



# Office of Children and Family Services

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Acting Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	18-OCFS-LCM-03
<b>To:</b>	Local Social Services District Commissioners Directors of Services Youth Bureau Directors County Probation Directors
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	January 30, 2018
<b>Subject:</b>	<b>Guidelines for Preparing the Child and Family Services Plan</b>
<b>Contact Person(s):</b>	See "Technical Assistance Contacts" on page 3
<b>Attachments:</b>	None

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide guidance to local departments of social services (LDSSs) for the completion of the required county Child and Family Services Plan (CFSP) for the five-year plan cycle covering the period April 1, 2018, to March 31, 2023. LDSSs in collaboration with county youth bureaus and other local stakeholders are required by statute to develop and submit to the New York State Office of Children and Family Services (OCFS) a local, multi-year plan for the provision of services and the allocation of resources. The plan must include the required Persons in Needs of Supervision (PINS) Diversion Services Plan that is developed by the LDSS, county youth bureau, and county probation department.

### II. Background

The county planning process is designed to reflect the following principles and objectives:

- Support and acknowledge a local collaborative planning process that includes broad stakeholder involvement.
- Encourage a planning process that has meaning and utility locally, while preserving accountability to state and federal requirements.

- Support a process that focuses on outcomes for children, youth, families, adults, and communities.
- Support the important respective administrative roles and responsibilities of county youth bureaus and LDSSs.
- Streamline and improve the design of the plan.

In 2016, New York State participated in the federal Child and Family Services Review (CFSR), and New York State's performance was identified as below the national average on six of the seven safety and permanency indicators. The on-site review portion of the 2016 New York State CFSR identified several areas in need of improvement. Therefore, the federal Children's Bureau required OCFS to submit a CFSR Program Improvement Plan (PIP) that includes strategies and measurable indicators designed to improve outcomes.

Throughout 2017, OCFS provided LDSSs support and guidance to fully engage in a data-driven needs assessment process, including the development of targeted strategies designed to positively impact key safety and permanency outcomes set forth in the federal CFSR. The resulting CFSP will serve as each LDSS's PIP.

### **III. Program Implications**

#### Submission Process

The April 1, 2018, to March 31, 2023, CFSP is comprised of the following sections:

- I. Certification Requirements
  - Signature Page/Attestation
  - Public Hearing Requirements
  - MOU Between District Attorney's Office and Child Protective Services (CPS)
- II. Strategic Component
  - LDSS Overview: Mission, Demographics, Success/Achievements, Financial Process, Relationship Between LDSS Outcomes and Title IV-B Federal Goals
  - Welfare of Children and Youth
    - Safety/Prevention
    - Permanency/Prevention
    - Youth and Young Adult
  - Juvenile Justice
    - PINS Diversion Services
  - Adult Services
- III. Technical Component
  - Child Care
  - Non-Residential Domestic Violence Services
- IV. Appendix F
  - Title XX Program Services Matrix

Since this is the beginning of a new five-year plan, all sections of the plan must be completed; no sections will be pre-filled from previous plans.

LDSSs are required to submit the county CFSP electronically using the County Plan System that can be found on the OCFS intranet under the Child and Family Services Plan page. The system will be available on January 30, 2018 for the input of the five-year CFSP information. LDSS commissioners and directors of services will be informed by email when the system is available. To access the CFSP directly, use the following link: <https://countyplans.ocfs.ny.gov/>. Instructions for accessing and using the County Plan System will be available on the intranet **Child and Family Services Plan** page. Designated users will receive a system-generated email with instructions for creating an account and sending invitations to other users to participate in the development of this year's county plans.

#### Submission Timeline

The County Plan System allows for sections of the plan to be submitted and approved separately. Submission of the plan sections can begin on January 30, 2018, and are expected to be completely submitted and state approved by April 1, 2018.

#### **IV. Technical Assistance Contacts**

Staff from the regional offices and program areas listed below are available to assist you.

##### **Regional Office – Child Welfare and Community Services (CWCS)**

BRO – Amanda Darling (716) 847-3145 [Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

RRO – Karen Lewter (585) 238-8201 [Karen.Lewter@ocfs.ny.gov](mailto:Karen.Lewter@ocfs.ny.gov)

SRO – Sara Simon (315) 423-1200 [Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

ARO – John Lockwood (518) 486-7078 [John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

NYCRO – Ronni Fuchs (212) 383-4873 [Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

SVRO – Yolanda Désarmé (845) 708-2498 [Yolanda.Desarme@ocfs.ny.gov](mailto:Yolanda.Desarme@ocfs.ny.gov)

##### **Questions on content areas may be directed to:**

Child Care – Joe Ziegler (518) 402-6520 [Joe.Ziegler@ocfs.ny.gov](mailto:Joe.Ziegler@ocfs.ny.gov)

Domestic Violence – Pamela Jobin (518) 474-4787 [Pamela.Jobin@ocfs.ny.gov](mailto:Pamela.Jobin@ocfs.ny.gov)

Adult Services – Paula Vielkind (518) 474-9590 [Paula.Vielkind@ocfs.ny.gov](mailto:Paula.Vielkind@ocfs.ny.gov)

Youth and Young Adult and PINS – Jennifer Bargy (518) 474-9441

[Jennifer.Bargy@ocfs.ny.gov](mailto:Jennifer.Bargy@ocfs.ny.gov)

Native American Services – Heather LaForme (716) 847-3123

[Heather.LaForme@ocfs.ny.gov](mailto:Heather.LaForme@ocfs.ny.gov)

**For technical support on the web-based system, use the following link:**

<https://countyplans.ocfs.ny.gov/contact.cfm>.

/s/ Laura M. Velez

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#### **Issued By:**

Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services