

+-----+
| LOCAL COMMISSIONERS MEMORANDUM |
+-----+

Transmittal No: 96 LCM-100

Date: November 8, 1996

Division: Services & Community
Development

TO: Local District Commissioners

SUBJECT: Annual Implementation Report of the Consolidated Services Plan

ATTACHMENTS: Annual Implementation Report Guidelines
Worksheets/ Optional Formats (AIR)
Appendix F (AIR)
Attachment A (AIR)
(Available On-Line)

The purpose of this memo is to provide you with the guidelines and related materials for preparing the Annual Implementation Report (AIR) of the Consolidated Services Plan (CSP).

The Department is cognizant of the issues for planning in an environment that includes managed care, welfare reform, a child and family services block grant, CONNECTIONS, and decreases in Title XX funding, with some decisions and directions yet to be determined. Given those factors, the Department has attempted to develop requirements for the Annual Implementation Report which meet the statutory and regulatory requirements in the least burdensome way, and continue to maintain the focus on improved outcomes to strengthen New York's families, children and adults.

The Guidelines provide an overview and general description of the AIR process and detailed instructions for preparing the required information. Included are a series of worksheets and optional formats that the county can use for organizing the plan document. The Annual Implementation Report Guidelines and Worksheets/ Optional Formats are appended to this document (Appendix F and Attachment A are attached separately) and are also included in the E-FORMS drawer in ELIB. Each worksheet/ optional format is also included as a separate document.

The AIR provides an opportunity to update the CSP needs assessment if needed, and to report on the progress made in meeting the outcomes identified in the CSP, based on the measurable indicators that you established. In addition, there is a requirement to address child welfare services related to Native American children as a result of changes in federal Title IV-B requirements.

You will recall that among the changes in the Consolidated Services Planning process was increased flexibility in the planning cycle. The district may have established a plan cycle of two, three or four years and may have established its own annual cycle as well. Social services districts with a multi-year Consolidated Services Plan scheduled to end in December 1996 or part way through the 1997 calendar year are strongly encouraged to request an extension to their CSP with the submittal of the AIR. The Department encourages those social services districts to request a two-year extension. If you are considering submitting a Consolidated Services Plan rather than the AIR, please discuss this matter with the appropriate family and children services regional director and the adult services representative. Social services districts with a multi-year CSP which ends in December 1998 or part way through the 1999 calendar year will probably have the opportunity to request a one-year extension next year. Please refer to the Guidelines for information regarding required due dates for the AIR.

Even in a condensed approach to planning, the local planning process provides the most accessible mechanism for ensuring the broadest possible community involvement and cross-system collaboration. The public hearing continues to be a required part of the process as well as the consultation required for child protective services, protective services for adults and child welfare services.

The Department continues to rely upon social services districts to translate State Goal Statements into an effective service delivery response. Staff from our offices are available to assist as you initiate your planning efforts.

Rose M. Pandozy
Deputy Commissioner
Division of Services and
Community Development