Berks County Children and Youth Services continue to achieve improved outcomes and a reduction in the number of children entering out of home care. The agency continues to utilize Family Group Decision Making, Family Finding, Safety Conferencing and intensive In-home services focused on keeping children with their families. The reduction of children being placed in out of home care has had a slight negative effect on outcomes related to timely reunification. Youth who would have returned home quickly, are now not entering placement.

Our QA staff continues to conduct monthly QSR's on one placement case and one in home case per month, to assure that files meet both regulatory and best practice standards. De-briefing meetings are scheduled with the assigned caseworker and Supervisor and the appropriate department Director. There has been a positive change with QSR reviews. We note improvement in the area of obtaining signatures, increased participation in plan development and obtaining needed information for the file. The de-briefing process is educational in nature and allows staff to understand needs and trends.

The Quality Assurance Unit conducts random reviews on licensed Kinship and AOFC resource family files on a yearly basis. A tool is utilized to assure that files are meeting the necessary regulatory expectations and that required paperwork is available and up to date. This review process provides feedback on trends and ensures consistency.

Safety, Permanency and Well-being Outcomes are provided to Quality Assurance by providers that track children currently in their care as well as recently discharged youth. More placement providers are submitting outcome data with our agency. During the FY Berks requested and received a report from HZA comparing our outcomes for reunification, stability and adoption between our AOFC program and purchased providers.

The Director of In-home services continues to meet with contracted in-home provider agencies on a quarterly basis. The focus of these gatherings ensures contractual and best practice standards are met, and helps to address any new practice or policy issues. Training on the new safety assessment requirements was requested by contracted in-home providers and will be offered by our county training leads.

Best Practice training for our placement providers continues. These trainings offered yearly by our QA staff help to promote consistency and educate new workers, at provider agencies and here in the agency. Three trainings will again be offered this summer.

2-3i. Shared Case Responsibility

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

A preliminary meeting was held in late June to identify the implementation team responsible for developing SCR policy, training and practice. A member from CYS, two from JPO and the CASSP coordinator for Berks participated in this meeting. A preliminary plan was submitted to the Northeast region for input and guidance. Judicial input into the preliminary plan was also

included. The county will be waiting for feedback and will be participating in the regional trainings set for the summer of 2010. The county looks forward to the implementation of Shared Case Responsibility which will provide the families of Berks the chance to participate in a well coordinated effort to meet their needs. There are many factors that cross systems that contribute

to youth becoming involved in the juvenile justice system. Our county will seek to address these factors through this process. Using our Data Management System, developed through funding from the ICSP, we have identified 168 current youth involved with both C&Y and JPO. Using the template in the back of the Bulletin, we anticipate more being referred by the juvenile probation office for intake should there be a recognition for such a need.

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 County of Berks currently employs three Guardian Ad Litem to work with dependent youth. All three attorneys plan to attend training when it is developed and offered. In order to ensure coverage for cases the GAL's will not attend training together, but will attend individually on separate dates..

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?

Berks began tracking information on aging out youth during the 08-09 fiscal years. All subsequent Placement data forms for young adults ages 18 and older began to capture information regarding three primary elements -permanent residence, source of income and Life Connection.

All youth, ages 16 and older are entered into PILOTS (Pennsylvania Independent Living Outcome Tracking System). We are capable of running a monthly query to identify youth when they turn 17 years of age and as a result should be able to comply with determining our Baseline Population. Every effort will be made to ensure youth are provided with needed information to complete the online survey. Berks will develop our policy and practice in order to comply with NYTD requirements as we receive more specific information from OCYF on implementation. We will implement an incentive program in order to encourage youth to complete the NYTD survey. These stipends will be available for youth completing the survey at age 17, 19 and 21.

2-3l. Emergency and Disaster Planning

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

BCCYS has begun implementation of a disaster response plan. BCCYS will comply with county Continuity of Operations Plan, PEMA and FEMA regulations, as those apply. BCCYS will maintain contact with first responders and agencies such as the Red Cross. BCCYS will utilize already existing 24 hour operations. Communication with the agency will be maintained through the existing toll-free number. Staff contact information is kept current. Reports of new agency business will be triaged to available staff and prioritized by response time, coordinating with emergency response personnel. A chain of command has been developed, along with an order of succession, should some staff not be available. Staff will be equipped with necessary equipment and supplies including, portable laptops and cellular phones. Staff has already received supplies to maintain universal precautions. Essential records will be able to be accessed off site and may be maintained electronically. Two off site locations have been identified in the event that an alternate location of operations is necessary. Public announcements will be made through local media to alert the public and emergency personnel about how to contact BCCYS. In the event of a large scale disaster utilization of volunteers will be assessed as appropriate.

BCCYS will ensure continuity of proper minimal care, custody and control of dependent children and youth who are in the custody of BCCYS. A placement supervisory position has been assigned to continue development and implementation of disaster planning and emergency management for children placed in agency operated foster care. Training on disaster planning is now presented during foster parent training. Submission of an evacuation plan and maintenance of a three day disaster/emergency kit is now part of the licensing process for agency operated foster care. The evacuation plans are maintained electronically both at BCCYS and on a flash drive. Agency operated foster parents are fitted with a “grab and go” packet that is waterproof and is used to maintain emergency preparedness information as well as child specific information. Additionally, medically needy children placed in agency operated foster care, with in Berks County, are registered with the Berks County Special Needs Survey through the Berks County Emergency Management Office. Children aging out of care will be provided with general information on how to contact the agency in the event of a large scale disaster.

During a disaster or an emergency BCCYS will maintain contact with contracted licensed private providers who will be notified of their responsibility to care for children enrolled in their programs until such time as agency operations are reestablished. BCCYS provides emergency planning information at the annual best practice meetings held with providers through our Quality Assurance Department.

BCCYS continues to identify potential gaps in disaster planning as an ongoing part of policy development and will develop a plan as potential issues are identified.

Section 3: General Indicators

3-1: County Information/Background

□ Population and poverty trends

As per Census information from 2009, the current estimate of population within Berks County is approximately 407,000 people. This is an increase of 9.0% from 2000. It is estimated that 23.5% of the population is 18 years and younger. In addition, the census information estimates that 14.1% of the population within Berks County is of Hispanic or Latino origin and 5.2% of the population is black. Within the city of Reading, the ratio is much larger in favor of families of Hispanic origin, estimates are as high as 50% of the city of Reading’s population meets this criterion, according to the 2007 US Census Bureau estimated population density.

In May, 2010 the city of Reading declared distress and entered the state’s distressed city program, Act 47. According to articles published in the Reading Eagle, the reason for declaring distress was in part due to the population within the city not being able to adequately afford the services that they need.

As per the U.S. Census Bureau for 2009, Berks County is reported to have 11.3% of individuals living below the poverty line, compared to the state of Pennsylvania within 12.1% of individuals live below poverty line. The Reading Eagle reported on July 28, 2010 that more than 35% of the city of Reading’s population lives below the poverty line. This makes Reading the most impoverished city in Pennsylvania and 6th poorest in the nation.

Per the U.S. Bureau of Labor Statistics, as of April, 2010, Berks County’s unemployment rate is 9.5%; however the all-time highest rate of unemployment in Berks County was reported for February, 2010 at 10.6%. The State of Pennsylvania, per U.S. Bureau of Labor Statistics is reporting as of April, 2010 an unemployment rate of 8.1%.

Information provided by the Berks County Assistance Office, for the month of April 2010, reports that Berks County is the 5th highest in the state for the number of individuals who receive cash assistance. In addition, Berks County ranked 4th in Pennsylvania for the highest amount of recipients of Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps. In addition, 17.8% of the population is eligible for medical assistance, ranking Berks

County 4th highest in the State. This confirms that there are a higher proportion of families living at or below the poverty line.

Based on the county changes, this warrants a need for bilingual/bicultural qualified staff. However, there continues to be a shortage of candidates meeting this criterion available to BCCYS as well as other community agencies. On July 21, 2009 an article in the Reading Eagle newspaper reported that the Reading Police Department has a limited number of qualified bilingual staff and often must resort to relying on English speaking household members or neighbors to communicate efficiently. The article noted that approximately 12 of the 185 staff members are bilingual. This is comparable to available Spanish-speaking staff resources at Berks County Children and Youth Services. Of the 162 employees, 17 employees are qualified to provide Spanish translation. BCCYS continues to seek out qualified bi-lingual, bi-cultural staff to fill a need within the community. In addition, BCCYS has begun to survey contracted providers to obtain information on bi-lingual, bi-cultural staff that would be available to work with clients to meet the mandates of the Limited English Proficiency Bulletin.

The Quality Assurance Unit maintains information for employee releases within the Agency in addition conducts exit interview prior to staff leaving. Berks County Children and Youth Services in 2009 had a turnover of 13 staff that left the Agency. This was a decrease from the previous year when 14 people resigned from the Agency. The Placement Department has remained the department with the highest turnover rates with a rate of 53.90% of the people that left the Agency in 2009 were from Placement. Factors that contribute towards the high turnover rates are due to the paperwork and higher degree of court involvement of the positions. Intake and In-Home had an equivalent turnover rate of 21.4% of staff that left the agency in 2009.

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

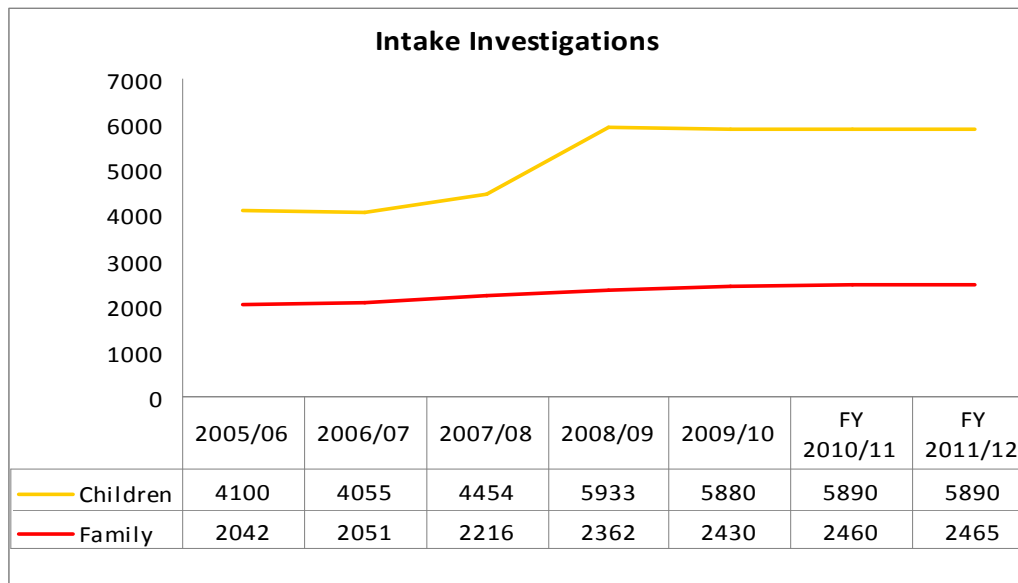
Concerns that were addressed during annual licensing that have also been observed during internal QSR reviews were in regards to missing documentation of participation of necessary case parties and signatures in the development and review of the family service plans and child permanency plans. This is an area that the Agency continues to work on improving and internal policy measures have been implemented. Due to families being nomadic in their search to locate housing which is appropriate and that they can afford, or being considered homeless, it is at times difficult to locate case parties to invite them to participate in the development of the plans or to obtain signatures. Quality Assurance Specialists will continue to conduct internal QSR file reviews and include case party interviews to assure families and all case parties are involved or at least afforded the opportunity to participate in the development of the service plans and that these efforts are documented in a centralized location, on the plans.

□ Other Changes or Important Trends

Additionally, for a period of time during this past fiscal year, the Agency has encountered difficulty in gaining approval to fill vacant positions. There was a time delay due to requests from another County Agency, to gather more information that was required to approve position filling. This led to other caseworkers needing to fill in and have higher caseloads during the interim. However, new staff will need to be trained in the importance of affording appropriate parties the opportunity to participate and sign the service plans.

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 volume of total referrals to BCCYS has surpassed 5,000 for 2009. From 2005 to 2009 BCCYS experienced a 12% increase in incoming referrals. In 2005 and currently, 4 screening caseworkers handle these referrals

Between the years 2006 to 2009 BCCYS experienced a 43.4% increase in children and a 19.0% increase in number of families accepted for assessment/investigation. We have state approval for the addition of 3 caseworkers and a casework supervisor for a new Intake unit; however at this writing have not received commensurate County approval.

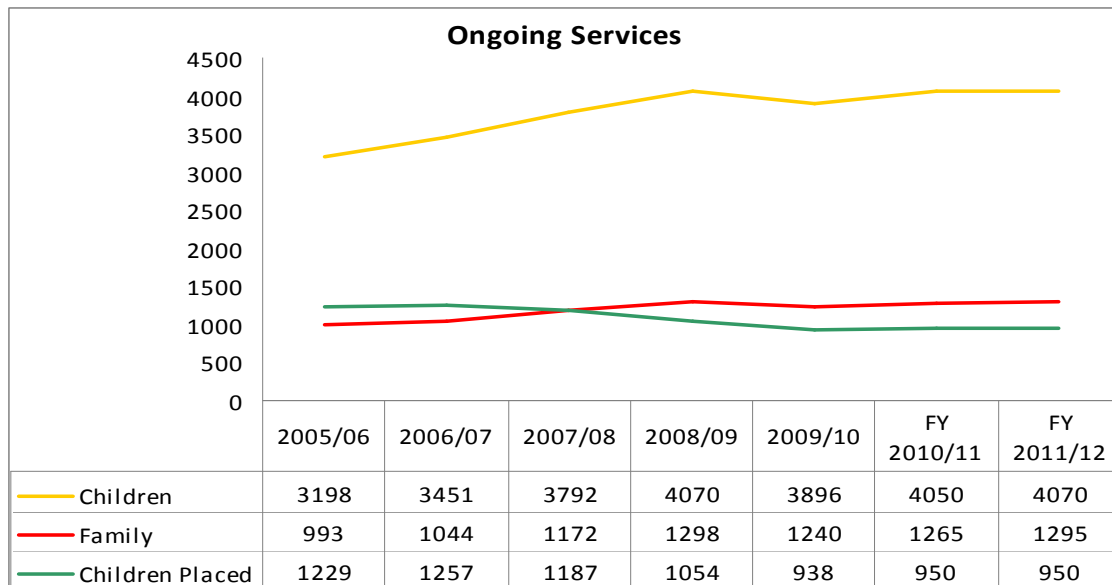
As we experience this increase in volume our approach to investigations/assessments has changed. BCCYS is investing resources at the Intake level to divert cases from coming before the Court, to reduce the amount of time cases need to be serviced by the Agency, and to safely reduce the number of cases accepted for ongoing services. Some strategies employed are an increase in FGDM, safety conferencing, and intensive family preservation services. Some of this is being conducted in-house and some elements are purchased from provider agencies. A real emphasis has been placed on front loading services. We have utilized a PA Promising Practice for some of this work. However, this funding has been reduced. The result may be a heightened number of children entering out-of-home care. Contributing to more children entering substitute care is the lack of enough staff to sustain intensive services at the Intake level.

Our success has been realized in that the number of children entering out-of-home care has declined. In FFY '07-08 there were 74 emergency petitions filed by our Intake staff. In FFY '08-09 this was reduced to 45, a reduction of 39%. Additionally, in FY '07-08 the number of non-emergent petitions for placement was 15 and in FFY '08-09 this number fell to 4 (73 %).

Again, with the loss of some PPP money and the inability to increase Intake staff this decline may not be sustainable.

3-2a. Ongoing Services

- Insert the Ongoing Services Chart (Chart 2) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



As predicted in last year’s budget, the use of family finding and FGDM along with the use of safety assessment and planning led to a decrease in the number of families receiving ongoing services in 2009-2010. While there had been a steady increase in cases from 2005 through the first half of 2009, it is believed the current decrease will level off over the next fiscal year and may continue to rise slightly due to the continued poor economy and job losses in Berks County. The implementation of Shared Case Responsibility could also produce an increased number of families requiring the services of BCCYS as well. Families who are currently receiving services through the Juvenile Probation office will become dual involved. However, with the continued use of alternative services and intensive in-home provider services, the increase of families requiring ongoing services will likely be less than in prior years.

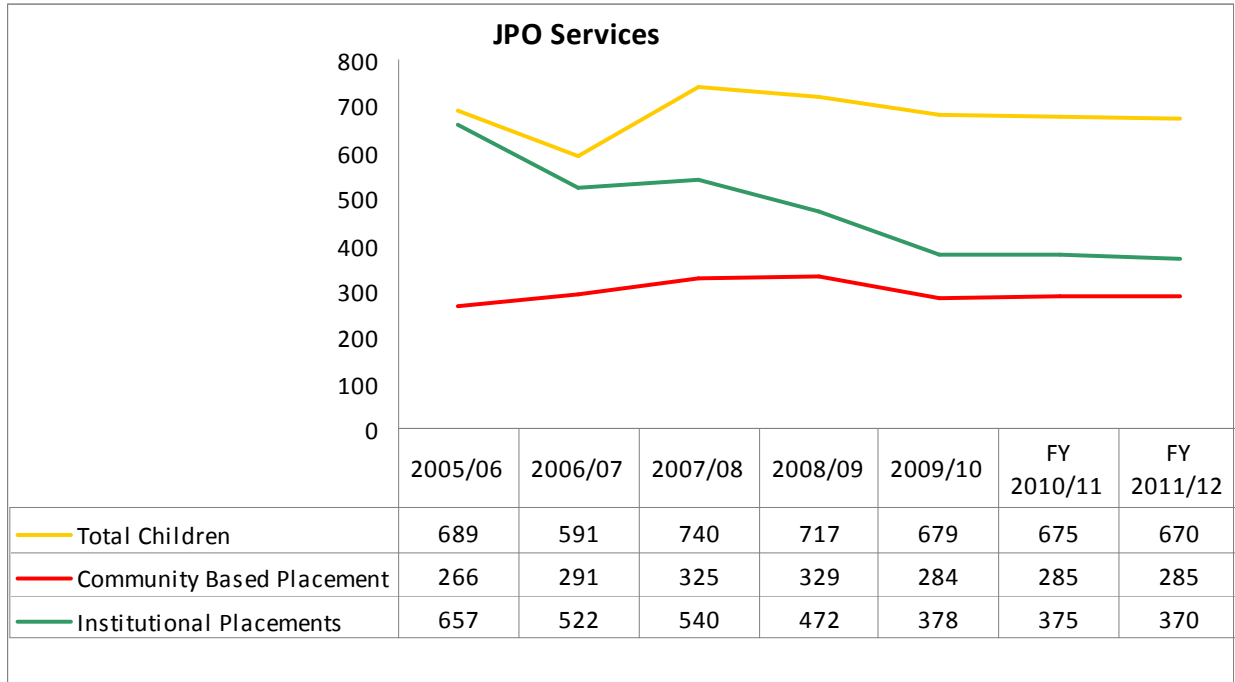
BCCYS has continued to see a decrease in the percentage of children placed as well. From FY08-09 through FY09-10, 116 fewer children entered out of home care. This decrease is also attributed to the implementation of safety assessment and planning as well as FGDM and family finding efforts. Placement continues to be utilized as a “last resort” only after other options have been exhausted or when the immediate safety of children cannot be assured in their home.

Ongoing services will continue to pursue alternatives for placement of children in out-of-home care whenever possible. The In-Home services department continues to work closely with service providers to develop a network of intensive services that allow families to resolve concerns without removal of the children. Three providers began intensive services in July 2010 and will provide 24/7 services up front to families in order to remediate crisis situations that often had led to placement. Collaborative work with providers, schools, and other community based services will continue to ensure that families are able to access services required to maintain children safely at home. The department will continue to focus on the use of FGDM and family finding to further eliminate the need for out of home care and to shorten the length of time families are involved with the agency in general. However, the delays experienced by the agency in filling open positions, particularly those lost when 3 tenured FGDM staff left, could

impact the positive results realized by FGDM with longer lengths of service and possibly more placements.

3-2a. JPO Services

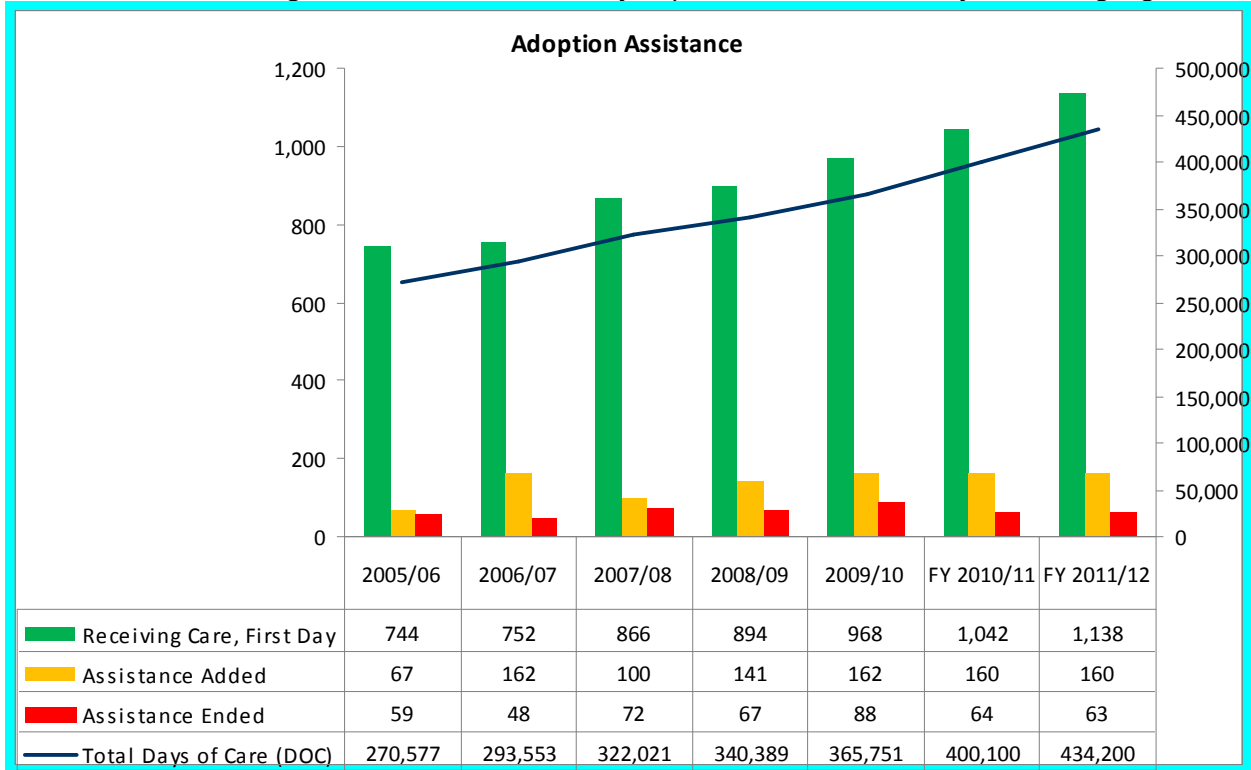
- Insert the JPO Services Chart (Chart 3) and discuss any highlighted trends. Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



Beginning with the increased use of both evidence based and outcomes based in home services, and the addition of a Detention Assessment Instrument and an Evening Reporting Center, both the first of their kind in the State, the probation office has seen a dramatic decrease in both youth committed to residential placement and total out of home days of care. Since FY 07/08, residential commitments have decreased by 26% and total days of care have decreased by 35% with the largest decrease being in the Institutional Placement Category, where total days of care decreased by 43%. We will continue our efforts to supervise youth in their homes using intensive in home services, MST, and the ERC. When residential placement is deemed necessary we will recommend the least restrictive option available to provide the most appropriate services. The trend shows relative consistency in the community based category and a dramatic and calculated decrease in the use of institutional placements for youth under our supervision. We look for this trend to hold and request no decrease in community based dollars due to our data, trends, and narrative outlining our philosophy.

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.



Despite a reduction in total children in out of home care, finalized adoptions continue to rise. The decrease in children entering out of home care in Berks has resulted in a reduction in the average monthly workload (by calendar year) in two adoption units.

2007-240; 2008-222; 2009-243; 2010-211

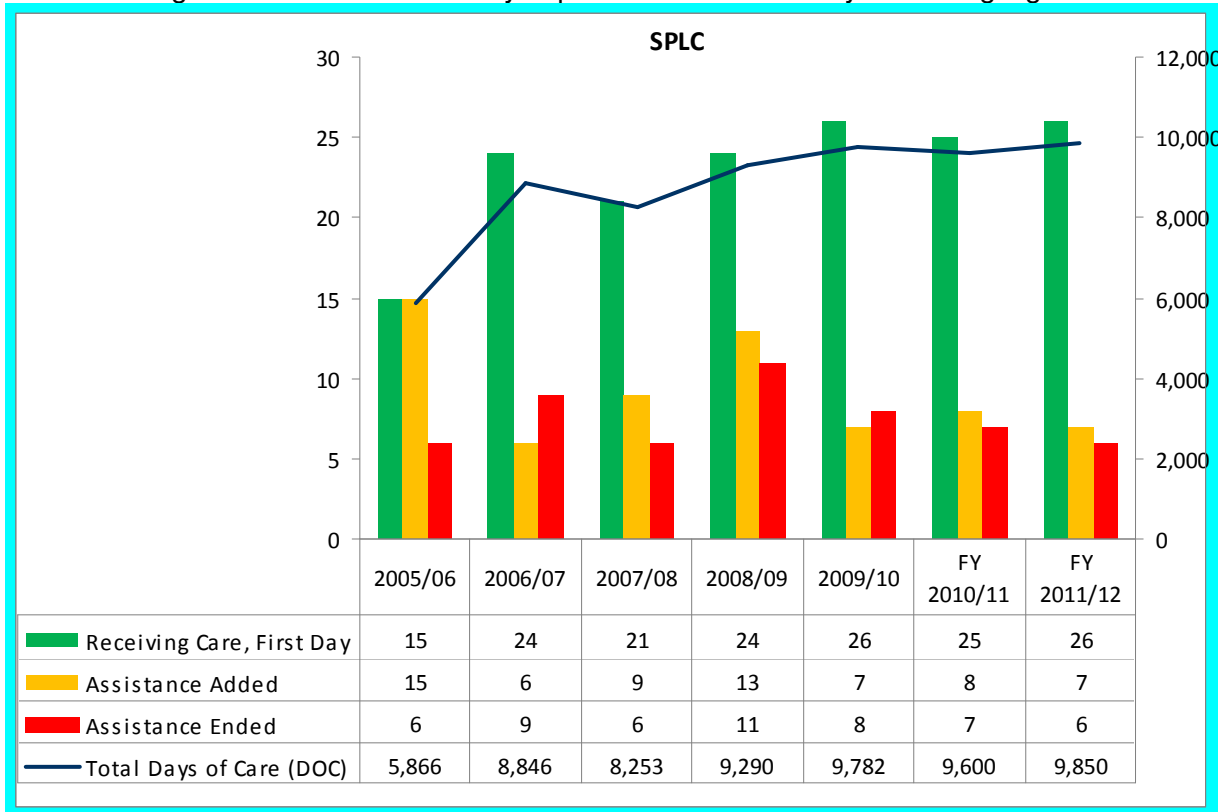
Despite this overall reduction, finalized adoptions are on the rise.

This increase is likely the result of lower workload which increases productivity.

More families wish to negotiate subsidies at the foster care per diem rate at the time of finalization. Berks also entertains requests for subsidy increases after finalization. The average daily adoption subsidy per diem for 2010 is \$13.29

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.

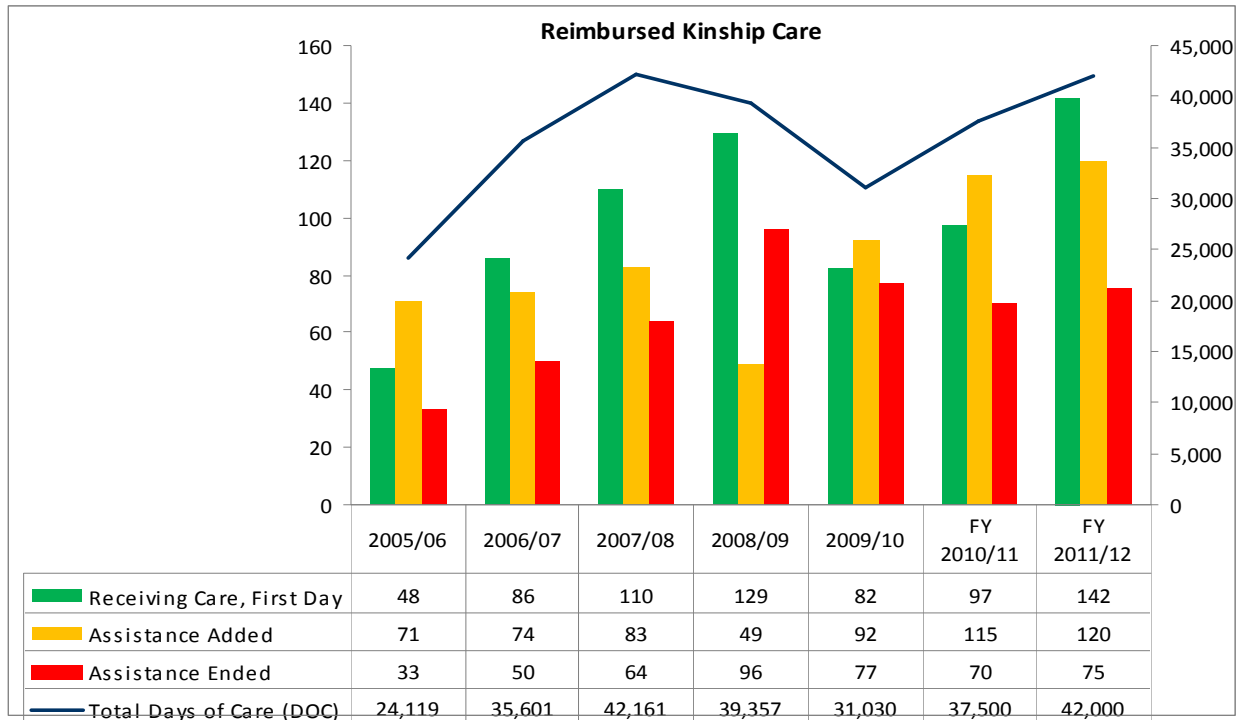


SPLC has not been a “first choice option” in Berks. Because adoption is the most legally assured permanency planning option it is the philosophy and practice of staff to utilize adoption as a first choice permanency options. This approach is supported by court staff, particularly for younger children.

Should Pennsylvania permit subsidy for guardianship arrangements beyond the age of 18, we could see an increase in this number. Otherwise foster parents will likely continue to prefer foster parent status, as not only will their foster child will qualify for services but resource families will receive payment until high school graduation. It is common for foster children to have educational delays resulting in grade retention and graduation past the age of 18.

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.



Intensive in home services/support and utilization of Family Group Decision Making have impacted the number of youth entering care through formal kinship arrangements. Instead of placement, youth are transitioned directly to the care of relatives or maintained in the parent home with greater familial and other support. Another evident dynamic is children being transitioned to the custody of a relative after adjudication and during the home study process. It is important to note that the volume of kinship related home studies is on the rise. Data maintained since FY 04-05 reveals the following for total number of referrals for kin home studies: 04/05 - 58 (22 fully licensed); 05/06- 121(44 fully licensed);06/07 – 212(72 fully licensed);07/08 – 203(71 fully licensed); 08/09 -209(54 fully licensed); 09/10 – 286(50 fully licensed).

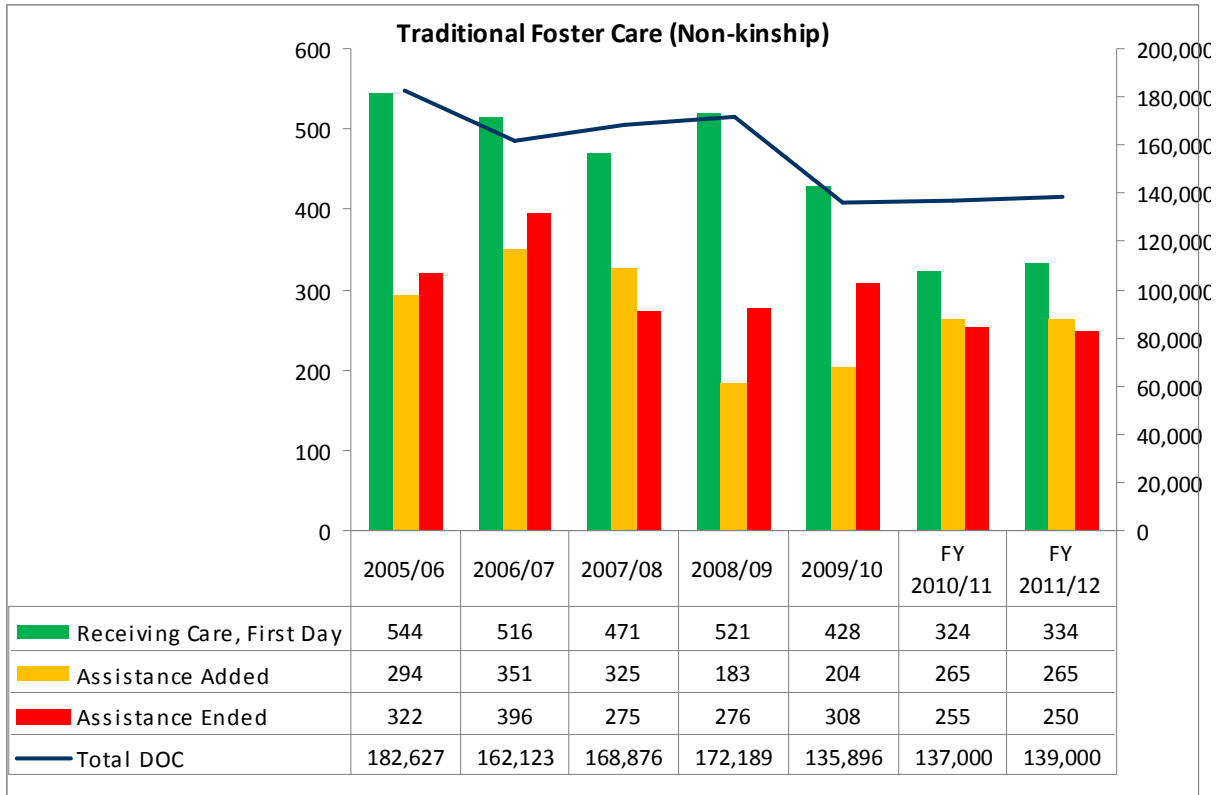
This significant increase in the last FY, likely reflects the increased identification of kin as a result of Family Finding efforts required by the FCA. While more families are being referred, fewer are being licensed. However, the number of children placed into kin homes nearly doubled.

Additionally, this unit conducts home studies for other states (ICPC) and Pennsylvania counties, where resource family licensure was requested, as well as courtesy supervision when appropriate. While there are some fluctuations in this workload, we anticipate an increase as Child Welfare agencies become increasingly compliant with the FCA. Our data for ICPC requests shows the following home study requests.

FY 04-05	1
FY 05-06	14
FY 06-07	13
FY 07-08	20
FY 08-09	8
FY 09-10	22

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.

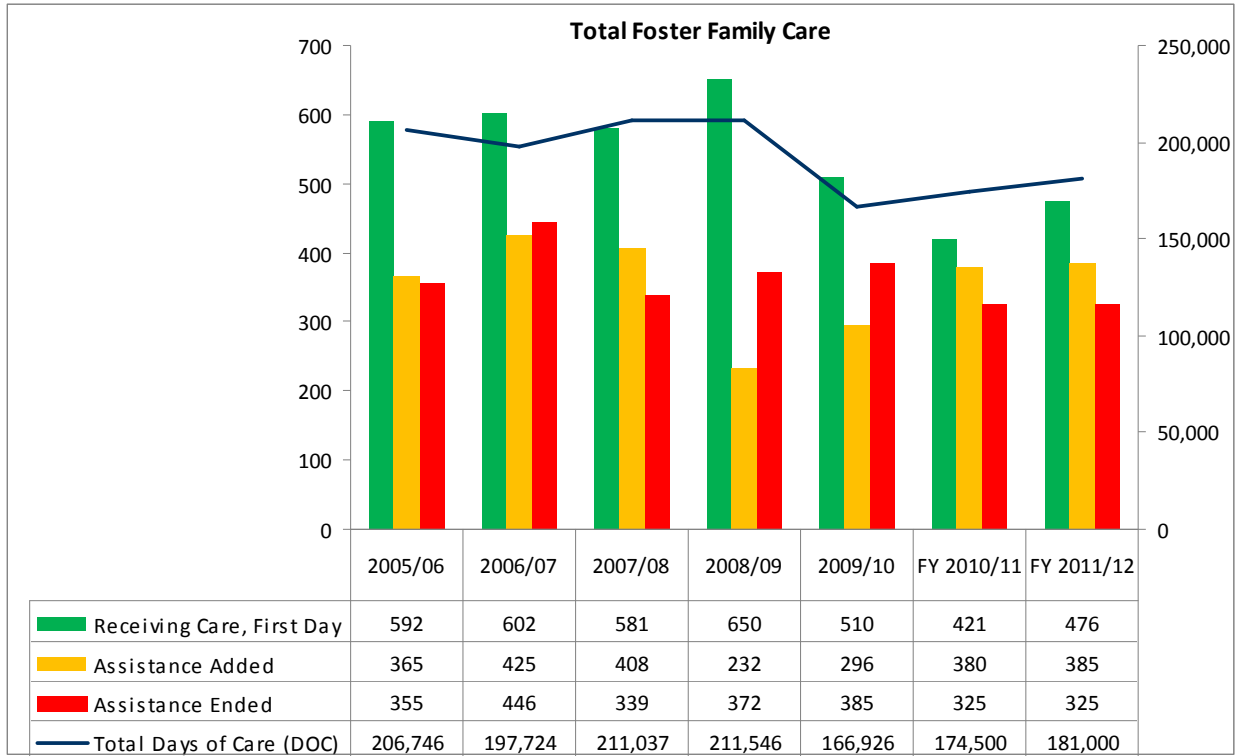


Days of care for children in traditional (non-kin) foster care have trended down.

Staff changes, coupled with the increased use of intensive in home services, Family Group Decision Making and Family Finding efforts contribute to a change in philosophy and practice around children entering out of home care. Prior to this FY, days of care were on the rise. Concern remains around the decrease in Promising Practice monies and staff turnover in FGDM. These programs have been effective in preventing placements and expediting reunifications. Without these supports it is likely we will see a leveling off or increase in placements

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

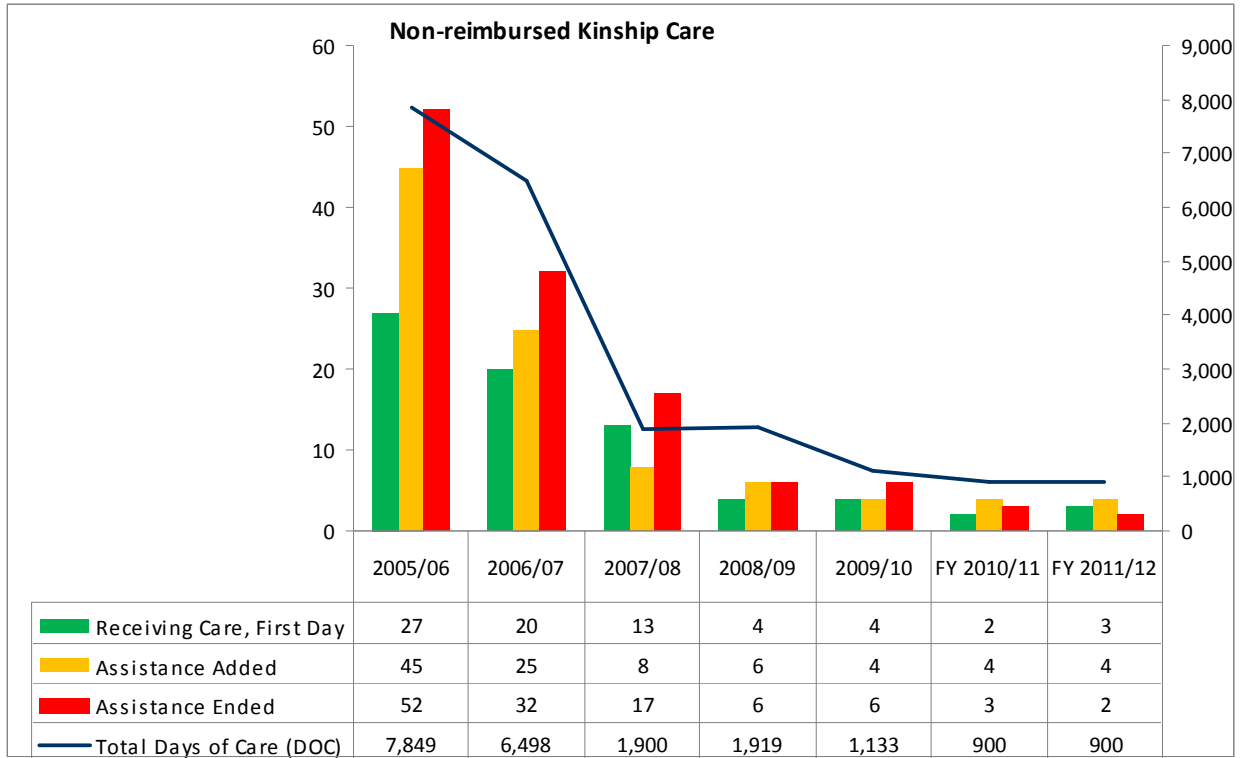
- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



Placement prevention efforts, through in-home providers, coupled with FF and FGDM has supported efforts to reduce the number of children in care. However a decline in FGDM staff and a decrease in Promising Practices monies threaten to reverse this trend. Provider data demonstrates that the provision of intensive in home services results in remediation of substantive issues in 80% of cases. Without these supports it is probable that we could see an increase in children entering out of home care and potentially an increase in length of stay.

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

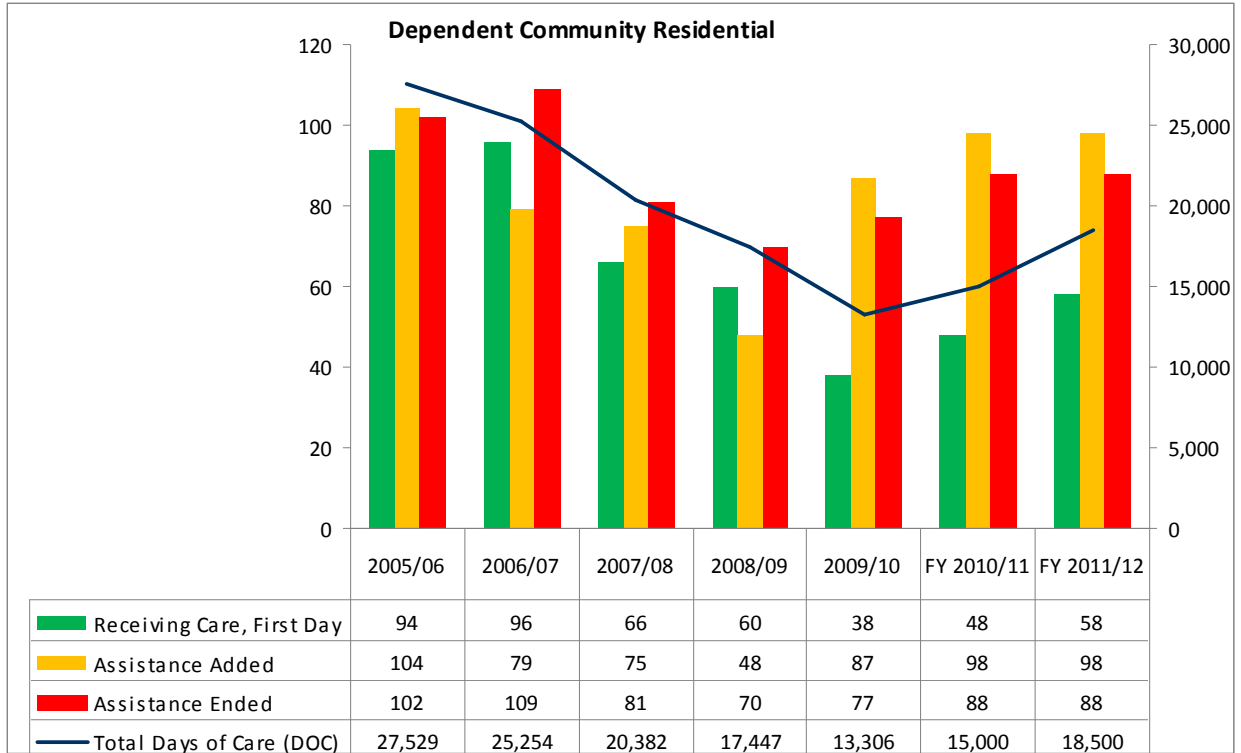
- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



Infrequently, licensed kin caregivers will elect to receive no payment. (Attachment B of the Kinship Bulletin) While these numbers fluctuate, commensurate with over all increase/decreases in the number of children coming into out of home care, it will not entirely be eliminated. Per the instructions on page 26 we are only counting children in the custody of the agency, residing with kin, in unpaid status.

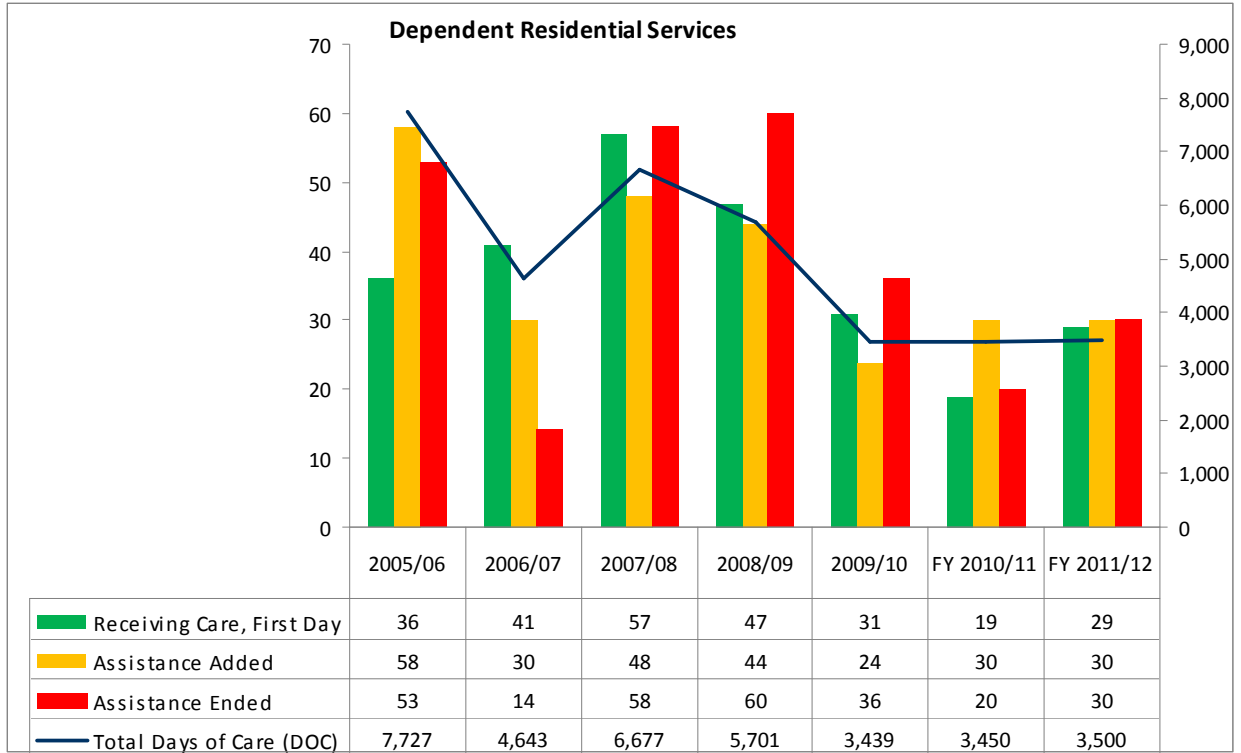
BCCYS has also begun to track children in informal kinship care situations. As defined by the kin bulletin these are arrangements made by the family. (BCCYS does not retain custody or dependency). At the present time there are 159 children in this category. They are not reflected in this chart.

Berks



There has been an increase in the number of children entering Community Residential care. There are a number of explanations for this trend. We have observed an increase in placements of teens into shelter. Two local shelters, (Berks County Youth Center (BCYC) and Bethany Children’s Home (BCH) provide highly structured short term placements for children that keep them close to their families and home school district. Days of care in shelter have been steadily increasing during the last FY, totaling more than 3,000. Additionally, we continue to utilize 30 day voluntary placements, particularly for older youth. The arrangement provides temporary placement while the agency searches for extended family, engages service providers to help remediate safety concerns, and explores safety conferencing or FGDM. While an increase in this placement category, there has been a commensurate reduction in institutional placements. Berks continues to advocate for extending VPAs to 180 days consistent with federal standards.

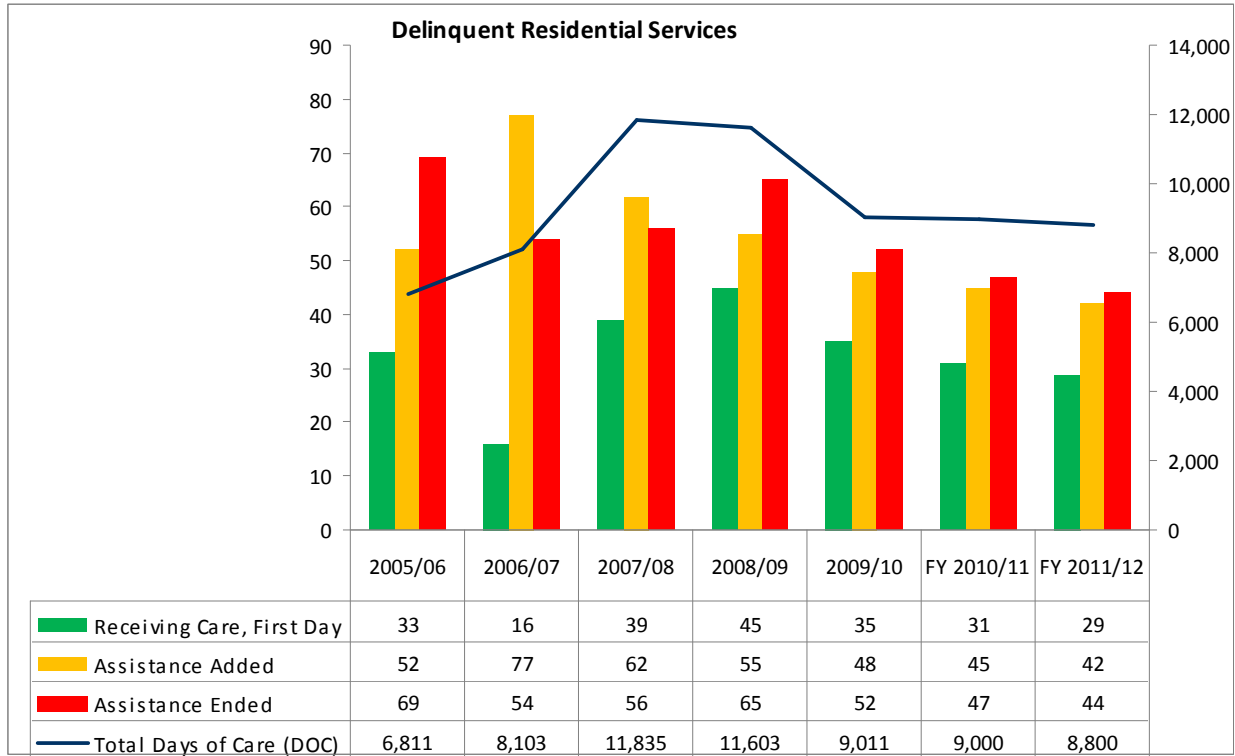
Berks



There has been a reduction in utilization of residential facilities. The reduction of older youth entering out of home care, the increased prioritization of placing children into local placements agencies/facilities and increase in community residential placements are factors that contribute to this trend.

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

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

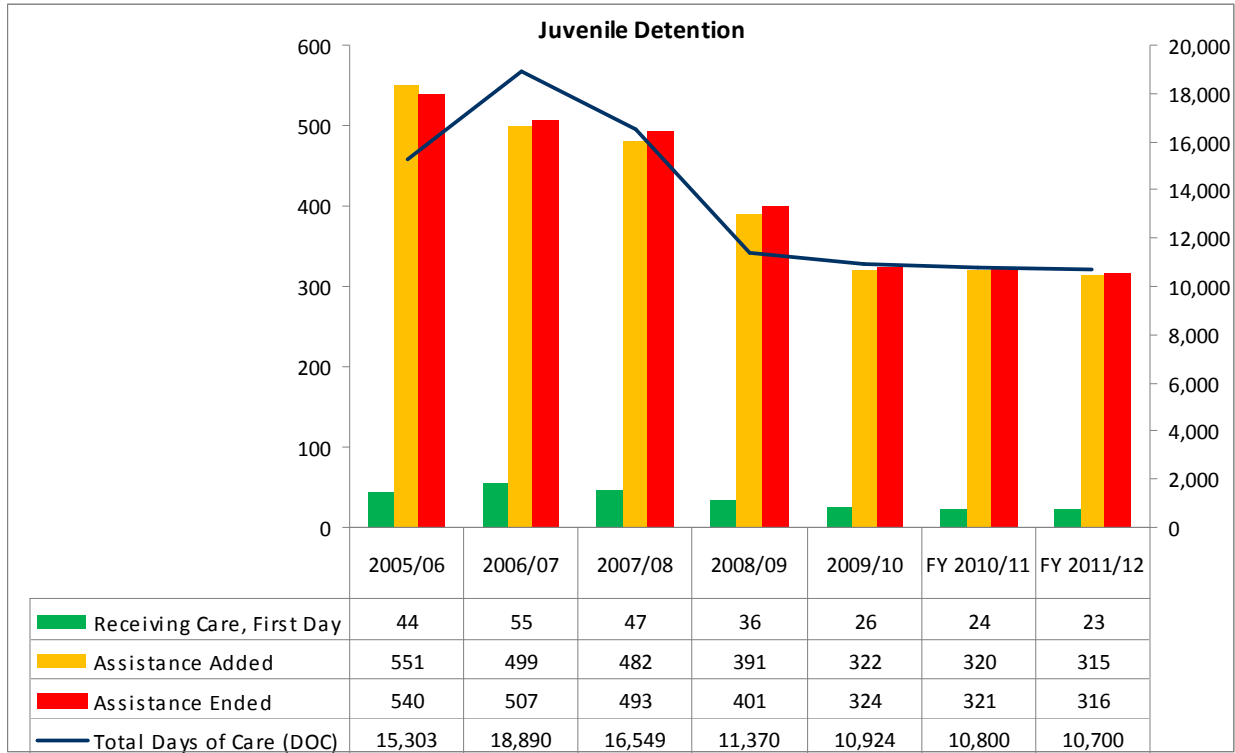


The number of juveniles committed to a Residential Delinquent Placement has decreased by 38% over the past 3 fiscal years. We continue in our effort to treat juveniles under our supervision in the least restrictive environment. Days of care have also decreased by 24% since 07/08 in this cost center. In the entire Institutional Category, not including detention services, our days of care have decreased by 51%. This is justification and confirmation that the increased use of evidence and outcomes based in home services coupled with alternatives to secure detention will lead to a decrease in residential placements.

Berks

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

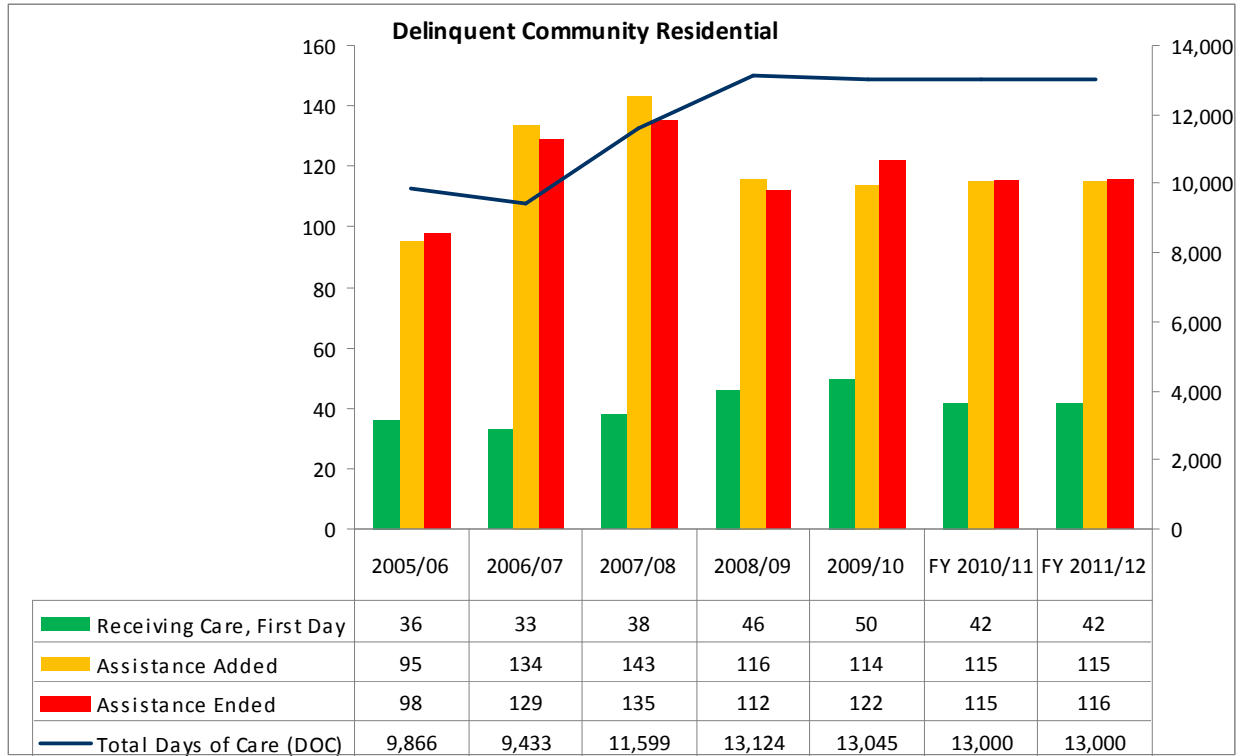
- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



Days of care, average daily population, and total number of juveniles admitted to Juvenile Detention have all decreased in the past few fiscal years. This can be attributed to our Alternative to Secure Detention initiatives. We've been utilizing in-home services, evidence based services and opened our Evening Reporting Center in an effort to reduce the number of juveniles going into secure detention and residential placement. The numbers shown in the Chart all reflect the use of these initiatives.

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

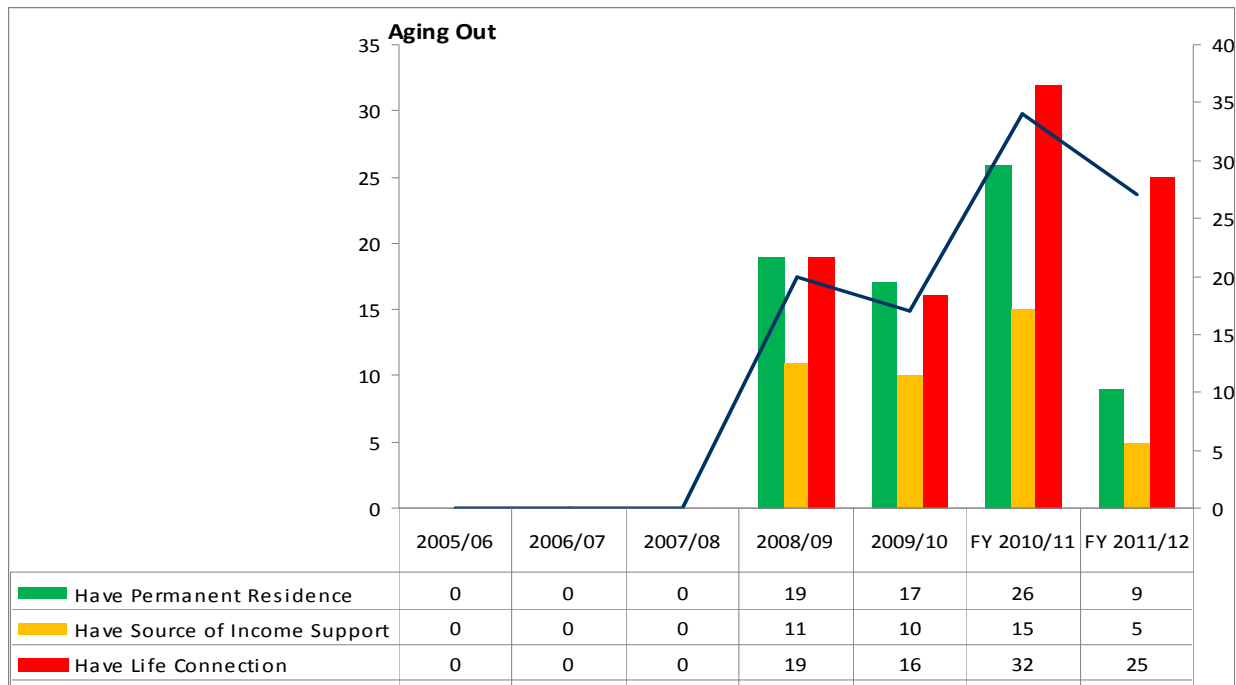
- Insert charts related to out-of-home placements where trends are highlighted (Charts 6-13), and discuss the trend(s). Describe factors contributing to the trend. Discuss any important trends that may not be highlighted.



For the past two fiscal years both numbers of kids and days of care have remained consistent in the Delinquent Community Residential category. A commitment to front loading in home services to avoid placement, and using less restrictive placements for juveniles when out of home care is necessary, has led to this trend. Over the past four fiscal years our overall number of kids sent to placement and our total days of care, across all cost centers, have decreased by 30%. The Community Residential Delinquent area is one of the first areas we want to look at when placement is being considered. We fully expect to maintain both numbers of kids and days of care in this cost center while decreasing the use of more restrictive facilities.

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.



During FY 08-09 sub data forms were amended to capture information pertinent to youth exiting care (age 18 and older). Specific questions included MH/MR status, residence, source of income, and life connection. This information can now be captured through a query. At the present time there are 38 youth (ages 18-20) on board extensions and 49 children age 17. We estimate 33 discharges during FY 2010-11 and 27 discharges during FY 2011-12. It is important to note that in some cases the Juvenile Court retains dependency and hence jurisdiction of youth attending college.

Berks

3-2f. General Indicators

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

3-2: General Indicators								
Type in PURPLE boxes only (blue for Excel 2007 users)								
County Number: <input type="text" value="6"/>			Class <input type="text" value="3"/>					
Berks County								
3-2a. Service Trends								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09
						FY 2010/11	FY 2011/12	% Change
Intake Investigations								
Children	4100	4055	4454	5933	5880	5890	5890	43.4%
Family	2042	2051	2216	2362	2430	2460	2465	19.0%
Ongoing Services								
Children	3198	3451	3792	4070	3896	4050	4070	21.8%
Family	993	1044	1172	1298	1240	1265	1295	24.9%
Children Placed	1229	1257	1187	1054	938	950	950	-23.7%
JPO Services								
Total Children	689	591	740	717	679	675	670	-1.5%
Community Based Placement	266	291	325	329	284	285	285	6.8%
Institutional Placements	657	522	540	472	378	375	370	-42.5%
3-2b. Adoption Assistance								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09
						FY 2010/11	FY 2011/12	% Change
Adoption Assistance								
Receiving Care, First Day	744	752	866	894	968	1,042	1,138	30.1%
Assistance Added	67	162	100	141	162	160	160	141.8%
Assistance Ended	59	48	72	67	88	64	63	49.2%
Total Days of Care (DOC)	270,577	293,553	322,021	340,389	365,751	400,100	434,200	35.2%
3-2c. SPLC								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09
						FY 2010/11	FY 2011/12	% Change
Subsidized Permanent Legal Custodianship								
Receiving Care, First Day	15	24	21	24	26	25	26	73.3%
Assistance Added	15	6	9	13	7	8	7	-53.3%
Assistance Ended	6	9	6	11	8	7	6	33.3%
Total Days of Care (DOC)	5,866	8,846	8,253	9,290	9,782	9,600	9,850	66.8%

Berks

3-2d. Placement Data								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09 % Change
						FY 2010/11	FY 2011/12	
Traditional Foster Care (non-kinship)								
Receiving Care, First Day	544	516	471	521	428	324	334	-21.3%
Assistance Added	294	351	325	183	204	265	265	-30.6%
Assistance Ended	322	396	275	276	308	255	250	-4.3%
Total DOC	182,627	162,123	168,876	172,189	135,896	137,000	139,000	-25.6%
Reimbursed Kinship Care								
Receiving Care, First Day	48	86	110	129	82	97	142	70.8%
Assistance Added	71	74	83	49	92	115	120	29.6%
Assistance Ended	33	50	64	96	77	70	75	133.3%
Total Days of Care (DOC)	24,119	35,601	42,161	39,357	31,030	37,500	42,000	28.7%
Foster Family Care (Total of 2 above)								
Receiving Care, First Day	592	602	581	650	510	421	476	-13.9%
Assistance Added	365	425	408	232	296	380	385	-18.9%
Assistance Ended	355	446	339	372	385	325	325	8.5%
Total Days of Care (DOC)	206,746	197,724	211,037	211,546	166,926	174,500	181,000	-19.3%
Non-reimbursed Kinship Care								
Receiving Care, First Day	27	20	13	4	4	2	3	-85.2%
Assistance Added	45	25	8	6	4	4	4	-91.1%
Assistance Ended	52	32	17	6	6	3	2	-88.5%
Total Days of Care (DOC)	7,849	6,498	1,900	1,919	1,133	900	900	-85.6%
Dependent Community Residential								
Receiving Care, First Day	94	96	66	60	38	48	58	-59.6%
Assistance Added	104	79	75	48	87	98	98	-16.3%
Assistance Ended	102	109	81	70	77	88	88	-24.5%
Total Days of Care (DOC)	27,529	25,254	20,382	17,447	13,306	15,000	18,500	-51.7%
Delinquent Community Residential								
Receiving Care, First Day	36	33	38	46	50	42	42	38.9%
Assistance Added	95	134	143	116	114	115	115	20.0%
Assistance Ended	98	129	135	112	122	115	116	24.5%
Total Days of Care (DOC)	9,866	9,433	11,599	13,124	13,045	13,000	13,000	32.2%
Juvenile Detention								
Receiving Care, First Day	44	55	47	36	26	24	23	-40.9%
Assistance Added	551	499	482	391	322	320	315	-41.6%
Assistance Ended	540	507	493	401	324	321	316	-40.0%
Total Days of Care (DOC)	15,303	18,890	16,549	11,370	10,924	10,800	10,700	-28.6%
Dependent Residential Services								
Receiving Care, First Day	36	41	57	47	31	19	29	-13.9%
Assistance Added	58	30	48	44	24	30	30	-58.6%
Assistance Ended	53	14	58	60	36	20	30	-32.1%
Total Days of Care (DOC)	7,727	4,643	6,677	5,701	3,439	3,450	3,500	-55.5%
Delinquent Residential Services								
Receiving Care, First Day	33	16	39	45	35	31	29	6.1%
Assistance Added	52	77	62	55	48	45	42	-7.7%
Assistance Ended	69	54	56	65	52	47	44	-24.6%
Total Days of Care (DOC)	6,811	8,103	11,835	11,603	9,011	9,000	8,800	32.3%
3-2e. Aging Out Data								
Indicator	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	Projected		2005-09 % Change
						FY 2010/11	FY 2011/12	
Aging Out								
Number of Children Aging Out	n/a	n/a	n/a	20	17	34	27	#VALUE!
Have Permanent Residence	n/a	n/a	n/a	19	17	26	9	#VALUE!
Have Source of Income Support	n/a	n/a	n/a	11	10	15	5	#VALUE!
Have Life Connection	n/a	n/a	n/a	19	16	32	25	#VALUE!

Section 4: County Programs & Services**☞ 4-1: Children/Families not Accepted for Service**

- ☐ How does the county determine a child/family is not accepted for service?

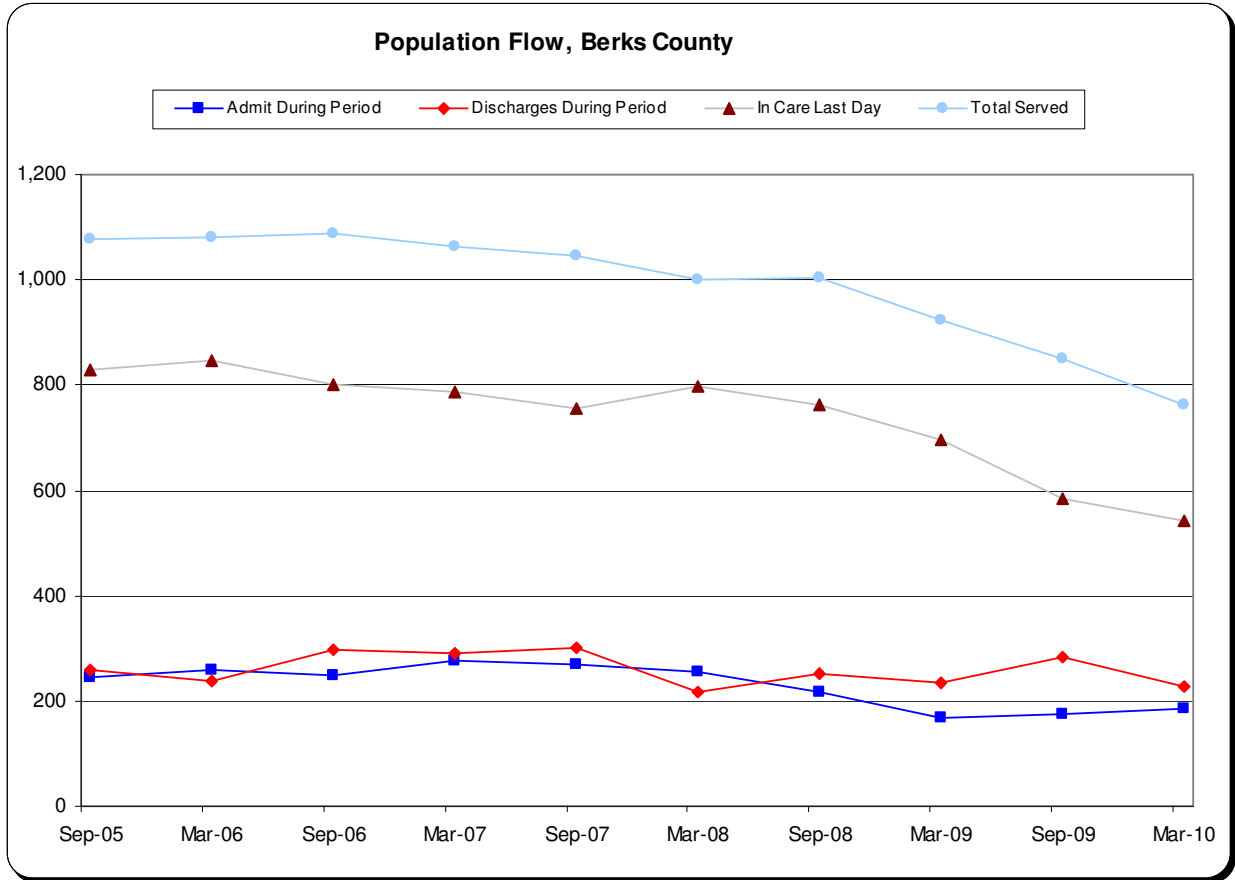
The Screening/Intake function is authorized by the PA Code Title 55 Chapters 3130 and 3490, the Child Protective Services Law Title 23 PA C.S.A. Chapter 63, and the Department of Public Welfare directive to implement safety assessment systems in all Pennsylvania counties. The Screening/Intake Unit serves as the single, uniform intake, information and referral unit, which determines whether referrals meet the legal definition of child abuse or meet agency parameters for intake investigation.

The Screening/Intake Unit begins its work at the initial client contact or case specific contact from a referent. These contacts can be made in the form of telephone calls, written correspondence, e-mail, or walk-ins. All referrals are processed in a similar manner through use of the intake screening form, which is derived from the Safety Assessment Model, specifically the 6 domains. The screening caseworkers are trained to elicit as much information as possible within the 6 domains. The purpose of the Screening/Intake Unit is to determine if the particulars of a case warrant a child protective service investigation or general neglect assessment and to assign a safety tag to each referral. If there is no present or impending danger and risk of such appears to be low, then the referral is either closed as an Information Only or referred to Alternative Response System (ARS). If concerns are identified or assistance is needed from another community resource the case is referred to that appropriate system. Information is retained in the event of another future referral.

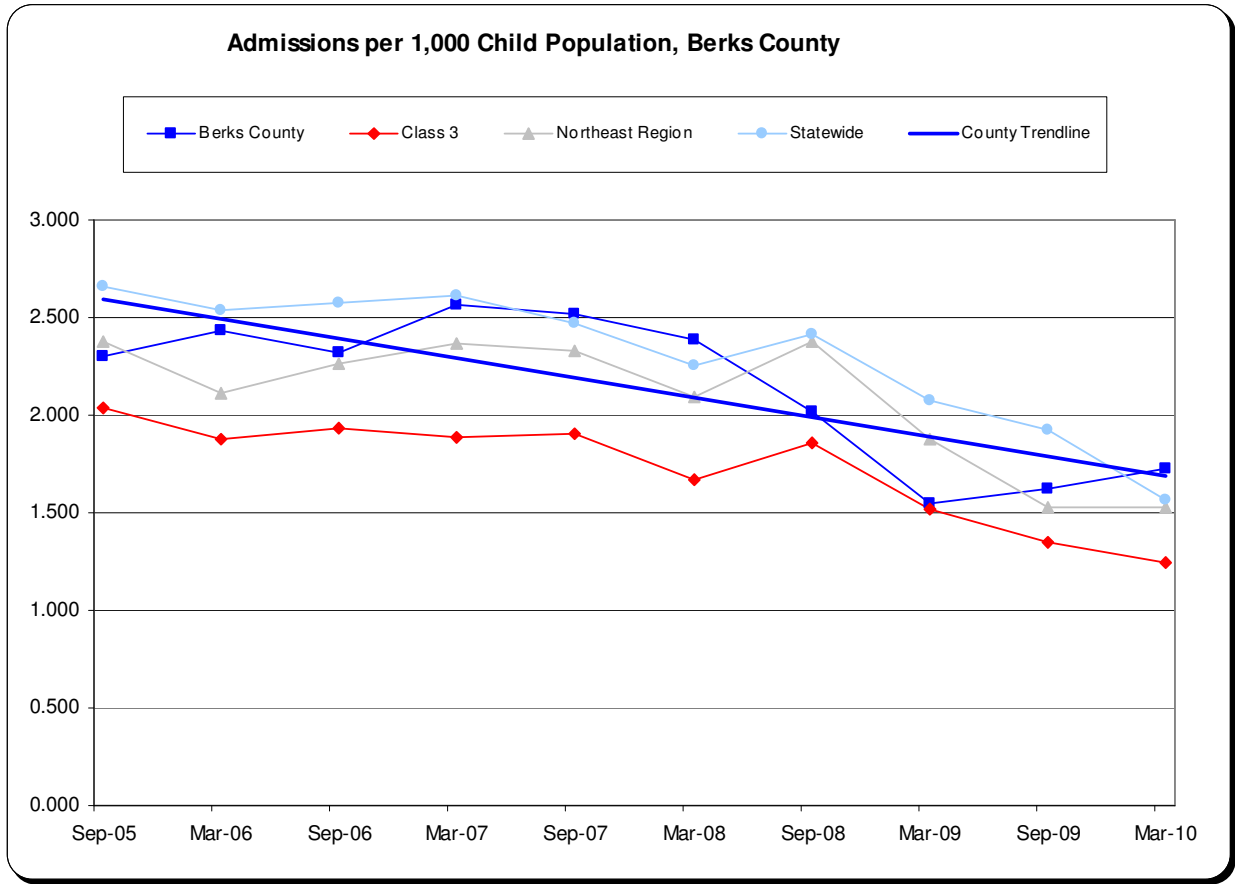
Section 5: Outcome Indicators

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

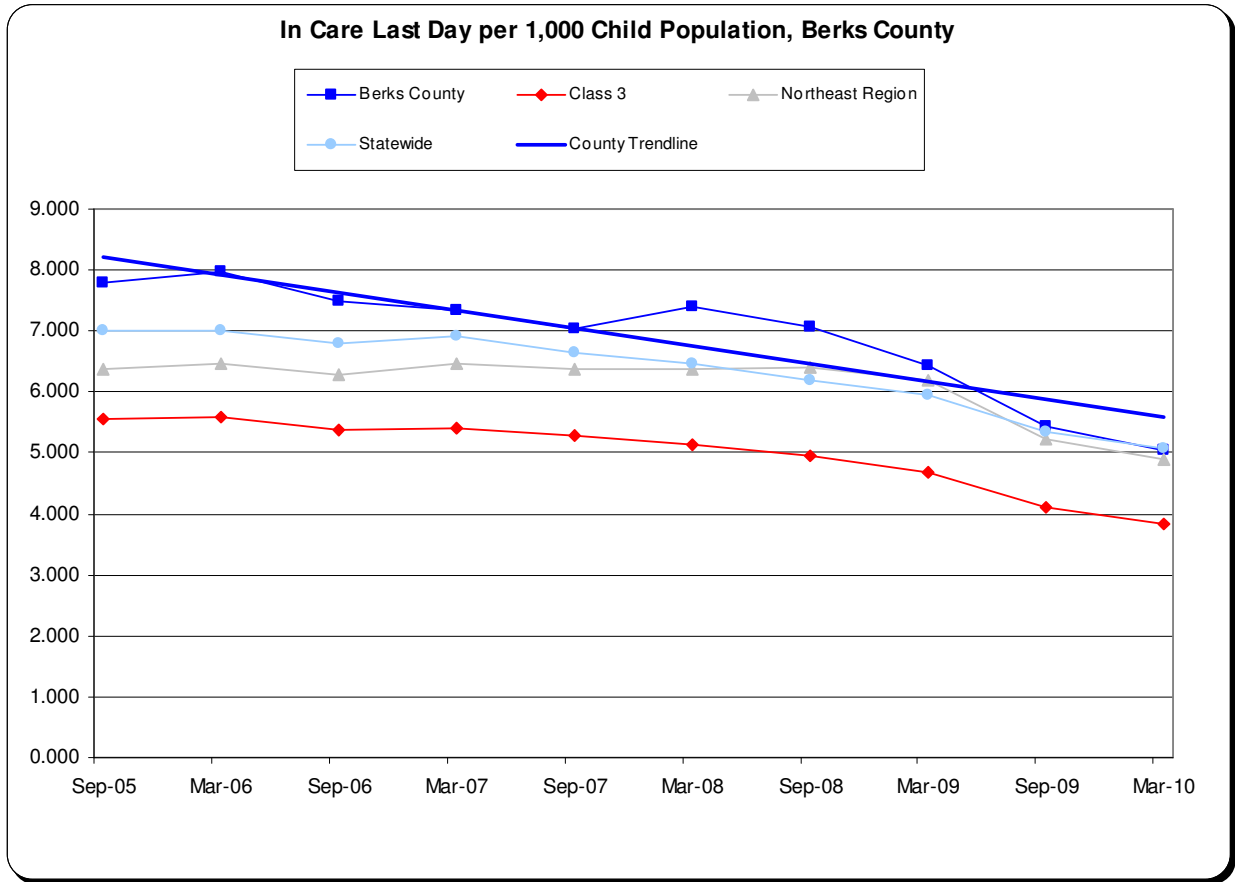
On the following pages, paste up to three charts from the HZA data. Each chart should be pasted on a separate page.



Berks



Berks



- 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?

The downward trend of children in care continues, despite an AFCARS reported slight increase in admissions (CYS and JPO) during the last data period. CYS data shows that there were 516 youth in care for the last time frame (78 new placements and 81 discharges). Berk's data does not reflect an increase in placements.

In a two year period of time, March 08-10, there was a reduction of 254 children in out of home care. This downward trend is evident across the state, region and other 3rd class counties.

Admissions per thousand children are higher than other counties and the state.

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

There has been a sharp reduction of children ages 13-15 in out of home care. In a 3 year period of time the number of placements for this age group has been reduced by half. (Although 13-15 year olds have experienced a mild increase in admissions during the most recent timeframe)

March 2007 175 children in care ages 13-5

March 2010 81 children in care ages 13-5

2008 census data demonstrates that Berks had the worst poverty rate 34.3%, in the state and the sixth worst in the nation. In comparison, Allentown's poverty rate is 20%. When evaluating wealth among America's communities a study of 420 cities with populations of more

Berks

than 75,000, shows Reading ranks dead last. Approximately 10% of Reading households receive public assistance, 30 % receive food stamps and 18% are single mothers. Nearly 29% of all families in the city live in poverty. Approximately ½ of the population of the city of Reading is Latino. This percentage is equivalent to the percent of Latino children placed into out of home 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.

Increased efforts to identify locate and utilize kinship resources, both formal and informal, continue. The agency will continue to focus energy here by reallocating a vacant adoption position to the FGDM unit for Family Finding efforts. Additionally we have increased our requests for CSR services for children in care three years or more, by partnering with Diakon, for their DiaKINnections program. Although just in the beginning stages, it is our hope that we can affect both discharges from placements or appropriate kin licensed placements for children currently in care.

Ongoing intensive in home services are provided to families at risk of entering care. These efforts are evaluated during petition reviews and PASS meetings to ensure that every reasonable effort has been made to prevent placement. Two additional in home service providers were added to expand this important programming.

We continue to emphasize safety conferencing and FGDM although recent staff turnover in this unit and delays in filling these vacancies is cause for concern.

- 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)?

There is an equal reduction in all age groups and ethnicity of children entering out of home care. There is no discernable trend or change in demographics. In evaluating placements by goal it would appear that there is a decrease in children with adoption goals, however the decline is the result of change in the Juvenile Court Dependency rules. Berks utilizes masters for permanency hearings and they can not change goals to TPR /adoption. As a result, even though the Juvenile Judges are available for goal changes, B.C.C.Y.S. has sought to keep things running smoothly by utilizing other goals in hearings before the Masters and, increasingly, at a later date, combining the goal change to adoption with the termination hearing.

- 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 decrease in children in out of home care has resulted in fewer children advancing to the adoption units (From July 08 to July 10 there is a reduction of 87 children). As a result we agreed to move an adoption worker to FGDM for Family Finding services. Despite the decrease in children entering the adoption units, the number of finalized adoptions increased.

There have been delays in filling vacancies from the County of Berks budget office as they work to understand our caseload ratios and numbers and ensure that staff is needed. Hiring delays are a function of the county's cautious use of limited resources, especially given the states fiscal position (reductions in prior year allocations).

Maintaining the current placement department staffing levels allows caseloads to be maintained at manageable levels which promotes timely permanency of children. Turnover in the placement department remains high (6 vacancies from January –June 2010.)

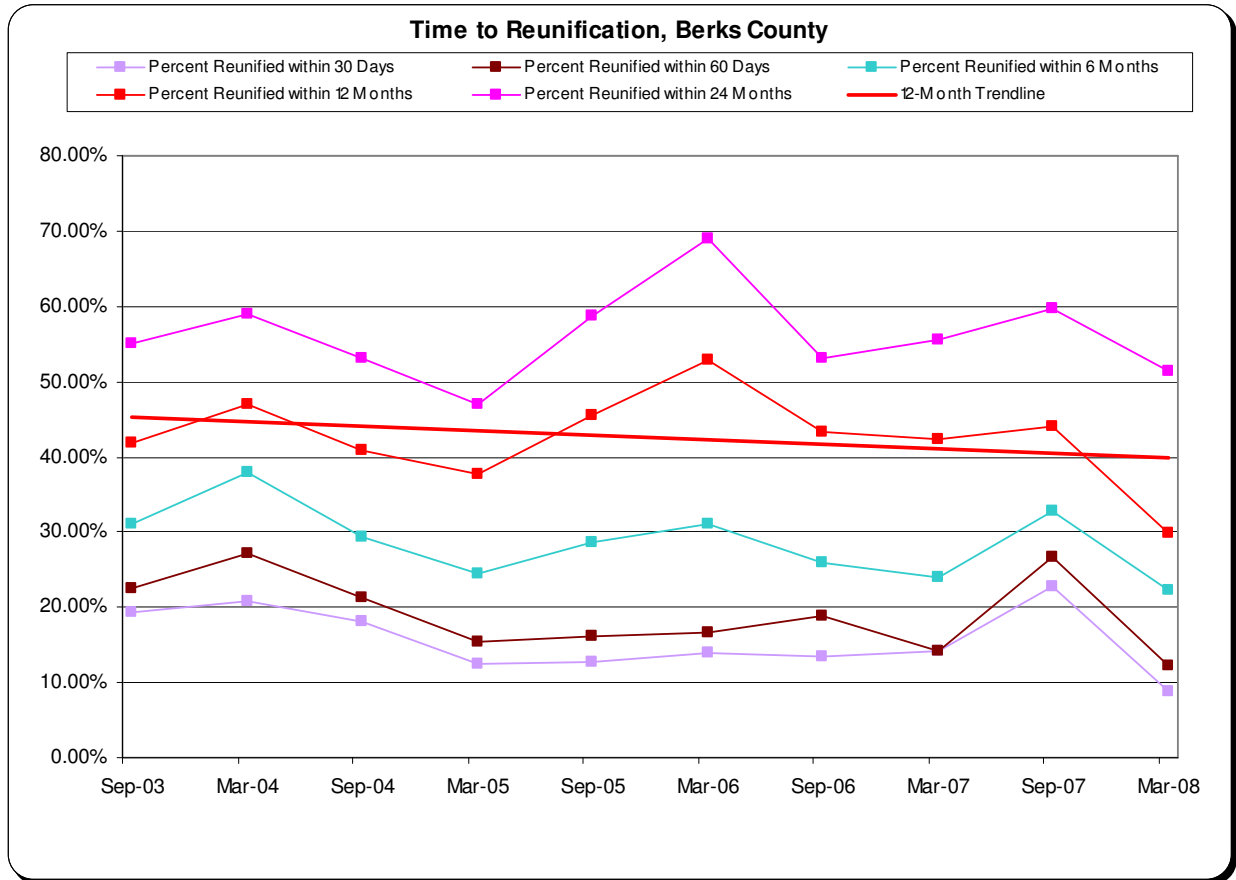
Throughout the agency we anticipate several maternity leaves and several staff resignations during the summer. Newer staff simply can not handle the workload that tenured staff can.

Berks

Neither can they handle more involved/complex cases. Maintaining a qualified, stable workforce always remains a concern.

While there are times of reduced caseload, this merely allows staff to absorb the steadily increasing state and federal requirements such as safety assessments, fostering connections and ages and stages. Soon staff will implement requirements set forth in the educational bulletin.

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



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

Reunification for children within 30 and 60 day intervals shows a sharp decline between September 2007-March 2008. Even reunification rates for 6, 12 and 24 month time frames have declined. This is likely a function of the agencies increased efforts to prevent placement through the use of intensive in home services. Only cases of greatest risk and significant need are entering care. These cases are most likely to achieve permanency in a manner other than reunification.

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

The most recent data shows an all time low of reunification for the 12 month reunification time frame. Discharge to other permanency options is most likely when intensive efforts to

Berks

prevent the placement were attempted, but unsuccessful. We have seen an increase in 24 month Permanency numbers. It is not only taking longer than 12 months to return youth home, children are also discharging to adoption, splc and fit/willing relative.

- 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?

Berks continues to explore 30 day voluntary placements as a placement prevention effort. We have increased capacity with in home providers for intensive in-home services to prevent placement. If these efforts fail it is often the case that problems are significant enough that placement is warranted and often that permanency planning other than reunification is needed.

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

Other 3rd class counties, the Northeast Region and state clearly outperform us on all timeframes. While reunifications rates for AA children and children between the ages of 0-1, 13-15 and 18-20 remain high, other age groups do not. Reunification rates between kin and non-kin are virtually equivalent during the most recent data collection time. Kin reunification rates have historically been much higher than non-kin.

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?

Reunification tells only part of the "story" for timely permanency. As our practice has shifted to incorporate more intensive efforts to prevent children from entering out of home care, it will also impact reunification numbers. As every reasonable effort is made to prevent placement (via 30 day voluntaries, safety conferencing, FGDM, FF, status conferences for dependent/at home youth and the provision of intensive in homes services), the reality is that some children will not be candidates for reunification. Berks outperforms other 3rd class counties, the NE region and state on prospective permanency (children in care 24+ months) and adoption.

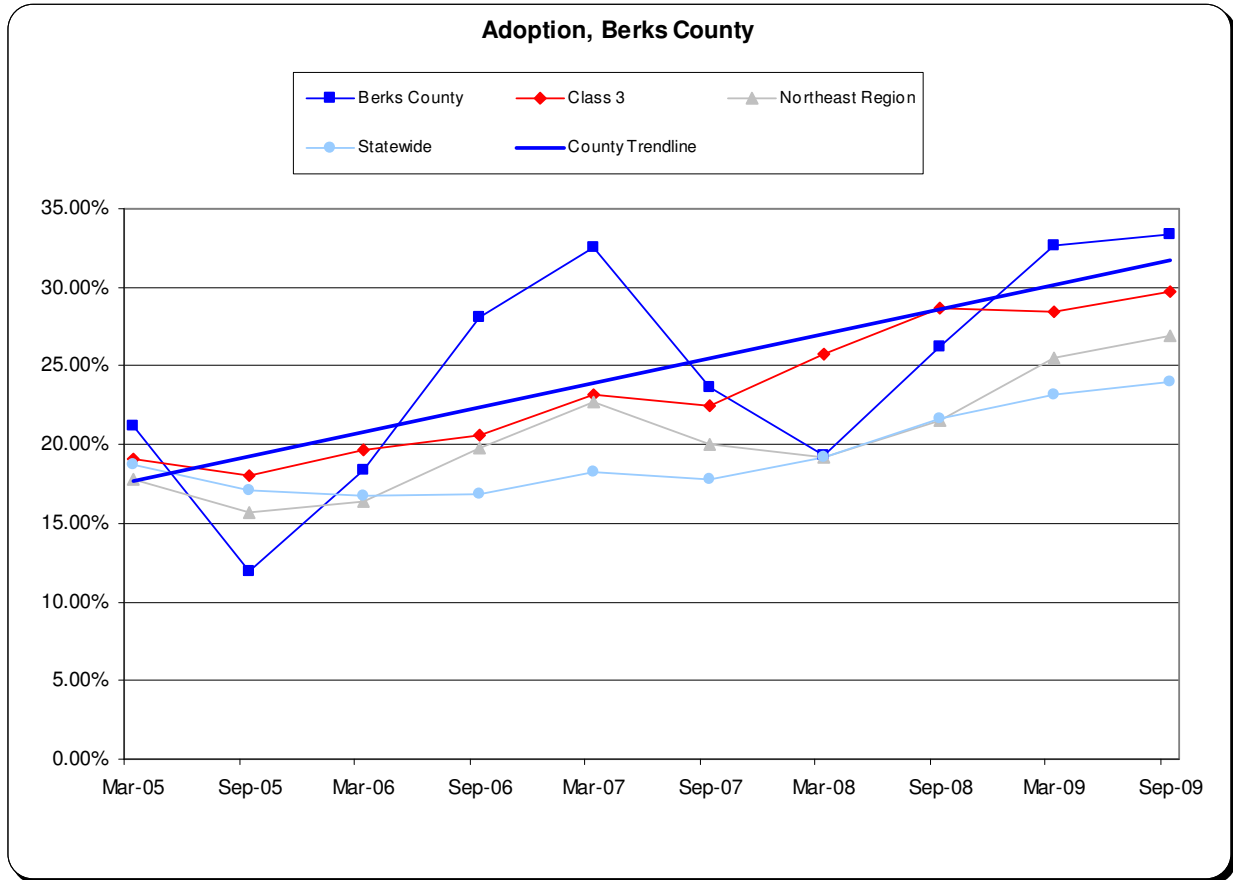
- Are there certain populations which are disproportionately represented in this measure? What actions is the county taking to address that population's needs?

Berks has implemented a PASS (Placement Assessment Meeting) process to review all children age 12 and under within the first 60 days of placement. Services and visits to parents and children are reviewed. Concurrent planning practices, Family Finding, utilization of kinship resources, ICWA status and sibling connections are all reviewed.

The need for SWAN services is evaluated. An agency solicitor, administrator and an adoption worker participate. Our paralegal prepares a report to outline recommendations and direction.

Berks

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



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

While Berks County's outcomes with regard to achieving adoption finalization within a year for children in foster care for seventeen months or more was grossly inconsistent between March 2005 and March 2008, (March 2005 – 21.24%; Sept. 2005 - 11.94%; March 2007 – 32.55%; March 2008 – 19.33%), the period of time since then has been one of significant and continued improvement. By March of 2009, adoptions for 32.7% of the children in this category were finalized within a year and by September 2009 33.33% achieved adoption with the desired time. Berks County's outcomes have exceeded those of the other subsets measured in Sept. 2009 (Class 3 Counties – 29.68%; Northeast Region – 26.96%; Statewide - 24.04%). The overall pattern loosely coincides with the ebb and flow of cases transferring into adoption and resulting highs and lows of caseload numbers as well as adoption staff turnover, extended absences of several staff and court scheduling issues which have been resolved.

This significant improvement since March 2008 can be attributed to a number of factors which include a period of no staff turnover within the adoption department, the assignment of adoption cases to a caseworker and her supervisor within the placement department, and a decline in the number of cases with adoption goals. The combination of these factors resulted in a gradual reduction of caseload sizes, an improvement in the quality of direct services provided to children and families as case loads became more manageable, and the subsequent achievement of more timely permanency.

Berks

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?

Statistics confirm that current policies and practices of the Agency as well as a supportive Court have had a positive impact on the timeliness of adoptions in Berks County. The implementation of PASS (Post Placement Assessment) meetings, scheduled within 30 to 60 days of a child's initial placement, and during which the appropriateness of the placement setting as a permanency option is assessed, has helped reduce the need for subsequent moves when reunification is no longer feasible. The Agency continues to require a goal status review (GSR) meeting before a case is passed to adoption to ensure that necessary work has been done that may otherwise delay termination of parental rights. More aggressive searches to locate and approve kinship resources have enabled a growing number of children to be placed with familiar families, thus shortening the adjustment time needed before adoption finalization can occur.

The Court has assisted the process by providing the Agency with its availability for termination hearings a year at a time rather than on a quarterly basis as had been the previous practice. This has eliminated the wasting of court dates received at the last minute that did not allow sufficient time for necessary hearing preparation and/or notification to be made to parents. The addition to our staff in July 2009 of a paralegal through the SWAN LSI Initiative has also been beneficial. Her assistance with legal matters has afforded the agency solicitors more time to consult with adoption staff and prepare for termination hearings.

Some delays remain inevitable; both prior to termination of parental rights and between TPR and adoption finalization, but the events in this category are "the exception". Children who are bonded to birth parents may require intensive and/or prolonged services to enable them to deal with issues of grief and loss before TPR is appropriate. They often need further services, such as Child Preparation through SWAN, to enable them to accept adoption. Despite increased Family Finding efforts, kinship resources, previously unknown to the Agency or unable to be located, continue to appear at the "11th hour". Adoptions may then be delayed while the kinship family is being assessed. The Court has become increasingly sensitive to this issue and has assisted in determining the appropriate placement for children when necessary.

When reviewing statistics regarding the percentage of children with a goal of adoption and who are residing in pre-adoptive homes, it appears that Berks County's outcomes have significantly declined in this area since September 2009. To understand this decline, it is necessary to consider that since the revision of the Juvenile Act in 2007, the goal of adoption is seldom ordered in Berks County until the hearing to terminate parental rights. Subsequently, most children headed toward adoption continue to have a goal of reunification until that time. In addition, in 2009, OCYF finally distributed a list of criteria which a family must meet to be designated "preadopt". This refined definition altered the way Berks County has since been reporting the placement status of many of our children, resulting in the "appearance" of far fewer children residing with an identified adoptive resource than is actually the case. As a result, many who are living with families who want to adopt them are captured in the statistics along with those children in foster homes who do not have a permanent resource.

- ❑ 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?

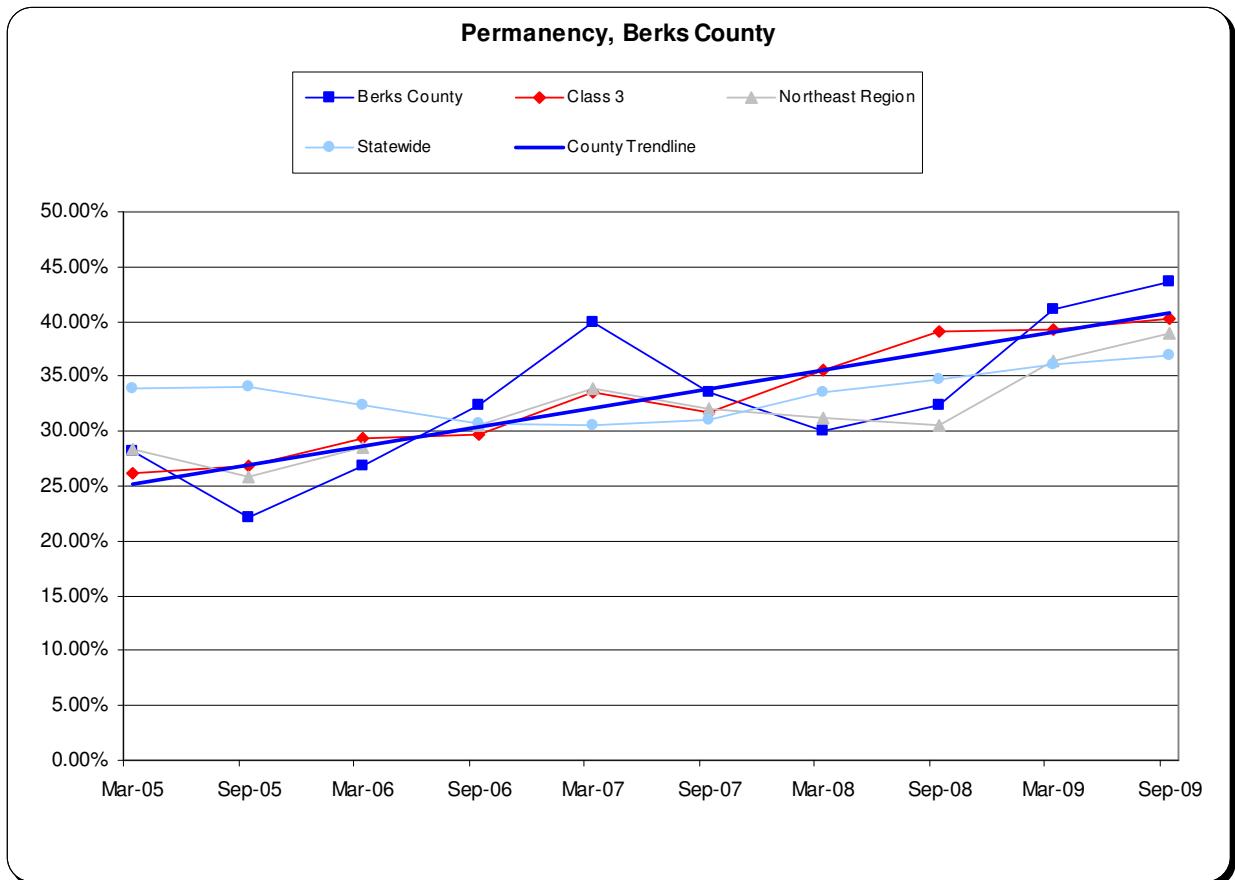
Berks

The least likely children to achieve timely permanency through adoption and for whom performance is below the national average in this regard are those 16 years of age and older, followed closely by males from 13 to 15 years of age, and children of either gender with severe behavioral problems, regardless of age.

Berks County Children and Youth Services has greatly expanded the population of children referred to SWAN for Child Preparation Services and has specifically seen positive results from the provision of Child Prep groups for older youth. SWAN affiliates are currently being identified to provide groups of this nature to our younger children. In addition, Berks County is interfacing with other counties to explore the joint use of Child Prep groups in residential treatment facilities. Child specific recruitment services through SWAN, as well as programs such as Wendy's Wonderful Kids and the Older Child Matching Initiative, are being used to supplement our agency's own efforts to locate an appropriate adoptive resource.

Of continued concern is the agency's inability to obtain appropriate mental health treatment for some of our most challenging children; most notably those whose diagnoses include Reactive Attachment Disorder. Traditional treatment has remained ineffective, leaving many children unable to form bonds with their caretakers and unable to develop appropriate social skills necessary to be successful outside of the most restrictive settings. Parenting educators are often unfamiliar with techniques that are effective with RAD children, leaving parents and caretakers with little or no training to deal with the behaviors commonly associated with RAD. This has resulted in multiple placement disruptions and delays in permanency.

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



Berks

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

The percentage of Berks County children achieving permanency who have been in care longer than 24 months has fluctuated slightly over the last five years but has grown steadily overall. In September 2009, BCCYS experienced the largest number of kids achieving permanency in this category at 43.6%. This can be primarily attributed to the agency's practice of seeking out Kinship resources for these children and utilizing Family Finding as mandated through the Fostering Connections Act. These practices enable the agency to place children with relatives and maintain a connection with their biological family. Additionally, the agency utilizes SWAN services, including Child Profiles and Child Specific Recruitment to assist us in matching children with families.

- ❑ Which group of children represents the largest proportion/share of children in care more than 24 months? What are the most frequent permanency goals for these children? What are the most frequent actual discharge destinations for these children?

Currently in Berks County, the older adolescents (age 16 & 17) are the largest portion of children who remain in placement longer than 24 months. As of March 31, 2010, 82.97% of these children still were not discharged to a permanent home. While a majority of these children have a primary placement goal of Another Planned Permanent Living Arrangement (APPLA), others have primary goals of Permanent Placement with a Fit and Willing Relative and Permanent Legal Custodianship (PLC). Many of Berks County's older adolescents resist adoption and often age out of care. Recent history illustrates for the 15-17% of these kids who are discharged to a permanent home, many return to their parents out of loyalty or they attempt to live independently.

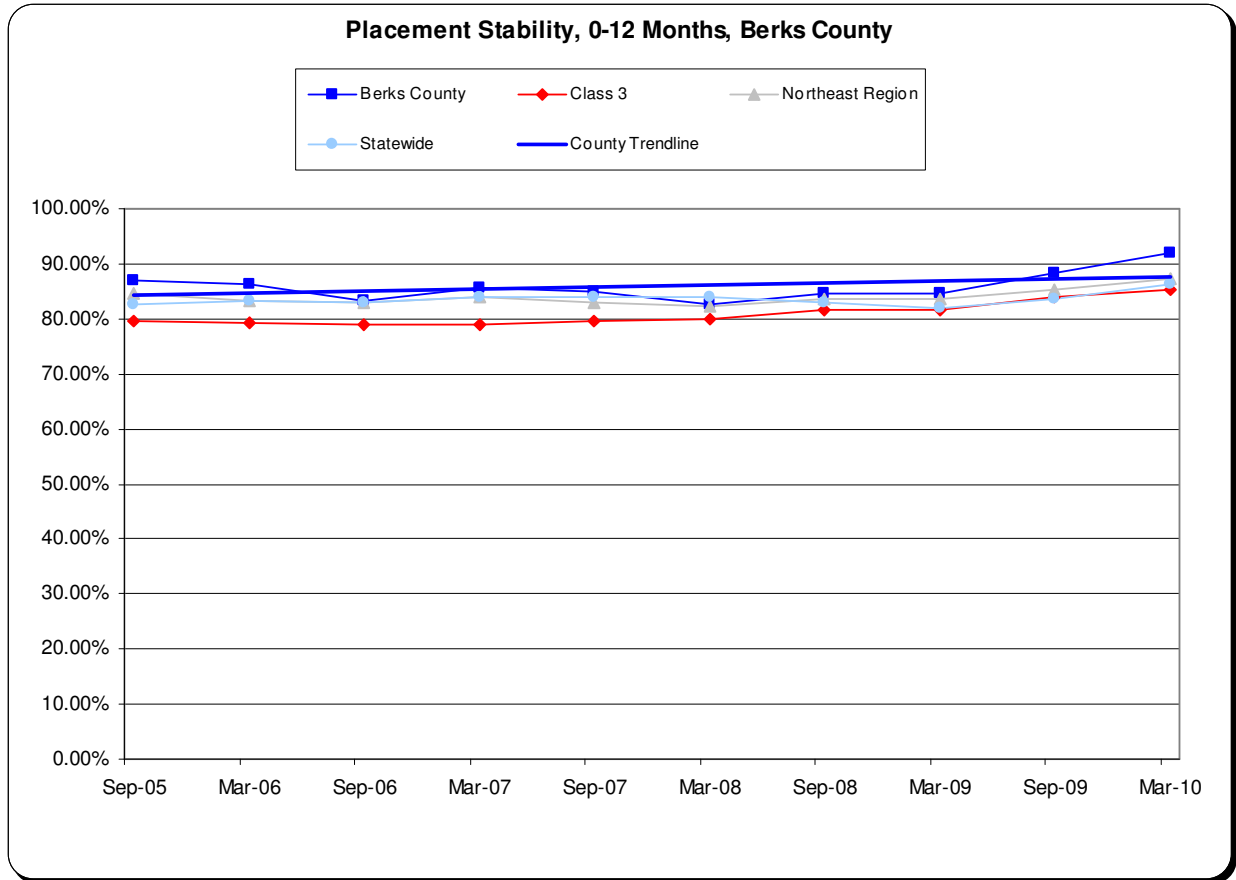
- ❑ What steps is the county taking to achieve permanency for these children? What are the barriers to achieving permanency?

Berks County consistently focuses on concurrent planning for all children who enter placement. For our adolescents who are conflicted about adoption, they are offered SWAN services such as Child Profile, Child Preparation and Child Specific Recruitment (CSR). BCCYS always makes an effort to find a family for children, regardless of their age, illustrated by the utilization of CSR service through a SWAN affiliates. We have partnered with Diakon for their DiaKINnections program which focuses on finding family members and connections for older youth. The agency continues to explore other permanency options such as PLC and has a dedicated staff person who specializes in sharing information with potential Permanent Legal Custodians. The increase in the number of Kinship parents has also facilitated more timely permanency for children. The agency has seen more children placed permanently with relatives through adoption, PLC, and Permanent Placements with Fit and Willing Relatives.

The biggest barrier to achieving permanency for these children appears to be committed families and parents accepting children with severe behavior problems and/or disabilities and older children struggling with wanting permanency. This is reflected in the March 2010 data that indicates only 29.03% of children who were removed because of behavior problems were discharged to permanent homes after 24 months. Also, only 30.7% of kids who were removed due to a disability were discharged to a permanent home after 24 months.

Berks

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



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

Stability percentages have increased slightly for children in care less than 12 months. Focus on concurrent planning practices likely support this improving trend.

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

For the most recent period of time we have outperformed other counties, region and the state.

- ❑ 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?

While our performance does not substantially exceed that of others we do believe that the increased utilization of AOFC (traditional) homes, concurrent planning and increased utilization of kinship (agency operated) contributes to enhanced stability scores. Additionally, the decrease in entry of teens contributes to positive stability scores as older children tend to be more difficult to place. Although our focus is to minimize the utilization of shelter as a first step to placement, there are situations that warrant this level of care.

Berks

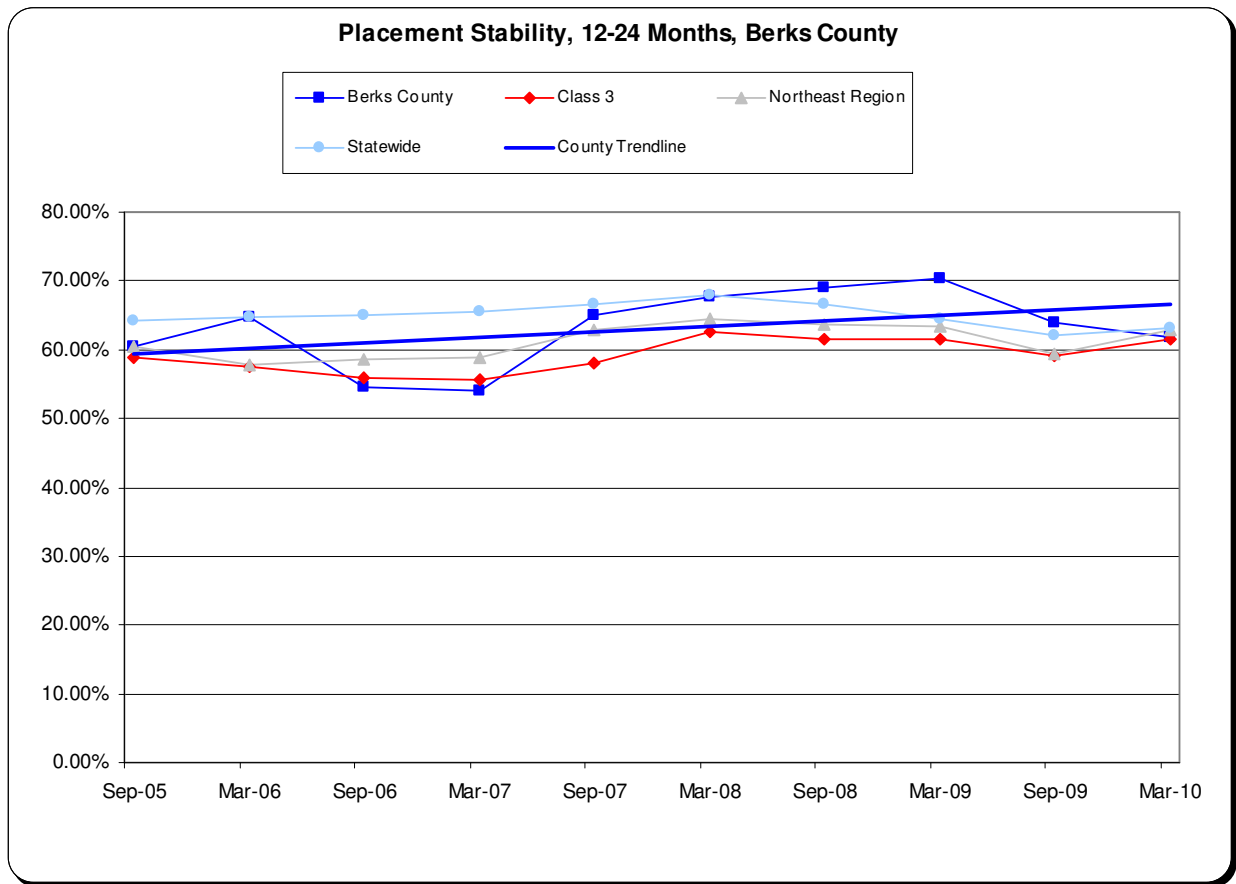
- ❑ When compared to class and state performance on each of the measures, at what point does placement stability tend to break down– the first, second, or third year? What is the county doing differently than the class, region, or rest of the state?

During the second and third year of placement our stability numbers and those of other counties, region and state begin to decline. (Although our 24+ stability percentages are elevated in comparison)

- ❑ 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?

Infants and young children are placed either with kin or into AOFC homes that are legal risk placements. This generally allows for permanency through adoption should reunification efforts fail. In January 2010 we began a PASS (Placement Assessment) meeting process. Numerous issues are reviewed, including the appropriateness of the placement. This meeting occurs within the first 30-60 days of placement. At this time we are reviewing all children 12 and older and children 13 and older when identified by the supervisor. At the initial removal hearings, BCCYS and the Courts have developed a protocol for clearly establishing written visitation plans providing for safe, continuing contact with child and family.

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



Berks

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

While there have been highs and lows the range remains stable, particularly within the past year.

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

We are performing similarly to other counties and the state in this measure.

- ❑ 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?

Increased utilization of kinship and other AOFC options assist in achieving greater stability. PASS meetings help us to identify high legal risk cases and ensure children are placed with appropriate families or plans are developed to locate legal risk placements as quickly as possible.

- ❑ 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?

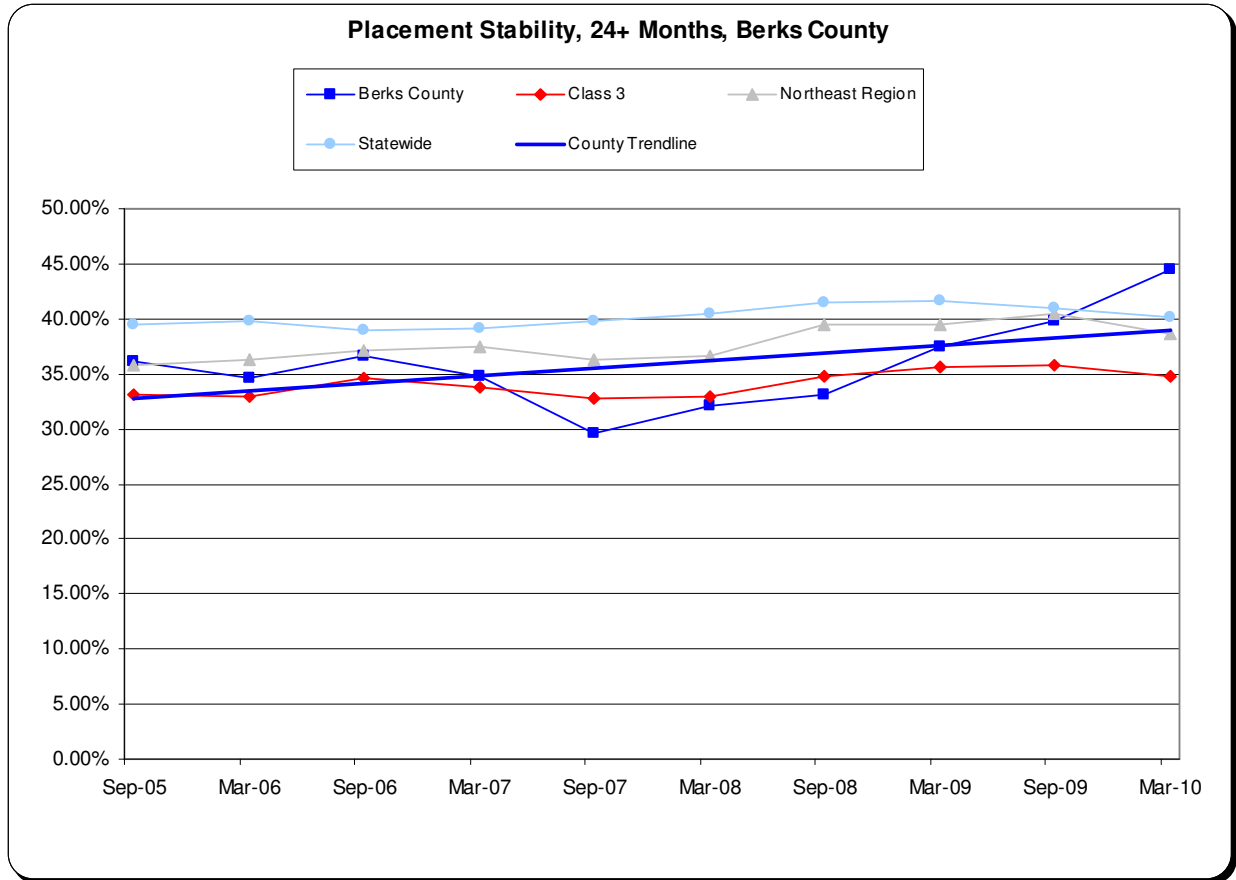
There is a 30 % difference in stability ratings between the first and second year for Berks and a 24% difference among the other counties. The difference (17%) is less significant between the 2nd and 3rd year.

- ❑ 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?

Every effort is made to place children in the most stable placement at the time of placement. Our petition review process (a solicitor and two administrators) review the issue at the time permission to file a dependency petition is granted. Adolescents with behavioral concerns are the most challenging population to ensure stability. We do utilize shelter placement, where we can obtain psychological evaluations to assist in determining the next placement option is the most appropriate placement option.

Berks

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



- ❑ Is the county's performance in each measure improving or declining over time? Please describe briefly any significant trends in the data. What policies or practices explain the trends?
There is improvement noted in the last year (3/09-3/10)
- ❑ How does the county's data compare to other counties of the same size? To the statewide data?
Our stability rating for children in care 24+ months is better than other counties and the state but only in this most recent timeframe. In previous time frames our stability ratings were equivalent.
- ❑ 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 ongoing work to prevent placement is likely a contributing factor to increased stability. Prior to placement, we are focused on ensuring that every reasonable effort is made. This often results in more timely permanency planning once placement occurs. There is greater urgency to identify a legal risk resource in these cases. Increased utilization of kin placement helps with both short and long term placement stability. Also, one must wonder if the significant reduction of children entering out of home care, within our county but also statewide, has a greater impact on the provider's community's willingness to maintain children in their placement setting.

Berks

- ❑ 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 most significant time frame occurs between the 1st and second year. It would be helpful to understand how other counties within the state achieve improved stability scores for this measure. It is unknown how their placement populations differ from ours.

- ❑ 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?

Youngest children are the most likely to be adopted by the first placement/resource family. There are many resource families (legal risk) interested in building a family through adoption and often present for children ages 0-1. Ongoing efforts to refine our practice and procedures for utilizing kin and approving/licensing families continue to be made.

➤ 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).

Berks County CYD has worked to develop a multitude of programs aimed to prevent out-of-home placements.

BCCYS continues to work with Justice Works Youth Care. Initially, Justice Works provided several levels of intensive service delivery. Over time, it was determined that a change to the structure of their program was needed in Berks county so they now provide one intensive level of service as well as a casework counseling service for less demanding cases.

In addition to Justice Works, BCCYS has developed intensive service programs with two other provider agencies. Both Youth Advocate Program (YAP) and Open Door have created programs designed to provide intensive "front end" services aimed at both reducing the number of intake cases requiring ongoing services and to prevent out of home placements. These services began to be utilized in July 2010. These 3 programs provide rapid response times as well as 24/7 availability of staff to families. These services are designed to be short term and to resolve the immediate problems facing a family which may lead to removal of children from the home. Signature family services also provides an intensive service however, they do not offer the same 24/7 availability. At times, these services are used in conjunction with safety conferencing and FGDM where appropriate.

BCCYS and JPO continue to utilize Multisystemic Therapy (MST) to prevent out-of-home placements. This program is often used when others have failed to address the delinquent types of behaviors that children exhibit. We have also started using the program as a step down from placement when reunifying children with their family. Family Group Decision Making (FGDM) has been implemented since December 2007. FGDM has been used both to prevent children's removal from their homes as well as reunify children in foster care with their biological parents or relatives/caretakers. With the implementation and increased use of Family Finding, FGDM is seen as a strong factor in the prevention of placements. Although FF is only required for children entering out of home care, our staff is becoming more aware of and better trained in engaging families to gather information on extended family resources. With the agreement of parents and prior to placement, we utilize accurint to assist in locating extended family. These efforts serve to build family networks, provide opportunities for FGDM and prevent placement. Accurint searches and FF efforts are utilized for all children entering care as required by Fostering Connections.

Berks

Recently, CYS began to contract with the Olivet's Boys and Girls club DREAM program. This program has been used by JPO and will now be used primarily to address truancy issues with CYS cases. The program provides door to door transportation for children and meals. The program provides mentoring to children focusing on job skills, positive activities and community service. They run two programs during the day to accommodate day school and alternative school schedules.

BCCYS also utilizes an internal policy to review all cases in which placement is being considered. This review team consists of two administrators, an agency solicitor, and the ongoing caseworker and supervisor. Information regarding the case is presented by the worker focusing on safety assessment domains and a decision is made regarding whether or not removal is warranted at that time.

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.

Berks County engages families in multiple ways. All families are invited to participate in the development of the Family Service Plan and/or Child Permanency Plans at regular intervals. This is done either during home visits, Court, or as need arises, with correspondence. All children ages 14 and older are invited to participate. Engaging children as young as age 10 (best practice) in these plans is stressed within the Agency during Quality Service Reviews. QSR also monitors the Agency's overall performance of engaging families around their service plans. The QSR process now also includes a family component so that their feedback is included in the review.

Family Group Decision Making remains a strong modality for family engagement. Families are encouraged to participate in this process as a way to resolve their own problems on their own terms while maintaining the safety of their child(ren). Referrals to FGDM continue to be made from all departments in order to prevent placement, shorten length of service, and to reunify children with their families. Families have engaged quickly during FGDM by feeling more invested in the outcome and by feeling a sense of control over their own situations.

Plans developed from FGDM are also incorporated into the family plan and further education on this process continues within the Agency.

Family finding will also be utilized as a method of engaging extended family members. Shared Case Responsibility is also seen as a way to engage families in the planning process for their multisystem involved children. Joint home visitation between JPO and CYS is planned to assure that information is provided accurately and clearly too all parties and to allow family members to express their concerns and needs regarding both systems.

The agency also engages parents/ children to identify extended family and friends when the child is in danger of or is being removed from the home. Often an informal agreement is reached where the child may stay with the kin while parents remedy problems. If adjudication may or is occurring, agency staff will refer the kin for foster care license approval. As part of placement planning, staff and family seek input from Agency Foster Care regarding the probability of a kinship resource gaining full foster care license approval. Everyone who meets criteria as a kinship resource for a particular adjudicated child is considered a foster parent applicant and is offered engagement in the approval process.

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.

Berks

Youth over the age of 14 are involved in the development of all plans, including CPP's and FSP's. BCCYS caseworkers visit or call the child in the placement setting during plan development to gather information. Casework staff also includes children under the age of 14 when appropriate, contingent on the child's intellectual and emotional capabilities. Youth who are placed in out of home care are also included in the development of their Individual Service Plans at their placement agency.

Youth are routinely involved in case planning through placement setting visits. These visits occur either monthly or every six months, depending on the placement setting. Older youth are also encouraged to contact their county caseworkers via telephone at anytime that they have questions or concerns about their case plans.

All children are transported to court by their caregivers and are interviewed by the GAL prior to the court hearing. At the present time a Court/CYS sub-committee regarding Children in the Courtroom has been formed to discuss and implement practice strategies around this issues. Both Permanency Review hearing masters and one of the three Juvenile Court Judge require youth to enter the courtroom either prior to, during or following the hearing.

In an effort to comply with Fostering Connections to Success and Increasing Adoptions legislation, Berks has developed a structured interviewing form for workers to utilize when working with children. This form helps identify the child's important relationships and explore possible kinship relatives. The form is completed with all children who are able to share information regarding family and friends.

Berks continues to make ongoing efforts to empower older youth in preparing for their eventual discharge from CYS involvement. Encouraging youth to engage in case planning, decision making and court reviews is a primary strategy utilized by staff who work with our teens. Youth over the age of 16 complete a Personalized Transition Plan which is reviewed during "Futures Conferences". Youth are closely followed by a team of supportive adults, including county caseworker, GAL, Master, and any other individual identified as important by the youth.

5-4c. Transition Planning & Preparation

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

BCCYS provides Independent Living Services to assist youth with transition planning and preparation for adulthood. Aftercare is provided for any interested youth from the time of discharge, until age 21. Many youth remain in care beyond age 18 in an effort to complete their education or a course of treatment.

Berks utilizes the Daniel Memorial Needs Assessment in order to identified areas of need for youth prior to exiting CYS custody. Stipends are provided to youth when they successfully complete the DMNA as well as when they achieve certain case goals, such as high school graduation. Monthly workshops for the development of both hard and soft skills are conducted at the BCCYS office. Attendance at workshops continues to grow as we invite foster youth from other county agencies, who reside in Berks, to attend. We encourage all college or trade school eligible youth to attend post secondary education and support their endeavors financially by providing a monthly stipend. On occasion youth remain dependant while they are pursuing post secondary education.

We continue to value and ensure that youth receive SWAN services (Prep and Profile) as needed and have partnered with Diakon for CSR services (DiaKINnections) to ensure that efforts are made to identify life supports for youth aging out of care. Exit packets LIFE (Lots of Information for Emancipation) are provided to youth as they leave care. These packets contain vital information for youth, birth certificates, social security cards and community resource information.

Berks

There have been some changes in the process for Futures Conferences. These conferences now focus on youth in their senior year of college and are scheduled based on the need of each young adult.

Yearly team meetings with our CAASP coordinator, representatives from MH/MR and our base service unit, SAM occur to ensure a smooth transition plan for children identified with mental retardation. These youth generally remain with CYS until age 21 when responsibility shifts to MR Service.

The Court has been pro-active in arranging and managing the Futures Conferences. A Juvenile Court Master holds an informal conference with each dependent youth during their senior year of high school to work on plans for the child's future. A B.C.C.Y.S. caseworker participates in the conferences, providing invaluable information and advice. The child's G.A.L. attends the conference and collaborates as well. Around the time of the conference, an educational stipend agreement is often arranged between the Guardian Ad Litem, the child, and B.C.C.Y.S. as well.

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 youngest children entering foster care in Berks are placed in legal risk foster homes to ensure their stability while working towards reunification with birth parents. If reunification is unsuccessful, the child is already in an adoptive home requiring no additional moves. BCCYS has also utilized the LSI paralegal position offered by SWAN to enhance our concurrent planning initiatives. The paralegal is responsible for scheduling biweekly PASS (Post Placement Assessment Meetings), to review children age 12 and under entering foster care. PASS meetings occur within the first 60 days of the child's placement and address the concurrent planning philosophies for every child. Concurrent planning training occurred in November 2009, at BCCYS' staff meeting, which included the introduction of the full disclosure interview and the 3 stage model to reunification. A video called Multiple Transitions from the CWTP was also watched and discussed. The full disclosure interview is conducted with each new case as it enters the placement department.

Timely drug/alcohol and mental health evaluations, and earlier paternity determinations help birth parents in their reunification efforts. When parents can be engaged to participate in these services early in the placement process, timely permanency can be achieved.

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.

Berks County fringe benefits included pension expense, health, dental, vision, worker compensation and life insurance and unemployment costs net of employee contributions for health care. At year-end those benefits are recalculated based on actual numbers.

Fringe Benefit Components - 2010

	Dollars	PT Payroll Adjustment	Fringe Eligible Wages	Tax and Fringe %
Total Wages	\$ 96,974,693	\$ 6,367,900	\$ 90,606,793	
Payroll Tax Expense (FICA and Medicare tax)	\$7,418,564	NA	NA	7.65%
Fringe Benefit Components:				
Pension	\$12,702,223	\$ -	\$12,702,223	14.02%
Health Insurance (Health and Dental)	\$26,285,696	\$ -	\$26,285,696	
Less: Employee Contribution - Health	(\$1,992,341)		(\$1,992,341)	
Less: Retiree Health	(\$326,640)		(\$326,640)	
Less: Retiree Dental	(\$26,436)		(\$26,436)	
Less: Retiree Vision	(\$4,464)		(\$4,464)	
Less: Rx Rebates and Stop Loss Reimbursements	(\$400,000)		(\$400,000)	
Health Insurance (Health and Dental) - Net	\$23,535,815		\$23,535,815	25.98%
Vision Insurance	\$109,694	\$ -	\$109,694	0.12%
ST & LT Disability	\$950,000	\$ -	\$950,000	1.05%
Life Insurance	\$123,000	\$ -	\$123,000	0.14%
Unemployment Benefits(EAP)	\$462,672	\$ -	\$462,672	0.51%
Total Fringe Benefits - Net	\$37,883,404	\$ -	\$37,883,404	41.81%
Combined Rate without Worker Comp-for use by Prison, Berks Heim, and Detention Center				49.46%
Worker Comp Adjustment				0.50%
Combined Rate with Worker Comp for use by all other County departments				49.97%

6-1d. Organizational Changes

- Note any changes to the county's organizational chart. There have been no changes to the county's organizational chart from last submission.

6-1e. Staff Evaluations

- Describe the method for evaluating staff effectiveness.

Berks

Currently BCCYS utilizes several methods for assuring effectiveness of staff in delivering required services. These include annual performance evaluations created by Berks County Human Resources Dept, Quality Service Reviews, and DPW Licensing and Inspection.

Management is required to complete annual performance evaluations for all employees. These evaluations cover topics such as job knowledge/skills, work results, and initiative/problem solving. These evaluations assist management in reviewing an employee's effectiveness at service delivery as well as assist in targeting needed areas for improvement.

Quality Service Reviews (QSR), conducted by the Quality Assurance staff, are completed regularly. These reviews examine service delivery based on best practice standards from the intake level through completion of services. Throughout this past year, QA staff has added family and provider agency interviews to the QSR process. This is an additional means to gather feedback on Agency performance. The final piece of the review incorporates a meeting which is held with all applicable staff to review case specific QSR findings and to discuss improvements in casework service and any need for policy and/or procedure clarification.

As always, BCCYS uses findings from yearly licensing and inspection to assure quality service provision and regulatory compliance.

The Quality Assurance specialists review 2 CPS and 2 GPS files per month. A standardized review tool is utilized and the results are provided to the Director of the Intake/Managed Care/Quality Assurance Department.

In addition, the Agency has both a Recruitment and Retention (R&R) committee and Staff Training committee to address staff development issues. Both committees meet regularly to discuss issues pertaining to staff retention and training needs. The Staff Training committee provides monthly staff training meetings on a variety of topics. They also schedule "Mini Meetings" that typically consist of a community agency being allotted 45 minutes to one hour to present to any BCCYS staff that chooses to attend. These trainings are offered as a result of requests made by staff as an area that staff would like to know more about and the agency could be a resource to casework staff to assist them in meeting the needs of families. The R&R committee facilitates Agency functions to boost morale and to improve working conditions for Agency staff.

A Bachelor's level intern conducted a satisfaction survey of randomly selected families being serviced by the In-Home Department during this fiscal year. Although the intern only received 8 responses, the majority of the respondents were positive in their feedback.

6-1f. Contract Monitoring & Evaluation

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

All agency contracts are reviewed and processed by the Fiscal department to assure compliance with Federal, State, and local guidelines. In addition, all contracts are given final approval by the County Contract Coordinator that services are necessary and fees are reasonable.

Quality Assurance (QA) staff continue to hold both In-Home and Placement providers accountable to meet contract mandates. This is accomplished by requesting and obtaining feedback from staff regarding the agencies. QA has developed letters that casework staff can utilize in requesting reports from provider agencies. QA has also requested that when staff is addressing an issue with a provider that a copy of that correspondence be sent to the QA supervisor. This allows QA to maintain a QA file on each provider. QA is focused on trends and has found the tracking of issues to be helpful when working with providers. QA staff has also been asked to prepare letters to provider agencies, with the input of staff members, who would prefer to have a QA staff person address a systemic issue with a contracted provider. QA holds Best Practice trainings in which provider agencies are asked to attend and encourages the attendance of casework and supervisory/administrative staff. The trainings are

not limited to administrative staff. This allows BCCYS to officially notify provider agencies how they can address BCCYS' needs and contracted requirements.

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: Signature Family Services	PO Box 157 Blandon, PA 19510 (610) 944-7121	Jack Borden	480	\$818,502.00
2: Justice Works Youth Care	1500 Ardmore Blvd Suite 410 Pittsburgh, PA 15221 (412) 342-1068	Dan Heit	213	\$591,058.00

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

Provider Name	Provider Address & Phone	Provider Contact Name	# of Children Served FY 2009-10	Total \$ Amount of Services
1: Concern	1 W. Main Street Fleetwood, PA 19522 (610) 944-0445	MaryBeth Hughes	117	\$1,861,695.00

- 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: George Junior	233 George Jr. Road Box 1058 GroveCity, PA 16127 (724) 458-9330	Richard Losasso	32	\$582,550.00

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

Signature Family Services provides parenting education and casework services.

Signature also provides an intensive service designed to remediate crisis situations to prevent placement. They also provide supervised visitation for parents of children in out-of-home care. These services are provided in the natural parent's home as well as the office when required. As with all providers, outcomes include linkage to community based resources, resolution of situations resulting in child abuse/neglect (improved parenting, budgeting etc), more timely reunification and reduction in out-of-home placements. Performance is monitored by the Agency's Quality Assurance unit, the Director of In-home services, and by review of quarterly reports submitted.

Justice Works Youth Care provides intensive services to families referred. The provider provides an intensive level of service as well as routine casework services for cases requiring less intensive monitoring. The provider has 24/7 on call staff to respond to families as needed. Performance is monitored by the Agency's Quality Assurance unit, the Director of In-home services, and by review of quarterly reports submitted.

CONCERN-Professional Services for Children, Youth and Families remains the highest paid CB placement provider for Berks. At the present time CONCERN cares for 56 Berks youth, the smallest census since 2003. Next to the AOFC program, CONCERN remains the largest contracted placement provider. It's location in Berks affords us the opportunity to utilize many Berks County families, providing more accessible visitation opportunities and proximity to school of origin. CONCERN continues to submit bi-annual outcomes for children in care and is viewed as a high quality and high per diem service provider. Our 2009-10 FY expenditure for CONCERN was \$1,861,695. This represents care for 117 youth. During last FY CONCERN cared for 158 Berks youth.

Berks County's largest institutional placement services provider is **George Junior Republic**. In FY 09/10, 32 youth were served in this program. Youth reside in an open campus environment where they receive counseling and educational and vocational services tailored to their particular needs. There are 4 levels to the Motivational System. Level 1 consists of the youth learning the basic rules and guidelines of the program. Level 2 offers more responsibility and promotes independence. Level 3 raises the expectations of a youth's behavior and Level 4 promotes transition back into the community. Through supervision and support the program offers accountability and competency development to the youth through the services provided. As part of the program intensive individual and group counseling and psychiatric services are available if deemed medically necessary. Expected outcomes of the program are that 85% of the youth who complete the program are not re-adjudicated within 6 months of release and 85% are not re-placed in a residential facility within 1 year of release. Of the 15 youth who were released and have been home for a period of between 6-12 months, 94% have not been re-adjudicated and 94% have not had to be re-placed. The program has been successful in not only outcomes achieved but has also enabled youth to get their high school diplomas and some even go onto higher education. Monitoring is conducted by the probation office through monthly visits with the youth in the placement setting, regularly scheduled Review Hearings, and feedback from parents of youth in the program. The probation office also assists George Junior with outcomes collection through their Outcomes Recidivism Survey, which tracks the youth following release.

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

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and must identify measures the county will utilize to prevent the underperformance in both FY 2010-11 as well as FY 2011-12.

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

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

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

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

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

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

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

Please indicate which type of request this is:

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

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

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$314,253.00	0	\$314,253.00
FY 2011-12			\$455,590.00

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

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FY 2010-11? Describe, briefly that rationale for the approved change and do not respond to the next question. If NO, please respond to the following question.

Response:

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

Response:

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

	0607	0708	0809	0910	1011	1112
Target Population		Ages 10-17	Ages 10-17	Ages 10-17	Ages 10-17	Ages 10-17
# of Referrals		26	82	73	80	80
# Successfully completing program		18	35	63	68	68
Cost per year		\$48,306.00	\$289,013.16	\$355,655.59	\$447,830.00	\$455,590.00
Per Diem Cost/Program funded amount		\$53.82	\$53.82	\$56.57	\$57.71	\$58.71
# of MA referrals		16	26	24	30	33
# of Non MA referrals		10	56	49	50	47
Name of provider		Community Solutions	Community Solutions	Community Solutions	Community Solutions	Community Solutions

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: The program continues to improve its outcomes in Berks. For FY 09/10, 80.4% completed treatment; 92.2% had no new arrest; and 87.3% were not placed. Challenges and impact on service delivery are in the area of staffing and MA enrollment. There continues to be a lack of qualified and interested bilingual candidates applying as therapists. Our MST clients are over 50% Latino and we feel it’s important to have the staff be not only bi-lingual but reflect the culture of the clientele also. Our current therapists are often running full and recently we’ve developed a waiting list. Many of our clients are also either not MA eligible or if they seem to meet eligibility criteria, they are not enrolled in medical assistance. The majority of our referrals, unless coming out of placement as a step-down, or from Youth Center, where they can receive an evaluation, are County paid until we can acquire the evaluation, enroll them in medical assistance, have the IPST meeting, and receive approval from CCBH. The majority of CYS clients are county funded initially. We changed psychologists midway through 09/10 because of timeliness and quality of the evaluations we were receiving. We have seen better results with our new psychologist so hopefully our “flip time” will decrease. If this trend continues throughout the year, the impact on service delivery in FY 2011-12 will be MST use at its current rate. We have exceeded our Evidence-Based MST allocation the last two fiscal years and even with a slight increase for 10/11 we should also exceed that amount.

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

Response: MST started in Berks in August of 2007. The initial barrier was that it was a new program with a therapist that was new to delivering MST to a very challenging clientele. Staff turnover, and referrals to the program which were a last resort prior to residential placement, led to poor outcomes. In 07/08 and the first part of 08/09 we continued to have growing pains due to inadequate staffing. However, midway through 08/09, CSI, our provider, stabilized staff and as a result our outcomes began to improve. Our current outcomes for youth with no new arrest, completing treatment, and no new arrest, all exceed the MST National Average so it appears we are on the right track.

- ❑ 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: For every fiscal year allocated a Special Grant we exceeded the Grant allocation. We have made it a point to meet with CSI and CCBH quarterly to go over expenditures and institutionalize a more consistent process to ensure MA approval. Two things came out through the meetings. We needed to find a new psychologist and there needed to be more consistency in the approval process for packets submitted. These issues have both been worked out and the process for evaluation and for packet approval has improved greatly.

- ❑ 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: Berks County has overspent its grant allocation each year. Referrals are plenty in our County.

Complete the following for each applicable year.

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

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

Response: The target population for a referral to MST is a juvenile currently involved with either JPO or CYS between the ages of 10-17. The majority of Berks referrals have been JPO involved, experiencing anti-social behaviors, and conflict in the home. Along with the juveniles behaviors we look at parents who are in need of, or desire to, improve their parenting skills, discipline techniques, and coping skills. All referrals for MST must receive supervisory approval and must present the concerns cited above. MST in Berks is county-wide.

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

Response: same as above

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

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

Response: In last years budget we listed outcomes for juveniles receiving MST to be 80% would remain in their homes and not require a residential placement, 80% would not be re-

Berks

adjudicated delinquent for a new criminal offense and 80% would either be enrolled in school or working at discharge. **We exceeded those outcomes in every area. 87.3% remained in their homes, 92.2% had no new arrest, and 76.5% were either in school or working at case closure.** For FY 2010/11 our outcomes expectations remain at the 80% threshold. Outcomes are measured quarterly. Informal monthly meetings are held between the provider and the county. More formal meetings are held quarterly with county representatives, the provider and the MCO to go over data, outcomes and expenditures. These meetings began in 09/10 and have shown to be productive.

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

Response: same as above

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

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

Response: Appropriate cases for MST are identified in a variety of ways. The majority of cases are considered for referral from observation during case supervision. If there is parent/child conflict, if a parent is in need of developing better parenting skills or if a juvenile is having difficulties following the rules of the home a referral to MST will be considered. Cases are also considered following an evaluation performed prior to a youth leaving placement. Supervisory approval must be given prior to referral. Our experience with CSI has been positive. We meet informally quarterly to go over specific cases and more formally with CCBH to discuss program issues, billing, and MA approval. Our MA approval rate increased slightly this past fiscal year. We had issues relating to quality and timeliness of evaluations which have recently been rectified by finding another evaluator.

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

Response: same as above

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

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

Response: The cost for MST is determined through the contracting process. CSI submits their expenses of which a majority is employee related as well as rent, office supplies, program supplies, training, and travel related expenses. We also check with neighboring counties to compare MST rates they pay. JPO and C&Y are invoiced separately. The bills are checked by a supervisor for accuracy and are then approved for payment. Quarterly meetings are also held with the County, provider and CCBH to discuss billing issues that may arise.

- **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.

Berks

Response: Berks is not asking for an increase or expansion of funds for FY 2011-12.

- 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: It is anticipated the cost savings will continue to occur. For the past few fiscal years our overall placement numbers have decreased. If a residential placement is needed the least restrictive will always be considered first. On the JPO side any expected cost savings would likely be in the detention and institutional areas. We've gotten away from referring the "last resort" client due to lack of success with this type of referral. We've become more proactive and now refer families to MST before things become total chaos in the home. If MST prevents 10 residential placements per year the cost would be close to \$300,000 per year.

- 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 initiation of the quarterly meetings between the County and the MCO has improved the rate of MA approvals for the county. Our provider was finding a disproportionate rate of MA approval from county to county, using the same MCO, so we opened the lines of communication and developed a more consistent packet preparation process to improve the rate of approval. No further technical assistance needed at this time.

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

Response: not applicable

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

- Please indicate which type of request this is:

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

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

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$317,462	n/a	\$317,462
FY 2011-12			\$317,462

- 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

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FY 2010-11? Describe, briefly that rationale for the approved change and do not respond to the next question. If NO, please respond to the following question.

Response:

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

Response:

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

	0607	0708	0809	0910	1011	1112
Target Population						
# of Referrals			123	108	200	275
# Successfully completing program			61	68	100	140
Cost per year			\$250,110.00	\$245,284.00	\$317,462.00	\$317,462.00
Per Diem Cost/Program funded amount						
# of MA referrals			0	0	0	0
# of Non MA referrals			123	108	200	275
Name of provider			Agency Staff	Agency Staff	Agency Staff	Agency Staff

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

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

Response: Family Group Decision Making began implementation within Berks County Children and Youth Services in December 2007. We officially began accepting referrals for conferencing in January 2008. Since January 2008, Berks County Children and Youth Services has received a total of 277 referrals.

During the 2009/10 fiscal year, Berks County Children and Youth Services has received 108 referrals and completed 68 conferences. 47 families have had their referrals withdrawn, the majority of which were due to their lack of participation in the process (including not returning calls or meeting with assigned coordinators). The number of withdrawals decreased and the number of conferences successfully held increased, possibly as a result of educating staff about the practice and coordinators meeting with families to discuss the practice before a referral was made.

FGDM Conferences continue to generate promising outcomes. During the 2009/10 fiscal year, 20 conferences have resulted in case closure with Berks County Children and Youth Services. 22 children have returned home as a result of a conference. 12 children have also had their dependency status terminated as a result of a conference. Efforts are currently being made to capture how many children did not require placement to assure their safety as a result of a conference.

Berks

Currently, we have a team of 3 full time coordinators and 1 full time supervisor that not only coordinate referrals, facilitate and co-facilitate conferences, but also engage caseworkers in making referrals and speak with families about the practice. In addition, the team monitors outcomes and provides this data to the state, develops community resources to utilize during FGDM Conferences (such as site locations), and is available for speaking engagements to further educate the community on Family Group Decision Making.

- 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: 2008/09- increasing staff to a complement of 3 full time coordinators; 2009/10- maintaining a complement of 3 full time coordinators was a challenge with several staff changes. This affected the timeliness of conferences from initial referral to actual conference. In addition, the facilitator team decreased, thus increasing the need to rely on coordinator staff to cover each conference; 2010/11- Another tenured staff is scheduled to leave, leaving 3 new workers and 1 tenured individual to coordinate conferences.

- 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: Although maintaining a complement of 3 full time coordinators proved challenging during the 2009/10 fiscal year, Berks was successful in utilizing the entire grant.

- 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: Our target population consists of any active case within Berks County Children and Youth Services and Berks County Juvenile Probation. JPO has expressed an interest in utilizing Family Group Decision Making as a means to develop reunification plans for approximately 35 youth who will be exiting residential care during the next fiscal year.

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

Response: same as above

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

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

Response: Our anticipated outcomes continue to include fewer families accepted for in home services, shorter lengths of services for those accepted, fewer cases advanced to Juvenile Court, fewer placements and fewer re-entries. In 09/10, 149 children were serviced by FGDM.

Berks

It is anticipated that we will serve 200 children for 10/11. It is anticipated that outcomes may not be quite as positive given that only one tenured staff will remain in 10/11. It is hoped that with diligent training of the new hires, that outcomes will remain stable and not decrease.

Data will be collected on a quarterly basis, including: cases closed, children returned home, children placed into BCCYS custody, children residing with informal kin, children in family custody, children declared dependent and children with dependency status terminated. Efforts are currently being made to capture how many children did not require placement to assure their safety as a result of a conference.

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

Response: same as above

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

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

Response: Berks County Children and Youth Services will continue to operate Family Group Decision Making in house, rather than contracting the practice to a provider agency. Currently, the FGDM team consists of 3 full time coordinators and 1 FGDM Supervisor.

Referrals are made by BCCYS Caseworkers and Juvenile Probation Officers. There are several mechanisms for generating referrals at BCCYS; these include but are not limited to: petition reviews, in home reviews, and PASS meetings.

Currently, BCCYS Caseworkers and Juvenile Probation Officers complete a four page referral, gaining parental signatures. This referral is then forwarded to and reviewed by the FGDM Supervisor and assigned to an in house coordinator. Coordinators are also available to accompany BCCYS Caseworkers on home visits to explain the FGDM practice to families. Coordinators are responsible for meeting with all parties to discuss the FGDM practice, schedule and host the pre-conference, arrange for a site location and food, babysitting, translation and transportation assistance. Coordinators are also responsible for setting up the conference room and assuring all last minute details are in order. In addition, the Coordinators gather outcome data and reports are sent every 6 months to the State.

The Co-facilitator is charged with the responsibility of typing the Family Plan and forwarding the plan to the assigned coordinator. The Coordinator then obtains agency signatures and mails copies of the plan to the identified family members/parties involved. The Coordinator convenes a 72 hr. after the Family Conference Debriefing Meeting with agency staff to discuss how to incorporate the Family Plan into the Family Service Plan and to discuss strengths/concerns/challenges of the process.

The Internal FGDM Implementation Team (comprised of 10 caseworkers and supervisors, most of whom are MSWs) are available to assist in facilitating/co-facilitating conferences, when the assigned coordinator is not available. The FGDM Implementation Team continues to change/expand each year, as more MSW Candidates look to intern in FGDM. Currently, 2 MSW Candidates are set to intern for the 2010/11 school year.

Berks

MA is not available in Berks County for Family Group Decision Making.

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

Response: same as above

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

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

Response: The costs invoiced to the grant consist of salary and benefits of the FGDM unit, consisting of 1 supervisor and 4 caseworkers, hourly costs of facilitators not in that unit and expenses incurred by the agency for conferencing including rental space, food, supplies, travel and training expenses. At this writing our FGDM costs per conference are within the newly promulgated reimbursement rates established by OCYF.

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: n/a

- 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 cost savings have already been realized.

- 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: There are no identified technical assistance needs at this time.

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

Response:

6-3b. Pennsylvania Promising Practices

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

PaPP Dependent

Program Name: Justice Works Youth Care

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

*For 2009/2010 and 2010/2011 the information below is concerning Justice Works Intensive service delivery. Since there is a 2 year limit for promising practices, our 2011/2012 request is for truancy intervention.

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

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$931,279.00		\$931,279.00
FY 2011-12			\$450,000.00 for Truancy program

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

Response:

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

Response:

- Complete the following table for each applicable year.

	0607	0708	0809	0910	1011	1112
Target Population				Any family involved with CYS	Any family involved with CYS	middle school to age 16

Berks

# of Referrals				489	410	100
# Successfully completing program					95%	50%
Cost per year				\$952,925.00	\$931,279.00	\$450,000.00
Per Diem Cost/Program funded amount				\$65/day	\$63/hr	Undetermined as of submission
# of MA referrals				0	0	0
# of Non MA referrals				380		
Name of provider				Justice Works Youth Care	Justice Works Youth Care	Community Provider to be determined

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: In March of 2010, BCCYS conducted an internal reviews of cases serviced by Justice Works at the intake level. A random sample review of 22 cases serviced by this provider was conducted. Of the 22 cases, 11 were closed at intake, 9 required ongoing services, and 2 were closed but reopened for investigation at the time of review. On average, cases were served for 81 days. The total cost for the 22 cases reviewed was \$58,633.00, far more than that of other providers who provided similar services. Based on the actual work done with families, the average per diem cost should have been \$31/day, far less than the \$65 contractual rate. The program remains successful in preventing out of home placements and as noted, reducing the number of cases that require ongoing services. For FY 09/10 a total of 489 referrals were made. Of those placement was avoided in 432 (88%).

- 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: Since inception of the service, the ongoing concerns regarding the actual effectiveness of Justice Works services versus those of similar providers led to the agency changing the rate structure to hourly for FY 10/11. It is believed that by having more control over the actual time authorized, more precise, controlled, and cost effective service delivery will be realized.

- 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: Berks County successfully utilized all Promising Practice Grant monies for FY09/10 and anticipate utilizing the full grant for FY10/11. The use of intensive services with the new modification to hourly rates are anticipated to increase referrals to these services as workers remain invested in providing intensive services to families to remediate issues quickly.

- 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: Justice Works STOPP and Just Care Services are provided to families accepted for investigation, ongoing services or as reunification efforts for children in placement. These families are located through Berks County and all school districts. The children are between the ages of 0-18 predominantly. The services are authorized for families in crisis or requiring stabilization to prevent out of home placement.

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 new truancy intervention program will be aimed at children middle school age to age 16. Research has shown that earlier intervention regarding truancy leads to the most effective, long term outcomes. Children will be from any school district in Berks County.

- 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: For CYF, use of this service should continue to decrease the number of cases made active for ongoing services and will shorten the length of ongoing service. Families will be linked to more community based services. School attendance will improve. Prevention of reabuse/neglect is also expected. The number of out-of-home placements should also decrease as a result of this service. Justice works, along with all in-home providers, will begin reporting on standardized outcomes pulled from the QSR as a way to measure effectiveness in service delivery among all providers. Prevention of placement during service delivery, length of service provision, and the issues remaining unresolved at the time of service completion are a few measures that will be reported.

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: It is anticipated that by working intensively with younger children exhibiting truant behaviors, the long term effects of truanting will be decreased. After implementation, it will be necessary to track truancy statistics in Berks County to see if an overall decrease in truancy at the high school level is realized. Outcomes and measurements will be designed by the agency in conjunction with the chosen service provider.

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

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

Response: Referrals are made to Justice Works by the caseworker with supervisory approval. Authorization for payment accompanies the referral. Services begin within 1 hour of referral regardless of the time of day/night. There is on-call service available to handle crisis situations.

Berks

Reports are provided to ongoing caseworkers at regular intervals as agreed upon by the provider and Agency contract. The service is terminated either upon successful completion of the goals, non-compliance by the family, or agreement of the provider and Agency.

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

Response: A request for proposal will be presented to obtain an agency willing to provide intensive truancy intervention. Referrals will be made by the truancy supervisor as deemed appropriate to that agency and the service delivery will be monitored by the supervisor of the truancy unit.

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

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

Response: Costs of services is based on an hourly rate of \$63 per our FY10/11 contract with the Service Provider. The Service Provider bills the county on a monthly basis with the start and end date of the service being authorized by county personnel.

- ❑ **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: Currently we are not paying for truancy intervention. A request for proposal will be presented in the next few months. This new program is necessary due to the increasing truancy referrals in Berks County.

- ❑ **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: For this FY there will not be any cost savings due to the fact that we did not service this population as intensively. With the development of this program dealing with younger age children, it is anticipated that in later years truancy rates will decrease.

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

FY 2010-11 (for counties with approved allocations)

Response: None required

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

Response:

PaPP Delinquent

Program Name:	Children's Home of Reading Evening Reporting Center
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Request Type	Enter Y or N		
Renewal from 2009-10			
New implementation for 2010-11 (did not receive funds in 2009-10)			
Funded and delivered services in 2009-10 but not renewing in 2010-11			
Requesting funds for 2011-12 (new, continuing or expanding)	New	Continuing	Expanding
		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 PaPP funds. Counties may not transfer/shift from or to other SGI categories.)

Total Budget Amount	Original/Approved Allocation (Amt requested and approved)	Revision Amount Change + or -	Requested Amount (enter this amount in fiscal worksheets)
FY 2010-11	\$459,233.00	0	
FY 2011-12			\$459,233.00

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

Response: No request to transfer or shift funds during 2009/10.

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

Response: n/a

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

	0607	0708	0809	0910	1011	1112
Target Population			14-18	14-18	14-18	14-18
# of Referrals			28	80	100	100
# Successfully completing program			26	67	85	87
Cost per year			0	\$289,971.00	459,233.00	459,233.00
Per Diem Cost/Program funded amount			Grant funded	\$87.00	\$87.00	\$87.00
# of MA referrals			n/a	n/a	n/a	n/a
# of Non MA referrals			28	80	100	100
Name of provider			CHOR	CHOR	CHOR	CHOR

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: The implementation of the Evening Reporting Center, as an alternative to secure detention, has had a measurable effect on our average daily population and total days of care in detention, our percent of juveniles placed for violations of probation, and our overall number of youth placed in residential care. Started in December 2008 with a grant from the MacArthur Foundation, this program has helped lower our ADP in detention from 50 youth in FY 07/08 to 23 through March of 2010, our percent of youth placed for probation violations from 38% in 2007 to 26% in 2009, and our total number of juveniles committed to residential placement from 323 in FY 07/08 to 238 in FY 09/10. This program was recently named PA Juvenile Court Judges' Commission Community Based Program of the Year for 2009. ERC's either have, or are scheduled to, open in Dauphin, Lehigh/Northampton, Bucks, Lancaster, and Chester counties. We have hosted visitors from not only other PA jurisdictions, but from other states, and have presented at National Juvenile Justice Conferences on the program. This program has proven to be a model with very positive outcomes thus far. For FY 10/11 we look to enhance the program by creating an alternative to placement option. This option will be longer in duration than the existing ERC and will provide the youth with more evidence based programming to address their complex and identified needs. We will also look to have a seamless transition to in-home casework services for families in need of continued support. A timeline for these additions has not been finalized due to NBPB budget re-allocations.

- ❑ 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: This project was fortunate to have a six month start prior to using NBPB funds for the program. It was grant funded through MacArthur with a lot of research and thought behind implementation. The only barriers I see in the current fiscal year are combating mission drift and maintaining the success of the program thus far. Staffing has also become an issue with the resignation of the Program Supervisor and the lack of quality candidate to fill the position. Scheduled enhancement of the program by adding an alternative to placement and a casework services component are also up in the air due to a re-allocation of previously identified dollars to the program.

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

Response: In FY 2009/2010 the County spent \$289,971 on the program which exceeded the PaPP Grant awarded. The successful outcomes of the program contributed to us exceeding our PaPP allocation and led us to seek expansion into an alternative to residential placement program and adding casework services.

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

Response: n/a

Complete the following for each applicable year.

Berks

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

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

Response: The target population for the Evening Reporting Center is a juvenile between the ages of 14-18 under supervision of the Juvenile Probation Office. The juvenile may currently be in secure detention, or be someone whom secure detention is being considered. A juvenile is deemed appropriate for an ERC referral when they score in either the “detention alternative” or “secure detention” range in our Detention Assessment Instrument. All juveniles who enter the ERC are Court Ordered. The majority of juveniles have been either charged with, or found to have committed, felony offenses. After a case file study of addresses of juvenile offenders, it was identified that the location of the ERC would be in the City of Reading but it would also serve juveniles residing in outlying suburban areas as well.

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

Response: same as above

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

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

Response: Since this program is an alternative to secure detention our two primary outcomes are that juveniles will not commit a new offense while in the program and they will appear for their scheduled Court Hearing. Last year we identified our goals as 90% no new offense and 95% appear for Court. In FY 09/10 we exceeded our goals. 100% of juveniles appeared for their Court Hearings and 97.5% did not commit a new offense while in the program. Our service outcomes remain the same; 95% appear for scheduled Court Hearings and 90% do not commit a new offense while in the program. We feel this program has enabled us to allow juveniles to continue to reside in their homes under intensive supervision with no decrease in public safety. Secondary outcomes are lessening our average daily detention population, days of out of home care, and number of juveniles sent to residential placement. Outcomes are tracked by both the provider and the probation office. We meet monthly regarding program effectiveness and probation officers who have a juvenile ordered into the program are required to visit the juvenile two times per week at the Center. In addition to data collected by CHOR and the probation office, our MacArthur DMC site coordinator also collects Burns Level 1 data which gets reported to the Foundation.

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

Response: same as above

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

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

Berks

Response: This program has been in operation since December 2008. Juveniles are identified at a Court Hearing or through the use of a detention assessment instrument. Once they are Court Ordered into the program the probation officer arranges an intake which they attend with the juvenile and a parent. Juveniles in the program still attend their home school in the daytime and are transported to the ERC from an agreed upon pickup point after school. Probation officers are required to visit the juvenile twice a week at the Center. ERC staff have weekly contact with the juvenile's parent, and juveniles are in the program for 30 programming days. While there they participate in a strengths and needs assessment, life skills groups and many other competency development activities which are aimed at strengthening their ties to the community. The Berks County Juvenile Probation Office has a longstanding relationship with CHOR. The ERC is operated using the Sanctuary Model and thus far the results have been positive.

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

Response: same as above

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

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

Response: The implementation year budget is based on the following expenses necessary to operate the Evening Reporting Center: Payroll and Benefits; General Expenses; Occupancy Costs; Direct Cost of Residents; and Administration. Employee expenses make up a large portion of the budget. Currently there is 4 fulltime staff (1 Program Supervisor, 1 Interventionist, 2 Life Skills Workers) as well as a part time food service worker. General expenses include office supplies, computers, copying, postage, mileage, and training expenses. Occupancy costs include paying for program space, and utilities. Direct cost of residents includes transportation (van rental, gas, insurance), food costs, and activities expenses. Administration costs are things such as accounting, human resources, clerical services and organizational administration. The program is based on a per diem rate developed with the provider estimating the daily census and total cost of the program. The juvenile probation office is invoiced monthly. The fiscal unit reviews the bill and it is also checked for accuracy by the Deputy Chief and then approved for payment.

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: FY11/12 funding request amount is through needs based budget since 2 year limit of PaPP has been reached.

- ❑ **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: Any potential cost savings will be initially achieved in detention costs. We have already, in the past 2 fiscal years, seen a decrease in not only detention expenditures but in Institutional placements as well. We anticipate our detention costs and institutional spending to remain flat and will continue to utilize Community Based residential services if appropriate and

Berks

available to juveniles in need of residential treatment. Community residential placement will be considered first for juveniles in need of residential care.

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

FY 2010-11 (for counties with approved allocations)

Response: We are currently not in need of any technical assistance necessary to provide the service. We still have affiliation with the MacArthur Foundation and have a system of data collection established with goals measured quarterly.

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

Response: n/a

6-3e. Independent Living Service Grant

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

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

- In the following forms, complete the form **for services marked with an “X” in the above table only**. Provide the requested information pertaining to each specific IL service to be provided by the CCYA. Enter all county IL services information in this template. In each service area table, list the estimated requested grant amount to be used for IL services. Include the following in the estimate: staff costs to perform these services, the cost of

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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 *	\$338,720.00
FY 2011-12 Budget Request *	\$499,135.00

* 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?

FY 2006-07, 2007-08, 2008-09, 2009-2010, BCCYS IL Program over spent funding through its IL services. The reason for the over spending of the total allocation was due to the various number of needs assessment and case planning services offered to eligible youth through Berks County and those referred from other counties. Throughout those years, approximately 80 youth per year received direct IL services from the agency via two IL caseworkers (40 youth per worker). IL programming provided through the agency focused on youth with cognitive abilities and mental health stability for the intensive services. Other qualified youth under The Chafee Act were provided life skills training through their placement providers.

Through youth participation in monthly IL workshops, the decision to remain in care longer increased as youth became more informed about their rights and their relationships with the caseworkers became more familiar and collaborative, as well as agency training of court personnel regarding IL services. The agency has observed an increased number of youth remaining in out of home via extension of care requests or remaining dependent while pursuing post secondary educational opportunities and receiving a monthly subsidy approximating \$300/month per youth. Since BCCYS began providing the subsidy, the total number of youth receiving the financial support through rolling admission (all qualified youth receive the subsidy until the age of 21 and on a year round basis) at approximately 13 youth per year. The agency has also observed an increase in the number of youth who return to the agency for aftercare services (approximately 6 youth per year), as well as an increase in the number of referrals from other counties (6 referrals for 2010) and states (2 referrals: NJ & CA) requesting aftercare services. The spending of grant funds during those years reflects the steady increase in service provisions for all eligible youth under The Chafee Act.

The agency still maintains two IL caseworkers who provide intensive IL service planning to youth, age 16 to 21, who do not have a permanent life connections and/or viable discharge plans. There is one IL caseworker who provides IL services to youth ages 14 and older as part of the Older Adolescent Initiative. All three IL caseworkers focus on life skills training, assessment, and permanency planning in casework services.

The IL caseworkers have not been able to maintain the same number of youth on their caseloads as in previous years due to the increasing time demand and casework services needed to implement new mandates such as safety assessments, family finding efforts/family group decision making conferences, and increased court involvement via Futures Conferences, status hearings, additional Permanency hearings requested by the court, and Dependency Reviews for youth who remain dependent after 18 years old while pursuing post secondary educational opportunities. All youth who are placed in out of home care through the agency; regardless of cognitive and emotional ability are provided IL services and access to IL stipends

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and subsidies, participation in IL workshops, assessment testing as part of the services from the agency and identified in their permanency plan.

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

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	\$211,000.00	100	21	30	151
Total	\$211,000.00	100	21	30	151

* 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.

All eligible youth for IL services are reviewed by IL program staff and supervisor via referral provided by acting caseworker. Referrals are reviewed and a determination is made by IL supervisor as to which youth will be interviewed by the IL caseworkers for the program. Youth who are without permanent connections and discharge plan are given priority assignment to one of two IL caseworkers based on IL caseworkers current caseload. If youth are not prioritized for assignment to an IL caseworker, youth are further assessed for transfer to adolescent placement unit based on need and caseworker caseloads or referred to second adolescent placement unit specializing in youth with MH/MR diagnoses. The agency caseworker is informed of pending transfer to one of two adolescent units and provided the IL packet to be given to the youth until re-assignment occurs; at next Permanency Review Hearing or when transitioning to a new caseworker would be the least disruptive to the youth.

BCCYS provides an IL packet to all qualified youth via their agency placement caseworker at the age of 16 and/or at the time of initial placement beginning at the age of 16. The IL packet provides youth with the Daniel Memorial Assessment Test, the Ansell-Casey questionnaire, the agency’s stipend policy, aftercare policy, room and board policy, schedule of monthly IL workshops, post secondary educational subsidy policy, and the extension of care policy.

Agency placement caseworkers are reminded on a monthly basis to ensure all qualified youth are entered into the PILOTS system (for eligibility to receive IL funds/services and for tracking purposes) and to provide the IL packet to youth. Once the assessments are completed and returned to the assigned IL caseworker, case plans are developed based on assessment and services are provided to youth based on areas of weakness.

All youth are offered monthly IL workshops hosted by the agency, as well as IL services provided to them through their placement agency and services in the community such as Career Link and Occupational Vocational Rehabilitation.

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

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The costs associated for Needs Assessment and Case Planning are relative to the services provided by three IL caseworkers based on the total number of youth in out of home care at the age of 14 to 21; 190 total with 151 youth age 16 and older.

B. Life Skills Training

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Life Skills Training	\$4,150.00	100	21	30	151
Total	\$4,150.00	100	21	30	151

* Enter unduplicated youth count only.

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

50%	50%
Individualized Svcs.	Group or Classroom Svcs.

- Describe how life skills training will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth. Youth are provided life skills training through monthly workshops held at the agency and through their placement provider. Training to youth is provided through groups and on a one on one basis, with each youth assessed for appropriateness for groups or for only one on one training. As a result of their DM assessments, Ansell-Casey questionnaires, and one on one interviews with IL caseworkers, adolescent placement caseworkers, and treatment/provider staff; case plans are devised and utilized in the provision of IL services.

The monthly IL workshops provided by the agency reflect areas of soft and hard skills outlined in the Chafee grant. Youth are also assessed in these skills sets at no less than six month intervals as documented in the youth’s Child Permanency Plan. Placement provider agencies that contract with the agency for services to adolescent youth are also required to provide weekly to bi-weekly life skills training to youth, documented in the youth’s Individual Service Plan (ISP).

Youth residing in resource homes and group homes also receive “hands on” training in the placement setting which is also documented in the youth’s ISP.

- Describe how the costs to provide the activities are determined. The costs associated with the provision of life skills training is for the purchase of food, drinks, and supplies for the workshops hosted by the agency. Approximately 20-25 youth participate in each workshop throughout the year. Currently, the agency spends \$100/workshop on supplies for 10 months, plus the ending workshop held in December. The December workshop requires additional supplies and provisions due to the increased number of youth who attend. Approximately \$200/December workshop; totaling \$1,200/year for workshop provisions alone.

The agency will be requesting additional funds for the Life Skills Training section of the grant to include an honorarium to agencies who present workshops. The agency with staff presenting

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a workshop will receive a \$50/workshop for presentations provided from February through October (9 months). There are no workshops offered during the month of November. Each workshop is divided into two 1 hour sessions with two private provider agency representatives offering a different topic for each hour. Group attendees are separated into two groups and assigned to one of the two sessions, each group will switch at the conclusion of one session. The honorarium disbursements would total \$950/year.

Additional resource material for workshops and updated assessment tools may be required such as videos, computer software, life skills training curriculum, etc. The current costs reviewed through the Daniel Memorial Institute catalog for life skills training materials that would enhance the IL program would be approximately \$2,000/year.

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	0	100	21	30	151
Drug Abuse Prevention	\$70.00	100	21	30	151
Alcohol/Tobacco Substances	0	100	21	30	151
Safe Sex/Pregnancy	0	100	21	30	151
Total	\$70.00	100	21	30	151

* Enter unduplicated youth count only.

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

50%	50%
Individualized Svcs.	Group or Classroom Svcs.

- Describe how prevention services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth.
Pregnancy Prevention/STD Education: Youth are referred to Planned Parenthood for family planning education and services, as well as STD education and testing. This service can be accessed by the youth by their request or at the recommendation of the agency. treatment team, and/or resource parent. There is not cost to the agency for this service. Youth also receive additional training regarding these issues via IL workshop, health curriculum at school, annual medical check ups, and casework services.
Alcohol/Substance Abuse Prevention: Youth are referred for prevention education through agency recommendations, court order, and at part of life skills training. Youth are afforded an IL workshop surrounding drug and alcohol education, in addition to the health curriculum at school, and through regular casework sessions with agency and provider caseworker. Youth who are identified as having used “recreationally” can also be referred to The Caron Foundation’s out-patient adolescent groups. Youth who are identified as “actively” using substances are referred for drug and alcohol evaluation through Treatment Access and Services Center (TASC)_which is funded by The Council on Chemical Abuse (COCA), in conjunction with a referral for random drug and alcohol screens. Youth referred

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for on-going drug screens who are not gainfully employed will have the opportunity to request financial assistance from the agency to cover the cost of the co-pay required by TASC for the screen. Youth eligibility for the agency assistance for payment of testing fee will be determined by the IL caseworker and supervisor on an individual basis (with priority financial assistance for youth court ordered to cooperate with random drug screens). Currently, there is a \$7 charge for each screen performed with approximately 10 youth requiring assistance in paying the testing fee; totaling \$70/year.

Smoking Avoidance/Cessation: Youth will be referred to The Caron Foundation and The Council on Chemical Abuse for assistance in smoking cessation and avoidance programs upon request of the youth, provider agency, caseworker, and/or resource parent. Youth also receive educational material through their health curriculum at school. There is no cost to the agency for youth participation in these programs.

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

*Youth who request or are identified as in need of additional educational programs such as diet/nutrition or healthy living, can receive those services through The Berks County Intermediate Unit and The Penn State-Berks Campus, free of charge. In addition to formal educational programming, youth are also presented with educational materials and discussions surrounding these topics at monthly IL workshops.

- Describe how the costs to provide the activities are determined.
Most of the programming available to youth for education and prevention services is at no cost to the agency. Services through Planned Parenthood, TASC, COCA, BCIU, and Penn State (4H program) are offered to the community and can be accessed by the agency for youth.

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	0	100	21	30	151
High School Support and Retention	0	100	21	30	151
GED	\$600.00	100	21	30	151
Assistance in Obtaining Higher Education	\$64,800.00	100	21	30	151
Education and Training Grant (ETG) Provision and Retention	0	100	21	30	151
Total	\$65,400.00	100	21	30	151

* Enter unduplicated youth count only.

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

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50%	50%
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.

Vocational: The IL workshops provide direct training to youth for interviewing skills and professional etiquette through role plays, resume writing, and mock applications. Youth who attend workshop for employment training receive a tutorial of *educationplanner.com* which provides vocational assessments, educational requirements, and compensation levels. The BCIU also provides a variety of vocational classes through the vo-tech programs: cosmetology, auto repair, health occupations, child care professional, carpentry, etc. These programs are offered to youth through their school district at no cost, except for required supplies. Youth can receive financial assistance in obtaining supplies, tools, and books through the agency. OVR offers vocational training and subsidized job placement for eligible youth at no cost to the agency. IL caseworkers and provider workers assess youth for OVR referral based on cognitive abilities and level of functioning. The Berks County office of Career Link offers programming specific to adolescents in the areas of job search, resume writing, vocational assessment, job placement and subsidized employment (The Arbor Program) at no cost to the agency. Career Link also offered GED preparation classes and testing to youth: fee for GED test will be provided by the agency. Youth are referred to Career Link through the agency, school guidance counselor, or self referral.

Career Link also acts as a referral source for interested youth for Job Corps and hosts monthly orientation sessions for the Job Corp program at their site and other locations throughout the county at no cost to the agency. IL caseworkers and/or provider workers attend the orientation session with interested youth to obtain information about programming and application process. Job Corp is a free program however, youth who are accepted to the program may require financial assistance for the purchase of required personal care items which will be provided by the agency.

High School Support and Retention: All youth receive educational support counseling through case planning with IL caseworker, provider worker, and school guidance counselor. Both IL caseworker and provider caseworker advocate for identified youth at risk of dropping out or lagging behind through the school district. IL caseworkers, GAL, and provider workers ensure appropriate academic placement of youth in the school setting with regard to Individual Educational and 502 plans. Casework planning with youth and their parents (if engaged), and provider worker to evaluate and determine educational options for youth regarding their academic progress and/or need for alternative educational programs such as cyber school, or GED programming. **GED;** eligible youth are informed of GED programs offered through Career Link and Reading Area Community College (RACC). Youth can receive financial assistance from the agency for the cost of the preparation classes and testing fee. Youth requesting to take the GED examination must inform the IL caseworker prior to enrollment to ensure youth's appropriateness for the program. Preparation class fees and testing fees can be provided for the youth by the agency upon request. Currently, GED programs cost \$60/youth and approximately 10 youth qualify for the program; totaling \$600/year.

Assistance in Obtaining Higher Education: Youth who indicate a desire to pursue education beyond high school will be assisted in the process of applying for SAT waivers, college applications and fee waivers, and tours of selected campuses by their IL caseworker, provider worker, and/or resource parents. Youth are offered an IL workshop, scheduled to occur every February, presented by PHEAA to learn the application process, scholarship information and applications, as well as admissions criteria for select universities, colleges, and trade schools. Youth are provided with SAT testing dates, Educational Training Grant applications, PHEAA applications, and Chafee Scholarship Grant packets at the beginning of their 11th grade school

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year. Youth entering the 12th grade also participate in Futures Conferences held at the agency to review their transition plan for employment, education, housing, and life connections. These conferences are held at the onset of the 12th grade and no less than 60 days prior to anticipated graduation from high school. Conferences can be scheduled more often throughout the 12th grade academic year based on individual youth needs. The Futures Conferences are attended by the youth, their identified supports, GAL, IL caseworker, and provider caseworker in the presence of a juvenile court master. The youth's personalized transition plan is reviewed during the conference with goals, objectives, responsible parties assisting the youth in achieving set goals, as well as expected dates of completion

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

The agency continues to collaborate with the "Walking in the Shoes of..." program offered by a placement provider agency contracted with the agency for placement services, Child First. The program is offered to youth who are entering their 12th grade academic year and are selected by their IL caseworker based on the youth's goals to for higher education. Approximately 6 youth are selected to participate in the day long event held at Kutztown University where youth tour the campus and dormitories, observe class lectures, and shadow university personnel. The event is hosted by Kutztown University in the Fall and Spring semesters. There is no cost to the agency for youth participation in the program. However, youth are transported and accompanied by their IL caseworker for the day.

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

Youth requesting to participate in a GED program can receive \$60 for the preparation classes and testing fee. Approximately 10 youth will participate in a GED program each year, totaling \$600/year.

Youth entering into post secondary educational programs such as college or trade schools are eligible to receive the Post Secondary Educational Subsidy from the agency in the amount of \$300/month. This subsidy amount will vary based on individual youth need as determined youth exit care to pursue higher education and maintains the subsidy provision to qualified youth by the IL caseworker, provider worker, and GAL. The agency provides subsidy (see Post High School Educational Subsidy Policy) but not to extend beyond youth's 21st birthday. Currently, there are 13 youth receiving the subsidy at \$300/month at \$3,490/month, totaling \$41,880/year. One youth will be turning 21 years old and therefore, will no longer be eligible to receive the subsidy in 2011. The agency anticipates an additional 6 youth will become eligible each year, for a total of 18 youth per year at \$64,800. For those youth requesting an extension of care while they participate in a course of instruction will not receive the subsidy due to agency's financial maintenance of their placement setting.

E. Support Services

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
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Individual and/or Group Counseling	\$20,000.00		100	21	30	151
Stipends	\$105,700.00		100	21	30	151
Services for Teen Parents	\$6,370.00		100	21	30	151
Mentoring	0		100	21	30	151
Total	\$132,070.00		100	21	30	151

* 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:	151
Child Preparation:	151
Child Specific Recruitment:	20

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

50%	50%
Individualized Svcs.	Group or Classroom Svcs.

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

Individual and/or Group Counseling: Youth who have received a mental health evaluation indicating the need for individual or group counseling services or at the recommendation of their SWAN worker after participating in child preparation services, will be afforded counseling through agency referrals to community providers or through their placement provider as part of the per diem contract for placement services. If an evaluation has not been conducted but warranted based on youth behaviors, life events (death of a family member, pregnancy, traumatic life event), or adjustment difficulties, youth will be referred by their IL caseworker to a community provider or the youth's placement agency. There are approximately 10 youth who would qualify at this time. As per the guidelines of the Chafee grant and agency policy, cost of evaluation and treatment will be covered by the youth's private insurance that is established by their parents. If the youth's family does not have private insurance, then a medical assistance provider will be utilized to cover the cost (CCBH or SAM). If services cannot be covered by any of the preceding options or if the youth's needs require specialized services not covered by private insurance or medical assistance, the agency will provide the necessary funding to ensure treatment services. The agency has implemented a group for older adolescents through SWAN affiliate, Diakon, for child preparation unit of service. The group, **Crossroads**, will continue to be provided to youth ages 16-18 through this program however, groups will be offered twice a year(Spring/Fall) with a group size of 6-8 youth.

Stipends: * See attached Stipend Policy.

All youth, age 16 to 21, are able to receive stipends for participation in IL programming through the agency; regardless of their assignment of an IL caseworker or placement

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caseworker. There are 151 youth who qualify for stipends, with the minimum stipend amount of \$25 and the maximum of \$1,425. Currently, \$6,000 in stipend payments have been distributed however, the agency is requesting additional funding for stipends based on the total number of qualified youth, additional components added to the policy (Workshop Completion, Professional Attire, and NYTD), and an increase in stipend amounts for existing components, such as the Senior Consideration Stipend (increased from \$100/youth to \$500/youth), the Senior Graduation Stipend (increased from \$100/youth to \$300/youth). These increases are necessary to ensure the agency is providing comparable stipends to surrounding county IL programs. *See attached Stipend Policy.

Services for Teen Parents: The youth's IL caseworker or placement worker for youth 16 and older will assist adolescent parents (approximately 10 adolescent parents) in accessing community resources through The Department of Public Welfare, Salvation Army, Berks Visiting Nurses, medical clinics, etc. to obtain services assisting in the care of their child/ren. All pregnant or parenting teens will be encouraged to apply for benefits through the Women, Infants, and Children program(WIC). All teen parents residing within the City of Reading school district are offered parenting programs and day care options through the school and the BCIU free of charge. Youth in placement with their child/ren or expecting a child will be provided parenting and child development education through the placement agency. BCCYS may refer additional services through contracted private providers or agency developed program, Partners in Parenting, for in-home services. Youth determination for additional paid services through the agency will be assessed based on need.

Mentoring: Youth will be offered mentoring services through community resources such as the Police Athletic League(PAL) and the Olivet's Club. Youth requiring intensive mentoring will be linked with agency staff, case aides, to help youth develop social skills, connections to the community, and supportive services (approximately 10 youth). Agency mentors will be provided to youth based on availability of staff.

The IL program will provide contact information for the PA Youth Advisory Board to assist youth in making connections with peers and to support youth in learning advocacy skills. The IL program has been able to utilize the experiences of previous IL youth for IL workshops and will continue to support youth connections with each other through their attendance at monthly IL workshops and in building relationships with previous foster youth who maintain contact with the IL caseworker and supervisor. Another community resource available to the agency is **The Good Guides Youth Mentoring Program**. This is a free program for children ages 12 to 17 with a disability, have limited English proficiency, frequent school absenteeism or are involved for the first time with the juvenile justice system.

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

Youth will be afforded individual and/or group counseling services for career planning, life planning, employment, education, and therapeutic. All services, except therapeutic, are of no additional cost to the agency. Youth entering out of home placement or youth receiving IL services will be referred for SWAN services: profile, preparation, and child specific recruitment to assist youth in understand reason for placement, learn their history, and to intensively search for life connections prior to their discharge from care.

- ❑ Describe how the costs to provide the activities are determined.
All youth will be eligible for support services however, approximately 20 youth at \$1,000/youth will require funding for services from the agency based on their specific needs. Total amount for individual and/or group counseling for eligible youth is \$20,000/year.

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Although all youth ages 16 and older are eligible for stipends, only half of the stipend policy components will be completed by youth based on placement location, cognitive ability, and/or disability. This will result in approximately 151 youth receiving \$700/youth for stipends; totaling \$105,700/year.

Parenting and child development education services will be offered to eligible youth through contracted private providers and agency operated provider, Partners in Parenting, for approximately 10 youth at \$49/per diem for 1 hour/week for 13 weeks; totaling \$6370/year.

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	0	100	21	30	151
Subsidized Employment	0	100	21	30	151
Total	0	100	21	30	151

* 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	X	X	
Agency Operated Only			
Tax Credits			
Other (describe: Job Corp)	X	X	

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

50%	50%
Individualized Svcs.	Group or Classroom Svcs.

- Describe how employment services will be delivered; who will deliver the activities (provider or agency staff); what curricula will be used; and the frequency of the activity with youth. Youth in the IL program are encouraged to obtain part-time employment throughout the school year, as well as summer employment. Youth are assisted by the IL caseworker, provider caseworker, intensive in-home provider(if needed), and resource parents in the employment search process: filling out applications(on-line and in-person), accessing list of job opportunities through Career Link and local newspaper, obtaining appropriate professional attire for interviews, and following up with phone calls to potential employers. The agency provides a tracking form to youth to utilize in their employment contacts and to document their attempts in locating employment.

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

Youth will be offered the opportunity to participate in the **Arbor Program** through Career Link

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for summer employment. Youth employment is subsidized through the Arbor Program with reputable employers contracted with Career Link. Employment and job training services are also provided to youth through Job Corps and through OVR(for youth with physical and/or cognitive disabilities). These services are at not cost to the agency.

- Describe how the costs to provide the activities are determined. Youth participation in the above mention employment programs are of no cost to the agency.

G. Location of Housing

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

Service	Budget Request (\$)	In Care Youth*	Delinquent Youth*	Discharged Youth*	Total Youth*
Location of Housing	0	100	21	30	151
Total	0	100	21	30	151

* 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: FUP, Aftercare and Room & Board stipends)	X

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

50%	50%
Individualized Svcs.	Group or Classroom Svcs.

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

Youth identified through casework services, transitional planning, and needs assessment scores who are reaching the age of 18 and not requesting an extension of care beyond their 18th birthday are linked to community resources such as The Housing Authority, Section 8, and local rental properties to access housing options. Berks County's Housing Authority has applied for the Family Reunification Voucher Program(FUP). Adolescents aging out of foster care are eligible to receive these services as part of the agency's Aftercare Policy, until the age of 21.

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The Housing Authority is still pending final approval for the vouchers. Youth are strongly encouraged to remain in care under the extension of care provision however, youth seeking independent housing will be assisted by the agency caseworker and/or private provider with services to locate appropriate housing available based on their level of income. Youth are provided an IL workshop on how to locate housing through the local newspaper and the Housing Authority. Youth who have identified housing will be accompanied by their agency caseworker and/or private provider to housing interviews and inspections.

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

Youth continue to be offered housing services through the agency until the age of 21. Youth can contact the IL or agency caseworker regarding their need for housing assistance and casework services.

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

There is no additional cost for these services based on Chafee Act requiring Aftercare service provisions to youth who leave care until the age of 21. *Intensive, one on one, IL services will be afforded to youth based on their level of need and will be provided by an identified agency In Home provider. See Support Services narrative for details.

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	\$5,000.00	100	21	30	151
Total	\$5,000.00	100	21	30	151

* Enter unduplicated youth count only.

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

Youth are eligible to receive a one time allocation of funds for room and board as per the agency's room and board policy. Youth requesting the room and board stipend are required to provide the agency caseworker with a detailed financial plan for maintaining a lease, copies of most recent pay stubs, documentation of savings, as well as participation in no less than monthly casework sessions with the agency caseworker.

- 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.

The Room and Board stipend available to eligible youth up to \$1,000 (based upon most lease agreements for security deposit and 1st months rent) and made available to youth at 18 years old until the age of 21. Approximately 5 youth will be eligible for the room and board stipend each year, totaling \$5,000/year. Youth will also be referred to Berks Community Action Program(BCAP), a fee service offering programming to individuals for budgeting skills, money management, and the "matching" savings program. The "matching" savings program is a contractual agreement by the youth to deposit a pre-determined amount of money on a weekly basis for 12 months. The amount of weekly deposit is left to the discretion of the youth. Upon

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completion of the 12 month program, BCAP will deposit a financial match to the youth's total savings. *See attached Room and Board Policy.

- If the agency **does not** provide youth with room and board, describe what services are used to meet housing needs.
- Describe how the costs to provide the activities are determined.
See previous narrative for Room and Board.

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	\$2,000.00	100	21	30	151
Total	\$2,000.00	100	21	30	151

* Enter unduplicated youth count only.

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

50%	50%
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. Youth are offered the opportunity to participate in the yearly IL Youth Retreat hosted by the PA Child Welfare Training Program, University of Pittsburgh IL Project. Berks County CYS is provided 5 slots for youth participants in the week long retreat at no cost to the agency. Youth are selected for the retreat based on their positive progress in the placement setting, positive academic performance, and youth request. The placement provider agencies interested in having their youth attend contact the IL or placement caseworker to secure slots for youth.

The agency will provide assistance to youth requesting funding for participation in school and/or community based camps, retreats, or activities. Youth and the placement provider worker will provide documentation from the school or community based program describing the event: dates, supervision, transportation, and fees to the IL or placement caseworker for review prior to submitting for funding.

- Describe how the costs to provide the activities are determined. Youth participation in the IL youth retreat hosted by the PA Child Welfare Training Program is of no cost to the agency. Should more youth be considered or desire to attend the retreat than the slots available to Berks County, Berks County can request additional slots that may be available from other counties. The cost for youth participation in school and/or community camps, retreats, or activities will provide for approximately 10 youth to receive financial assistance in the amount of \$200/youth; totaling \$2,000/year.

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.

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

- Describe the indirect services provided by the county.

Staff training opportunities, foster/adoptive parent training, community education, interagency coordination to support IL activities and services at the local level, resource development/purchase, system change efforts, and networking are the focal points of the indirect service. The IL staff will continue to participate in available trainings pertaining to adolescent issues, IL programming, and best practice methods with the adolescent population. The trainings are provided through various organizations such as The PA Child Welfare Training Program, Competency Based Training Program, SWAN, community resource providers, private providers, placement providers, and The Reading Hospital- Center for Mental Health training programs. These trainings are free to agency staff.

The agency will assess the need for specialized training of foster parents/adoptive/kinship resources on an individual basis and will continue to provide updated resource material and information regarding IL programming, services, and activities.

The agency will continue to assess the IL program for effectiveness and implement different strategies to ensure positive outcomes for the youth served such as participation in Family Group Decision Making conferences, utilization of SWAN services (specific to Child Specific Recruitment for intensive family finding efforts), and increasing community participation in IL programming (honorarium for workshop presenters),

IL staff, including agency staff working with the adolescent population, will be afforded the opportunity to participate in SWAN/IL Conferences on a regular basis to ensure universal dissemination of updated resources and programming needs, systems change efforts, and networking opportunities.

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

IL programming material, resources, and updated assessment tools will be reviewed for implementation in programming, as well as information/technological support and training for staff to utilize new and effective ways of conducting their work with this population.

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

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	\$44,100.00
Program reporting costs	\$2,000.00

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Indirect Service Type	Budget Request \$
Equipment, training materials, supplies, postage, facility expenses	\$24,020.00
IL and Youth Advisory Board related travel	\$9,325.00
Other (describe: 0)	0
Total	\$79,445.00

Explain the administrative costs of providing IL services and the drivers of these costs. Cost drivers to the administration of the IL program will be in the form of overtime payment to IL caseworkers due to the increase in court appearances, Futures conferences, status hearings, and transition meetings. Additional funding increases will be experienced due to the increased demand by youth for additional monthly workshops(youth are requesting workshops twice a month). Currently, workshop attendance averages between 25-30 youth(Berks County and out of county youth) which requires additional agency/placement caseworkers to help supervise and monitor workshop events.

Due to the increased number of IL referrals received by the coordinator from other counties in the Commonwealth, additional staff hours will be needed to assure eligible youth receive aftercare services; raising the cost for staff time and program resources.

The fiscal officer will submit quarterly fiscal reports reflecting the amount used during each quarter. The IL supervisor will oversee all the activities of the grant such as: case supervision, monitoring the allocation of funds, maintaining contact with the state's IL Project coordinators, preparing the grant proposal each fiscal year, ensuring appropriate and evidence-based practice are utilized in IL service programming, updating IL program policies as necessary, educating the community and the courts regarding IL services, adolescent issues, tracking/identifying all eligible youth for IL services, ensuring all eligible youth are entered into the state's data base in preparation for NYTD, and utilization of resources for IL services.

Other costs include supplies(office materials), space(utilities/rent), phone bills, postage, and travel reimbursement for training, conferences, case appointments, site visits, and meetings.

Describe any additional administrative costs of providing IL services that are not listed above and the drivers of these costs.
None at this time.

Describe how the costs to provide the activities are determined.

The costs for program administration is based upon quarterly fiscal reporting by the fiscal officer as funds are requested for program supplies, travel reimbursement, conference registration, hotel costs for IL staff attendance at conferences(SWAN/IL Statewide), etc.

Berks County Children and Youth Services
Independent Living Program
Room and Board Contract

Berks County Children and Youth Services will support youth in their efforts to achieve and maintain independence. In cases of reasonable need the children and youth agency is willing to provide up to \$1,000.00 to assist youth with room and board expenses in the form of security deposit and first month's rent.

I _____ (child's name) agree that in requesting room and board monies from the Berks County Children and Youth Services Independent Living Program the following minimal requirements must be met:

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- 1) I must submit a plan that will describe my financial plan that will project the manner in which I will establish my own financial responsibility.
- 2) During the period of financial assistance, I will meet with the Berks County Children and Youth Services caseworker on at least a biweekly basis to discuss financial independence and any barriers to future success.
- 3) I agree that any room and board money is intended for use of the former Children and Youth client, and is not intended to support or pay for a residence for persons other than the above-named youth.

Signature of youth	Date
Witness signature	Date

Revised 8/2010

Limited English Proficiency Policy

It is the policy of Berks County Children & Youth Services (BCCYS) to provide interpreter services (at no cost to the person being served) to persons with Limited English Proficiency (LEP) to ensure them a meaningful opportunity to apply for, receive or participate in, or benefit from the services offered. The procedures outlined below will reasonably ensure that information about services is communicated to LEP persons in a language which they understand. Also, BCCYS will provide for an effective exchange of information between staff/employees and clients and/or families while services are being provided. Clients will have access to and should be encouraged to participate in all aspects of the opportunities available. Similarly, all information disseminated to the clients and their families must be provided in a language or mode preferred by the client.

Berks County Children and Youth Services will meet the requirements of this policy by:

- 1. Ensuring each employee within Berks County Children & Youth Services understands and is in compliance with Title VI of the Civil Rights Act of 1964.
- 2. Ensuring that each employee within Berks County Children & Youth Services is aware of procedure for handling cases in which client/client’s family has Limited English Proficiency (LEP).
- 3. Ensuring uniform procedures and directions are provided to all employees.
- 4. Ensuring that persons with Limited English Proficiency (LEP) are provided with language assistance, as needed, so that they can have meaningful access to BCCYS services and benefits.

Assessments

A thorough assessment of language needs of people with LEP will be done through the use of data compiled by the Census bureau, points of contact encountered by staff, County data systems, an estimation of the numbers of persons with LEP and identification of languages are to be made.

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According to the US Census data of 2000, 12.7 percent of the population of Berks County, ages 5 and over, speak a language other than English at home.

The major LEP language group served by Berks County Children & Youth Services based both on US Census data and referral history is Spanish. The Hispanic/Latino population in Berks County makes up 9.7 % of the entire county population.

Berks County Children & Youth Services will conduct monitoring of the language assistance requirements on a yearly basis to ensure that persons with LEP can acquire meaningful access to all agency programs and services. Berks County Children & Youth Services will survey staff on a yearly basis to determine language resources in house. An updated list will be kept in the H drive in Pertinent Information and will be updated on a yearly basis (H: Pertinent Information: *LEP resources*). In addition, Berks County Children and Youth Services will conduct a survey of contracted provider staff for their language capabilities at least yearly.

Procedures

In the event a client is encountered who has Limited English Proficiency, immediate steps should be taken to identify the client's native language and/or languages that he/she is able to understand and speak.

In regards to walk ins, the receptionist should ask the client to identify his or her native language. If the client does not understand the question and if there are no family members present that can translate or assist, the receptionist should show the client the Point-to-Talk Language Identification Flashcard (See attached) to identify the client's language. If the client's language can be determined, the receptionist should then show the client the "One Moment Please" Point-to-Talk information sheet (See attached) while he/she contacts an Intake Unit screener and reports that there is an LEP walk-in at the front desk, unless it is able to be ascertained that the Limited English Proficient individual is connected to a case already open for investigation or services, then, the assigned Caseworker should be contacted.

The screener will take the client with LEP to one of the interview rooms and assess if the client with LEP has sufficient difficulty speaking, reading, writing or understanding the English language and if these difficulties may deny such individual the opportunity to succeed where the language of instruction is English or to participate fully in our society. If the determination is yes, then the screener will seek translation assistance via in-house resources or will obtain the approval from a supervisor to contact Language Services Associates (LSA) [InterpreTalk](#) utilizing the speakerphone in the room.

Resources

Berks County Children and Youth Services has internal resources to assist with translation, including staff, contracted provider staff, and at times Court translators as well. If these resources are unavailable, Berks County Children and Youth Services will continue to seek resources within the community that can be utilized.

This written policy on language access is developed to ensure meaningful communication with LEP clients and translated materials will be made available as needed (language identification card posted in the lobby area).

Berks

There is a limited number of Agency documents that have been translated and can be found in H:/ drive C&Y templates and the documents will say “*Spanish*” next to the name of the document. Family Service Plans and Child Permanency Plans can be translated into Spanish with the assistance of Case Aides. Refer to the Case Aide policy for translation assistance (*Located in H Drive: C&Y Templates/ Policy and Procedure Manual/ Section IV/ Case Aide Procedures*).

Berks County Children & Youth Services has a service contract with Language Services Associates (LSA) InterpreTalk. InterpreTalk provides over the phone interpretation as well as on site interpretation. They can also translate documents as needed. InterpreTalk has translators available for 179 different languages.

On Call Process

Berks County Children and Youth Services has a second shift and emergency duty unit within the agency (*See Agency Procedures: Second Shift Intake Unit Policy and Emergency Duty Policy*). On call staff utilizes similar services to regular staff at the agency. On call staff shall follow the same procedures as staff that work during normal business hours. On call staff will utilize other staff for translation services. If BCCYS staff is unavailable other services are available to be utilized. Contracted providers are also available for interpretation services during evening and weekend hours that can be utilized with supervisor approval.

The language bank at Reading Area Community College (RACC) has community members that may be available for assistance. In addition, for families from the Middle East, the Islamic Center of Reading may be available for assistance at 610-478-1338 with Supervisory approval. InterpreTalk is available for language translations over the phone and Berks Deaf and Hard of Hearing for sign language. Supervisory approval shall be requested prior to seeking assistance outside of BCCYS staff for LEP services.

Court Proceedings

At the time of scheduling the court hearing, speak with BCCYS Court Clerical to schedule a Court interpreter. Court Clerical will make the request for a Court Interpreter to be available to attend the Court Hearing as long as the Caseworker makes the request.

Hearing Impaired/American Sign Language Phone and On Site Interpretation

If a client is hearing impaired and needs translation services for American Sign Language, check with identified in house staff for availability of assistance in translation. Services are also available through Berks Deaf and Hard of Hearing to attend home visits and office visits to assist in signing. An authorization is required for Berks Deaf and Hard of Hearing to provide translation services. Seek Supervisory approval prior to requesting services.

Berks County Children and Youth Services has a TTD number that clients are able to contact which is 610-478-6820.

If a referral is received on a hearing impaired client, the caseworker should determine if the client has access to either a videophone or access to a “relay public booth”. Caseworkers may call Sorensen Video relay service at 1-866-327-8877 and give them the number for the client.

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Sorenson then calls the client and establishes a three way call. The service will have a signer listen to your call and sign what you say in front of a video camera. That video signal will then be sent to the client's phone so that they can watch the signer interpret your words. The service signer will then observe the client's sign response and translate that communication to the caseworker. This service is free.

If the hearing impaired client does not have a videophone, they may be eligible to obtain a free videophone that will be installed at no cost to them. The only requirement is that they have broad band (Cable or DSL) internet service. The videophones may be applied for from Sorenson Communications, 4192, South Riverboat Rd. Suite 100, Salt Lake City, Utah, 84123, website: www.sorensonvrs.com , telephone (801) 287-9400, Fax: (801) 287-9401.

Berks County Language Bank

Reading Area Community College is pleased to maintain a Language Bank in the Office of Community Education for interested individuals, agencies, businesses, school districts, colleges, hospitals, and legal counsels. Language Bank:

- Maintains files and resumes of over 25 resource people fluent in English and at least one other language - volunteers and professionals.
- Conducts a referral service for interested clients.
- Provides bilingual translators, tutors, teachers, and communication aides.
- Offers assistance in over 15 languages.

For more information contact the Office of Community Education at 610-372-4721 ext. 5180

Interpre Talk Contracted Service

If all internal and contracted provider services have been exhausted, Berks County Children and Youth Services does contract with Interpre Talk to purchase translation via the phone. This should not be pursued until Supervisory approval has been granted.

InterpreTalk works by allowing the caller to communicate with an individual with Limited English Proficiency (LEP) by adding an interpreter to the conversation via telephone. InterpreTalk's over the phone translation service has interpreters available at any time, day or night, to provide translation services. Contacting the client with Limited English Proficiency (LEP) first by telephone utilizing an interpreter allows the caseworker to explain clearly the purpose of the Agency and the reason for Agency involvement. The phone number for InterpreTalk is: 1-800-305-9673 or 215-657-6571. When greeted by a coordinator, give the Agency's name and/or account code and your name. Request the language needed or ask for assistance in identifying the language. Hold momentarily while your interpreter is connected. The coordinator will inform you that the interpreter is now "on the line", and give you the interpreter's ID number. Explain the objective of the call to the interpreter. Then proceed by speaking directly to the non-English speaker in the first person. You should immediately take control of the call. You may start by introducing yourself, briefly explaining the nature of the call to the interpreter, and requesting that the interpreter say a few words to the client to ensure that they are able to communicate. Next, you should begin speaking to the client in the first person, as if the interpreter was not there.

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Sample: CORRECT: “What is your name?”
INCORRECT: “Ask her what her name is.”

(This example should be utilized as a guide for In Person translation as well)
Pause at the end of a thought to allow the interpreter to interpret.

Generally, you will wait for an interpreter for less than 30 seconds for most calls, but occasionally you may wait longer if the available resources for that language experience unexpected demand. For rare languages, it is helpful to call ahead and pre-schedule the session.

Should you be unable to determine the language that an interpreter is needed for that is not a problem. InterpreTalk’s coordinators are trained to identify languages. Just let them know that you are not sure of the language and they will be able to assist you.

InterpreTalk can connect up to 6 parties at a time. Telephonic interpreters are consecutive interpreters, which mean the interpreter only interprets after you have completed a thought, and then the LEP responds, and so on. Simultaneous interpreters interpret while you are speaking, which does not work effectively via telephone because two parties speaking at once is often inaudible.

On Site Interpretation

If all internal and contracted provider services have been exhausted, Berks County Children and Youth Services does contract with Interpre Talk that provides translation in person. Attempts to work with BCCYS staff and contracted In-Home providers to schedule a visit to assure safety needs to be exhausted prior to seeking services from InterpreTalk. Supervisory approval is needed to utilize this service.

Contact InterpreTalk on Site Services at 1-866-827-7028 to obtain LEP or American Sign Language on-site interpreters should be a last resort if there are absolutely no in house staff available to assist. Provide the coordinator, with the Agency’s name and/or account code, your name, the language needed for interpretation along with the location, date, time, duration needed, and purpose (e.g. home visit, medical/legal appointment, court, etc.). It is also helpful if you can provide details so as to prepare the interpreter (i.e. interviewing client on suspected child abuse). If there are any special request (e.g. Preference is for a female interpreter due to the child fearful of males) they should be discussed at this time. Although InterpreTalk may be able to provide an interpreter on short notice (24 hours), preference is for 1 week notice prior to date needed.

Once the specifics of the on site interpreter visit is arranged, InterpreTalk will fax a contract to the Agency to be approved by the Agency Administrator and fax back to InterpreTalk at (215) 657-6057. A copy of the contract should be provided to the Fiscal Office. The original with the Administrator’s signature needs to be returned to InterpreTalk by mail.

MONITORING:

Berks County Children and Youth Services has designated the Managed Care/Quality Assurance Supervisor and/or his/her designee to serve as the Coordinator for clients with LEP to monitor

Berks

the language assistance program in order to ensure persons with LEP have meaningful access to programs, services, etc. of the Agency. This person's duties may include, but are not limited to:

- Maintaining of resource information
- Answering questions & addressing issues/complaints as they arise
- Providing technical assistance
- Monitoring a formal, written plan that describes policies & procedures.
- Monitor the receipt and resolution of complaints regarding the provision of language assistance and ensuring notification occurs to clients of their right to & how to file a complaint under Title VI with the Department of Health & Human Services (DHHS).

Caseworkers/Staff should immediately notify the LEP Coordinator with any problems or concerns involving providing services to clients with LEP.

STAFF TRAINING

Agency staff will be made aware of the policies and procedures for effective communication with persons with LEP. All Berks County Children & Youth Services staff members will, as part of their new employee orientation, meet with the Coordinator for clients with LEP.

Additionally, all staff will receive LEP policy refresher training annually to ensure they are familiar and up-to-date on the LEP procedures and resources.

Staff is also encouraged to attend diversity training to become aware/ knowledgeable of the different cultures that they may encounter.

Caseworkers with clients from different countries on their caseload are encouraged to research the customs and beliefs of their client in order to better understand them.

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Berks County Children and Youth Services IL Program Stipend Policy

Stipends are available to youth receiving independent living services through Berks County Children and Youth Services IL Program. A stipend is a fixed amount of money; not negotiable. The stipend (money) becomes available to youth by request and proof of successful completion of tasks outlined by this policy.

Youth requesting a stipend need to provide written request to their BCCYS caseworker with documentation of completed tasks. The stipends are NOT meant to serve as an alternative to employment. The stipends are provided to assist youth in developing and promoting their independence. BCCYS does not require any portion of the stipend amount be deposited into a savings account.

I. Daniel Memorial Life Skills Assessment Test

Youth enrolled in the Independent Living (IL) Program must complete this assessment. The assessment is comprised of 16 separate sections that are used to determine areas of ability and understanding. The results of the assessment will produce an IL case plan to be

utilized with youth in working on areas of need. Youth will receive a \$25 stipend for completing the assessment. Upon successful completion of the case plan, an additional stipend of \$50 will be provided to the youth. A bonus stipend of \$25 will be provided to youth who complete the assessment and the case plan.

II. Educational Component

Youth will be required to participate in an informative seminar/meeting at their local community college, trade school, or university. The topics of financial aid, educational opportunities, and career counseling should be provided at the seminar/meeting. Youth will be required to provide documentation of their attendance by having a letter of attendance verification signed by a representative of the institution and/or placement provider caseworker. Youth will receive a \$50 stipend for completion of this component.

III. Employment Component

Youth will be required to visit their local Career Link office to inquire about employment services, resume writing, and employment opportunities. Youth will be required to provide documentation of attendance with the signature of a Career Link counselor and/or placement provider caseworker. A \$50 stipend will be awarded for completion of this component.

IV. Housing Component

Youth will be required to visit their local housing authority to gather information about temporary or permanent housing options available at the time of discharge from care. Signed documentation by a housing representative and/or placement provider will be required to verify youth attendance. A \$50 stipend will be provided for completion of this component.

An additional \$25 stipend will be provided to youth who complete all 3 components: Education, Employment, and Housing.

V. Life Skills Training Component

Youth will receive a \$100 stipend for attending and participating in all monthly IL workshops hosted by BCCYS from February-December. Youth must sign attendance sheet at each workshop for verification of attendance over the course of the year.

VI. Senior Consideration

Graduating high school seniors will be eligible for a \$500 stipend for senior expenses: class ring, prom, senior portraits, graduation expenses, etc. Eligible youth can request the stipend through their BCCYS caseworker and will be required to provide receipts and/or documentation verifying their expenses.

VII. Graduation

Youth who successfully complete high school and/or GED program will be eligible for a \$300 stipend.

VIII. Professional/Scholarly Attire

Youth will be provided a one time \$100 stipend upon request for use toward the purchase of professional attire for the purposes of employment or educational interviews.

*******The total amount of stipend money available through The IL Stipend Policy potentially amounts to \$1,425.00 (including the NYTD surveys). By signing this policy, the youth indicates that they have read and understand the policy requirements.***

3

National Youth in Transition Database (NYTD)

Youth will be asked to complete a survey for the agency at the age of 17. The survey will contain information regarding youth's present status of employment, education, housing,

and life connections. Youth will receive a \$50 stipend for completing this survey: **The NYTD at 17 Stipend.**

The same population of youth having completed the NYTD at 17 survey will be asked to complete another survey at the age of 19 and will receive a \$100 stipend for completion: **The NYTD at 19 Stipend.**

The original group of youth having completed the NYTD at 17 AND NYTD at 19 survey will be asked to complete one last survey at the age of 21. Youth will receive a \$150 stipend for completion: **The NYTD at 21 Stipend.**

Youth Signature

Date

Witness Signature

Date

Revised 8/2010

6-3 L Older Adolescent Initiative/Independent Living Initiative (youth ages 14-21)

In partnership with our placement providers Berks provides direct service to older adolescents and transition age youth. Two placement units maintain direct responsibility for most of the 190 youth in care over the age of 14. This represents 37% of the total placement population. The break down is as follows: Age 14 -26; Age 15-34; Age 16-43; Age 17-49; Age 18-18; Age 19-13; Age 20-7.

Board extensions are becoming increasingly utilized for children needing time to graduate or attending a course of treatment. Presently 41 children continue care on an extension. Personalized Transition Plans have been amended to ensure that youth are aware of their right to continue care. The Guardian Ad Litem's play a pro-active role in informing the children about their extension of care options and taking action on the children's behalf.

There are 63 youth assigned to two Independent Living workers. The second placement unit serves older adolescents who have special needs, such as mental health and/or mental retardation issues. At the present time we have 13 children identified with MR issues, that will necessitate they remain in care until age 21 when they can be transitioned to MR services. Youth with severe MR issues presents unique challenges when exiting child welfare services. Regardless of age or issues, it is required that all youth receive some level of IL service.

As noted in the transition planning sections, Berks continues to participate in Futures Conferences hosted by a hearing court master. Youth selected for planning conferences has shifted. The current identified population is youth entering the senior year of HS. The Personalized Transition Plan is the guiding document to focus on areas of need prior to the youth's emancipation from service. CYS , MH/MR and our base service unit SAM have agreed to yearly meetings to review MR youth to ensure that adequate planning has occurred.

Berks has partnered with the Reading Housing Authority for a Family Unification Program vouchers. Although no final award has been made we remain optimistic that our proposal will be accepted. Berks requested 20 vouchers, some of which will be available to teens exiting out of home care.

Berks

Berks continue to support youth's positive educational outcomes. High school graduation is essential. When this can't happen, youth are encouraged to participate in GED training and testing which is available locally at Reading Area Community College.

Berks continues to provide supportive mentoring to youth as they age out of foster care. This service can be provided by agency staff or contracted with one of several in-home providers. This service can assist youth in obtaining housing, employment, and establishing a life connection or providing any needed support for the youth as they transition to independence.

At this time we are evaluating whether to develop our own Face book page or join the page sponsored by the I/L youth Advisory Board .

Post High School Educational Subsidies

As of this writing there are 13 youth receiving educational subsidies while they attend post secondary education. It is anticipated that 6 Berks youth will begin college in September. The daily subsidy provided is \$10.

Program Supplies.

These files are water resistant and sectioned to provide discrete openings for various documents that are provided to youth as they leave care. (Birth certificates, social security cards, child profiles, medical assistance application, job corps. information, shelters , pictures from placement, health and education records, the I/L policy.)

We will be adding voter registration forms to these packets in order to comply with that requirement.

Honorarium

Several Berks placement providers have volunteered to host/present an I/L workshop. We request funding to reimburse these providers for the cost of their time and transportation, utilizing an in home casework contract rate.

New Stipend Requests

Berks County enthusiastically supports its Dependent children's progression to higher education Workshop Stipend-Youth attending all monthly workshops will receive a \$100 stipend.

Clothing Stipend-Youth intending to interview for college or employment opportunities will be eligible to receive a \$100 clothing stipend in order to purchase professional attire (suit jacket/dress/shoes).

NYTD Stipend-Youth who complete online NYTD surveys will receive a stipend.

17 year olds \$50 (49 youth)

19 year olds \$100 (25 youth estimate)

During next budget cycle we will request funding for the population of youth who will turn 21. Participation by current youth will help us determine our request for 21 year olds.

6-3j. Medical Assistance (MA) Services.

Berks County Children and Youth Services (BCCYS) has continued to need to fund behavioral health services in the form of evaluations and therapy services for individuals involved with BCCYS. BCCYS paid for services for 187 individuals, 115 were adults and 72 were for children. During this past fiscal year, Multisystemic Therapy has been delivered through Community Solutions, Inc. (CSI). In order to expedite the provision of this service, BCCYS has continued to agree to fund this service until CSI can schedule an evaluation with a licensed psychologist, with the goal that he or she would recommend this level of care and obtain approval through Community Care Behavioral Health, the Berks County Behavioral Health Managed Care Organization. During the 2009-2010 fiscal year, 23 children were funded for MST through BCCYS.

Berks

With regard to the reasons for BCCYS funding services, the breakdown is as follows: Court Ordered and no insurance (76), sexual abuse related and/or lack of insurance coverage to fund (64), MST (29), private insurance that won't cover the requested service (34), emotional abuse evaluations (7), illegal (5), insurance related issues and/or administratively approved (15). This totals 230 explanations. The numbers are not a true match due to individuals being approved for more than one service.

This authorization process is overseen by one person, who has access to the Department of Public Welfare CIS database. Individuals are run through the CIS system to determine if individuals have Medical Assistance coverage. If the individual has Medical Assistance, the authorization is typically returned to the caseworker, who is directed to inform the provider that the individual has Medical Assistance coverage that is to be billed for the service. A spreadsheet is maintained by this one point person that indicates the reason that authorization was granted.

BCCYS also maintains a Managed Care unit. There are 3 Managed Care Coordinators (MCC). The MCC's job duty is to work to prevent insurance related issues. The MCC's change health plans and Primary Care Physicians assigned to children in out of home care, attempt to obtain approval for denied services through the insurance companies, provide insurance information to foster parents and doctor's offices, resolve billing and medication issues, and assist foster parents in locating participating providers. They also complete Residential Treatment Facility and CRR Host Home/Individualized Residential Treatment packets and submit to the BH-MCO, CCBH requesting funding approval.

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.

Berks

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
18	18	4	22

Provide Justification for Column 2:

Provide Justification for Column 3:

Berks County CYS was assigned 18 Accurint users in FY 2008-09. Berks has been using Accurint since 5/09 and have found it very helpful in locating families of children we serve. It is not only important to find family but to also do so from the onset of working with a child.

We are requesting 4 additional Accurint accounts for FY 2010-11. Three of those are for paralegals through the SWAN LSI initiative whose anticipated start date is the Fall '10. One of the paralegals will work with the Intake Department in order to begin finding family immediately from first contact. This will enable Berks to intensively look for family to be resources for children preventing their need for out-of-home care. The initial process is time consuming as it must be determined which of the parties appearing on the search are actually family members. This is extra casework time with those we serve and draws away from the servicing of other cases/families.

Two users are requested for the In-Home Services Department. One user will be for the In-Home paralegal. The other user will be for a Family Group Decision Making coordinator who will assist in locating families agency wide. In-Home Services will be searching for family in order to keep children out of placement should they no longer remain safe in their homes and engaging extended family to be supports for families whom we serve. This can significantly reduce the time servicing and amount of services to families who are open with the Agency.

We are requesting one user account for our Placement Paralegal. This will enable us to do more timely searches, move children to permanency more quickly, reduce children's time in out of home care and reduce re-entry rates.

Overall, Accurint will assist with preventing placements, finding family supports, safety planning, and identifying family members to participate in Family Group Decision Making conferences to support the child and family. We believe the more users available to us the more quickly searches can be accomplished and family identified.

As tracked by DPW, the average number of accurint users per month from June 2009 through June 2010 was 13. The average number of searches per user per month from December 2009 to June 2010 was 18. DPW began tracking berks total accurint use in December 2009. Since that time, at total of 2, 763 searches have been performed.

6-?? Information Technology

Berks

1. 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

Background

The current County of Berks Case Management System was developed internally on an IBM AS 400 platform. The County of Berks is in the process of evaluating each system that is on this platform. There is a 5-year plan to rewrite and to move all AS 400 systems to SQL server platform.

The annual cost of maintaining and providing upgrades to the current CYS CMS until the new system is implemented is expected to be approximately: \$19,000 (500 hours)

Plans

The current strategy is for the County to internally develop the new application to provide the following:

- To control cost of solution internally within the county
- Eliminate annual maintenance costs that would occur with a service provider (ASP) that requires hosting of the system
- Allow flexibility of implementing customizations that are requested by the County CYS department
- Provide spell check when making entries to the system
- A web-based solution that will allow for a more user friendly interface to the database
- Support the County direction to remove the AS 400
- The system will be accessible to all workers based on security authorization
- To allow direct input of case information to the system without the need for entering it on paper
- Provide work flow to transition the work from one person to another as necessary
- Provide a system dash board to allow supervisor monitoring on cases that have been logged
- Reduce the paper forms that currently are used to support the CYS

Scope

The system should support the maintenance, reporting and processing for the following CYS functions:

- Intake
 - Screen Forms
 - Demographics of all parties
 - Allow for attaching imaged and/or PDF case documents for case history
 - Collect data necessary to support federal and state reporting
 - Case Related:
 - Reporting Sources
 - Allegation
 - Alleged perpetrator
 - Case History
 - Disposition
- Placement
 - Child Tracking
 - Number of Moves
 - Providers
 - Demographics
 - Cost
 - Placement History
 - Court Appearance History
- In Home
 - Demographics updates
 - Cost of service
 - Case History updates
- Other
 - Provider Contracts
 - Foster Care
 - Demographics of Foster Parents
 - Who they are
 - Where they live
 - History as a Foster Parent
 - Who have they been a parent to
 - Adoption
 - Demographics of Adoption Parents
 - Costs associated with the Adoption
 - Who they adopted
 - Financial
 - Continue to provide all required financial reporting
 - Provide necessary reporting
 - Provide necessary interfaces required to support CYS (i.e., Hornby Zeller for children evaluation)

Project Cost Detail

<u>Project Phase</u>	<u>Est. Hours Low</u>	<u>Est. Hours High</u>	<u>Estimated Hours</u>	<u>Estimated Costs</u>
Business Design	200	400	300	\$11,400.00
Project Planning	100	200	150	\$5,700.00
Technical Design	600	1,000	800	\$30,400.00
System Build	4000	8000	5000	\$190,000.00
Conversion				
Screens				
Query Screens				
Processing				
Reporting				
Internal Testing (IS)	400	800	600	\$22,800.00
External Testing (CYS)	200	400	300	\$11,400.00
Training	100	200	150	\$5,700.00
Cut-over	100	200	150	\$5,700.00
Post Implementation	500	800	650	\$24,700.00
Total	6200	12000	8100	\$307,800.00

Cost/Benefit Analysis

Further analysis needs to occur before a final direction can be finalized.

Avanco: CAPS

The following benefits over selecting the CAPS system:

The previous CYS Case Management System has served the County for over 18 years. If we were to use the CAPS ASP system the following is the estimated cost over 18 years:

\$50,000 per year * 18 years = \$900,000
 \$40,000 per upgrade (1 every 2 years) * 9 = \$360,000
 \$75,000 Installation Costs

Total Estimated Costs if we were to use ASP for 18 years would be approximately \$1,335,000

Average cost per year for 18 years = \$1,335,000 / 18 = \$74,200 (rounded)

The benefits of the purchasing a vendor built CMS / ASP system include:

- A shorter timeline to install because the vendor has a functional system already built
- A system that is used by multiple counties would provide sharing of ideas and methodologies
- Less impact on the counties hardware infrastructure because the ASP would host the system

County of Berks: CMS

Average Build and Implementation Costs Installation Costs = \$212,000

Annual IS support to maintain and provide upgrades to the new CMS = \$19,000

Cost:

Berks

\$19,000 per year * 18 years = \$342,000
\$307,800 Average Build and Implementation Costs

Total estimated costs (if we use the new system for 18 years) if we develop and install a CMS that is owned and controlled by the County would be approximately \$649,800

Average cost per year for 18 years = $\$649,800 / 18 = \$36,100$ (rounded)

The benefits of the new County built CMS system include:

- More user-friendly than current system
- Spell check capabilities
- Paper reduction
- Improved imaging to provide full online access to case file
- Improved tracking of case statuses
- County would own the code (it would not be purchased from a vendor)
- County would have control over when changes could be made to the system
- County would have control over the functionality in the new system
- Data controlled internally but the County's infrastructure

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: Berks

These assurances are applicable as indicated below.

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

Fiscal Year 2010 - 2011 Children and Youth Implementation Plan

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

COMMON ASSURANCES

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

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

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

I/We assure:

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

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

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

EXECUTIVE ASSURANCES

In addition to the Common Assurances,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NEW ASSUARANCE in FY 2011-2012 NBB Bulletin

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

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

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

County Human Services Director

_____	_____	_____
Name	Signature	Date

County Children and Youth Administrator

<u>George M. Kovarie</u>	_____	_____
Name	Signature	Date

County Chief Juvenile Probation Officer

<u>Robert N. Williams</u>	_____	_____
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

<u>Judge Mary Ann Campbell</u>	_____	_____
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

\$ 9,068,984.00 (based on certified amount for 10/11)

Signature(s)

County Executive/Mayor

_____	_____	_____
Name	Signature	Date

County Commissioners

<u>Mark C. Scott</u>	_____	_____
Name	Signature	Date

<u>Kevin S. Barnhardt</u>	_____	_____
Name	Signature	Date

<u>Christian Y. Leinbach</u>	_____	_____
Name	Signature	Date