OCFS-2121 (6/23/2014)

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

SUPERVISION AND TREATMENT SERVICES FOR JUVENILE PROGRAM (STSJP)
SFY 2014-2015 ANNUAL PLAN

STSJP Plans are due to the Office of Children and Family Services (OCFS) by 07 / 11 / 2014

Plans should be submitted to: ocfs.sm.stsjp@ocfs.ny.gov

Please ensure that the title **"Supervision and Treatment Services for Juveniles Plan"** and your county name in the subject field to facilitate the timely review of your STSJP Plan.

Please direct any STSJP Plan questions to either;

Johne.Johnson@OCFS.ny.gov PH. 518-486-4665 Cara.Korn@OCFS.ny.gov PH. 518-408-3999

COUNTY INFORMATION

NAME OF APPLICANT COUNTY, COUNTIES OR JURISDICTION: COUNTY OF MONROE	
LEAD AGENCY FOR STSJP SUBMISSION: Monroe County Department of Human Services	NAME OF CONTACT PERSON: Deborah Rosen
CONTACT PERSON'S PHONE NUMBER: 585-753-6431	CONTACT PERSON'S E-MAIL ADDRESS: Deborah.Rosen@dfa.state.ny.us

STSJP SFY 2014 - 2015	
SFY 2014-2015 Starting County Detention Allocation amount	**$** 5,790,600.00
SFY 2014-2015 County STSJP Allocation amount	**$** 428,993.00
SFY 2014 -2015 County Detention Allocation being shifted	**$** 181,331.00
Total SFY 2014-2015 STSJP Reimbursement Allocation amount	**$** 610,324.00
Maximum STSJP Reimbursement amount for a 2014-2015 Plan	**$** 984,393.00
SFY 2014-2015 STSJP State Share amount	**$** 610,324.00
SFY 2014-2015 STSJP County Share amount	**$** 374,069.00
SFY 2014-2015 Revised County Detention Allocation amount	**$** 5,609,300.00
TOTAL COUNTY OBLIGATION:	**$** 374,069.00

SECTION ONE – Analysis of Communities

Provide an analysis that identifies the neighborhoods or communities from which the greatest number of juvenile delinquents and persons in need of supervision (PINS) are remanded to detention or residentially placed. Note any communities or neighborhoods that are different than in last year's plan. Please ensure that your identification of target areas or populations is clearly highlighted in your plan.

NEIGHBORHOODS/COMMUNITIES FROM WHICH YOUTH COME

According to the most recent census data, Monroe County has approximately 76,562 youth between the ages of 10 and 17; twenty-nine percent (29%) of these youth live within the City of Rochester. About 79% of the youth (10 -17) residing in the City of Rochester are identified as youth of color. Twenty-three percent (23%) of all youth 10-17 in the City of Rochester were identified as Latino/Latina per the US Census.

Almost half of Rochester's children are growing up in poverty, one of the highest rates in the nation. The US poverty rate for children under 18 living in poverty is 20%. In the City of Rochester, nearly half of the children (46%) are poor. Rochester is the 5th poorest city (31.1%) in the country (among the 75 largest metro areas). The poorest is Detroit at 36.2%. Rochester is the city with the 3rd highest concentration of extremely poor neighborhoods (defined as census tracts with a poverty rate of 40% or higher) among the top 100 metropolitan areas in the country. These same census tracts are the neighborhoods that the majority of JD and PINS youth from the city reside in. Blacks and Hispanics

have a much higher rate of poverty in Rochester than they do elsewhere in New York State or in the nation.

Youth in the City of Rochester have the lowest graduation rate in the state at 43% for 2012 compared with 79% overall graduation rate in the County of Monroe. Black/African American boys in the Rochester City School District have a 9% graduation rate. The Rochester City School District is the poorest large urban school district in NY with 88% of students eligible for free or reduced meals.

JUVENILE ARRESTS

Utilizing DCJS (NYS Department of Criminal Justice Services) data, Monroe County has examined both the numbers and the charges of youth who have been arrested. The majority of juvenile arrests in 2013 were for Part II offenses which is a shift from the past three years when the majority of offenses were Part I offenses (2010:51%, 2011:54%, 2012:56% vs. 2013:46%). There has been a significant decrease in juvenile arrests starting in 2012 which has continued in 2013 when compared to prior years. In fact, arrest data over the last 13 years averages 1,546 juvenile arrests per year. Since 2006, the annual arrest numbers have fallen below 1,500. In 2012 the number of arrests dropped below 1000 (779) and continued to decline in 2013 to 751. It is unclear why the significant drop in juvenile arrests starting in 2012 and if that trend will continue to hold in 2014. Historically, local data (also supported by state and national data) has shown that youth of color are arrested at a higher percentage than they are found in the general youth population. Black and Hispanic youth continue to be overrepresented in the local juvenile justice system. However, DCJS is not able to break down 2013 arrest data by race/ethnicity.

JUVENILE COMPLAINTS/PETITIONS

Monroe County has been experiencing an overall decline in JD complaints/intakes and petitions. In 2008 there were 1,104 JD complaints/intakes, in 2013, the number dropped to 554 (50% reduction). Historically, over 50% of the intakes received are referred to the Juvenile Prosecutors Office (JPO) for petition to Family Court. The reasons for referral for petition include: victim insistence, the youth's denial of guilt, failure to appear for intake appointment and failure to comply with their diversion agreement or conditions of release. In 2008, 64% of the complaints (707) were petitioned to Monroe County Family Court (MCFC), by 2013 the percentage had dropped to 47% of the complaints were petitioned (259). The majority of youth charged as juvenile delinquents consistently come from five (5) zip codes within the City of Rochester: 14621, 14611, 14609, 14608 and 14613. These neighborhoods are some of the most challenged neighborhoods in the City of Rochester with high poverty rates, increasing unemployment, large numbers of single parent families, high teen pregnancy rates, high dropout rates, and poor housing and health care. The residents in these neighborhoods are predominately Black and Hispanic. Sixty-two percent (62%) of the JD intakes in 2013 involved youth of color. Fourteen percent (14%) of all the JD intakes in 2013 identified themselves as Hispanic.

SECURE DETENTION (JDs)

The number of youth admitted to Secure Detention and the number of days of care have been decreasing. In 2008, there were 651 JD admissions of Monroe County youth to Secure Detention with a total of 11,139 days of care for youth detained. By 2013, there was a 52% decrease in the number of youth admitted (302) and a 43% decline in days of care (6,327) from that of 2008. The recent reduction in days of care is being generally attributed to three things: (1) change in practice of daytime drop-offs at Secure Detention, (2) the aggressive work of the ATD Team in making recommendations to the court to release youth who are low to moderate risk as measured by the DRAI and (3) administering the DRAI in the field/after hours at the time of arrest. Since the implementation of the DRAI in the field, Monroe County has seen a significant decline in the number of police admissions to detention. Monroe County does record and track the RAI scores of youth who are brought to detention by police. In 2013, over half of the police admits (53%) or thirty-six (36) youth were assessed to be low risk or mid risk (0 or 1 on DRAI). It should be noted that 44% of all the police admissions to Secure Detention in 2013 involved youth who were brought to Secure Detention due to warrants with 60% of these being OCFS warrants. These youth were not administered the RAI/DRAI as they were automatically detained.

In January 2014, Monroe County closed the Children's Center on Westfall Road and moved to Rush. The new facility is undergoing renovations and thus can house 12 youth (up from an initial 10). Any additional youth beyongd the bed capacity are taken to Onondaga County. As a result, anecdotally, we are seeing a continued drop off in arrests as police do not want to drive to Onondaga County. This will be monitored in 20134-2015. Monroe County has not

historically used non-secure detention for JD youth. In 2013, there was only one (1) JD youth placed in Non-Secure Detention. Persons of color represent approximately 78% (n=289) of the Secure Detention admissions in 2013 down from the 81% (n=512) in 2008 but up from the 75% in 2012. Latino youth represented 9% (n=34) of the Secure Detention population in 2013 which is down from 2012 when Latino youth represented 16% (n=52) of the Secure Detention admissions. Females represented 18% (n=68) of the Secure Detention admissions in 2013 downs slightly from 2012 when it was 24% (n=75) of the admissions. The majority of detained youth are residents of the City of Rochester.

PINS COMPLAINTS AND PETITIONS

In 2013, there were a total of 1,335 PINS complaints filed which is up from the 951 filed in 2012 and 1,060 in 2011. However, the 2013 figure is in line with PINS filings in years prior to 2011. Like the JDs, the majority of PINS (intake) youth consistently come from 5 zip codes within the City of Rochester: 14621, 14611, 14609, 14608 and 14613. As noted earlier, these neighborhoods are some of the most challenged neighborhoods in the City of Rochester. The residents in these neighborhoods are predominately African-American/Black and Latina/Latino. About 50% of PINS complaints/referrals involved youth identified as Black or African-American with a quarter identified as Other or Unknown (would also include Latino/Latina) and another 20% or so were White. On average, about 40% of the PINS referrals are closed as adjusted annually. Forty-nine percent (49%) of PINS referrals in 2013 were Closed as Adjusted and another 24% were closed as Withdrawn. In 2013, of the cases Adjusted, 40% were Black/African-American, 39% were identified as Other or Unknown (would also include Latino/Latina) and 21% were White. Of concern is the increase in Unknown numbers (122) which may alter the percentages for the other categories.

NON-SECURE DETENTION (NSD)

PINS youth should only be detained if there is no substantial likelihood a youth will benefit from diversion services or if all alternatives to detention services have been exhausted. If the youth is over 16, the judge must determine that special conditions exist and warrant detention. However, in Monroe County some youth are still being detained for reasons other than what the law allows for, such as truancy, failure to follow through with recommended services, and parental refusal to take them home. Monroe County's Non-Secure Detention (NSD) Program reached a peak in 2006 with 971 admissions and 15,183 days of care. Implementation of the Family Access and Connections Team (FACT) in 2007 had a significant impact on Non-Secure Detention admissions, which dropped to 873 and 9,263 bed days that year. The downward trend has continued since 2007. In 2013, NSD reported a total of 448 admissions and 4,060 total days of care. In 2013, Monroe County continued to experience usage of out of county Non-Secure Detention beds similar to 2012 (88 admissions with a total of 175 days of care). In 2013, Black/African-American youth represented about 65% of the Non-Secure admissions and Hispanic youth represented about 15% of the Non-Secure admissions. Thirty-five percent (35%) of the PINS youth admitted to Non-Secure Detention were there due to a warrant.

OUT OF HOME RESIDENTIAL PLACEMENTS

Monroe County had been experiencing an overall decline in placements of PINS and JDs since 2008 with some shifting in where youth are going. PINS placements had been generally declining since 2008 (although a one year spike occured in 2009) until 2012 when the placement numbers jumped 37% to 84. In 2013 there were 81 PINS Placements. While Monroe County has also seen a decline in the total number of JD youth placed by Monroe County Family Court over the last several years, there has been a noticeable shift in which agency JD youth are placed with. Monroe County Family Court has been placing less JD youth with OCFS: 124 in 2008 to 42 in 2013. Concurrently, JD youth placed with MCDHS has increased from 1 in 2008 to 20 in 2013. Historically, about half of the youth placed with OCFS are placed by OCFS into private facilities. On average, 85% of the youth placed by Monroe County with OCFS annually are youth of color. Despite overall decreases in the number of PINS and JD youth placed at residential levels of care, Monroe County still exceeds almost all other large counties in the number of PINS and JD youth placed out of home at congregate care levels.

SECTION TWO – Description of Services and Programs to be Funded

List the **name of each service and program** who you expect will received STSJP funds, along with the **projected amount of STSJP funds** to be used for each: As a Guide to providing the information needed to properly review your plan, please provide programmatic information in the format listed below;

- Provide the Name of the Provider of the Service/Program.
- The Amount of any Juvenile Detention Services funds projected to be spent for STSJP Services.
- The communities and types of youth targeted.
- The projected number of youth that will be served.
- Answer a series of Demographic questions

"Please enter each program individually. If you have more programs than the form allows for, please use the addendum OCFS-2121-1 which will allow you to enter more programs."

OCFS-2121 (6/23/2014)

STSJP Program One	ATD TEAM	**Type of Program (ATD/ATP)**	ATD
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			**$** 637,787
1. What geographic areas has your analysis suggested you target? County of Monroe			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 80 JDs & 40 PINS with an additional 300 PINS PODs			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Two".			
1. When did the program start using 2013-2014 STSJP funds? 4/1/2013			
2. How many slots were created in the program with STSJP funds? n/a			
3. What was the average length of stay for youth in the program or service? 38 days for JDs; 20 days for PINS			
4. How many youth received services in the program during 2013-2014? 89 (76 JDs & 13 PINs); also the ATD Team served an addition 345 PINS youth (POD cases)			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) 72			
2. Did not appear in court when directed to do so 10 (8 JDs and 2 PINS)			
3. Were re-arrested before appearing in court 0			
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) 23			
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: $ 0			

STSJP Program Two	MH/JJ Clincial Support Team	**Type of Program (ATD/ATP)**	ATP
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			**$** 187,825
1. What geographic areas has your analysis suggested you target? County of Monroe			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 90 JDs & 150 PINS			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Three".			
1. When did the program start using 2013-2014 STSJP funds? 4/1/2013			
2. How many slots were created in the program with STSJP funds? N/A no limit on slots - Youth served when referred			
3. What was the average length of stay for youth in the program or service? 30 days			
4. How many youth received services in the program during 2013-2014? 151 youth served by the MH/JJ Clincial Coordinators (1.6) and an additional 100 youth assisted by the ATD Assistant			
For programs intended as alternatives to detention, how many youth in the program experienced each of			

these outcomes:
1. Successfully completed the program (not re-arrested and appeared in court as directed) N/A
2. Did not appear in court when directed to do so N/A
3. Were re-arrested before appearing in court N/A
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) N/A
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: $134,771

STSJP Program Three	Court Appointment Notification System	**Type of Program (ATD/ATP)**	ATD
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			**$** 900
1. What geographic areas has your analysis suggested you target? County of Monroe			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 3,000 households			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Four".			
1. When did the program start using 2013-2014 STSJP funds? 4/1/2013			
2. How many slots were created in the program with STSJP funds? n/a			
3. What was the average length of stay for youth in the program or service? n/a			
4. How many youth received services in the program during 2013-2014?			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) not consistantly tracking this- will need to devleope tracking tool to record court appearances of youth /families who received calls			
2. Did not appear in court when directed to do so n/a			
3. Were re-arrested before appearing in court n/a			
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) n/a			
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: $0			

STSJP Program Four	GPS Monitoring	**Type of Program (ATD/ATP)**	ATD
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			**$** 12,881
1. What geographic areas has your analysis suggested you target? County of Monroe			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 60			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Five".			
1. When did the program start using 2013-2014 STSJP funds? 4/1/2013			
2. How many slots were created in the program with STSJP funds? unlimited			
3. What was the average length of stay for youth in the program or service? Reg EM: 71 days; High Risk EM: 54 days; GPS: 32 days			
4. How many youth received services in the program during 2013-2014? EM = 83; GPS = 9			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) n/a			
2. Did not appear in court when directed to do so n/a			
3. Were re-arrested before appearing in court n/a			
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) n/a			
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: $8,204.00			

STSJP Program Five	Education& Truancy Liaison	**Type of Program (ATD/ATP)**	ATD/ATP
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			**$** 65,000
1. What geographic areas has your analysis suggested you target? City of Rochester			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 100 (50 JDs & 50 PINS)			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to section "STSJP Program Six".			
1. When did the program start using 2013-2014 STSJP funds? Did not start in 2013-2014			
2. How many slots were created in the program with STSJP funds? n/a			
3. What was the average length of stay for youth in the program or service? n/a			
4. How many youth received services in the program during 2013-2014? n/a			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) n/a			
2. Did not appear in court when directed to do so n/a			
3. Were re-arrested before appearing in court n/a			
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) n/a			
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: $85,000			

STSJP Program Six	Family Mentor	**Type of Program (ATD/ATP)**	ATD
The amount of STSJP funds that your jurisdiction will devote to the services from this program?			**$** 35,000
1. What geographic areas has your analysis suggested you target? County of Mornoe however we anticipate that the majority of focus will be City of Rochester)			
2. What is your Jurisdiction's Projected Number of Youth that will be served by this STSJ Program? 50 families			
Did the program listed above receive STSJP funds for 2013-2014? If so, provide answer the questions below. If not, please proceed to Section Three.			
1. When did the program start using 2013-2014 STSJP funds? Did not start in 2013-2014			
2. How many slots were created in the program with STSJP funds? n/a			
3. What was the average length of stay for youth in the program or service? n/a			
4. How many youth received services in the program during 2013-2014? n/a			
For programs intended as alternatives to detention, how many youth in the program experienced each of these outcomes:			
1. Successfully completed the program (not re-arrested and appeared in court as directed) n/a			
2. Did not appear in court when directed to do so n/a			
3. Were re-arrested before appearing in court n/a			
4. Moved to detention because of non-compliance with the program or any reason (other than re-arrest or failure to show at court) n/a			
5. What amount of last SFY allocation for this STSJP Service Program was left unspent: n/a - no contract entered into in 2013-2014 SFY			

SECTION THREE – Disproportionality

Provide available information (use objective data or, if none exists, you may provide anecdotal or other information) indicating whether the use of detention or residential placement in your service area shows a significant racial or ethnic disproportionality. What, if any, differences are there from what was noted in last year's plan? Additionally if NO data exists, what measures will your jurisdiction implement to monitor disproportionality?

Monroe County is aware that there is a serious issue of disproportionality among youth and families involved in the juvenile justice system in Monroe County. Like many communities, Monroe County is struggling with identifying the reasons for this and implementing effective methods to reduce disproportionality. There is significant concern over the numbers of youth of color who enter the juvenile justice system and who have a disproportionate presence deeper into the system. Black and Hispanic youth continue to be overrepresented in the local juvenile justice system. Minorities are detained following arrests more than Caucasians resulting in higher detention rates. This may, in part, be due to an increased police presence in minority neighborhoods. These police contacts accumulate over time and may account for more serious prior records for youth of color. Having a serious prior record affects the decision to arrest contacted juveniles, to detain arrested youth and to forward cases from Probation Intake to the Juvenile Prosecutor. Those prior contacts have an impact in many cases on the scores of the DRAI, which results in youth being fast tracked to detention. Reducing the number of detained minorities entering Probation Intake, wherever appropriate, will reduce the number of minorities forwarded to the Juvenile Prosecutor for prosecution and thus reduce the disproportionate numbers of minority youth placed out of home.

Monroe County has taken some active steps towards confronting the issue of disproportionality in the juvenile justice system. In 2010, Probation secured a DCJS grant for a Disproportionate Minority Contact (DMC) Coordinator (Senior Probation Officer) to work with system stakeholders to identify and begin to address disproportionate representation of youth of color in the juvenile justice system. Also that year, MCDHS was chosen to work with OCFS and Casey Family Programs to address the Disproportionate Minority Representation (DMR) of youth of color in the foster care system. In addition to gaining an understanding of DMR in local decision making around placements, Monroe County has begun developing policies, practices and contracted services that are more culturally responsive and that support the goal of reducing out of home placements for children of color. On-going workgroups are looking at data to inform next steps and changes in practice. In January 2013, this community launched Facing Race, Embracing Equity – Rochester's Racial Equity Initiative –to explore issues and foster conversation and cooperation around racial inequities in Rochester and the surrounding communities. This on-going effort affords an opportunity to bring the issue of youth in the justice system to a diverse community table and engage that community in identifying causal factors and next steps to removing barriers that are causing the overrepresentation in the juvenile justice system. The issue of overrepresentation in the juvenile justice system is linked with issues in the education system, unemployment, lack of health care and teen pregnancy.

Although Monroe County's statistics show that overall juvenile justice delinquency and status offense numbers are decreasing, the numbers in most cases, especially as they relate to youth of color, are still unacceptably high and do not mirror population numbers as reported via the US Census Bureau for this community as a whole. Monroe County is committed to continuing to work to reform the local juvenile justice system to ensure that (1) only those youth who should be arrested and proceed through the Family Court system do, (2) that detention is being used consistent with NYS law, (3) that an array of alternatives to detention are available for those youth arrested that ensure that youth return to court and do offend pending court appearance, and (4)all others are diverted at the least restrictive level, with a minimal amount of juvenile justice system involvement. Monroe County will utilize infromation/learnings from the JDAI RED training to move this agenda forward. The team participating in theJDAI RED training are committed to working on the issue of racial and ethnic disaprity in the local juvenile justice system. This will be a key effort in 2014-2015.

- If such disproportionality exists, describe how the service/programs proposed for funding will address the disproportionality: SEE ABOVE

SECTION FOUR – Efficacy of the Programs and Services

Provide a description of the proposed services and programs that explain the four listed elements
Please answer the questions below for each of the programs highlighted in Section Two

1. How they will reduce the number of youth who are detained or residentially placed:
2. How they are family –focused:
3. Whether the services/programs are capable of being replicated across multiple sites:
4. If the same plan was used last SFY, were the performance outcomes met and describe the outcomes. What were the barriers if not met?

EFFICACY OF PROGRAM AND SERVICES

Reducing the numbers of youth detained or residentially placed:
Monroe County has demonstrated efforts and successes in reducing the numbers of youth placed residentially as well as decreasing the days of care for youth detained in Secure and Non-Secure Detention. As shown in the data presented earlier in this plan, placement numbers of PINS and JD youth have been declining over the last 5 years. Nonetheless, Monroe County's rate of detention and residential placement still exceed the rates of most of the other large urban counties in New York State. Monroe County worked with the Vera Institute of Justice to develop and pilot a Risk Assessment Instrument. In March of 2012, Monroe County Office of Probation-Community Corrections through a DCJS grant was able to implement an on-call RAI system 24 hours a day, 7 days a week so that it informed Law Enforcement's decision-making about whether to detain a youth. In addition, Monroe County clarified with local law enforcement that youth cannot be brought to Secure Detention during week days but rather must be taken directly to MCFC if court is in session. Interestingly, as a result of implementing the 24 hour RAI/DRAI as well as clarifying the practice of not dropping off youth at Secure Detention during the day, the numbers of Secure Detention admissions by police have reduced significantly in 2013-2014. Monroe County will continue to monitor this trend.

The STSJP funds allow us to have an ATD team with sufficient staff to supervise and monitor youth 7 days a week, who would otherwise have been detained. The MH/JJ Clinical Coordinator provides an additional resource in the areas of mental health, substance abuse and education to assist the ATD Team and MCFC to assess and identify the needs of the child. The intent being to allow youth to remain safely in their community or transition back to their community from detention as soon as possible, thus reducing the length of detention stays. The role of the MH/JJ Clinical Coordinator has expanded greatly over the last year necessitating the need to add an additional MH/JJ Clinical Coordinator position. The ATD Administrative Assistant has proven to be an integral component of the collective ATD Team by coordinating access to and use of the Non-Secure Detention beds.

As fewer youth are detained in Monroe County and interventions are provided as soon as possible upon entering the JJ system, the chance that they will penetrate deeper into the system and ultimately be placed residentially will decrease. DHS and Probation also work intensively to prevent admissions to and reduce the length of stay in residential placement through the Youth and Family Partnership Team and the Building Bridges initiative. Since 2010, MCDHS and Probation have worked with Georgetown University Center for Social Justice to implement a Crossover Youth Practice model which helps to prevent youth from penetrating deeper into the juvenile justice or child welfare systems.

How they are family focused:
Monroe County, through its' SAMHSA System of Care grant, has worked to change the culture in Monroe County to one that incorporates all of the system of care values: family driven, youth guided, trauma informed, culturally and linguistically competent, community-based, and best practice informed. DHS and Probation have participated in training in the Child & Family Team process. MCDHS Child and Family Services Division is requiring all staff to participate in 2 day Trauma Informed training to expand their understanding

of this issue and the needs of the youth and families that they interact with.

The ATD Team, as well as the various alternatives to detention providers, work to include families and youth in decision making and direction setting while balancing the needs of the MCFC and Probation systems. Monroe County is continuing to look for ways to better engage youth and families in service design and delivery. The ATD Team has access to wrap around funds when working with youth and families to assist families with meeting their needs.

The proposed Education Liaison will provide an opportunity to engage families to advocate on behalf of youth in the education system and to empower families to be able to negotiate the educational system on behalf of all of their children. Also, the Family Mentor position being added will provide individual support and education to families going through the juvenile justice system with their child.

Whether the services/programs can be replicated across multiple sites:
Monroe County believes that the components outlined in this plan can be replicated in other communities. Alternative programs that allow youth to be at home and in their communities while having some level of supervision have proven to be a very effective way to monitor youth without leaving their families. Research supports that long-term residential care is harmful to most children as it creates dependence on the system and does not allow for the intensive family work that needs to occur. All of the programs that will be implemented via Monroe County's STSJP funds will be family focused and youth guided, and will keep the youth with their families and in their communities while providing the identified interventions to aid the youth and the community to be safe.

Below is a description of each of the componenets that STSJP Funds will be used to support:

ATD(ALTERNATIVES TO DETENTION TEAM):
The target population are youth, ages 10 –17, who are the subject of a PINS petition or a JD arrest and who are at risk of placement in Non-Secure or Secure Detention. The ATD Team will act as a liaison to the Family Court judges. The ATD team will administer the RAI/DRAI at the time of arrest for all youth taken into police custody when the police officer is considering detention, 24 hours per day, seven days per week, unless the arresting officer decides to divert the youth or issues an Appearance Ticket. The RAI/DRAI score will be used to guide decision-making regarding whether a youth will be detained. Evening field work visits, curfew checks, school checks and referral to other programming will be provided, as needed. The ATD Team will monitor/supervise JD youth in the community who are released to them, and develop individualized service and support plans with the family for each youth. The ATD Team will provide assessments and recommendations to MCFC relative to the use of Electronic/GPS Monitoring for individual youth. In addition, the ATD team will interview all petitioned PINS youth before they appear in Family Court to assess the need for detention and make a recommendation to the Judge as to the need for detention, the alternatives available, and recommend services and supports for the youth and their family. An ATD PO will be assigned to each PINS petition case and will remain active with the youth and family from filing of the petition up until adjudication to ensure that alternatives are offered at every stage and when possible, to utilize the array of resources to take a youth out of Non-Secure Detention while their case is pending in MCFC. ATD services and monitoring are short term in duration (between 30-45 days). The ATD Team will be comprised of 1 Supervisor, 1 Sr PO/Family Court Liaison, 6 Probation Officers, and 1 Probation Assistant which will be funded via STSJP funds.

MH/JJ SUPPORT TEAM :

This team will be co-located and partner with the ATD team to provide additional services/resources to both the ATD Team and MCFC to assist in reducing the reliance on Secure and Non-Secure Detention, as well as providing coordination and information sharing between youth, families, the ATD Team and MCFC. The components of the team will be:

- Mental Health Juvenile Justice Clinical Coordinators (1.6) (MH/JJCC) will facilitate the use of clinical information for Probation and Family Court. The MH/JJCCs will ensure that the Family Court receives clinical information that is relevant, timely, accurate and culturally sensitive to facilitate well informed decisions that promote better outcomes for youth and their families. The MH/JJCCs will complete mental health assessments as well as facilitate referrals to contracted providers for mental health, chemical dependency and other specialized evaluations. The MH/JJCCs will also provide consultation services to MCFC and Probation to assist in planning for individual youth. The MH/JJCCs will attend the Alternative Program Review Committee and the Diversion Review Committee to provide information, consult about individual youth, and assist Proabtion Officers and others in planning for the needs of individual youth. The MH/JJCCs will also assist in the on-going implementation of the MAYSI-2 at Probation Juvenile Intake for youth who are the subject of a JD action.
- ATD Assistant will be responsible for maintaining a current list of all youth in Non-Secure Detention and communicating that list daily to the ATD Team and MCFC judges and law clerks as well as to the PINS Transport Team (PTT); coordinating PINS transport for youth remanded to Non-Secure Detention; waiting with youth who are awaiting transport; organizing and maintaining calendars; and communicating with families to notify them where their child is. The ATD Assistant also assists with data entry.
- Wrap Around Funds will be available to the Mental Health and Family Support Team and ATD Team to help address individual youth and families' needs that are presenting barriers to youth being able to avoid detention and/or remain in the community while their court case is pending. The funds may be used for bus passes, tutoring, co-pays for services, school uniforms, school supplies, etc.

COURT APPOINTMENT/NOTIFICATION SYSTEM (TELETASK):

Electronic appointment notification system to reduce the number of warrants for failure to appear in court and violations filed in Family Court. Once a youth has a court date/appearance scheduled / report due to the court, the ATD Clerk will enter the information into TeleTask. 72 hours prior to their court appearance the youth/family will be notified and then again in 24 hrs prior to their appearance. Teletask has the ability to call land lines as well as cell phones.

GPS MONITORING:

Provide slots in the Electronic Monitoring (EM) Program for pre-adjudicated and adjudicated PINS and JD youth using EM/GPS technology/devices. JD youth referred to EM have a score of 2- 4 on the DRAI and are at significant risk for re-arrest. PINS youth referred for EM must have a documented history of leaving home without the knowledge or permission of the parent/guardian and are at risk for failure to appear at court.

EDUCATION AND TRUANCY LIAISON

The Education and Truancy Liaison is an embedded position within the RCSD, whose focus will be to reduce truancy and other school-related technical violations of probation. The Liaison will assist youth who are in placed Secure or Non-Secure Detention and are imminently reentering the district, as well as youth who are in school placement but are at risk of being detained outside of the district due to school-related issues. For youth who are not currently enrolled in school, or are reentering after detention, the Liaison will facilitate the appropriate educational placement and support the transition to that placement. The Liaison will work with youth on an individual basis to identify the reasons the youth is not attending school, and will

collaborate with the corresponding school building to develop a plan to increase attendance. This plan may include addressing appropriate course enrollment, transportation challenges, obtaining uniforms, etc. The Liaison will focus on credit recovery and when necessary link students to community-based educational resources for tutoring and other support services. Plans will be created collaborative with students, family members, DHS/Probation staff, and school personnel. Copies of the individual plan, as well as updates on youth's attendance, will be shared with appropriate individuals to ensure a coordinated approach to monitoring progress and addressing continued truancy. The Liaison will work closely with ATD Team, YESS program, RIY and Encompass staff.

FAMILY MENTOR:
The Family Mentor will be available to support families through the juvenile justice system and work closely with the ATD Team to ensure that families understand the proceedings and become active partners in planning for their child. The Family Mentor will be familiar with all aspects of the juvenile justice system and be able to assist the family to advocate for their best interests. The Family Mentor will also focus on making sure parents get to court for all court dates, training and informing parents about alternatives to detention programs, assisting them in advocating for their child, and working with families during social investigations to prepare them for possible dispositional outcomes. The Family Mentor will engage families and facilitate community resources/linkages for petitioned PINS and pre-adjudicated and adjudicated JD youth who are either active with the ATD Team or who are in detention and need to link to services to transition back to the community.

JDAI COORDINATOR:
Monroe County is one of six sites selected to pilot the JDAI initiative in collaboration with OCFS and the Annie E. Casey Foundation. The JDAI Coordinator will focus on issues of detention utilization, the development of strategies to reduce reliance on Secure Detention, expediting juvenile delinquency cases using effective pre and post-dispositional options, and reducing racial, ethnic and gender disparities through the JDAI 8 core strategies. Responsibilities of the JDAI Coordinator include (but are not limited to) data collection and analysis, staffing JDAI Steering Committee and Sub-Committees, report writing, presentations, program/service monitoring, acting as a liaison with Secure and Non-Secure Detention, developing an effectvie continuum of ATDs, and conducting research into effective program models/services.

SECTION FIVE – Overall Strategy and Justification for the Proposed Programs Services

The purpose of STSJP finds is to establish supports and services for youth who, absent these services, are likely to be detained or placed. Funds should therefore be clearly targeted to meet the needs of the types of youth who in the past have been admitted to detention or residentially placed. With this specific purpose in mind, describe the strategy devised by your county's collaborative to address the STSJP Funding objective through the programs chosen in Section Two. Please discuss in the section below.

The intent for funding this array of services is twofold. First is to reduce detention populations which will reduce the numbers of youth placed residentially out of their homes as the subject of a PINS or JD action. Secondly, Monroe County feels that this array of services positioned at the front end will promote systemic juvenile justice reform and bring the entire system more in line with the System of Care values. The following outlines the justification for the components identified to be funded with the STSJP funds:

- The ATD Team is designed to be able to provide both 24/7 "field response" to Law Enforcement when they are contemplating an arrest as well as to inform the court of the RAI/DRAI score and develop an alternative to detention plan for the child to present to court to reduce the need to detain a youth. The ATD Team's experience over the last year has shown that JD youth who score low or mid-risk are often released by Family Court once the court is aware of

the score and an alternative plan is presented. To facilitate the use of PINS tracking services and respite/emergency housing rather than detaining petitioned PINS youth, the ATD Team reviews PINS youth prior to their court appearance and proposes alternative plans directly to the court.

The Mental Health & Family Support Team continues to provide an integral service to the ATD Team as well as to MCFC Judges and Monroe County Probation. The MH/JJ Clinical Coordinators' responsibilities have expanded over the last year to the level that two positions are needed to be able to provide the assessments and consults on individual PINS and JD youth, the MAYSI-2 clinical support, staffing of YESS Court and the Alternatives Program Review Committee and Diversion Review Committee, reports to the court, and oversight of outside assessments requested by the court to name a few.

The Family Mentor will enhance ATD services/responses by providing support, education and explanations to families and youth as they traverse the juvenile justice system. The Family Mentor will also be able to link families to community resources and supports to address their needs. The Family Mentor will work closely with the MH/JJ Clinical Coordinators and the ATD Team.

Youth who are in the community, attending school and participating in services are at reduced risk of out-of-home placement. Often, youth involved in the juvenile justice system have a tenuous relationship with the local school system, are often truant from school and have difficulty reentering school. MCDHS and Probation have worked with RCSD to utilize the Water Tower Park Alternative School for youth who are involved with ATD or are placed in a Hillside's Non-Secure Detention Home and who are city residents in good standing with RCSD. Space is limited, so many PINS and JD youth are not able to access this resource. However, there are still many youth coming through the juvenile justice system that are enrolled in the RCSD but who rarely or consistently attend school. If these youth come back to school, the school is often unprepared for them or unwilling in some cases to accept the youth back and assist the youth in getting school work caught up. Monroe County feels that supporting an imbedded staff person within the RCSD that has credibility amongst the various school principals and Central Office Administration to advocate on behalf of these youth to get them enrolled and back on target will have an impact on reducing LOS in detention as well as reducing VOPs for failure to attend school.

Monroe County realizes that there is a need to expand ATD options to meet the needs of the youth that are still being detained. Through the JDAI initiative, Monroe County is conducting the POD exercise to identify reasons that detention is being used and what resources/services those involved feel, if they were in place, they would use as an alternative to detention. Monroe County has set aside some STSJP funds to fund ideas coming out of the POD exercise. Monroe County will update the 2014-2015 STSJP Plan once these services/programs have been implemented.

SECTION SIX – Performance Outcomes

For 2014-2015, provide the projected performance outcomes for your proposed services and programs, being sure to include:

An estimate of the anticipated reductions in detention utilization and residential placements:

Monroe County has developed system-wide outcomes by which the alternatives to detention programs/services will be measured. Programs/services will also have individual or program-specific outcomes. Below are the system-wide outcomes with some of the program specific outcomes layered against them.

REDUCE FAILURE TO APPEAR RATE

- 90% of youth will appear for their court appearances (TeleTask)
- 90% of youth placed on EM/GPS will make all court appearances (EM/GPS)
- 85% of the JD youth supervised by an ATD PO will make all court appearances (ATD Team)
- Reduce the number of bench warrants issued due to failure to appear by 10% (TeleTask)

REDUCE THE RISK OF OFFENDING OR RE-OFFENDING

- 85% of the youth fitted with GPS tracking will be in compliance and not commit a new offense

while being monitored (EM/GPS)
- 90% of youth placed in EM/GPS as an ATD will follow the rules, maintain the device and be in approved/authorized locations (ATD Team)
- 85% of the JD youth supervised by an ATD PO will not re-offend pending court disposition (ATD Team)

REDUCE THE USE/DAYS OF CARE IN SECURE AND NON-SECURE DETENTION
- 100% of arrested youth (where police call for a DRAI to be administered), will have a DRAI administered within 1 hour of the arrest (ATD Team)
- Reduce the number of detention days by 15% (ATD Team)
- 75% of youth detained for a new arrest in Secure Detention will have a DRAI score of 3 or 4 (ATD TEAM)
- 75% of the JD youth referred by MCFC for an ATD will be placed in an ATD within 24 hours of the referral from court (ATD Team)
- 75% of the PINS youth referred by MCFC for an ATD will be placed in an ATD within 24 hours of the referral from court (ATD Team)
- Complete assessments on 90% of the youth referred by MCFC for assessments within timeframes set by the court and prepare a written report/summary of findings to the court. (JJ/MH Support Team)
- 80% of referrals to outside MH providers will complete and return their specialized assessments within MCFC and Probation timelines (JJ/MH Support Team)
- 75% of the families that work with the Family Mentor will attend all court hearings (Family Mentor)
- 25% reduction in detention remands as the result of the parent in court telling the judge that they are unwilling to take the child (Family Mentor)
- 60% of the youth referred to On-Track will be enrolled in school and attend at least 80% of the time (RCSD Education Liaison)
- 75% of youth who are the possible subject of a VOP with a reason being failure to attend school will attend school at least 80% of the time (RCSD Education Liaison)

INCREASE THE USE OF DIVERSION SERVICES AND COMMUNITY BASED RESOURCES
- 55% of JD complaints will be adjusted and not closed as Terminated – No Ban to Petition (ATD Team)
- 45% of the PINS complaints will be adjusted and not closed as Terminated – No Ban to Petition (ATD TEAM)

- Other projected positive outcomes for youth who participate in the services and programs: SEE ABOVE

SECTION SEVEN – Assessment of Success Achieving Previous Performance Outcomes

Although performance outcome data for 2013-2014 may be incomplete because many jurisdictions were unable to implement programs until late in the year and data-producing structures are not yet in place, we are asking you to provide available data on your STSJP programs for each of the following parameters for 2013-2014 year. The inclusion of that information will help establish local and state baseline information on SSJP programs and may be useful in informing discussions about potential improvements to be made in your STSJP Plan.

What were your projected performance outcomes in your 2012-2013 STSJP Plan for your proposed services and programs:

Following are the outcomes for the grant period 4/1/2013 – 3/31/2014:

TELETASK:
- 3,673 calls were made by the TeleTask Auto dialer to 791 households
- 91% of the calls were answered or message left on an answering machine (n=3,342)

ELECTRONIC MONITORING:
- 83 youth were placed on EM (17 PINS, 9 PINS VOPs, 32 JDs, 16 JD VOPs)
- Average LOS for youth on Regular EM was 71 days and 54 days for High Risk EM

- 9 youth were placed on GPS (4 PINS, 2 PINS VOPs, 3 JDs); average LOS was 32 days

ATD TEAM:
- Services provided to a total of 463 youth
- 67 JD youth and 28 PINS youth opened by ATD Team (n=95); average LOS for JD youth was 33 days; average LOS for PINS youth was 29 days
- 82% of the 95 youth made their court appearances-
- Assisted with hooking up 11 youth to EM/GPS, provided reports to court on youth placed on EM/GPS
- 85% of the youth placed on EM/GPS as an ATD maintained the devise and followed the rules
- Monitored 345 PINS petitioned cases that were pending disposition in MCFC
- 100% of arrested youth afterhours and weekends where police called for a DRAI, had a DRAI completed within 1 hour

MH/JJ CLINICAL COORDINATOR:
- 151 youth referred to the MH/JJCC (58% PINS [n=88] and 37% JDs [n=56] and another 5% referred by DHS, CASA, OMH or walk-ins/self-referral[n=7]) for assessment, services & evaluations.
- Of the 151 youth served, 32% were pre-adjudicated youth and 59% were adjudicated youth.
- YESS Track youth counted for 9% of the total youth served.
- Services provided included 34 for mental health assessments; 48 mental health evaluations, 32 court appearances, 151 consultations, 55 contacts, 13 service plan assessments, 46 reports to court, 15 referrals and 2 competency screening referrals.
- MCFC timelines were met in all cases except for when youth/parent refused to participate in MH evaluation or the youth was AWOL

REINVEST IN YOUTH (RIY) [FUNDED 4/1/2013 - 6/30/2013)
- RIY served 28 JDs and 10 PINS
- Majority of JD youth were low risk (n=15), 9 were mid risk and 4 were scored as high risk.
- 18 youth discharged during the quarter with the average LOS of 156 days

RESPITE
- No respite placements occurred as part of an ATD plan

- Were there other positive outcomes for youth participating in STSJP services and programs?

Please provide the following information for your county or the jurisdiction served by your STSJP programs for 2013-2014, indicating if the geographic area is anything other than countywide:

TTL number of youth under 16 arrested: 751 arrests not separate individuals

TTL number of youth admitted to detention programs: 750

Secure detention:	302
Non-Secure detention	448

TTL Number of youth placed out of their home as part of a disposition in a JD and/or PINs case:

Number of JDs placed with OCFS or LDSS:	61
Number of PINs placed:	81
TTL Number of youth who received service and programs as a result of STSJP funding:	550 +/-

COMMENTS

Please assess whether the services and programs in your 2013-2014 STSJP Plan achieved the projected reductions in detention utilization and residential placements and other performance outcomes. If they did not, what were the barriers?

The programs/services that we implemented in 2013-2014 were very successful. However, we did not achieve the reductions in the use of detetion that we would have liked. A significant factor in this was the inability to successfully implement a respite program as an ATD. We are exploring other options that can have a positive impact on reducing the use of detention. Monroe County has chosen to invest the STSJP funds to support a framework of alternatives to detention. Below is additional information on each program/service funded with STSJP funds for 4/1/2013-3/31/2014:

TELETASK

- MCFC does not have information collected on the current failure to appear rate; Monroe County will explore with MCFC how to capture/report this information in 2014-2015.

-Lost TeleTask data for 4 months. Probation will talk with TeleTask and computer consultants to identify the source of the problem and identify a patch if necessary to prevent any further problems in capturing the data.

ELECTRONIC MONITORING

-MCFC appearance rate/re-arrest rate information for youth on EM has not been kept in a way that it can be reported out. Monroe County will establish a mechanism to capture/report this information for 2014-2105

ATD (Alternatives to Detention) TEAM:

- The ATD Team conducts all after-hours and weekend DRAI screens calls

- 30% of the youth scored as high risk and 20% scored as mid-risk on DRAI/RAI

- 10 youth (11%) had a warrant issued and no youth (0%) had an arrest

- Monroe County continued to experience a significant reduction in juvenile arrests in 2013.

ATD SUPPORT SERVICES

- MH/JJ Clinical Coordinator position was vacant for several months in the fall of 2013 after the MH/JJ Clinical Coordinator left for a promotion in OMH. The position of MH/JJ Clinical Coordinator changed in December 2013 to a 1.6 FTE, however due to training and transitioning the capacity of the 1.6 FTE was not full realized until spring 2014.

- MH/JJ Clinical Coordinators participate in the Diversion Review Committee and the Alternative Placement Review meetings to provide mental health (trauma informed) perspective and facilitate access/linkage to community resources and supports.

- Coordinates competency screenings with Socio Legal Center.

- Provide training and consultation on mental health issues of youth involved in the juvenile justice system to judges, Probation, Attorney for the Child, DHS, etc.

- MH/JJ Clinical Coordinator does not have a limit to the number of PINS or JD youth to be served but responds immediately to requests from MCFC Judges and Probation Officers to provide mental health assessments, referrals to

other mental health providers for specialized or in-depth mental; health evaluations, linkages and enrollments; and ensures that MCFC timelines for evaluations are met.

- ATD Administrative Assistant works close with the ATD Team to coordinate non-secure detention admissions/transportation, daily notification of detention utilization to MCFC, Probation and MCDHS as well as provide supervision to youth awaiting transport to Non-Secure Detention facilities. The ATD Administrative Assistant also assists in data collection from the ATD programs.

REINVEST IN YOUTH (RIY)

- RIY secured additional funding (fall 2013) so STSJP funds were only needed for the 1st quarter of the 2013-2014 grant period. The STSJP funds allowed the program to expand services to JD youth outside of the OCFS targeted zip codes as well as to serve PINS youth as needed.

- The RIY program funding was restored by OCFS effective Fall 2013. In addition, RIY partnered with Encompass to expand services effective September 2013. As a result of both of these additional sources of funding to RIY, the program will continue for PINS and JD youth but Monroe County no longer needed to invest STSJP funds in this program.

- Of concern is that the program received fewer than projected referrals of high risk youth.

Are there any changes in allocations or practices planned for 2014-2015 based on experiences in 2013-2014? Please list those changes.

Monroe County experienced some delays in establishing the Education Liaison position wihtin the RCSD structure during the 2013-2014 grant period. After negotiations, it was decided to have a person 1/2 time with ATD and the other 1/2 time with Empower, a local education support organization. An individual has been indentified and recently has come on board. This position will be claimed in the 2014-2015 grant period.

In the 2013-2014 STSJP Application we had included the Family Mentor position in the JJ/MH Support Team. Establishing the position never came about in the 2013-2014 SFY, however, Monroe County continues to see a value to having a Family Mentor to link with families coming through the juvenile justice system. As a result of doing further exploration of Family Mentor models, Monroe County decided that the position should reside in a neutral orgnaization rather than imbedded within a component of the local juvenile justice system. We are exploring several options with local advocacy groups to locate the position within their organization.

As noted previously, Monroe County is setting aside funds to fund additional ATDs coming out of the POD exercise that the JDAI Steering Committee is involved in. Monroe County will notify OCFS when new programs/services are identified and amend the 2014-2015 STSJP Plan accordingly. Also, additional outcome measures will be added to the system-wide outcomes for any new ATDs developed.

SECTION EIGHT – Cooperative Applications Submitted Jointly by Two or More Counties
(Complete this section only if this is a joint application)

Two or more eligible local jurisdictions (counties) may join together to establish, operate, and maintain supervision and treatment services for juveniles programs and may make and perform agreements in connection therewith . Counties submitting such applications must provide the following information:

- Describe the provisions for the proportionate cost to be borne by each county:

- Describe the manner of employment of personnel across and between counties in the cooperative:

- Identify whether a single fiscal officer shall be the custodian of the funds made available for STSJP:

SECTION NINE– Additional Comments

APPROVAL OF THE CHIEF EXECUTIVE OFFICER

As Chief Executive Officer of the applicant municipality named on Page 1, I certify that I approve of this Supervision and Treatment Services for Juveniles Program Plan.

Maggie Brooks

Name (Please Print) | Date

X

Signature

INSTRUCTIONS:

Instructions for properly processing an STSJP plan.

a. Once you have opened a copy of the OCFS-2121 form, please immediately use the "Save As" function in Microsoft Word to save a copy of the document on your computer.
b. Please save your STSJP plan using the following format; (Somewhere County 2014-2015 STSJP Plan)
c. Work from the "saved" county plan document using it to record all of your county's information.
d. Once you have satisfactorily completed entering the required data, save the document, print the plan.
e. Then have the person named in the plan as the CEO sign the hard copy of the document.
f. Upload the signed copy of the plan and send it to OCFS via the STSJP email address at ocfs.sm.stsjp@ocfs.ny.gov