

County of Albany

112 State Street
Albany, NY 12207



Meeting Agenda

January 2020

Tuesday, January 28, 2020

5:30 PM

Room 730

Social Services Committee

CURRENT BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES
2. AUTHORIZING AGREEMENTS WITH THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILIES SERVICES AND BRIGHTSIDE UP, INC. REGARDING REGISTRATION AND INSPECTION SERVICES
3. AUTHORIZING AN AGREEMENT WITH NANONATION REGARDING THE PROVISION OF KIOSKS FOR SNAP BENEFIT APPLICANTS AND RECIPIENTS
4. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH REGARDING REIMBURSEMENT FOR ADMINISTRATIVE COSTS PERTAINING TO THE EARLY INTERVENTION PROGRAM
5. AUTHORIZING AN AGREEMENT WITH CAYUGA CENTERS FOR THE PROVISION OF FUNCTIONAL FAMILY THERAPY-THERAPEUTIC CASE MANAGEMENT SERVICES
6. AMENDING RESOLUTION NO. 378 FOR 2019 REGARDING THE PROVISION OF PREVENTION SERVICES AND SUPERVISION AND TREATMENT SERVICES FOR JUVENILES
7. AUTHORIZING AN AGREEMENT WITH THE RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK REGARDING THE NEW YORK STATE SUPERVISION AND TREATMENT SERVICES FOR JUVENILES PROGRAM

Honorable Andrew Joyce and Members of the Albany County Legislature:

LADIES AND GENTLEMEN:

The Social Services Committee of the Albany County Legislature met on November 26, 2019. Chairperson Fein, Messrs. Simpson, Bullock, Clay, Commisso, Ms. Lockart, Messrs. Mendick, and Reinhardt were present. Mr. Cahill was excused. The following items were discussed and/or acted upon:

Approving Previous Meeting Minutes: Unanimously approved.

1. Authorizing an Agreement with Children's Health Home of Upstate New York Regarding Medicaid Care Management Services for Children: The Commissioner of the Department for Children, Youth and Families had requested authorization to renew an agreement with Children's Health Home of Upstate New York regarding claims for reimbursement for all Medicaid Care Management Services provided to children with the necessary qualifying conditions as defined by the New York State Department of Health (NYSDOH) for a term commencing January 1, 2020 and ending December 31, 2020. After a brief discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
2. Authorizing Agreements with Foster Care Agencies Regarding the Raise the Age Initiative: The Commissioner of the Department of Children, Youth and Families had requested authorization to enter into one-year agreements with thirteen agencies set forth in the foster care provider list of agencies annexed hereto for the provision of residential foster care programs for the Raise the Age initiative at rates determined by New York State for the term commencing January 1, 2020 and ending December 31, 2020. After a brief discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
3. Amending Resolution No. 504 for 2018 Regarding Foster Care Providers: The Commissioner of the Department of Children, Youth and Families had requested authorization to amend Resolution No. 504 for 2018 to include NAFLI Connecticut, Inc., Farmington, CT 06032 as a NYS approved foster care services provider at rates determined by New York State with notice to the County for a term commencing November 1, 2019 and ending December 31, 2020. After a brief discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
4. Authorizing Agreements Regarding the Children's Advocacy Center and Amending the 2019 Department of Children, Youth and Families Budget: The Commissioner of the Department for Children, Youth and Families had requested authorization to enter into an agreement with the NYS Office of Children and Family Services regarding the Children's Advocacy Center in the amount of \$164,095 for a term commencing February 1, 2020 and ending

January 31, 2021. After a brief discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.

5. Authorizing an Agreement with the City of Albany Police Department Regarding a Part-Time Law Enforcement Coordinator for the Children's Advocacy Center: The Commissioner of the Department for Children, Youth and Families (DCYF) had requested authorization to enter into an agreement with the City of Albany Police Department regarding a part-time Law Enforcement Coordinator to be co-located at the DCYF Children's Advocacy Center in the amount of \$27,000 for a term commencing February 1, 2020 and ending January 31, 2021. After a brief discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
6. Authorizing the Submission of a Supervision and Treatment Services for Juveniles Program Plan to the New York State Office of Children's and Family Services: The Commissioner of the Department for Children, Youth and Families had requested authorization to sign and submit a Supervision and Treatment Services for Juveniles Program Plan (STSJP) to the New York State Office of Children and Family Services (OCFS) in order to accept funding in the amount of \$172,722 to support programming at the Albany County Probation Department and Albany County Family Court for juvenile justice involved youth for a term commencing October 1, 2019 and ending September 30, 2020. After a brief discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
7. Authorizing the Acceptance of Enhanced Funding from and an Agreement with New York State Office of Children and Family Services Regarding Services for Persons in Need of Supervision: The Commissioner of the Department for Children, Youth and Families had requested authorization to enter into an agreement with New York State Office of Children and Family Services regarding funding in the amount of \$35,700 as a one-time allocation to help prepare for the aforementioned changes for a term commencing October 1, 2019 and ending September 30, 2020. After a brief discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.

Respectfully submitted,
THE SOCIAL SERVICES COMMITTEE

SAMUEL FEIN, Chairperson
MERTON D. SIMPSON
DOUGLAS A. BULLOCK
WILLIAM CLAY
FRANK COMMISSO

PATRICE LOCKART
RICHARD MENDICK
WILLIAM REINHARDT
CHARLES CAHILL



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
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MICHELE G. MCCLAVE
COMMISSIONER

ERIN M. STACHEWICZ
DEPUTY COMMISSIONER

LISA A. FREEDMAND
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew Joyce, Chairman
Legislative Clerk's Office
112 State St., Room 710
Albany, NY 12207

Dear Chairman Joyce,

Under a Memorandum of Understanding between the New York State Office of Children and Family Services (OCFS) and Albany County, the County receives annual federal funding in the amount of \$245,145 for the provision of child care registration services and associated Albany County Department of Social Services (DSS) administrative costs.

The Albany County Department of Social Services is seeking approval to renew this agreement with OCFS and for the County to receive State funding for the project. The Department is also requesting authorization to renew our subcontract with Brightside Up, Inc. (formerly the Capital District Child Care Coordinating Council [CDCCCC]) to perform family day care services.

Brightside Up provides the registration and inspection of all child day care providers in Albany County that our department serves through comprehensive evaluations and reviews such as health requirements, safety requirements, criminal history checks, child abuse and maltreatment checks. They also conduct investigations and track complaints made against providers, provide outreach to low income neighborhoods in a concentrated effort to network and continually develop family day care providers. In addition they assist families in finding safe and qualified child care, provide training to providers and parents alike in areas such as early learning and development as well nutrition and physical activity.

Sincerely,

Michele G. McClave
Commissioner

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Minority Counsel



Legislation Text

File #: TMP-1339, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization for Social Services (Brightside Up)

Date: 12/26/2019
 Submitted By: Joseph J DeAngelis
 Department: Social Services
 Title: Contract Administrator
 Phone: 518-447-7583
 Department Rep.
 Attending Meeting: Michele G. McClave

Purpose of Request: Contract authorization for Social Service to provide OCFS pass through funding to Brightside Up.

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel

- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

Brightside Up, Inc. (formerly known as the Capital District Child Care Coordinating Council)
91 Broadway
Menands, NY 12204

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$245,145
Scope of Services: Provide OCFS pass through funding to Brightside Up for the provision of full Registrar Services in Albany County that includes initial and renewal registration/licenses, annual inspection, complaint investigation, safety assessments, training and support for all existing and potential family day care providers and school-age child care sites.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No

If Mandated Cite Authority: Social Service Law Sec 365f

Is there a Fiscal Impact: Yes No

Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA6010 04610

Revenue Amount: \$245,145

Appropriation Account and Line: AA6010 44046

Appropriation Amount: \$245,145

Source of Funding - (Percentages)

Federal: 100%

State: 0

County: 0

Local: 0

Term

Term: (Start and end date) 1/1/2020 -12/31/2020

Length of Contract: 12 Months

Impact on Pending Litigation Yes No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 509

Date of Adoption: 11/13/2018

Justification: (state briefly why legislative action is requested)

Under a Memorandum of Understanding between the New York State Office of Children and Family Services (OCFS) and Albany County, the County receives State pass through funding in the amount of \$245,145 for the provision of family day care services and associated Albany County Department of Social Services administrative costs. There is no County Share for this program.

NYS has selected Brightside Up, Inc. (formerly the Capital District Child Care Coordinating Council [CDCCCC]) as a subcontractor for the following services: Completion of family day care home registration applications, school age child care registration applications, inspections and safety assessments of family day care homes and school age child care programs, and investigations of complaints against registered programs.

The Albany County Department of Social Services is seeking approval to renew this agreement with OCFS, receive State funding for the project and to renew our sub- contract with Brightside Up, Inc. to perform these services in an amount not to exceed \$233,065.00 that is contingent upon the funding level that has been approved by OCFS. Since this is a NYS state selected provider of service an RFP is not required.

As the current provider, Brightside Up, Inc. is satisfactorily meeting the required performance target expectations. There are currently 498 active providers who provide care to 1047 active families receiving child care subsidy benefits.

Brightside Up provides the registration and inspection of all child day care providers in Albany County that our department serves through comprehensive evaluations and reviews such as health requirements, safety requirements, criminal history checks, child abuse and maltreatment checks to name a few. In addition they conduct investigations and track complaints made against a provider, provide outreach to low income neighborhoods in a concentrated effort to network and continually develop family day care providers. They also assist families in finding safe and qualified child care, provide training to providers and parents alike in areas such as early learning and development as well as nutrition and physical activity.



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

December 4, 2019

Michelle McClave, Commissioner
Albany County Department of Social Services
162 Washington Avenue
Albany, New York 12210

Attn: Alice Geel

Re: MOU 2312
MOU Period: January 1, 2020 to December 31, 2020

Dear Commissioner:

The New York State Office of Children and Family Services (OCFS), through the Division of Child Care Services (DCCS), is pleased to inform you of the OCFS intention to renew the Memorandum of Understanding (MOU) for your Local Department of Social Services (LDSS) Day Care Registration and Inspection program. This letter serves to provide you with the funding level for the above calendar year. The MOU documents will provide LDSS with the necessary information to complete the Day Care Registration and Inspection Project electronic application. The documents are included in the email attachments that accompany this funding letter.

The disbursement of funding for your registration contract is described below:

Maximum Funding Available: **\$245,145.00**

New for 2020:

1. Inspections- Per regulation, Annual Inspections are required for licensed providers and facilities
 2. The penalty for unmet Performance Standards will be 10%
- **Please be advised that the signature of an authorized LDSS representative is not required at this point.** It will only be required once your agency receives the paper copies of the MOU from your program contract manager *after* DCCS review and approval of your electronic application.
 - **No scanned or PDF formats will be accepted.**

The registration MOU electronic application includes the Appendix D (application pages), Staff Plan Form (**all registration staff must be identified by name and title**) and the Draft simplified budget(s).

The Appendix C-1 of Standard Performance Levels and Payment Schedule is attached for your review.

DCCS has entered the 2020 dates into the Day Care Registration application and budget(s) pages for you from a copy of the 2019 Appendix D, budget(s), and staff plan **which you can modify accordingly with current 2020 information.** You may save a copy of the completed documents for your files. **Please**

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make all necessary amendments to these forms, which has the most current text, and return for processing. If changes occur after the submission of the Appendix D, please notify the DCCS contract unit immediately. An e-mail address is being requested on the Appendix D for all contacts, including county administrative staff. (You may use your county email if that is more convenient.)

Please do not amend the budget templates; use those forms provided in the attachments and *ensure any subcontractor uses the current template.*

The LDSS Districts that utilize a **subcontractor** to conduct the Day Care Registration and Inspection services will need to include in their electronic application an additional, completed subcontractor budget. **Please do not amend the budget templates.** The subcontractor's budget, if applicable, needs to be included in the LDSS budget in Section B4. ***The LDSS (and subcontractor's) B section needs either a quarterly or monthly cost in the line item description, in addition to the description for annual expenses over \$500.*** The OCFS and Total Cost field amounts need to be filled. **LDSS has a ceiling of 5% administration cost when there is a subcontractor.**

As a reminder, where applicable, the LDSS, as the contractor, is responsible for the day care registration and inspection project. Therefore, should LDSS utilize a subcontractor to perform the Registration services on their behalf, **LDSS is required to include in their subcontractor's agreement:**

1. Every standard performance level of the registration MOU found in Appendix C-1.
2. The same rules of confidentiality and professional conduct that are required of all registration staff in the LDSS and the DCCS Regional Offices. **It is essential that this language be included.**
3. DCCS requests the inclusion of the following statement: It is important to note that during the Day Care Registration and Inspection contract period, training will be conducted and attendance is required, as determined by the OCFS DCCS Regional Office.

It is required to provide to the DCCS Regional Office Manager a signed copy of the subcontractor agreement.

It is the legal responsibility of the contractor, LDSS, to provide supervision and oversight for the Day Care Registration and Inspection Project. DCCS requires for each renewal year, LDSS identify a designee/liaison for the Day Care Registration and Inspection Project. It is a requirement that the LDSS staff person is employed at a professional level. Therefore, it is necessary to provide the DCCS Regional Office with the name of the current LDSS registration staff person responsible for the monitoring of the registration activities as reflected on the Appendix D.

The Appendix C-1 performance standards include the requirement that the contractor maintain identified staffing levels that are necessary to conduct the registration activities and that there be specific, designated staff conducting the registration activities. Therefore, **all registration staff must be identified by name and title**, as well as their percent of time scheduled for the registration project. Abbreviated names and titles are accepted due to format limitations. **We developed a means of electronic transfer of personnel budget information to the Staffing Plan form to better assist in this process. The Staffing Plan form matches the size of the personnel columns in the budget for easy electronic copying of staff names and percentage on the project between these two documents. We added "Paste" buttons for your convenience. Save a copy for your records. You will use this form during the year to report staff changes.**

It is a project requirement that the registration staffing plan is submitted as part of the application. The Regional Office Manager will review and approve your registration personnel. Staff resumes must be submitted to the **DCCS Regional Office Manager** for review and approval.

The staffing levels are also reviewed for approval and updated quarterly on the Summary of Quarterly Registration Review Report by the DCCS Regional Office. It is a quarterly requirement, that after the end of the quarter, any change in registration personnel be reported to the DCCS Regional Office. However, significant registration staff changes should be reported as they occur, anytime during the year, to the Regional Office on this Staffing Plan form. If any staffing requirements are not satisfactorily met, there will be a reduction of the quarterly performance payment as described in the Registration MOU Appendix C-1.

The performance-based claiming process provides equal quarterly payments (**1/4 of the total funding, including cents**) for the registration and inspection services upon verification of the standard performance levels being met. After the quarter ends, the appropriate DCCS Regional Office Manager will complete a Summary of Quarterly Registration Review Report. The electronically signed quarterly registration report will be sent to LDSS attention. The DCCS Regional Office report will specify that full quarterly payment will be allocated.

If a performance standard is not met, a payment reduction percentage must be applied as established in the Appendix C-1. A copy of the DRAFT Summary of Quarterly Registration Review Report and Overdue Program Report will be provided to the LDSS contractor and, where applicable, the subcontractor. LDSS will have the opportunity to explain how they were not able to meet the standard due to extraordinary or unforeseen circumstances as stated in the Appendix C-1. After receiving such explanation, the DCCS Regional Office report will specify if the reduction is waived and a full quarterly payment will be allocated, or no waiver issued, and payment reduced.

Upon receiving the completed Summary of Quarterly Registration Review Report electronically, **LDSS submits an ink signed voucher/claim** to the appropriate DCCS Regional Office Manager for the exact amount (including cents) that is in the report. You may create a claim template with standard information for your convenience. However, the claim will need to be printed and ink signed for this Office to process. Please use the Office of the State Comptroller claiming form AC3253-S (2012).

The amount on the claim needs to reflect the **exact amount (including cents)** shown on the quarterly report or Appendix C-1 (if there is no penalty). **There is no rounding to the nearest dollar. Place data inside of the Vendor Box.** This ink signed voucher/claim for payment will be scanned by the DCCS Regional Office Manager to the Registration Contract Manager at DCCS Central Office for the processing of the quarterly payment.

Your contribution in this process cannot be overstated. All efforts to submit your completed registration package **electronically** by **December 13, 2019** or earlier will be greatly appreciated. It is essential to take into consideration that the MOU processing time frame may need a two-month minimum from the time that the MOU and budget are reviewed and approved by DCCS, and LDSS returns by mail the authorized signed documents. The sooner your registration renewal package is returned to the DCCS Program Contract Manager and Regional Office Manager, the sooner the review and approval process can begin.

Please complete all documents in the electronic application and submit the Appendix D, staff plan and budget documents electronically and simultaneously to:

- Shondra Frazier, DCCS Registration Contract Manager at shondra.frazier@ocfs.ny.gov,
- your DCCS Regional Manager,
- **AND** Kevin Helems, DCCS Supervisor of Child Care Resource and Registration Unit
Kevin.Helems@ocfs.ny.gov

We will be anticipating an electronic copy of your completed registration renewal. **Please remember: no scanned or PDF documents will be accepted.** Return the forms attached in this email with current information.

Please contact me with any questions or for technical assistance with the forms. If I am not available, you may contact Kevin Helems via email or at (518) 402-6860.

Thank you for your continued partnership and your commitment to the children and families in New York State. We will contact you as soon as possible with an approved MOU for signature.

Sincerely,

Shondra Frazier

Shondra Frazier

Program Manager Specialist 1

New York State Office of Children and Family Services

52 Washington Street, Room 309 South

Rensselaer, NY 12144

518-473-0677 | Fax: 518-474-9617 | shondra.frazier@ocfs.ny.gov

cc: DCCS Regional Office Manager



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
(518) 447-7300
WWW.ALBANYCOUNTY.COM

MICHELE G. McCLAVE
COMMISSIONER

ERIN M. STACHEWICZ
DEPUTY COMMISSIONER

LISA A. FREEDMAN
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew Joyce, Chairman
Legislative Clerk's Office
112 State St., Room 710
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Authorization is requested to enter into an agreement with Nanonation to provide the ability for clients and applicants to self-scan required documents through walk-in service at multiple locations throughout Albany County and to also apply directly for SNAP benefits on-line through myBenefits.gov.

Via RFP 2019-100R this Provider was the only respondent, has been vetted by DSS as being qualified to perform the serviced outlined RFP and will supply 4 Kiosks with two to be installed at DSS and two at other community based locations within Albany County.

Authorization is also requested to appropriate \$102,893 to partially fund implementation of the kiosks as more particularly detailed in attachment A of ADM 18-LCM-09 SNAP Bonus Award Allocation. Additionally, federal funds will be encumbered from 2019 to fully offset the cost of this project.

Sincerely,

Michele G. McClave
Commissioner

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Minority Counsel



Legislation Text

File #: TMP-1368, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization for Social Services (Nanonation)

Date: 1/8/2020
 Submitted By: Joseph J DeAngelis
 Department: Social Services
 Title: Contract Administrator
 Phone: 518-447-7583
 Department Rep.
 Attending Meeting: Michele G. McClave

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: 6010.22050
Source of Funds: Federal
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

Nanonation
301 South 13th Street, Suite 700
Lincoln, NE 68508

Additional Parties (Names/addresses):

-

Amount/Raise Schedule/Fee: \$149,160

Scope of Services: Nanonation will provide DSS with four Kiosks to assist in modernizing their operations through the integration of self-service technology to increase access to Supplemental Nutrition Assistance Program (SNAP) benefits.

Bond Res. No.: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No

If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No

Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA6010 04610

Revenue Amount: \$149,160.00

Appropriation Account and Line: AA6010 22050

Appropriation Amount: \$149,160.00

Source of Funding - (Percentages)

Federal: 100%

State: 0

County: 0

Local: 0

Term

Term: (Start and end date) 3/1/2020 - 2/28/2021

Length of Contract: 12 months

Impact on Pending Litigation Yes No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

Authorization is requested to enter into an agreement with Nanonation to provide the ability for clients and applicants to self-scan required documents through walk-in service at multiple locations throughout Albany County and to also apply directly for SNAP benefits on-line through myBenefits.gov.

Via RFP 2019-100R this Provider was the only respondent, has been vetted by DSS as being qualified to perform the serviced outlined in the RFP and will supply 4 Kiosks with two to be installed at DSS and two at other community based locations within Albany County.

The kiosks will have the ability to interface with other County and New York State information systems and software applications which provides local social service districts with real-time access to documents through a single user interface. The documents are scanned and indexed and can be shared across the entitlement program areas. This will allow for more streamlined access to SNAP benefits as well as a more efficient client service program.

Authorization is also requested to appropriate \$102,893 to fund implementation of the kiosks as more particularly detailed in attachment A of ADM 18-LCM-09 SNAP Bonus Award Allocation. Additionally, funds will be encumbered from 2019 to offset the cost of this project.

Total Allocation	
Total for All Social Services Districts	\$ 9,097,336
New York City (NYC)	\$ 5,219,242
Rest of State (ROS)	\$ 3,878,094

Allocation to Social Services Districts	
Albany	\$ 102,893
Allegany	\$ 25,000
Broome	\$ 92,988
Cattaraugus	\$ 34,858
Cayuga	\$ 29,600
Chautauqua	\$ 72,042
Chemung	\$ 42,097
Chenango	\$ 25,000
Clinton	\$ 36,238
Columbia	\$ 25,000
Cortland	\$ 25,000
Delaware	\$ 25,000
Dutchess	\$ 61,118
Erie	\$ 449,632
Essex	\$ 25,000
Franklin	\$ 25,000
Fulton	\$ 25,437
Genesee	\$ 25,000
Greene	\$ 25,000
Hamilton	\$ 25,000
Herkimer	\$ 28,107
Jefferson	\$ 46,623
Lewis	\$ 25,000
Livingston	\$ 25,000
Madison	\$ 25,000
Monroe	\$ 368,169
Montgomery	\$ 25,000
Nassau	\$ 195,731
Niagara	\$ 96,027
Oneida	\$ 109,590
Onondaga	\$ 203,304
Ontario	\$ 28,432
Orange	\$ 98,688
Orleans	\$ 25,000
Oswego	\$ 52,503
Otsego	\$ 25,000
Putnam	\$ 25,000
Rensselaer	\$ 44,720
Rockland	\$ 86,196
St. Lawrence	\$ 44,479

Local Districts	Allocation
Saratoga	\$ 44,188
Schenectady	\$ 64,693
Schoharie	\$ 25,000
Schuyler	\$ 25,000
Seneca	\$ 25,000
Steuben	\$ 31,894
Suffolk	\$ 365,086
Sullivan	\$ 36,362
Tioga	\$ 25,000
Tompkins	\$ 25,066
Ulster	\$ 60,511
Warren	\$ 25,000
Washington	\$ 25,000
Wayne	\$ 28,571
Westchester	\$ 247,250
Wyoming	\$ 25,000
Yates	\$ 25,000



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	18-LCM-09
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs/Employment and Income Support Programs
Date:	May 9, 2018
Subject:	SNAP Bonus Award Allocation
Contact Person(s):	Program: SNAP Bureau District Liaison – (518) 473-1469 Fiscal: Regions 1-4: Dan Stuhlman, (518) 474-7549, (Dan.Stuhlman@otda.ny.gov) Regions 5 & 6: Michael Simon, (212) 961-8250, (Michael.Simon@otda.ny.gov)
Attachments:	Attachment A: Local District Bonus Fund Allocation Table
Attachment Available Online:	<input type="checkbox"/>

Section 2

I. Purpose

The United States Department of Agriculture, Food and Nutrition Service (USDA-FNS) has awarded \$12,097,336 in Supplemental Nutrition Assistance Program (SNAP) High Performance Bonus Award funds to the New York State Office of Temporary and Disability Assistance (OTDA) for Best Payment Accuracy and Most Improved Payment Accuracy during federal fiscal year (FFY) 2015.

This award reflects positive efforts by social services districts (districts) and State staff to ensure SNAP payment accuracy. The purpose of this Local Commissioners Memorandum (LCM) is to inform district commissioners that over \$9 million in SNAP bonus funds are being allocated to districts and to provide district bonus fund allocations and the requirements and procedures to be followed by districts accessing the funds.

II. Background

Section 4021 of the Agricultural Act of 2014, amended Section 16(d) of the Food and Nutrition Act of 2008, and imposed conditions on the use of SNAP bonus award funds and required states to submit a plan demonstrating that the funds would be put to appropriate use. Those conditions are set forth in federal regulations at 7 CFR 275.24(a)(8), which provides as follows:

(8) Bonus award money shall be used only on SNAP-related expenses including, but not limited to, investments in technology; improvements in administration and distribution; and actions to prevent fraud, waste and abuse.

(i) Bonus payments shall not be used for household benefits, including incentive payments.

(ii) State agency awardees shall submit their intended spending plans of bonus payments to FNS to verify appropriate use.

Additionally, in the award letter from USDA notifying OTDA of the bonus award, USDA reminded OTDA of the following:

“Section 4021 of the Agricultural Act of 2014 requires bonus payments to be used only for SNAP-related expenses such as investments in technology, improvements in administration and distribution, and actions to prevent fraud, waste and abuse. It cannot be used to pay for new investments required in previous years. States that receive such bonuses are encouraged to use these funds to improve program administration, particularly in the area of program integrity.”

III. Program Implications

A. Funding/Allocations

The formula developed for the allocation of the \$9,097,336 provides each district with a minimum allocation of \$25,000 with proportionately greater allotments going to districts based on the size of the district’s SNAP caseload.

B. Bonus Fund Use Plans

To receive its allocation, each district will be required to submit a plan, describing the intended use of the SNAP Bonus funds, to the OTDA SNAP Bureau at:

otda.sm.cees.snap@otda.ny.gov or at the address below:

NYS OTDA
SNAP Bureau Bonus Award Plan
40 North Pearl Street, 11C
Albany, NY 12243

District plans must be received by OTDA no later than June 30, 2018.

As noted in Section II above, bonus award funds may be used only for SNAP-related expenses including, but not limited to, investments in technology, improvements in administration and distribution, and actions to prevent fraud, waste and abuse. Bonus payments shall not be used for household benefits, including incentive payments. Also, bonus funds may **not** be used for 50% SNAP Employment & Training activities.

Plan submissions will be reviewed by the OTDA SNAP Bureau to determine if they conform with permissible uses. Districts will be notified only if the plans do **not** conform with acceptable uses, or if OTDA has questions about the intended uses. Districts will be notified of any questions or concerns before September 1, 2018.

Examples of purposes for which the funds may be used include, but are not limited to the following:

- SNAP-related staff, training or equipment costs associated with supporting district costs associated with the development and implementation of the Integrated Eligibility System.
- Purchase of hardware or software, subject to State-specified minimum requirements to better support the administration of SNAP in the district.
- Physical plant improvements to enhance compliance with SNAP program access requirements, especially for people with disabilities.
- Staff needed to determine SNAP eligibility and to issue SNAP benefits.

Districts that are not interested in accessing their allotment of bonus award funds are asked to notify the OTDA SNAP Bureau, by June 30, 2018, with a letter declining their allocation. Funds allocated for districts that choose not to apply for the funding will be reallocated.

C. Maximizing the Value of The Allocation

As noted above, SNAP bonus award allocations may only be used for SNAP-related expenses. To maximize your SNAP bonus allocation, you should submit your gross claim for costs associated with SNAP bonus activities. Your gross claim will be reimbursed at 100%. 50% of your claim will be reimbursed with Federal funds and 50% will be reimbursed with your SNAP bonus allocation. This means that if you receive a \$25,000 SNAP bonus allocation, you are eligible to claim \$50,000 of SNAP-related expenses and receive 100% reimbursement for those costs.

For example, if a district were to purchase document scanning equipment for its SNAP intake area for \$10,000, it could claim the entire amount: \$5,000 from its SNAP bonus fund allocation and \$5,000 as the 50% federal share of the administrative expense. Thus, the actual net expense to the district would be \$0.

D. Claiming Instructions

Project expenditures for the SNAP Bonus Fund Allocation must be claimed through the RF17 claim package for special project claiming. These costs should be identified as F17 functional costs and reported on Schedule D in the F17 column in the RF2A claim package. The individual project costs should also be reported on the [LDSS-4975A](#) "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" under one or more of the following project labels:

- SNAP Bonus 2018 Certification**
- SNAP Bonus 2018 Fair Hearings**
- SNAP Bonus 2018 Fraud Abuse**
- SNAP Bonus 2018 Other**

Non-salary administrative costs are reported with the appropriate object of expense on LDSS-923B Summary – Administrative (page 1) "Schedule of Payments for Expenses Other than Salaries for Other Reimbursable Programs." Non-salary program costs should be reported as object of expense 37 – Special Project Program Expense on [LDSS-923B](#) Summary – Program (page 2) "Schedule of Payments for Expenses Other than Salaries for Other Reimbursable Programs."

Expenditures claimed for the SNAP Bonus Award will be reimbursed at 50% federal share and 50% non-federal share up to the stated SNAP Bonus allocation amount. Expenditures in excess of the bonus allocation should be reported on the RF2A claim package, Schedule D-7, Distribution of SNAP Expenditures to Activities ([LDSS-2347E](#)). Such amounts will be reimbursed at the normal rates for SNAP expenditures.

Claims for expenditures made for the period April 1, 2018 through September 30, 2019 must be final accepted in the Automated Claiming System (ACS) by November 1, 2019.

Information on the Schedule D and RF17 claim package can be found in Chapter 7 and 18 of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at: <http://otda.state.ny.net/bfdm/finance>.

Issued By

Name: Nancy P. Maney
Title: Deputy Commissioner
Division/Office: Integrated Eligibility Assistance Programs

Social Services 2020 Budget

APPROPRIATIONS

ACCOUNT	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
AA 6010 2 2050 000	Computer Equipment	102,893.00	0.00		Social Services
AA 0000 0 0000 000		0.00	0.00		
TOTAL APPROPRIATIONS		102,893.00	0.00		

ESTIMATED REVENUES

ACCOUNT	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
AA 6010 0 4610 000	Social Service Administration	0.00	102,893.00		Social Services
AA 0000 0 0000 000		0.00	0.00		
TOTAL ESTIMATED REVENUES		0.00	102,893.00		
GRAND TOTALS		102,893.00	102,893.00		

REQUEST FOR PROPOSALS
ALBANY COUNTY DEPARTMENT OF SOCIAL SERVICES
RFP #2019-100R
SNAP Kiosks

SECTION 4. SCOPE OF SERVICES

4.1 General Overview

The County processes upwards of 700 applications and 1,200 recertifications each month for SNAP. Applicants must provide multiple forms of documentation including bank statements, rent statements, pay stubs and other forms of identification for which they often need to keep the original (i.e. birth certificates, leases).

The County SNAP program receives approximately 600 sets of hard copy documents per month (both through mail and in-person drop-off) with an average of 20 individuals requesting receipts from the Department of Social Services Reception staff each day. Many clients do not have a way to copy documents so they bring originals into the Department of Social Services for staff to make a copy. Individuals may also drop off copies of documents by placing them in a designated bin in the Department of Social Services Reception Area. However, individuals do not receive a receipt when they place copies in the designated bin.

Albany County is seeking four (4) interactive self-service Kiosks, two of which will be located at the Department of Social Services office with two additional Kiosks to be placed in County identified community locations. The four (4) self-service Kiosks should have customized scanning software which will provide individuals the ability to upload documents to an appropriate designated electronic location without having to wait in line or put documents in a bin. Kiosks will provide a receipt confirming that they dropped off the documents to the ACDSS. These four (4) Kiosks will also provide the ability for individuals to apply or recertify for SNAP benefits online, as well as upload appropriate documentation without having to wait in line.

4.2 SNAP Applications and Recertifications

The Kiosks should make the application and recertification process easier and more efficient and improve overall customer service and increase efficiency of managing cases through the following functions:

- a. Applicants and Recipients shall have the ability to easily apply for SNAP benefits online through the Kiosks; Kiosks must have internet access capability.
- b. Kiosk navigation will be customized to ACDSS specifications to assure ease of Applicant/Recipient utilization.
- c. Applicants and recipients will utilize the Kiosks to scan required documentation such as proof of income, proof of residency, birth certificates, driver's licenses, medical documentation, bank statements etc.
- d. Applicants and Recipients should have the ability to scan documents concurrently during application/recertification for SNAP benefits.
- e. Applicants/Recipients will scan their documents using their first and last name and last four digits of their Social Security number.
- f. Kiosks should have the ability to swipe a County issued Benefit ID Card to identify their SNAP case to assign uploaded documents.

- g. The Kiosks will provide a date and time stamped receipt with images of what was scanned to confirm that their documents were uploaded.
- h. The documentation will be forwarded in PDF format and deposited in a County designated electronic file to be accessed, reviewed and processed by SNAP Eligibility Examiner staff. Proposers should provide details on the various options (secure email, encrypted email, file share/upload) and indicate the most frequently utilized method by similar customers to transmit the documentation. Proposers should also discuss whether the transmission methodology would change if there were an interface that was going to occur with a system such as NYD IEDR.

4.3 General Requirements

The successful Proposer will be responsible for:

- a. delivering four (4) brand new common use interactive self-service kiosks
- b. providing comprehensive training on operation and use of the kiosks
- c. customizing kiosk screens and navigation to support ACDSS needs
- d. working with ACDSS to design the flow of kiosk navigation pages
- e. provide ongoing maintenance support
- f. provide the kiosks with consumable stock and ink as well as one complete refill for printing copies of uploaded documents and a receipt.

4.4 Product Specification and Capabilities

The County has not established a standard design/platform of the kiosks. Through this RFP, qualified vendors are asked to provide what is currently available for document scanning for government welfare programs and *provide details on how the proposed kiosks shall meet or exceed the requirements outlined below and throughout this RFP.*

- a) Each kiosk must be uniform in design and be a complete unit. All kiosks must arrive fully assembled and ready for installation.
- b) At the time of installation, all kiosk hardware shall be new. The Contractor shall provide only new equipment and new parts for the required kiosk hardware, as well as any other subcomponents and/or incidental hardware.
- c) The Contractor shall bear the responsibility for shipping the kiosks. The Contractor shall supervise packing, unpacking, assembling, and positioning of the kiosks to include, if required, any connections with internal utility services for operational purposes. The Contractor shall ship the kiosks for the County to the Albany County Department of Social Services and/or other locations as determined by Albany County.
- d) If damages are sustained either through transit or at a work site which is caused by the Contractor within a 24-hour period of installation, the Contractor shall be responsible to repair the kiosk to factory condition. If repairs are required, the Contractor is required to obtain verification from the designated County staff that kiosk(s) has been repaired to factory condition.
- e) Kiosks shall meet any Americans with Disabilities Act (ADA) requirements.
- f) Kiosks shall meet the following technology requirements:
 - User Interactive touch-screens shall be a minimum 17-inch diagonal with touch screen with:
 - ✓ privacy filter
 - ✓ dual amplified speakers
 - ✓ headphone jack

- Card Scanner Imager that can scan and capture card images (e.g. ID cards and driver's license) in less than 1.0 second. Additionally, card scanner imager processes user commands at a speed comparable with or faster than industry standard.
 - Magnetic strip reader that can read Albany County Benefit ID cards at a swipe speed of 3 to 60 in/sec; additionally, magnetic strip reader processes user commands at a speed comparable with or faster than industry standard.
 - Thermal or plain receipt printer for printing receipts and directions with a print speed of 250mm per second (9 8/10" per second) with cleaning technology which will allow for maintenance. Thermal or plain printer device shall have sealed electronics without moving parts to ensure resistance to damage from dust and water.
 - Must be compatible with Windows 10.
 - Ability to email configured administrators due to low stock, maintenance schedules and any tampering.
 - A common launch application that runs all common use system compliant applications.
 - Provide systems status refresh updates at least every 30 seconds.
 - Error management to provide specific device status and troubleshooting information.
 - Provide administrative and user access and permissions based upon login.
 - Provide Wireless Capability.
 - Designed for interior use.
 - Uninterrupted Power Supply backup capability that is line interactive, have LED indicators, an audible alarm to provide visual and audible indicators of the unit's operation, and provide a minimum of 15 minutes continuous power backup.
 - Capability to return to the application upon restoration of power without the intervention of a system administrator in the event of a complete power failure to the kiosk for periods longer than 15 minutes.
 - Power supply that has a master switch that controls the kiosk and is easily accessible to authorized personnel.
 - Surge protection capability to support current and future enhancements and/or additions.
 - Supply any power source(s) needed (i.e., batteries) including spares as applicable.
 - Low power consumption with idle mode.
- g) The basic kiosk unit must allow for normal service without moving or unbolting a fixed single kiosk assembly and without removing the touch screen monitor from the pedestal. Normal service will include the replacement of printer stock and vacuuming of the kiosk interior.
- h) The kiosk must have room for a sticker indicating a number for the individual to contact if there are any problems.
- i) Costs of future stock paper and ink purchases as well as known suppliers for the kiosks should be included as part of the proposal.

4.5 Functional Requirements (Customer)

- a. Kiosk home screen must have clear and concise directions for users to be designed in consultation with ACDSS to assure ease of operation for Applicants/Recipients.
- b. Kiosk must have touch screen navigation.
- c. Outline of onscreen workflow must be provided by vendor.

- d. The kiosk will provide onscreen and audible customer prompt messages including user instruction and error messages.
- e. Users will be able to select English or Spanish as their language and must be able to complete their entire transaction in the chosen language. Kiosks must have the ability to add additional language support at a later date.
- f. First time users should be able to complete their transactions with ease in 3 - 5 minutes.

4.6 Other Requirements

- a. The kiosk shall be Handicap and Wheelchair accessible.
- b. Kiosks should have capability to integrate with Enterprise Software Applications. There are currently no specific enterprise software applications that are required. Proposers should describe any integration capabilities the kiosks could have and what the approximate costs would be if the capability were requested.
- c. The Vendor shall provide each kiosk with high resolution color touch screen video display monitors which are capable of displaying high resolution digitized photographs, graphics, video and audio. Please provide touch screen display monitor specifications.
- d. The kiosk must provide document imaging (preferably in PDF) with software that transmits scanned images to an internal email file.
- e. The kiosk must contain a reliable receipt printer. Receipts must display at a minimum: date, time, customer name, and photocopy of documents uploaded.
- f. The appearance of the kiosk shall be customizable to the County Brand.
- g. The ease of flexibility to expand kiosks to include other programs/functionality must be described in detail.

4.7 Security Requirements

- a. The Vendor shall provide the kiosk with network and system access controls.
- b. The Vendor must incorporate into the kiosk design audible and electronic security alerts to notify staff when the kiosk is being tampered with.
- c. The Vendor shall provide each kiosk with the ability to be anchored to the floor and/or wall.
- d. The Vendor shall ensure that each kiosk can be easily unsecured from the floor or wall by authorized personnel.

4.8 Quality, Production & Pricing Requirements

- a. All data must be preserved in a form identical to, or functionally equal to, the original record.
- b. Documents shall rotate to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation.)
- c. Vendor shall use 300 dpi or higher for those documents where it is required to meet the quality requirements.
- d. Kiosks should have ability to scan two sided documents.

- e. The kiosk shall not scan blank documents.
- f. The software should post process digital images (cropping, de-skewing, de-speckling, image rotation)
- g. Vendor shall perform a consistency check of the images. This shall include image clarity, orientation and accuracy.
- h. A document may consist of one or many pages. If the document has more than one page this document must be scanned as a single file multi-page document.
- i. Vendor shall calibrate and maintain system.
- j. Services shall be in accordance with standards set by the American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM).
- k. DSS requires case files to be converted from paper to electronic documents. These case related documents include but are not limited to letter and legal sized documents (anticipated largest is (11 x 17) from Supplemental Nutrition Assistance Program (SNAP formerly known as Food Stamps). The Department could include other program areas in the future.

4.9 Interface

The kiosks must have the ability to interface tightly with other County and New York State information systems and software applications. An example of an interface could be NYS Imaging Enterprise Document Repository (NYS IEDR) which provides local social service districts with real-time access to documents through a single user interface. The documents are scanned and indexed and can be shared across the entitlement program areas. Proposers should describe the interface capabilities the kiosks could provide and the approximate costs for the development of the specific capabilities included in the proposal.

4.10 Customization

The kiosks should allow for easy customization or modification to meet those requirements needed by ACDSS which are not available in the base product. Customizations must not be lost when upgrading to new software release levels.

4.11 Optional Functionality

Proposers are requested to describe additional functionality (not specifically requested in the requirements attached to RFP) but offered as part of the software. Such functionality should be described in sufficient detail that the County can determine its usefulness. Optional software should be separately priced in the cost proposal, but will not be a factor in evaluating bid responses.

4.12 Administrative Tools

The Kiosks will provide ACDSS with some enhanced administrative tools such as:

- a. providing general information on SNAP benefits including an overview of what the Applicant/Recipient can expect as well as ACDSS business hours, contact information and ways to request assistance;
- b. gathering data on applicants/clients that we can report on more easily; having an online survey solution to obtain client/applicant input and feedback, and
- c. monitor the success of the kiosk through collection of administrative information on the number of individuals using the self-service kiosks, as well as the peak times the kiosks are being utilized, and the types of documents being uploaded/scanned.

4.13 Programming Requirements

The selected kiosk vendor shall provide programming for the kiosks in multiple languages. Initially, programming shall include English and Spanish languages. The kiosks should have the ability to translate into additional languages in the future as needed/required.

4.14 Installation Requirements

The selected kiosk vendor will install and deploy the kiosks system by the contractual date mutually established by the vendor and Albany County. The kiosks shall be operational prior to deployment.

4.15 Test Environment

The successful kiosk vendor will need to provide a test environment for key staff to observe and also navigate through so ACDSS can evaluate the functionality of the kiosks as well as customizations that might be required prior to deployment. This test environment should also have the capacity to be utilized during trainings.

4.16 Training Requirements

The successful kiosk vendor will be responsible for providing training on all system functionality through on-site train-the-trainer for key identified staff, as well as the provision of webinars and on-line tutorials to assist in training as needed. Initial training should occur prior to deployment of the kiosks and should be ongoing as needed during the first year of operation.

4.17 Maintenance Requirements

- a. The successful vendor is required to provide next business day service, repair, troubleshooting and maintenance of the kiosks as required by Albany County DSS. The first year of annual service and maintenance including parts, labor and travel necessary to repair the kiosks and to return it to full operability shall be included in the warranty.
- b. The annual cost of service and maintenance for years 2-5 shall be identified on the cost proposal bid form. Annual service and maintenance includes kiosk repairs, operating system upgrades and software installation on any vendor provided kiosks. Proposers are required to submit a proposed annual service and maintenance agreement with their bid. Proposers shall identify projected annual increases in maintenance costs for years 6-10. Submit a proposed annual service and maintenance agreement with their bid.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET – SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

GAIL GEOHAGEN-PRATT
COMMISSIONER

MOIRA E. MANNING
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew C. Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to renew a contract with the New York State Department of Health for reimbursement of administrative costs incurred, for the provision of Early Intervention services, in the amount of \$114,851 for the period October 1, 2019 – September 30, 2020.

Local governments have the responsibility for administering the Early Intervention Program (EIP) subject to regulations of the Commissioner of Health. Administrative funds are provided to all municipalities to offset cost incurred in the implementation of the EIP, exclusive of due process costs. This funding is contingent upon a municipality's compliance with the work plan developed by the Department.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-7792.

Sincerely,

Gail Geohagen-Pratt
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1363, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization to Accept Early Intervention Admin Reimbursement from NYSDOH 2019 2020

Date: January 8, 2020
 Submitted By: Scott McNelis
 Department: Children, Youth and Families
 Title: Contract Administrator
 Phone: 7306
 Department Rep.
 Attending Meeting: Gail Geohagen, Commissioner

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Renewal

Submission Date Deadline 9/30/2019

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

NYSDOH
Division of Family Health, Fiscal Unit,
ESP Corning Tower - Room 878,
Albany, NY 12237-0657

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$114,851.00
Scope of Services: Reimbursement for administrative costs associated with the Early
Intervention Program

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Public Health Law Title II-A of Article 25

File #: TMP-1363, Version: 1

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA4059 03449
Revenue Amount: \$114,851.00

Appropriation Account and Line: AA4059 1 8
Appropriation Amount: \$72,079.21 \$42,771.79

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.
State: 100%
County: Click or tap here to enter text.
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 10/1/2019 - 9/30/2020
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-87, 17-039, 15-310, 15-83, 14-250, 13-074, 12-324, 11-179
Date of Adoption: 3/11/19, 2/13/17, 8/10/15, 3/9/15, 7/14/14, 3/11/13, 9/10/12, 5/9/11

Justification: (state briefly why legislative action is requested)

Please see attached

Department for Children, Youth and Families

Backup Material for Contractual Agreement Between the New York State Department of Health and Albany County for the Reimbursement of Administration Costs for Early Intervention

The Department for Children, Youth and Families is seeking Legislative authorization to enter into a contractual agreement with the New York State Department of Health (NYSDOH) in the amount of \$114,851 for the period of October 1, 2019 – September 30, 2020. Under this contract, Albany County will be able to claim reimbursement from the State for administrative costs incurred for the provision of Early Intervention services.

The New York State Early Intervention Program (EIP) is part of the national Early Intervention Program for infants and toddlers with disabilities and their families. First created by Congress in 1986 under the Individuals with Disabilities Education Act (IDEA), the EIP is administered by the New York State Department of Health through the Bureau of Early Intervention. In New York State, the Early Intervention Program is established in Article 25 of the Public Health Law and has been in effect since July 1, 1993.

Local governments have responsibility for administering the Early Intervention Program (EIP) subject to regulations of the Commissioner of Health. Administrative funds are provided to all municipalities to offset cost incurred in the implementation of the EIP, exclusive of due process costs. This funding is contingent upon a municipality's compliance with the work plan developed by the Department.

To be eligible for services, children must be less than 3 years of age and have a confirmed disability or established developmental delay, as defined by the State, in one or more of the following areas of development: physical, cognitive, communication, social-emotional, and/or adaptive.



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

November 3, 2016

Ms. Deirdre Farrell Romanski
Early Intervention Services Manager
Albany County Health Department
112 State Street, 3rd Floor
Albany NY 12207

Dear Ms. Farrell Romanski:

This is to inform you of the Department's intention to provide funding to support the Early Intervention Administration Program at your agency for a new five-year contract term effective October 1, 2016 to September 30, 2021. The annual funding amount will be \$114,851. The contract number assigned to your New York State Grant contract for the five-year term is C31617GG and must be referenced on all claims for payment and correspondence with the Department. This contract is contingent upon approval of the New York State Office of the State Comptroller, availability of federal funds and contractor performance.

Your Early Intervention Administration non-competitive grant will be available Monday November 7, 2016 in Grants Gateway. All work on your grant will be completed in Grants Gateway. The grant contract will be signed electronically in Grants Gateway once the Department approves the application. Additional information on the Grants Gateway can be found on the Grants Reform website at: <http://www.grantsreform.ny.gov>.

A webinar on how to work in the Grants Gateway has been scheduled for November 9, 2016 at 10:00 AM. Please save the date, call-in information is an attachment to this email. If you are unable to attend the webinar, it will be available on You Tube at a later date. A link will be sent when it is available.

Please be advised, in accordance with Office of Management and Budget requirements, this contract is a sub award under the following Federal Award:

- a) Federal Award Identification Number (FAIN): *H181A160021*
- b) Federal award project description: Early Intervention Program for Infant & Toddlers with Disabilities
- c) Federal Award Date (see § 200.39 Federal award date): *07/01/2016-09/30/2018*
- d) Name of Federal Awarding Agency: US Department of Education / OSEP
- e) CFDA Number and Name: 84.181 Part C of IDEA
- f) Amount of Federal Funds Obligated by this action: \$5,033,846
- g) Total Amount of Federal Funds Obligated to the sub recipient: \$70,930
- h) Sub recipient name (*must match registered name in DUNS*): Albany County Health Department
- i) Sub Recipient DUNS #: 060536653
- j) Total Amount of the Federal Award: *\$26,106,078*
- k) Research & Development Award? No
- l) Indirect cost rate for the Federal Award: 10% or Agency's Federally Approved IC Rate

If you have any administrative questions, please contact Ms. Alexis Lighthall in the DFH Bureau of Administration at (518) 473-4441, programmatic questions should be addressed to Ms. Audrey Kennett in the Bureau of Early Intervention at (518) 473-7016.

Sincerely,

Alexis Lighthall

Alexis Lighthall
Health Program Administrator
DFH, Bureau of Administration

cc: EI Official
Audrey Kennett
DOH Audit Clearinghouse

BUDGET STATEMENT AND REPORT OF EXPENDITURES			
10/1/19- 9/30/20			
REPORT FOR QUARTER ENDING:			
BUDGET ITEM	APPROVED	COLUMN I	COLUMN II
	BUDGET	EXPENDITURES	EXPENDITURES
	AMOUNT	PRIOR PERIOD	CURRENT PERIOD
PERSONAL SERVICE (PS)			
Early Intervention Services Manager (Romanski)	29,434.00		
Account Clerk III (DePeaux)	4,473.43		
Early Intervention Info. Specialist (Waters)	24,533.88		
Clerk I (Burke)	5,455.80		
Early Childhood Case Coord. (Yarn)	8,182.10		
Sub-Total Salaries	72,079.21		
Fringe Benefits 59.4%	42,771.79		
SUBTOTAL PERSONAL SERVICE	114,851.00		
OTHER THAN PERSONAL SERVICE (OTPS)			
None	-	-	-
SUBTOTAL OTPS	-	-	-
GRAND TOTAL	114,851.00		



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Document Information: [DOH01-EIADM1-2016-00001\(4\)](#)

Parent Information: [DOH01-EIADM1-2016-00001](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application/Contract	County of Albany	Grantee System Administrator	Contract Info Requested New Period (PM)	10/01/2019 - 09/30/2020 N/A

CONTRACT MAIN PAGE (GRANTEE)

Contract Properties

Contract Number	Contract Term From	Contract Term To	Contract Period From	Contract Period To	Contract Type	SFS Integration
DOH01-C31617GG-3450000	10/01/2016	09/30/2021	10/01/2019	09/30/2020	Multi-Year Agreement	No

- [Period 1: 10/01/2016-09/30/2017](#)
- [Period 2: 10/01/2017-09/30/2018](#)
- [Period 3: 10/01/2018-09/30/2019](#)
- [Period 4: 10/01/2019-09/30/2020](#)

Period Financial Summary

Period Total	\$114,851.00
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Period Reports

- [Period Schedule Report](#)
- [Modification Schedule Report](#)

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EXPENDITURE SUMMARY

Instructions:

1. Save this form to display a roll-up of the category budget details.
2. Click Forms Menu to return to the navigation links.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$72,079.21	\$0	0%	0%	\$0	\$72,079.21
b) Fringe	\$42,771.79	\$0	0%	0%	\$0	\$42,771.79
Subtotal	\$114,851.00	\$0	0%		\$0	\$114,851.00
2. Non Personal Services						
a) Contractual	\$0	\$0	0%	0%	\$0	\$0
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$0	\$0	0%	0%	\$0	\$0
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$0	\$0	0%	0%	\$0	\$0
Subtotal	\$0	\$0	0%		\$0	\$0
Total	\$114,851.00	\$0	0%	0%	\$0	\$114,851.00
PERIOD TOTAL	\$114,851.00	\$0			\$0	

2641986

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RESOLUTION NO. 87**AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH REGARDING REIMBURSEMENT FOR ADMINISTRATIVE COSTS PERTAINING TO THE EARLY INTERVENTION PROGRAM**

Introduced: 3/11/19

By Social Services Committee, Ms. McKnight and Mr. Ethier:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with NYS Department of Health (NYSDOH) regarding reimbursement for administrative costs related to the implementation of the Early Intervention Program in an amount not to exceed \$114,851 for a term commencing October 1, 2018 and ending September 30, 2019, and

WHEREAS, The Commissioner has further indicated Albany County will have the ability to claim State reimbursement for administrative costs pertaining to the provision of Early Intervention services for children under the age of three with a confirmed disability or established developmental delay as defined by the state, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with NYSDOH regarding reimbursement for administrative costs related to the implementation of the Early Intervention Program in an amount not to exceed \$114,851 for a term commencing October 1, 2018 and ending September 30, 2019, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further.

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate State and County Officials.

Adopted by unanimous vote – 3/11/19



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET - SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

GAIL GEOHAGEN-PRATT
COMMISSIONER

MOIRA E. MANNING
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew C. Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to enter into a Contractual Agreement with Cayuga Centers for the provision of Functional Family Therapy- Therapeutic Case Management (FFT-TCM). The contract would be for the period of January 1, 2020 to December 31, 2020.

Cayuga Centers pursued a grant from the Mother Cabrini Foundation to do evidence-based case management in Albany County. Cayuga Centers was awarded two \$500,000 grants - one of which is for Albany County. Cayuga Centers will be able to facilitate the FFT-TCM program through referrals from Albany County, at no cost to the County.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-7792.

Sincerely,

Gail Geohagen-Pratt
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1378, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization for a Contractual Agreement with Cayuga Centers to facilitate a Functional Family Therapy (FFT) program

Date: January 8, 2020
 Submitted By: Scott McNelis
 Department: Children, Youth and Families
 Title: Contract Administrator
 Phone: 7306
 Department Rep.
 Attending Meeting: Gail Geohagen, Commissioner

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe

- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

Cayuga Center
101 Hamilton Ave.
Auburn, NY 13021

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: 0.00
Scope of Services: Please see attached

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No

Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.

Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.

State: Click or tap here to enter text.

County: Click or tap here to enter text.

Local: Click or tap here to enter text.

Term

Term: (Start and end date) January 1, 2020 to December 31, 2020.

Length of Contract: 12 months

Impact on Pending Litigation Yes No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-423, 18-473, 17-365

Date of Adoption: 10/15/19, 10/9/18, 9/12/17

Justification: (state briefly why legislative action is requested)

Please see attached

Department for Children, Youth and Families

Backup Material for Authorization to enter into a Contractual Agreement with Cayuga Centers for the provision on Functional Family Therapy- Therapeutic Case Management (FFT-TCM)

The Albany County Department for Children, Youth, and Families (ACDCYF) respectfully requests Legislative authorization to enter into a Contractual Agreement with Cayuga Centers for the provision on Functional Family Therapy- Therapeutic Case Management (FFT-TCM). The contract would be for the period of January 1, 2020 to December 31, 2020.

Cayuga Centers pursued a grant from the Mother Cabrini Foundation to do evidence-based case management in Albany County. Cayuga Centers was awarded two \$500,000 grants - one of which is for Albany County. Cayuga Centers will be able to facilitate the FFT-TCM program in Albany County, at no cost to the county.

Functional Family Therapy - Therapeutic Case Management (FFT-TCM) is a tiered treatment model that extends services from young children to young adults. It incorporates a systemic risk assessment to determine the level of service needed, and in general, high risk families receive high intensity services and low risk receive lower intensity services. Family therapy and therapeutic case management based on the principles and techniques of FFT are integrated and are delivered by both masters level clinicians (high risk cases), and bachelors level interventionists for lower risk cases. It was developed by Dr. Thomas Sexton. He and Dr. James Alexander were co-developers of FFT before they went separate ways about fifteen years ago. Dr. Sexton is now a principal at FFT Partners which will be doing most of the FFT training and consultation in NYC under ACS's new RFP.

FFT-TCM serves youth ages 4-18, and typically has outcomes which prevent the need for out of home placements. Families referred are typically the least likely to engage in services and are at risk for or are presenting with: childhood development delays, truancy, domestic violence, negative peers, community violence, aggression, mental health and psychiatric issues, substance abuse, conflict, corporal punishment, poor supervision, neglect, AWOL, behavioral/ physical health needs, antisocial behaviors and juvenile delinquency. A typical intervention lasts 6 months. With a staff of 2 clinicians, 2 case managers and 1 supervisor, Cayuga Centers can serve approximately 38 cases at any one time, and approximately 76-80 cases annually.



Grant Project Name*

Albany County Functional Family Therapy- Therapeutic Case Management (FFT-TCM)
Mother Cabrini Health Foundation Grant (Awarded 12/19)

Brief description of Grant Purpose*

Provide FFT-TCM in Albany County, an evidence-based casework practice model that has been proven to improve outcomes for youth.

Total Program/Project Budget*

\$500,000.00

Nature of project to be funded*

Human Services

Cabrini Foundation Target Populations*

Youth and young adults

Target Age Ranges*

Children (4-11)

Youth (12-24)

Geography of population to be served by proposed program/project*

County-specific

Counties*

Albany

Brief history of the organization*

Cayuga Centers has a long history of serving youth and families throughout the State of New York. Founded as an orphanage, Cayuga Centers (formerly Cayuga Home for Children) began serving youth and families in 1852. In the 1950's Cayuga Centers shifted away from being an orphanage and began operating as a Residential Treatment Center. However this would not be the only shift in services Cayuga Centers would make. In 1991, a new Family Preservation Program expanded services to children and families within the community. Since the beginning of the Family Preservation Program, services have expanded to include nationally validated and evidence-based programs such as FFT, Multisystemic Therapy (MST), Treatment Family Foster Care (TFFC) and SafeCare.

Each of our programs continue to evolve with cultural and societal changes and are designed to reflect the unique needs of those we serve. Today, the agency continues to be a sector leader in the provision of evidence- based, intensive family therapies. Where we once served orphaned or abandoned children, we now work with at- risk youth and their families through a variety of interventions across multiple states. This includes the agency's TFFC program, which now spans from Central New York to New York City, Delaware and Florida. Today, we also provide

Unaccompanied Children's Foster Care in New York City as well as a wide range of programs to those with intellectual and developmental disabilities throughout Central New York.

Population(s) Served*

As a result of Cayuga Centers' expansive geographic reach and variety of services, our programs encompass a broad range of human differences, including ability and disability, age, race, gender, marital status, socio-economic status, educational level, language, ethnic background, national origin, citizenship status, and religion. In 2018, we served over 9,000 youth, families and individuals throughout NYS and Delaware as well as Palm Beach and Broward counties in Florida. Many of the families we currently serve are disadvantaged and reside in underserved communities. We provide services inclusive of all backgrounds in a manner that recognizes, values, affirms and respects each individual. We also have significant experience serving individuals with varying languages/dialects. To overcome language barriers, all clinical staff are trained in utilizing agency interpreters for individuals with limited English proficiency.

FFT-TCM in Albany will serve youth ages 4 to 18 of all races and ethnicities and who predominately live in underserved and disadvantaged communities. Albany County currently suffers from increased levels of poverty in comparison with state/ national averages and child welfare indicators including abuse/maltreatment and foster care admissions continue to persist at levels higher than the NYS average. Ultimately, FFT-TCM will help prevent the need for harmful out-of-home placements as well as entering higher levels of care such as residential placement.

Describe the need or problem your organization works to address*

Cayuga Centers' core mission is to help individuals and families grow as independent, healthy, and productive citizens through quality counseling, out-of-home care and support services. We do this in partnership with those we serve as well as government agencies and other service providers. The agency is committed to evidence-based and evidence-informed interventions that provide tangible results. We do not use outdated protocols simply because 'that is the way it has always been done.' We do not utilize any one course of treatment just because it is the least expensive. We, quite simply, seek out therapies and interventions that will provide the most successful outcomes for those we serve.

In recent years, on both national and state levels, there has been a renewed focus on case management models with a commitment to improving the overall safety, permanency and well-being outcomes of vulnerable children. This focus has led to a number of reform efforts including the implementation of comprehensive, coherent and evidence-based case management practice models such as FFT-TCM.

FFT-TCM is a nationally researched home-based family therapy that systematically integrates therapeutic case management services with the core FFT model to provide a comprehensive and holistic approach to helping at-risk families. FFT-TCM in will be a crucial step forward in the provision of high-quality case management for not only Albany County, but the Capital District as a whole.

List of ongoing programs*

Treatment Family Foster Care (TFFC): TFFC is a research-informed program that combines Trauma System Therapy with behavior management techniques that help youth become successful living in the community. This program places only one youth at a time in a home with highly trained and supported treatment foster care parents.

Community Based Interventions: These diverse family therapy and resiliency programs support families and youth in crisis within the home. The goal is to keep families together, an alternative to out-of-home placement. CBI includes: FFT, MST SafeCare and Family Support.

Services for People with Development Disabilities: These programs, developed for those of any age with a developmental disability, are designed to assist consumers in making choices for a productive life, either in or out of the home setting. They are also developed to provide support to the caregiver.

Immigrant Foster Care: In 2014, with our expertise in TFFC, we proposed placing immigrant children in foster home settings where they could be in a home environment rather than in congregate facilities. Today the agency provides short-term Treatment Foster Care beds for these children in NYC. Children are placed in Spanish-speaking foster homes as they await reunification with a family member or sponsor, or return to the country of origin. We also provide long-term foster care for unaccompanied youth who do not have sponsors but can't return home because their lives may be in danger there.

Describe any significant organizational changes over the past three years*

Over the last two decades, Cayuga Centers has undergone a period of significant growth. In the last four years alone, Cayuga Centers has grown from 460 employees to just over 860. During this time, the agency has successfully implemented a variety of different programs throughout multiple states, including New York, Delaware and Florida. As a result of this recent growth, Cayuga Centers' leadership team has a high level of proficiency with efficiently implementing new programs, including evidence-based programs such as FFT and FFT- TCM.

Collaboration*

Cayuga Centers is one of the oldest providers of youth and family services in the nation. Annually, the organization serves more than 9,000 youth, families and individuals. Cayuga Centers' breadth of existing services has necessitated the development of a robust referral, linkage, and support network. As a result, youth and families served through the FFT-TCM program will immediately benefit from pre-established networks of supports, referral/linkage partners and other community resources throughout Albany County. Collaboration and linkage with these community partners helps ensure that youth and families remain well supported long after the FFT- TCM intervention is complete.

Virtually no other agency has as much experience as Cayuga Centers implementing FFT in partnership with such a diverse number of referral sources and funders. Over the years, the agency has been able to overcome a number of hurdles during start-up and implementation, including adapting services to meet varying referral source goals and guidelines, serving families across vast geographic regions and maintaining program stability despite short-term funding restrictions. In each of these scenarios, Cayuga Centers' leadership and FFT staff worked collaboratively with FFT Associates and referral sources to develop and implement solutions. This willingness to collaborate will play a crucial role in ensuring that FFT-TCM in the Albany County is seamlessly implemented.

Distinguishing Characteristics*

Cayuga Centers is the nation's longest continuous provider of evidence-based FFT. Since opening New York State's first FFT site in 2000, the agency has successfully implemented a number of additional FFT programs throughout NYS. Virtually no other agency has as much experience as Cayuga Centers implementing FFT in partnership with such a diverse number of

referral sources/funders. This organizational experience will play a crucial role in ensuring that FFT-TCM in Albany County immediately yields significant improvements towards the overall outcomes of the county's system-involved youth.

Partnerships / Associations*

As a community-based nonprofit organization, we take pride in actively participating in a number of organizations that strive to improve outcomes for youth, families and individuals in the regions we serve. Below, please see an abbreviated list of organizations that our agency's staff and leadership are involved with:

- Advancing Evidence Based Practice
- American Evaluation Association
- Council on Family and Child Caring Agencies
- Foster Family-based Treatment Association
- Human Services Coalition of Cayuga County
- National Council on Behavioral Health
- Youth Services Quality Council

Honors / Awards*

Cayuga Centers is proud to be an accredited human services nonprofit organization through the Council on Accreditation (COA). This accreditation signifies that Cayuga Centers meets rigorous standards of quality set forth by the COA accrediting body.

Proposed Program/Project Description Brief Overview*

Cayuga Centers, a nationally accredited and awarded 501(c)(3) non-profit, human services agency in existence since 1852, provides a continuum of services to support youth, families, and individuals who need help meeting the challenges of life. For over 165 years, the agency has delivered quality services by following the agency's core mission of helping individuals and families grow as independent, healthy, and productive citizens through quality counseling, out-of-home care and support services.

Cayuga Centers has a well-established partnership with the Albany County Department for Children Youth and Families (DCYF) through the provision of multiple child welfare services. In response to the well documented needs of Albany's most vulnerable youth and feedback from local stakeholders including families, other provider and DCYF we are proposing the implementation of Functional Family Therapy- Therapeutic Case Management (FFT- TCM) in Albany County.

FFT-TCM is a comprehensive model intended to provide families all across the developmental spectrum with a pathway to engage in treatment, develop skills to stabilize and work through daily family issues, and use these skills to manage future problems. FFT-TCM relies on a systematic family assessment to identify needed services, and ongoing assessments to give clients voice in treatment. The FFT-TCM model is based on an early adaptation of the highly effective, evidence-based FFT model and clinical work/ evaluation of the NYC Foundling.

The primary goals of FFT-TCM are to improve the overall safety, permanency and well-being outcomes of vulnerable children. Core objectives include:

1. Reductions in youth problem behavior
2. Improved school behavior and stabilized school placement
3. Improved family functioning and problem solving

4. Building family-based protective factors
5. Reduction of out-of-home placements
6. Reducing trauma symptoms
7. Improved long term family self-sufficiency

We are excited to propose a team of FFT-TCM therapists in Albany County including one (1) FFT-TCM Supervisor and four (4) FFT-TCM therapists. Two (2) therapists will be designated to provide services to youth/ families on a “high risk” track and two (2) will be designated to serve families on a “low risk” track. This team will be responsible for piloting a first-of-its-kind FFT-TCM program in Albany County.

Full implementation of the FFT-TCM model will be accomplished over three weeks of training, including one week of general orientation and two weeks of FFT-TCM model training. Over the course of the 12 month grant period, it is anticipated that FFT-TCM will serve approximately 190 youth/ families in Albany County. As the nation’s longest continuous provider of FFT, Cayuga Centers stands ready to implement FFT-TCM in Albany County and immediately yield significant improvements towards the overall outcomes of the county’s most vulnerable youth.

Mission Alignment*

FFT-TCM is an evidence-based intervention that includes intensive family therapy and case management to effectively reduce out-of-home placements and recidivism. Services include intensive family therapy, comprehensive case management, mentoring, educational and social learning and other supports necessary to help stabilize children and families. FFT-TCM is specifically designed for underserved youth and their families who have demonstrated the entire range of maladaptive acting out behaviors and related syndromes, with a primary focus on youth who are at risk for placement into foster care.

FFT-TCM has been chosen for this opportunity because it exceeds the capabilities of typical treatment models by holistically treating the needs of disadvantaged and underserved families directly within their ecology. The following goals have been identified for families who complete FFT-TCM in Albany County:

1. 95% of youth avoid foster care
2. 95% of families avoid substantiated CPS reports
3. 80% of families report positive change in family functioning & problem solving
4. 75% of families report a reduction in drug & alcohol use
5. 80% of families report increase formal/informal supports
6. 80% of families report increase prosocial activities

Together, these results will significantly improve the long term outcomes of underserved and at-risk youth throughout Albany County, including a majority currently living below the Federal Poverty Guideline.

Services Provided*

The proposed Albany FFT-TCM is an entirely new program to both Cayuga Centers and Albany County. This program would be a tremendous first step in Albany County towards implementing evidence-based therapeutic case management services. Similar programs have already demonstrated impressive results in other areas of New York State, including throughout New York City.

Population(s) Served*

Cayuga Centers' proposed FFT-TCM program is designed to serve youth ages 4 to 18 years old and their families throughout Albany County, New York. During the 12 month grant period, it is anticipated that FFT-TCM will serve approximately 190 youth/ families. Those referred to FFT-TCM are typically the least likely to engage in services and are at risk for and/or presenting with: childhood development delays, truancy, domestic violence, negative peers, community violence, aggression, mental health and psychiatric issues, substance abuse, conflict, corporal punishment, poor supervision, neglect, AWOL, behavioral/ physical health needs, antisocial behaviors and juvenile delinquency. Youth and families referred to FFT-TCM typically reside in historically underserved communities and a majority live well under Federal Poverty Guidelines.

According to the most recent Census data, 25.3% of Albany's' population lives below the poverty line. More concerning is that 35.9% of Albany's children fall below the poverty line. The most common racial or ethnic group living below the poverty line in Albany, NY is White, followed by African American and Hispanic. Albany County is home to a diverse population, including 12.7% of residents, or just over 12,000 people, were born outside of the United States.

According to 2018 US Census estimates, 75.9% of the county's population is White, 14.1% are African American, 6.1% are Hispanic and 6.8% are Asian. Cayuga Centers takes pride in recruiting, hiring and retaining culturally diverse staff who are representative of the community we serve. The agency's workforce is made up of individuals who identify as the following: Hispanic: 61%, White: 25%, African American: 11% and two or more races: 2%.

All of these families and youth in Albany County have inherent strengths which FFT-TCM will build upon to promote healthy family functioning so that the family can meet the complex needs of their current situation and learn skills to be self-sufficient in managing future problems. Furthermore, The FFT-TCM model is based on the concept that specific goals are pursued in clinically responsive ways that incorporate cultural understanding and sensitivity. All FFT-TCM staff undergo training that emphasizes treatment planning that is inclusive of family voice responsive to each family's background and history.

How many people would be eligible for your program in the county/counties proposed?
350 (est.)

How many people do you plan to serve through your proposed program during the grant period (1 year)?*
190

Organizational Capacity*

Cayuga Centers is the nation's longest continuous provider of evidence-based FFT. Since opening New York State's first FFT site in 2000, we have successfully implemented a number of additional FFT programs throughout NYS and beyond. Currently, the agency is expanding its array of FFT programs to include a statewide FFT program in Delaware. Cayuga Centers' FFT programs serve an array of both urban and suburban locations with populations ranging from just over 100,000 to over 740,000. The agency has been able to continuously demonstrate the following outcomes in each of our existing FFT programs:

- Reduced long-term rates of criminal offending and juvenile justice system involvement
- Reduced rates of out-of-home placements
- Extensive improvements in family functioning

- Decreased mental health problems
- Favorable outcomes at cost savings in comparison with usual mental health and juvenile justice

Cayuga Centers' proven track record with implementing innovative services and our long-standing experience serving Albany's most vulnerable youth will ensure that FFT-TCM produces positive impacts on day one. Cayuga Centers has also repeatedly demonstrated success with initiating pilot programs that are funded indefinitely by local jurisdictions as a result of preliminary achievements. The proposed FFT-TCM program in Albany will prove to be a crucial step forward in providing evidence-based casework in both the county.

If partners or collaborative agencies are proposed, describe their roles in this program/project*

Cayuga Centers will work in close collaboration with FFT Associates, an accredited supervisory entity of FFT- TCM. FFT Associates will provide initial training, model adherence, oversight, ongoing training, quarterly booster sessions, licensing and fidelity reviews. The FFT-TCM program will receive and process all referrals directly through the Albany DCYF. We will ensure high levels of communication with Albany County staff since families are complex and typically struggle with multiple systems. Other linkage sources will include the Youth Bureau, the YMCA, religious centers, and schools, among others.

Roles and Responsibilities*

The FFT-TCM program will be overseen by the Chief Operating Officer of CNY, Ann Sheedy, MSW, PhD. Additionally, the Vice President of Community-Based Interventions, Cindi Pagan, LCSW, will directly oversee a team that includes one (1) FFT-TCM supervisor and four (4) FFT-TCM therapists. Along with the President and CEO, Edward Myers Hayes, this leadership team will oversee the start-up and implementation of the Albany FFT-TCM program. This includes the development of an implementation team and subcommittees to ensure seamless implementation. All three have in-depth knowledge of Albany County, unsurpassed experience with the FFT model, as well as a high degree of expertise with implementing evidence-based programs.

Ms. Pagan has over 20 years of experience, including overseeing multiple evidence-based programs. Under the supervision of the COO, she will directly oversee the FFT-TCM team to ensure quality services, adherence to the FFT-TCM model and to all county/ state regulations. The FFT-TCM Supervisor will be a master's level position and will provide therapy, oversight and supervision to each therapist. FFT-TCM (high risk) therapists will also be master's level positions and will be responsible for providing in-home FFT therapy sessions and case management for youth/ families on the high risk track. FFT-TCM (low risk) therapists will be a bachelor's level position and will be responsible for providing in-home FFT therapy sessions and case management for youth/ families on the low risk track.

Describe any anticipated challenges and mitigation strategies*

Although Cayuga Centers has provided FFT since 2000, the proposed program will be our first full scale implementation of FFT-TCM. Crucial to the success of this program will be the use of de-implementation science as a best practice to compliment both start-up and implementation. All too often, new programs are launched with a singular focus on implementation requirements, thereby failing to recognize the underlying need to unlearn ineffective or outdated organizational practices and habits. To ensure this is avoided during the start-up and implementation phases, staff will utilize the core concepts of de-implementation science as a best practice to ensure that extraneous or repetitive FFT protocols or habits are not carried into the new FFT-TCM program.

Through this process, the Implementation Team will continue to identify and eliminate ineffective or unnecessary practices that do not pertain (or run counter) to the FFT-TCM model. Within this framework, Cayuga Centers will continue to work collaboratively with both FFT Associates and Albany County to implement FFT-TCM.

Budget *

Cayuga Centers is seeking a total of \$500,000 from the Mother Cabrini Health Foundation to provide FFT-TCM to at-risk and underserved youth and families throughout Albany County. This program will include six full time staff who are anticipated to serve approximately 190 youth and families during the grant period. Services include the provision of evidence-based Functional Family Therapy and comprehensive therapeutic case management. All treatment plans and services are designed in partnership with each family and reflective of their specific needs.

This includes two tracks of service: high risk and low risk. Services will be provided in close partnership with FFT Associates (FFT-TCM model developer) and the Albany County DCYF (referral source and oversight).

This program is new to the agency and will be the first-of-its-kind in both Albany County. The FFT-TCM program will operate as a standalone program and all of Cayuga Centers' existing programs have their own funding sources and will not be impacted or supplemented through this program. As such, all existing programs and our ability to expand new and/or existing programs will not be effected. Furthermore, a lack of funding from the Cabrini Foundation will not impact Cayuga Center's ability to carry out our existing programs that are not the focus of this application.

ACTIVITY		MONTH
0	<i>eg. create job description for new Volunteer Director</i>	<i>eg. January 2020</i>
	Estimated Award Date	Q4 or Dec-1-2019 (estimated)
1	Implementation Team Meeting	Dec-1-2019
2	Staff Recruitment Commence	6-Dec-19
3	Albany County Referral Memo of Agreement (MOA) Finalized	6-Dec-19
4	Site Control: Lease Finalized	23-Dec-19
5	Site Control: Renovations	26-Dec-19
6	Site Control: Renovations	9-Jan-20
7	All FFT-TCM Staff Hired	1/17/2020
8	Background Checks Complete	24-Jan-20
9	Staff Start Date	3-Feb-20
10	End General Orientation	7-Feb-20
11	Commence Initial FFT-TCM Model Training	10-Feb-20
12	End of Initial FFT-TCM Model Training	21-Feb-20
13	Service Start Date	24-Feb-20
14	Weekly Supervision/ Training	26-Feb-19

DESCRIPTION

Our program team will develop a job description for the new director based off of previous hires, and in collaboration with our implementation partner.

Estimated notification of award, start-up phase begins.

Immediately upon notification of award, the Implementation Team made up of executive leadership, human resources, experienced FFT staff and current Albany County based staff, will meet to discuss start-up and implementation goals, objectives and time frames. Subcommittees will be formed to carry out implementation (i.e. recruitment/ hiring, quality improvement, site control, training, etc. The Implementation will meet weekly thereafter throughout start-up and into implementation.

The recruitment team will commence recruitment for FFT-TCM staff. Efforts will include: sourcing, cold calls, open interviews, attending career fairs and networking throughout the community. The recruitment team also will use social and professional networking sites to identify and source qualified candidates.

Cayuga Centers' executive leadership will finalize the Memo of Agreement between the agency and Albany County regarding referrals and intake for FFT-TCM cases.

Sign lease agreement for FFT-TCM office location, centrally located within the City of Albany.

If needed, renovations of FFT-TCM office begin.

Site renovations and office site furnished, ready for use.

Target date for hiring of all FFT-TCM staff.

All FFT-TCM background checks completed.

All FFT staff start date, commence General Orientation.

General Orientation Completed.

All staff begin FFT-TCM model training through FFT Associates.

FFT-TCM model training completed.

First FFT-TCM referrals received from Albany County.

Weekly individual and group staff supervision and ongoing model training (weekly thereafter).

MEASURABLE OUTCOME		DATA SOURCE
0	<i>eg. participants at program</i>	<i>registration information</i>
1	95% of youth avoid foster care	Pre Service and Discharge Assessments
2	95% of families avoid substantiated CPS reports	Pre Service and Discharge Assessments
3	80% of families report positive change in family functioning & problem solving	Pre Service and Discharge Assessments
4	80% of families report increase formal/informal supports	Pre Service and Discharge Assessments
5	75% of families report a reduction in drug & alcohol use	Pre Service and Discharge Assessments

DETAILS

Participants register online via eventbrite, and we will confirm these numbers in-person during check-in

Families and youth avoid out-of-home placement during the course of the intervention.

Families and youth avoid substantiated CPS reports during the course of the intervention.

Families report positive change in both family functioning and problem solving during discharge assessments.

Families report an increased use of formal and informal supports in their community during discharge assessments

Families report that their youth has reduced drug and alcohol use during discharge assessments.



BUDGET FORM INSTRUCTIONS

General Instructions:

Please create your budget using the spreadsheets provided in this workbook. No other budget formats will be accepted. Before developing a program/project budget, please carefully review our program guidelines and indirect cost policy. At the top of the budget worksheet, please enter your organization's name, the name of the project, and the start and end date for the project. Grantee organizations will report progress against their original submitted budgets on a minimum of a semi-annual basis. Once a budget is completed, grantee organizations will need written permission from Cabrini Foundation in order to make modifications of more than a 10% variance per line item to their budgets. In order for Cabrini Foundation to consider your application, the Budget Form must be completed along with Schedules A, B and C (where applicable.) Please email grantsupport@cabrinihealth.org if you have any questions regarding the Budget Form.

Income Section:

Please enter the amount of the grant you are requesting from Cabrini Foundation along with other expected income sources for this program/project (itemized on Schedule C** where applicable). If you plan to invest the proceeds that you receive from grant funding, please include an allocation for the expected (or estimated) interest or other income.

Expense Section:

Please group expenses to appropriate categories following the guidelines below:

Salaries & Wages*

Please enter the total salaries and wages of persons who are directly employed by your organization, and whose salaries are being allocated to this program/project budget. The Cabrini Foundation will fund salaries that are reasonable with respect to the work to be rendered and may request additional information regarding the positions to be filled.

Payroll Taxes & Fringe Benefits

Cost of benefits, taxes and insurance associated with the personnel identified above.

Consultants & Professional Fees

Contracted and/or outsourced professionals rendering services such as audit, tax, custody, legal or compliance.

Equipment & Software

Equipment and software directly associated with delivering your program, project or organization's services.

Outreach / Marketing

Expenses directly related to outreach and marketing for your project or organization.

Occupancy

Rent, mortgages, and other space usage related costs.

Postage & Delivery

Mailing and shipping related costs.

Printing & Copying

Paper, Ink, and other distribution materials.

Professional Development & Training

Expenses directly associated with staff training for your program, project or services.

Supplies

Office supplies and materials.

Telephone / Fax / Internet

Utilities, phone, IT, etc. related to communications.

Travel

Staff travel directly associated with the program/project.

Indirect Costs

See indirect cost policy for details. Please read Note 1 which is a required attestation representing that you have reviewed our policy and agree to comply with it. For your convenience, our budget form calculates your indirect cost rate for you automatically. The budget form is set up to prevent you from entering an amount that exceeds our 15% allowable rate.

Project Budget Narrative:

Please add corresponding note markers in column B and include explanatory commentary (as needed) to explain any income or expense items.

Schedule A*

Salaries and Wages should be itemized on Scheduled A based on total compensation and FTE hours (full time / part-time).

Schedule B

Expenses that do not fit into a provided category should be reported in the other category and described / itemized on Schedule B.

Schedule C**

Income sourced from Government Grants & Contracts, Other Foundations, Corporations or that does not fit into a provided category should be itemized on Schedule C. Please select the appropriate income type from the dropdown box in column B.

**MOTHER CABRINI HEALTH FOUNDATION
PROJECT BUDGET FORM**

Organization Name:		Cayuga Home for Children dba Cayuga Centers	
Name of Proposed Project:		FFT-TCM Albany County	
Project Start Date: (Month/Year)		Jan-20	
Project End Date: (Month/Year)		Dec-20	
INCOME		BUDGET	
Source	Note #	Mother Cabrini Health Foundation	Other Sources
Mother Cabrini Health Foundation request		\$ 500,000	
Government Grants & Contracts (Schedule C)			\$ -
Other Foundations (Schedule C)			\$ -
Corporations (Schedule C)			\$ -
United Way / Other Federated Campaigns			
Individual Contributions			
Fundraising Events/Products			
Membership Income			
In-Kind Funding			
Interest Income			
Patient / Client Fees			
Other (Schedule C)			\$ -
Total Mother Cabrini Health Foundation		\$ 500,000	
Total Other			\$ -
Total Income			\$ 500,000

**PROJECT BUDGET FORM
(continued)**

Organization Name:		Cayuga Home for Children dba Cayuga Centers	
Name of Proposed Project:		FFT-TCM Albany County	
EXPENSES	Note #	BUDGET	
		Mother Cabrini Health Foundation	Other Sources
<i>Item</i>			
Salaries & Wages (itemize on Schedule A)		\$ 280,053	
Payroll Taxes, Insurance & Fringe Benefits		\$ 56,011	
Consultants & Professional Fees		\$ 18,000	
Equipment & Software		\$ 13,750	
Outreach / Marketing		\$ 750	
Occupancy		\$ 12,000	
Postage & Delivery		\$ 1,250	
Printing & Copying		\$ 750	
Professional Development & Training		\$ 1,500	
Supplies		\$ 1,700	
Telephone / Fax / Internet		\$ 12,750	
Travel		\$ 34,486	
Other (Must Itemize on Schedule B)		\$ 2,000	
Indirect Costs	1	\$ 65,000	
Total Mother Cabrini Health Foundation		\$ 500,000	
Total Other			\$ -
Total Expenses			\$ 500,000

PROJECT BUDGET NARRATIVE

Organization Name:		Cayuga Home for Children dba Cayuga Centers
Name of Proposed Project:		FFT-TCM Albany County
Note Number	Narrative	
1	We certify that all expenses being allocated to the indirect cost line comply with the terms set forth in Cabrini Foundation's Indirect Cost Policy.	
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INDIRECT COST RATE

15.0%

Position Name	Role Type	Salary (FTE)	FTE
Vice President of Community Base	PROGRAM OFFICER	100531	0.1
FFT-TCM Supervisor	PROGRAM DIRECTOR	60000	1
FFT-TCM Therapist (Master's)	PROGRAM STAFF	55000	2
FFT-TCM Therapist (Bachelor's)	PROGRAM STAFF	50000	2
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Adjusted Cost

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60,000

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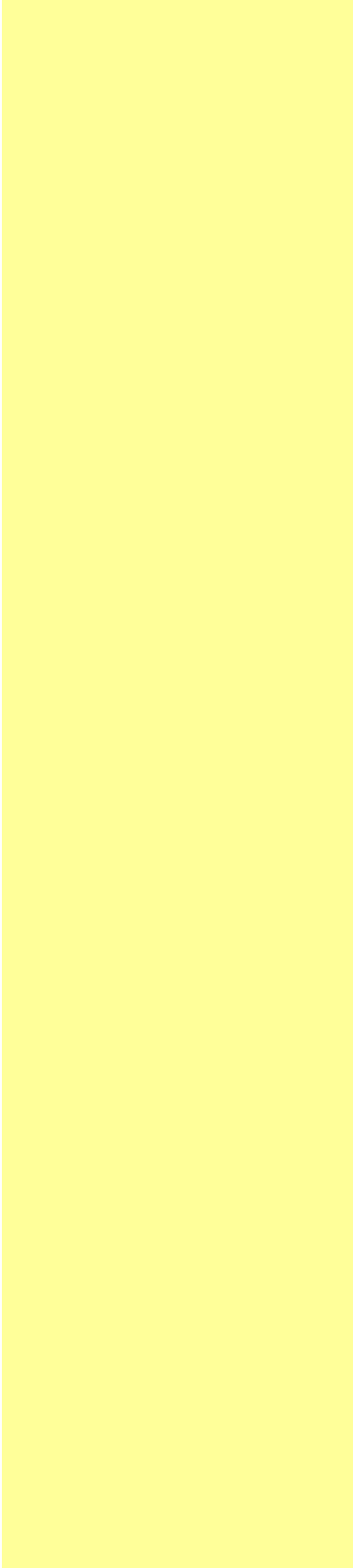
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CABRINI FOUNDATION - OTHER EXPENSE ITEMIZED

<u>Description of Other Expense Item</u>	<u>Total Cost</u>
Employee Expense-Fingerprinting	750
Insurance	1250

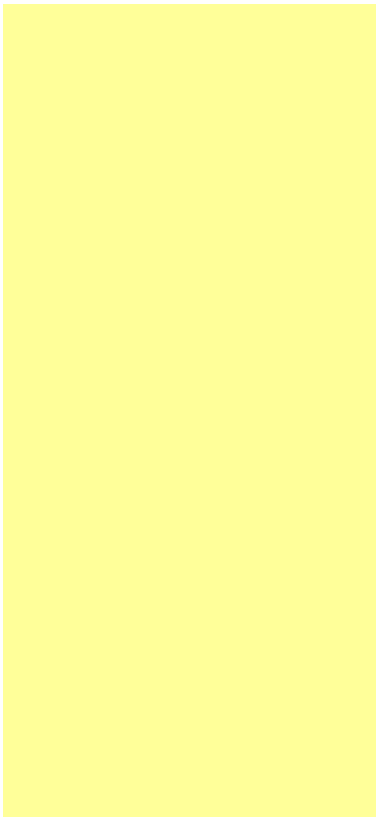
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Total Amount



TOTAL

Government Grants & Contracts	-
Other Foundations	-
Corporations	-
Other	-





DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET – SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

GAIL GEOHAGEN-PRATT
COMMISSIONER

MOIRA E. MANNING
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew C. Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action from the Department for Children, Youth and Families for permission to amend Resolution 378 of 2019 and the associated interdepartmental agreement with the Albany County Probation Department for prevention and supervision and treatment services for juveniles.

The requested amended agreement is not to exceed for \$1,127,700.00 for the term of January 1, 2020 – December 31, 2020.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-7792.

Sincerely,

Gail Geohagen-Pratt
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1379, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

.Authorization to amend Resolution 378 of 2019 and the associated interdepartmental agreement with the Albany County Probation

Date: January 8, 2020
Submitted By: Scott McNelis
Department: Children, Youth and Families
Title: Contract Administrator
Phone: 7306
Department Rep.
Attending Meeting: Gail Geohagen, Commissioner

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel

- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

Albany County Probation Department
60 South Pearl Street
Albany, NY 12207

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$1,127,700
Scope of Services: Prevention services contract with Albany County Probation Department for supervision and treatment services for juveniles

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Title 4 of Article 6 of the Social Services Law, sections 409 through 409-b

File #: TMP-1379, Version: 1

Is there a Fiscal Impact: Yes No

Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA6071 03670, 04615 AA3140 03314

Revenue Amount: \$1,127,700

Appropriation Account and Line: AA6071 44046

Appropriation Amount: \$1,127,700

Source of Funding - (Percentages)

Federal: 18

State: 51

County: 31

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2019 - 12/31/2019

Length of Contract: 12 Months

Impact on Pending Litigation

Yes No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-378, 18-405, 17-349, 16-375, 15-402,

Date of Adoption: 9/9/19, 9/12/18, 9/11/17, 9/12/16, 10/13/15

Justification: (state briefly why legislative action is requested)

Please see attached

**Department for Children, Youth and Families Backup Material to amend the
Resolution 2019-378 for Contractual Arrangement with the Albany County
Department of Probation**

The Department for Children, Youth and Families (DCYF) is requesting legislative authorization to amend resolution 2019-378 for contractual agreement with the Albany County Department of Probation for the provision of prevention services and supervision and treatment services for juveniles. The term of the contract will be January 1, 2020 – December 31, 2020 in an amount not to exceed \$1,127,700.00.

The Department received Legislative approval via Resolution 2019-378 to enter into an agreement with the Albany County Probation Department in the amount of \$676,606 for the period of January 1, 2020-December 31, 2020.

Subsequent to the approved resolution, through the approved 2019 Albany County Raise the Age Plan (approved by State Department of Budget), there was an additional \$451,094.00 to provide RTA services and programming and service. As such, the total amount of the agreement between DCYF and Probation for January 1, 2020 to December 31, 2020 is now \$1,127,700.00.

Due to this increase, the Department requests amending resolution 2019-378, AA3140 03314 from \$676,606 to \$1,127,700.00, an increase of \$451,094.00

There has been a historical relationship between these two County Departments as it relates to the provision of prevention services and supervision and treatment services for juveniles. The contract funding will be used to offset the salary and fringe benefit costs for Probation employees as well as services for programs in the Juvenile Community Accountability Board, PINS 18 and Juvenile Release Under Supervision. All of these programs are an effort to reduce the likelihood of the youth's further penetration in the Juvenile Justice system.

RESOLUTION NO. 378

AUTHORIZING AN INTERDEPARTMENTAL AGREEMENT BETWEEN THE DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES AND THE ALBANY COUNTY PROBATION DEPARTMENT

Introduced: 9/9/19

By Social Services Committee and Ms. McKnight:

WHEREAS, The Commissioner of the Albany County Department for Children, Youth and Families has requested authorization to renew an agreement with the Albany County Probation Department regarding prevention, supervision and treatment services for juveniles for the term commencing January 1, 2020 and ending December 31, 2020 in the amount of \$676,606, and

WHEREAS, The funding will be used to offset the salary and fringe benefit costs for Probation Department employees who will be responsible for managing the Juvenile Community Accountability Board, PINS 18, the Parent Project, and the Juvenile Release Under Supervision programs all of which are designed to reduce the likelihood of youth's further penetration in the Juvenile Justice system, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to execute an interdepartmental agreement between the Department for Children, Youth and Families and the Probation Department regarding prevention, supervision and treatment services for juveniles for the term commencing January 1, 2020 and ending December 31, 2020 in an amount not to exceed \$676,606 and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 9/9/19

INTERDEPARTMENTAL AGREEMENT
BETWEEN THE
ALBANY COUNTY DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
AND THE ALBANY COUNTY PROBATION DEPARTMENT
JUVENILE JUSTICE PREVENTION SERVICES FOR CHILDREN
RESOLUTION NO. 378, ADOPTED SEPTEMBER 9, 2019

This is an Agreement by and between the Albany County Department for Children, Youth and Families, (hereinafter referred to as the “ACDCYF”) and the Albany County Probation Department (hereinafter referred to as “PROBATION”) regarding Preventive Services for Children.

WITNESSETH:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with the Albany County Probation Department regarding preventive services and supervision and treatment services for juveniles, and

WHEREAS, ACDCYF is charged with the authority to promote or provide public child welfare programs, and PROBATION, a qualified service provider, is willing and able to deliver services required by ACDCYF to ensure the aforementioned services are met efficiently and effectively, and

WHEREAS, ACDCYF has accepted PROBATION’s offer to deliver the necessary services to meet the needs of Albany County and to meet the needs of the aforementioned individuals residing in Albany County, and

WHEREAS, the Albany County Legislature has authorized an Interdepartmental agreement regarding preventive services and supervision and treatment services for juveniles for the term commencing January 1, 2020 and ending December 31, 2020 in the amount of \$676,606.00, pursuant to Resolution No. 378, adopted September 9, 2019, and

WHEREAS, this agreement sets forth the understanding between the parties:

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY COVENENANT AND AGREE AS FOLLOWS:

ARTICLE I. SCOPE OF SERVICES TO BE PERFORMED

Juvenile Justice Prevention Services—The Parent Project:

The Parent Project is a nationally recognized program, which provides parents with the tools to regain control and effectively apply strategies that produce change in their adolescent's behaviors. PROBATION has contracted with ACDCYF to provide this service to three to four (3-4) groups per year to parents of youth who are at risk of foster care placement by virtue of contact with PROBATION.

Two (2) PROBATION Supervisors and four (4) PROBATION Officers will be responsible for managing the Parent Project to deal with Persons in Need of Supervision (PINS) and Juveniles Released Under Supervision (JRUS).

The Probation Intake Division Supervisor, along with the Probation Assistant, will maintain a list of all PINS / ungovernable cases received so that a list is maintained of all parents for whom the Parent Project is mandated. However, should there be additional openings at the time a class is offered, the class will be opened up to parents of youth involved with Juvenile Delinquent (JD) Intake Diversion, as well as parents of youth on Formal Probation as per Family Court order. The class will also be opened up to families involved with Child Protective Services should maximum class size not be achieved.

Upon the filing of the PINS/ungovernable complaint, the parent(s)/guardian(s) will be informed of the program and their mandatory participation by the Probation Duty Officer processing the complaint. The Duty Officer will be responsible for completing a standard ACDCYF Prevention referral form, the ACDCYF prevention services application form (green book) and have a Release of Information signed by the parent for ACDCYF.

The assigned supervising Probation Officer will reinforce this mandate with the parent and further explain the Parent Project and the anticipated start date for the group. A letter will be sent to each parent by PROBATION reminding them of the mandatory program and attendance dates. The Parent Partner Contractor will also be requested to contact all enrolled parents to help facilitate engagement and attendance.

Performance Targets:

- 90% of the PROBATION targeted youth will not come into COUNTY custody through the Juvenile Justice system while the parent/guardian is enrolled in the Parent Project.

- 75% of all parents/guardians enrolled in the Parent Project will successfully complete the Parent Project.

Reporting:

PROBATION will report the above targets and maintain attendance data for the Parent Project groups, as well as successful completion of the Parent Project and unsuccessful discharges from the program. The PROBATION Assistant and the Supervisor will be responsible for the review of such and enter the data through the shared ACDCYF/PROBATION database. This information will be shared with an ACDCYF Prevention designee. PROBATION will report to ACDCYF on a six (6) month basis the outcomes of the Performance Targets.

Juvenile Under Release Supervision Program (JRUS)

The purpose of this program is to provide intensive supervision and services to a select group of youth and their families, in an effort to maintain the youth safely in the home and community, thereby minimizing the need to remand the youth to detention.

The release under supervision option will be short term and appropriate to the level of risk posed by the youth, as determined by the Detention Risk Assessment Instrument (DRAI) or Youth Assessment and Screening Instrument (YASI) prescreen. Further, the program is designed to ensure the youth's appearance at Family Court proceedings. Emphasis will be on the identification of the youth's risk and needs and work will be done with all family members to ensure participation in identified services pending court disposition.

The JRUS Program will have a Probation Supervisor and a Probation Officer assigned to it. The Supervisor will be responsible for the day-to-day oversight of the unit function and operation of the program. The Probation Officer will be responsible for the supervision of the youth and link to services as needed. The Probation Assistant located in Family Court will provide information to the court and receive it back regarding cases eligible and/or referred to the program, and will work with other agencies within the Court to insure timely information exchange and proper handling of appropriate cases.

The Probation Assistant will complete the Detention Risk Assessment Instrument (DRAI) on JD's to determine the eligibility of the youth for the program. The DRAI information on the youth and the recommendation to the Court regarding his/her release back into the community without supervision, release back into the community under the supervision of the Albany County Probation Department (in the JRUS or JRFC program), or remand to detention will be taken to the Albany County Family Court, to be given to the appropriate Family Court Judge for consideration. The Probation Assistant in the Family Court will make sure the proper Judge gets the information and will be available should there be any questions regarding the recommendation for release or detention. The paperwork to the court shall include a copy of the completed Release Under Supervision Screening instrument, and a copy of the conditions of release, if the JRUS Program is the recommendation to the court.

Performance Targets:

- 85% of youth supervised under Juvenile Release Under Supervision will return to Family Court for any and all adjourned Court dates while engaged in the JRUS program.
- 80% of youth served will not enter detention while supervised by the Juvenile Release Under Supervision Program.

Reporting:

Data will be shared with the DCYF Prevention designee, both through emails and the shared JRUS ACDCYF/PROBATION database. Responsibility for entry of data into this system will be the joint responsibility of the Probation Supervisor and the ACDCYF Prevention designee. Probation will report to ACDCYF on a six (6) month basis and any other data required by NYS.

Juvenile Reporting and Family Centers (JRFC)

Juvenile Reporting and Family Centers are a joint alternative to detention project between community agencies and PROBATION, funded by ACDCYF. The JRFCs target youth who are considered Juvenile Delinquents and PINS that reside in Albany County. The programs consist of recreational, educational and therapeutic activities.

Two Probation Officers are working directly with the JRFC. The Officers supervise juveniles attending JRFC and have personal contact with the youth under supervision at least one time per week in school and/or at JRFC program. The JRFC Officers will be present at the LaSalle JRFC program at least two times a week. Officer presence at the St Catherine's JRFC will be at the same level, dependent on the youth enrolled in the program being under Probation supervision. Monthly Home Visits will be conducted and documented in Caseload Explorer. The Probation Officers will make every reasonable effort to attend Parent's Night as scheduled by the JRFCs (St Catherine's dependent on there being enrolled youth under Probation supervision). These officers also act as a liaison between the juvenile's school and the JRFC, assisting in homework procurement, other academic needs, and behavioral issues. The Officers work with JRFC staff in addressing behavioral issues of youth under supervision while at the program. The JRFC Officer is expected to be part of the referral and engagement process to help the youth under supervision and his family to begin establishing a bond with the JRFC program and to make sure initial attendance at the program begins. Upon acceptance into the Program, the JRFC Officer becomes the primary Probation Officer while the youth is involved with the program. The initial assigned Officer, however, is encouraged to remain involved and aware of the case in a secondary role as the case may return to their supervision after termination from the JRFC program.

The referral process for juveniles to the JRFC is as follows:

If the referral to the JRFC program is initiated by a Probation Intake Diversion

Officer or a Probation Family Court Supervision Officer, the Probation Supervisor would contact the AGENCY Prevention designee for preapproval for JRFC services. Upon this approval, all candidates and the parent(s)/ guardian will be familiarized with JRFC by the initially assigned Probation Officer. This Officer, or in his/or her absence, a Supervisor, will then complete a standard the COUNTY Prevention Referral form, the AGENCY application form (the green form) and have a Release of Information signed for AGENCY and the JRFC Program. The Supervisor will then process the referral paperwork to the AGENCY Prevention designee. The Probation Officer should consult with either the Supervisor or the JRFC Officer if any questions exist and advise the JRFC candidate that they will be contacted either by a Supervisor or JRFC Officer. The JRFC Officer will, within 48 hours of the referral to the JRFC, contact the candidate's parent(s)/guardian, again explain the program, answer any questions, and seek the responsible adult's cooperation with the JRFC program. The JRFC Officer will make every attempt to attend the interview between the candidate and the JRFC program.

If JRFC is ordered by the Court, the JRFC program is contacted directly by the AGENCY representatives in Court and the referral paperwork is initiated and completed by the referring AGENCY person. Once notified that JRFC has been ordered in Family Court, the case is immediately assigned to the JRFC Officer in Caseload Explorer. The JRFC Officer will meet with the youth within 48 hours, and also make contact with the parent or guardian within 48 hours of case assignment. The Court Order for JRFC will be reviewed and explained with the youth and the parent(s)/ guardian. As previously indicated, the JRFC Officer is expected to be part of the referral and engagement process to help the youth and his family to begin establishing a bond with the JRFC program and to make sure initial attendance at the program begins.

JRFC participants may be considered for an additional 30 Days of JRFC on a step-down or part-time basis. This decision shall be made by the JRFC program after consultation with the JRFC Officer or Supervisor and approval by the AGENCY Supervisor. The JRFC Officer shall discuss this with the JRFC participant and their parent(s)/ guardian prior to the extension being undertaken.

The Supervisor shall be responsible for ensuring the tracking and entering information relative to JRFC participants, in coordination with the AGENCY representative, into the AGENCY-Probation JRFC spreadsheet.

Juvenile Community Accountability board (JCAB)

The Juvenile Community Accountability Board (JCAB) is a program coordinated by the Albany County Probation Department that seeks to divert juveniles accused of an act of delinquency from the Family Court system, hence avoiding possible detention, adjudication and possible placement. The JCAB program operates on the principles of balanced and restorative justice while focusing on juvenile accountability. It seeks to help juveniles understand the impact their crime has on their community, while holding them accountable for their acts and allowing them the opportunity to repair the harm that was caused. The process allows the juvenile to understand the impact of delinquency behavior, while learning ways to avoid

reoffending. The program allows for successful resolution of the case, avoiding further entry into the juvenile justice system, possible detention and placement outside of the youth's home.

The Albany County Probation Department trains volunteers as Board Members and then assists the Accountability Board in facilitating meetings with the juvenile, their parents and the victim. These volunteers are members of the community from which the youth resides. The Board, facilitated by a Probation Officer, focuses the youth on the harm caused by the delinquency, how the harm can be repaired and then develops a specific, individualized contract/plan that requires the youth to complete certain activities or engage in certain programs designed to repair the harm.

The youth have up to 60-90 days to complete the contract/plan. The Board periodically meets with the youth to monitor his/her progress in completing the set tasks within the contract/plan and will assist the youth in making referrals to programs where necessary. Once all tasks have been successfully completed, an exit interview is completed. The case will be considered successfully adjusted and will be closed as such, with no further action taken.

Performance Targets:

- 75% of youths will be diverted from Family Court and possible detention or placement.

Reporting:

Data will be shared with the DCYF Prevention designee. Probation will report to ACDCYF on a six (6) month basis and any other data required by NYS.

PINS 18

The goal of Diversion on PINS 18 cases focuses on the balance between parental control and juvenile independence. The majority of PINS to 18 cases are filed by parents for ungovernable behavior. Also filed are cases for running away behaviors. Significant PINS 18, behaviors include alcohol/drug use, curfew violations, and violence in the home. Truancy complaints filed by schools are limited and are only accepted for Diversion if the juvenile is compulsory. Schools may also be able to file Ungovernable complaints on these juveniles.

Whenever possible and appropriate, PINS to 18 cases are referred for Mediation services. This service has been very successful in helping both sides come to a compromise thereby eliminating the need for further Diversion involvement. While utilizing standard Diversion services such as reporting and Home Visits, and in conjunction with the YASI, Diversion works with the juvenile/family to come up with a case plan working towards the needs/challenges of this older population. It may also include referrals to Independent living programs and vocational/educational (GED) programs.

Performance Targets:

- 75% of all parents/guardians enrolled in the Parent Project will successfully complete the Parent Project.

- 75% of youths will be diverted from Family Court and possible detention or placement.
- 90% of youth and families will be linked to community-based services

Reporting:

Data will be shared with the DCYF Prevention designee. Probation will report to ACDCYF on a six (6) month basis and any other data as required by NYS.

ARTICLE II – FEES

In consideration of the terms and obligations of the Agreement, ACDCY agrees to pay and PROBATION agrees to accept an amount not to exceed SIX HUNDRED SEVENTY SIX THOUSAND SIX HUNDRED SIX and 00/100 DOLLARS (\$676,606.00) for all services described under this Agreement, including all payments authorized under this Article.

Payment shall be made upon PROBATION’S submission of an Albany County Claim Form to the ACDCYF, which shall detail services rendered, including disbursements, and which shall be supported by receipts when applicable. Upon acceptance of the PROBATION’S Claim Form, it shall be submitted to the Albany County Comptroller and payment rendered.

ARTICLE III. TERM OF AGREEMENT

The services to be performed herein shall commence on January 1, 2020 and shall continue in effect through December 31, 2020, provided however, that either party shall have the right to terminate this AGREEMENT upon thirty (30) days written notice of such termination. In the event of termination of this AGREEMENT, PROBATION shall be entitled to compensation for any services previously accepted by ACDCYF.

THIS SPACE HAS BEEN LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year opposite their respective names.

COUNTY OF ALBANY

Dated: _____

By: _____

Daniel P. McCoy
Albany County Executive
or
Philip F. Calderone
Deputy County Executive

Dated: _____

By: _____

William Connors, Director
Albany County Probation Department

Dated: _____

By: _____

Gail Geohagen-Pratt, Commissioner
Albany County Department for
Children, Youth and Families



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET - SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

GAIL GEOHAGEN-PRATT
COMMISSIONER

MOIRA E. MANNING
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew C. Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative authorization to contract with The Research Foundation for the State University of New York, University at Albany, for the NYS Supervision and Treatment Services for Juveniles Program (STSJP). The requested contract term runs from January 1, 2020 through December 31, 2020 in the amount of \$51,038.

The contract supports local programming to divert youth safely from unnecessary detention and/or placement admissions, and is a key element of New York's juvenile justice reform efforts. The Research Foundation will track and assess outcomes and goals as it pertains to detention, placements and reductions in racial and ethnic disparities.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-7792.

Sincerely,

Gail Geohagen-Pratt
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Kevin Cannizzaro, Majority Counsel
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1380, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization with The Research Foundation SUNY for the Supervision and Treatment Services for Juvenile Program Plan (STSJP)

Date: January 8, 2020
Submitted By: Scott McNelis
Department: Children, Youth and Families
Title: Contract Administrator
Phone: 7306
Department Rep.
Attending Meeting: Gail Geohagen, Commissioner

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed)

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe

- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

Research Foundation
University at Albany SUNY
1400 Washington Avenue
Albany, NY 12222

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$51,038.
Scope of Services: Supervision and Treatment Services for Juveniles Program

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA6071 03670
Revenue Amount: \$31,644

Appropriation Account and Line: AA6071 44046
Appropriation Amount: \$51,038.

Source of Funding - (Percentages)

NYS OCFS - STSJP

Federal: Click or tap here to enter text.
State: 62%
County: 38%
Local: Click or tap here to enter text.

Term

Term: (Start and end date) October 1, 2019 - September 30, 2020
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-536, 17-318, 16-325, 15-264, 15-62, 14-124
Date of Adoption: 3/12/18, 8/14/17, 8/8/16, 7/13/15, 2/9/15, 4/14/14

Justification: (state briefly why legislative action is requested)

Please see attached

Department for Children, Youth and Families

Backup Material for Contract Authorization with The Research Foundation for the State University of New York, University at Albany

The Department respectfully requests Legislative authorization to contract with The Research Foundation for the State University of New York, University at Albany for the period of January 1, 2020 through December 31, 2020 in the amount of \$51,038.

Via Resolution 2019-536, the Department received Legislative approval to sign and submit a Supervision and Treatment Services for Juvenile Program Plan (STSJP) to NYS OCFS. The total funding allocation is \$172,722 for the term of October 1, 2019 – September 30, 2020.

NYS Supervision and Treatment Services for Juveniles Program (STSJP) provides funding to support local programming to divert youth safely from unnecessary detention and/or placement admissions. It is a key element of New York's juvenile justice reform efforts. STSJP funding is allocated to each locality by NYS OCFS to support programming for juvenile justice involved youth. The goal of this programming is to prevent out of home placement of youth, maintain them safely in their community, and when placement is needed, to safely expedite the reintegration of such youth back into the community.

Through this allocation, Albany would continue to support the research component through The Research Foundation for the State University of New York, University at Albany to consistently track and assess outcomes and goals as it pertains to detention, placements and reductions in racial and ethnic disparities.

RESOLUTION NO. 536

AUTHORIZING THE SUBMISSION OF A SUPERVISION AND TREATMENT SERVICES FOR JUVENILES PROGRAM PLAN TO THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES

Introduced: 12/5/19

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to sign and submit a Supervision and Treatment Services for Juveniles Program Plan (STSJP) to the New York State Office of Children and Family Services (OCFS) in order to accept funding in the amount of \$172,722 to support programming at the Albany County Probation Department and Albany County Family Court for juvenile justice involved youth for a term commencing October 1, 2019 and ending September 30, 2020, and

WHEREAS, The Commissioner has indicated that due to recent changes to the Supervision and Treatment Services for Juveniles Program, Albany County is required to sign and submit an STSJP plan to the OCFS to receive allocated funding to support local programming and divert youth safely from unnecessary detention, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to sign and submit a Supervision and Treatment Services for Juveniles Program Plan to NYSOCFS in order to accept funding in the amount of \$172,722 to support programming at the Albany County Probation Department and Albany County Family Court for juvenile justice involved youth for a term commencing October 1, 2019 and ending September 30, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said plan as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of the resolution the appropriate County Officials.

Adopted by unanimous vote – 12/5/19