

FY12 Annual Services Plan
Cedar County Decategorization
Project

Submitted by:
Nicole Mann
Decategorization Coordinator

October 1, 2011

Executive Summary:

Scott County Kids is a community planning and funding agency that seeks to address and overcome systemic challenges that interrupts the lives of children birth to age 21 while increasing access and streamlining resources throughout the area. Scott County Kids is the umbrella agency that supports internal and external child focused community programming which houses the following programs and initiatives: Decategorization for Cedar, Muscatine, Quad (Des Moines, Henry, Lee, and Louisa), and Scott Counties; Scott County Early Childhood Iowa; Scott County Community Partnerships for Protecting Children (CPPC); Scott County Iowa Youth Dream Team; Scott County Health Committee; and the Scott County Children's Mental Health System of Care Commission (See Attachment A).

The Cedar County Decategorization Project is the focal point for the development, implementation and monitoring of many strategic community plans and takes a leadership role in planning initiatives. The mission of the Cedar County Decategorization Project is to provide effective programming that will deter children and youth ages birth to 21 from entering the child welfare and/or juvenile justice system or provide a safe exit for children and youth already in either system by partnering health, education and welfare resources for the betterment of children and families. This is accomplished by facilitating planning for needed community services that affect youth who are at risk of entering the child welfare and/or juvenile justice system.

The Cedar County Decategorization Project maintains a viable community approach to protect and enhance the lives of at risk youth by engaging community members through service on the Decategorization Board or participation in various focus groups. This approach is directed by the Cedar County Decategorization Board. Board members represent Juvenile Justice, Child Welfare, and elected officials. Cedar Decategorization's Board members offer many connections within community agencies and can disseminate accurate information to groups and programs as well as bring back information from these groups to the Decategorization Board concerning the community's needs. The Cedar County Decategorization Board chooses to meet with the Muscatine County Decategorization Board in order to share resources and collaborate on Decategorization planning. The board is composed of the following members:

- Scott Hobart – Board Chair – Seventh Judicial District Chief Juvenile Court Officer
- Dennis Boedeker – Vice Chair – Cedar County Board of Supervisors
- Gary Lippe – Iowa Department of Human Services Eastern Service Area Manager
- Judge Gary Strausser – Seventh Judicial District Juvenile Court Judge
- Leta Hosier – Iowa Department of Human Services Social Work Administrator
- Shawn Lucas – Seventh Judicial District Juvenile Court Officer

The monitoring process for services under the purview of the Cedar County Decategorization Board is assigned to staff that is contracted from the Scott County Decategorization Program and the work of the staff is directed by the Cedar County Decategorization Board. The Scott County Decategorization Program, as a 28E governmental entity, has matured into a viable and essential program within the Eastern

Service Area. The project goes beyond the scope of the original Decategorization process and has expanded to include community planning for health, juvenile justice and education services. The broader scope has brought about many improvements in the service delivery system. Moreover, the Decategorization Project has been instrumental in the collaborations that have been developed within the last twenty years and have become the foundation for community planning and service delivery.

1. A description of the community planning used in developing the annual plan. This description should include information on the community members and organizations that were invited to and actually participated in developing the plan. Community participation can be achieved through strategies such as community forums, community education events, and community focus groups.

In the past, community stakeholders have been tentative to participate in long term community planning due to the lack of consistent funding. Community members are aware of Decategorization carry over funding being subject to retraction and moved to the Iowa General Fund according to administrative rules. However, during Fiscal Year 2011 Cedar County Decategorization experienced an increase in community stakeholder participation and more community stakeholders reached out to Decategorization regarding community needs.

Cedar County Decategorization continues to utilize an email distribution list that has increased over the last year; currently there are approximately 25 individuals on the list including State Legislators. One week prior to a Decategorization Board meeting the Cedar County Decategorization Coordinator emails information regarding the meeting, including agendas to everyone on the distribution list. This community email list is a convenient way to distribute Request for Proposals (RFP) notices, program information, meeting agendas, job listings, and upcoming trainings. This strategy has increased the number of public attending our Decategorization meetings.

Through the Scott County Kids website community members are encouraged to share community needs and funding requests with Cedar County Decategorization through a brief application (See Attachment B). All community proposals are reviewed by the Decategorization Coordinator and then shared with the Cedar County Decategorization Board who makes all final decisions on proposals.

Cedar County Decategorization staff has been invited to numerous community planning committees. This is a seamless way to understand the various services and initiatives occurring in the county to assist with community planning efforts. The following is a list of the current meetings attended by Cedar County Decategorization staff:

- Families First/Cedar County CPPC Committee
- 7th Judicial District Summit
- Statewide DMC
- Parent Partner Project Management Team
- National Association of Social Workers Iowa Chapter
- St. Ambrose Master of Social Work Continuing Education Committee
- NASW Disproportionality Diversity Work Group

Cedar County Decategorization Annual Plan was developed from input from various committee work and information gathered from the sources listed above. This process was used in order to gain the broadest possible perspective on issues. Cedar County Decategorization has designated funding for programming to meet a particular community need such as Community Based Training, Legal Services, and Programs for Juveniles At-Risk.

RFPs will be used during Fiscal Year 2012 to address other needs of the community. Members of the community will sit on an RFP review team to evaluate each proposal and make suggestions to the Decategorization board on which bidder should be awarded the contract. This allows for more community input and diversity into the Decategorization funding opportunities.

Cedar County Decategorization is anticipating a continued increase in community participation due to the legislative change in House File 649. This legislative change will allow Cedar County Decategorization to carry forward funds for two succeeding years, which will allow the board to make more impactful decisions to meet community needs.

2. A description of the Decategorization project's efforts to network and coordinate with other community planning initiatives [i.e. school improvement plans, Community Empowerment Areas, Community Partnership for Protecting Children projects, United Way, etc.] affecting children and families within the boundaries of their project.

Cedar County Decategorization Board is assigned staff that is contracted from the Scott County Decategorization Program which has been a community planning agency for over twenty years. Decategorization was created to plan, develop and invest into community programs and ultimately reducing entry into Department of Human Services and Juvenile Court Services. The name Decategorization is to declassify state funds to best meet the community's needs and linking families and agencies with the correct resources. In order to meet the needs of the community, Cedar County Decategorization works closely with other community planning initiatives.

The Seventh Judicial District has a District 7 Children's Justice Team that meets on a quarterly basis in Davenport, Iowa to share information with Guardians Ad Litem, Juvenile Court Judges, Juvenile Court Officers, Iowa Department of Human Services, Decategorization Coordinators, Attorneys, Mental Health Providers, Substance Abuse Providers, Foster Care Programs, and other court involved personnel. This group works to decrease barriers and implement best practice within the court system for children and youth.

Cedar County Early Childhood Iowa is a community partner which receives updated information about Cedar County programs funded through Decategorization. Cedar County Decategorization staff will attend meetings sponsored by Early Childhood Iowa staff to effectively provide programming and information throughout Cedar County.

Cedar County became a Community Partnership for the Protection of Children (CPPC) site in FY09. They will be continuing to work with their Shared Decision Making Team and informing the community about the four strategic goals of CPPC. Cedar County Decategorization is available to provide technical assistance to the Cedar County CPPC site.

Decategorization staff will continue to share partnering activities, funding opportunities and linkage to the boarder community events at Decategorization and other community meetings.

3. A description of any community needs assessment process and/or data [child welfare outcomes data, need indicator data from other systems such as health, education, community empowerment, etc.]. that was used in developing the annual plan to enhance child welfare and juvenile justice service systems in the area.

1. Decategorization staff gathered data and information from the sources listed in question 1: information collected from various community meetings assisted Cedar County Decategorization with the annual plan.
2. Reviewed the priorities for Criminal and Juvenile Justice Planning (CJJP)
3. The following documents were reviewed by Decategorization staff:
 - House File 649
 - 2010 Iowa Youth Survey for Cedar County
 - State of Iowa Department of Human Services Report to the Iowa General Assembly: Report of the Remedial Services Transition Committee House File 2526, Section 31 – 83rd General Assembly
 - State of Iowa Department of Human Services and Department of Public Health Report to the Iowa General Assembly: Reduce Child Abuse Caused by Custodian Substance Abuse, Misuse, Addiction House File 2310 – 82nd General Assembly
 - Iowa Department of Human Services 2010 Implementation Status Report regarding the Mental Health Services System for Children, Youth, and their Families.
 - 2010 Early Childhood Iowa Annual Report
 - DHS Final Report Iowa Child and Family Service Review February 2011
 - Iowa Kids Count 2009: Trends in the Well-Being of Iowa Children
 - DHS Olmstead Plan for Mental Health and Disability Services
 - Prevent Child Abuse Iowa Evaluation Report Fiscal Year 2011
 - Serving Iowa Youth and Families with a Youth Development Approach: JJDP Act Formula Grant Application and Three-Year Comprehensive Plan (March 2009)
 - State of Iowa Juvenile Delinquency Annual Statistical Report 2009
 - Statewide Community Partnerships Evaluation 2010
 - Iowa Child Welfare Decategorization Handbook August 2010
 - Iowa's Blueprint for Forever Families 2011

- Iowa System of Care Practice Review (SOCPR)
- Building Systems of Care: A Primer for Child Welfare
- Child Welfare Issue Brief: Supporting Parents With Mental Health Needs in Systems of Care
- Race & Child Welfare: Disproportionality, Disparity, Discrimination: Re-Assessing the Facts, Re-Thinking the Policy Options
- Chapin Hall Issue Brief: Race and Child Welfare

4. Cedar County Decategorization developed a plan for building capacity and achieving outcomes (See Attachment C).

4. A description of the project's specific and quantifiable short term plans and desired results for the state fiscal year; as well as a description of how these short term plans align with the project's longer term goals for improving outcomes for children and families.

MISSION

Provide effective programming that will deter children and youth ages birth to 21 from entering the child welfare and/or juvenile justice system or provide a safe exit for children and youth already in either system by partnering health, education and welfare resources for the betterment of children and families.

VALUES

Cedar County Decategorization Program has been characterized by a number of core values and beliefs including:

- Importance of Collaboration
- Professional Cooperation and Collegiality
- Mutual Support
- Ability to Break Down Barriers
- Flexible Growth
- Credibility
- Innovations

LONG TERM GOAL #1

To act as the catalyst in bringing multiple community stakeholders together to meet community needs.

Short Term Strategies:

- Maintain and support current committee and work group structure as appropriate
- Maintain active relationships with community stakeholders
- Participate in community needs assessments as appropriate
- Initiate community planning processes as needs are identified

LONG TERM GOAL #2

Improve services in the community that will assist in the achievement of the Child and Family Service Review outcomes of child well-being, safety and permanency.

Short Term Strategies:

- If funding is available issue RFP's for services that will systemically enhance well being, safety and permanency for at risk youth
- Monitor and review current programs aimed at improving child well-being, safety and permanency to ensure they meet their objectives and outcomes
- Collaborate with community agencies to leverage funding to enhance the current continuum of care for children and families

LONG TERM GOAL #3:

To keep youth from entering the more expensive child welfare and juvenile justice systems and to ensure a safe and permanent exit from those systems if already involved

Short Term Strategies:

- Monitor current program outcomes to ensure that they are meeting the target population and objectives
- Explore evidenced based programs that have proven to divert youth away from the child welfare and juvenile justice systems

LONG TERM GOAL #4

To maintain positive leadership role in the community and a reputation for excellence through the continuity of qualified staff and board members

Short Term Strategies:

- Update personnel policies, procedures and performance standards that promote excellence
- Provide incentives that encourage improvement in work performance
- Establish market rate salary ranges for each level of position within the organization
- Encourage Board members to designate substitutes for meetings when they will be absent
- Develop a clear plan for addressing succession of Board members
- Hire and retain qualified staff
- Promote the importance of the 28E

LONG TERM GOAL #5

Continue to be fiscally responsible with state funds

Short Term Strategies:

- Maintain subcontract with Bi-State Regional Commission for the purposes of obtaining necessary financial and personnel services
- Engage qualified CPA firm for annual audits

- Each fiscal year Scott County Decategorization will have an unqualified audit, which includes Cedar County Decategorization
- Complete and submit financial reports for the Eastern Service Area Manager and the DHS Contract Manager
- Cedar County Decategorization Governance Board shall practice general accepted accounting practices
- Be aware of the operating budget and make contracting decisions based upon this knowledge
- Research contracting opportunities to make sure they align with the vision and mission of Decategorization

5. A description of the project's proposed plans to use funding available within their Decategorization services funding pool during the fiscal year, including plans to use their available carryover funds- resulting from Decategorization operations during the previous fiscal year- by the close of the current state fiscal year.

Cedar County Community Partnerships for the Protection of Children (7/1/11-6/30/12) – provide leadership and coordination of activities to implement the Community Partnership for the Protection of Children Initiative in Cedar County.

Decat Coordination (7/1/11-6/30/12) – provides Decategorization Coordination and support services in Cedar County. This includes providing technical support, facilitation of meetings, collaboration with community stakeholders, monitoring program spending, issuing RFP's, writing contracts, and maintaining contract compliance.

In-Home Brief Intensive Services (7/1/11-6/30/12) – provide in-home family-centered brief intensive services to children (age six to seventeen) in Cedar County who are not currently involved with but are at-risk of becoming involved in the juvenile justice system and/or child welfare system.

Summer Community Services (7/1/11-6/30/12) – provide summer community services for youth ages 12-17 who reside in Cedar County who have been court ordered to provide community service as a consequence for problem behavior and to monitor progress toward identified outcomes.

Victim Restitution (7/1/11-6/30/12) – provides an employer of record and performs the payroll functions for the juveniles enrolled in the Seventh Judicial District Juvenile Court Services Victim Restitution Program.

Family Team Meeting (7/1/11-6/30/12) – Scott County Decategorization approved \$475,000 to be applied to the Family Team Meeting contract that is housed within DHS, which serves Cedar County. Due to the large sum of Decategorization dollars, the Decategorization Coordinator will assist the DHS Contract Manager with financial and programmatic reviews.

Parent Partner Program (7/1/11-6/30/12) – provides coordination, implementation, and oversight of the Parent Partner Program for Cedar, Des Moines, Henry, Lee, Louisa,

Muscatine, and Scott Counties. The Parent Partner Program is designed to provide better outcomes around re-abuse and reunification. The goal of the Parent Partners Program is to help parents who are currently involved with the Iowa Department of Human Services (DHS) be successful in completing their case plan goals. This is achieved by matching a Parent Partner with parents who are currently in the DHS system and have a child removed. Parent Partners are mentors who have had previous involvement with DHS and have been successfully reunified with their children for at least a year.

Other services that have not yet been contracted for, but are in the development stages are:

- Community Based Training
- Legal Services
- Programs for Juveniles at Risk

6. A description of the project's plans to track results and outcomes achieved by funded programs during the year.

The Decategorization Coordinator tracks and monitors each program's outcome measures and contract compliance through various mechanisms. The contractor provides quarterly reports containing information regarding progress towards achieving program outcomes and objectives. The Decategorization Coordinator reviews the reports and addresses any questions with the contractor. The Decategorization Coordinator meets with the DHS Contract Manager on a quarterly basis to monitor and review quarterly reports, performance outcomes, communication with contractors, and address any concerns. If a performance improvement plan is needed the Decategorization Coordinator will bring this to the attention of the board.

The Decategorization Coordinator is readily available to assist the contractor with any program or budgetary questions or barriers that may arise. This open communication is effective in maintaining the integrity of the program deliverables and the quality of the services provided. The Decategorization Coordinator maintains the contract file and includes all relevant documentation of communication with the contractor to assist in audits and determining contract compliance. The monitoring ensures that the Cedar County Decategorization Board is a good steward of state funds.

Annual site visits are another way of monitoring and tracking the results of contracted programs. During site visits the Decategorization Coordinator can speak directly with staff members to gain insight on the effectiveness of the program and the specific impact they have on children and families. Depending on the program the Decategorization Coordinator is able to read through case files, see the program in action, review financial records, and review how data is tracked through the contractor's monitoring systems.

The information gathered from the various methods is then compiled and reported to the Decategorization Board to review the outcomes and outputs of each program. The Decategorization Coordinator or Board Members may make suggestions for program improvements as long as the intent of the contract is not compromised. The Board

votes on any changes and Decategorization Staff would communicate those changes with the contractor.

Cedar County Decategorization is committed to writing effective contracts. In order to remain on top of contracting guidelines the Decategorization Coordinator attends trainings provided by DHS related to contracting and the DHS contracting system (C-2); attends various conference calls related to Decategorization; and reads the DHS Services Contracting Newsletter. The Decategorization Coordinator has completed all state required core contract training classes and is scheduled to take refresher courses during Fiscal Year 2012.

7. A description of the project's plans to monitor and maintain fiscal accountability during the year [fiscal accountability includes monitoring the performance and results of contractors receiving funding and monitoring expenditures for Decategorization services during the year].

The Cedar County Decategorization Project values the opportunity to provide outstanding services to at risk youth and realizes that maintaining fiscal accountability is an integral part in sustaining those services. Bi-State Regional Commission is the fiscal manager for the Scott County Decategorization Program, and this service is provided to the Cedar County Decategorization Project under the coordination contract. They are a valuable resource in providing information regarding fiscal accountability requirements, monitoring and reviewing billings, preparing Decategorization budgets, and conducting on site fiscal reviews.

Each month contract holders are required to submit billings with detailed invoices and backup documentation to the Decategorization Coordinator. The bills are subsequently sent to Bi-State Regional Commission for review of budgetary and contract compliance. Then processed bills are submitted back to the Decategorization Coordinator for an additional review. The Coordinator provides the bills to the Iowa Department of Human Services where they are again reviewed and processed for payment.

At every Decategorization Board meeting an expenditure report is submitted to the members. The Decategorization staff and board members review expenditures and monitor the overall program budget. If programs are under spending or overspending the Decategorization staff are asked to contact the contractor to assess the situation.

All Decategorization contracts are performance based contracts. Performance based contracting focuses on the desired results of the program by using measurable performance standards and plans for quality assurance. If a contractor is not achieving the required outcomes the board has the opportunity to reduce payment based on the unmet outcomes.

ATTACHMENT A:

Scott County Kids

Scott County Kids is an umbrella agency that supports internal and external child focused community programming. We are a community planning and funding agency that seeks to address and overcome systemic challenges that interrupts the lives of children birth to age eighteen while increasing access and streamlining resources throughout our area.

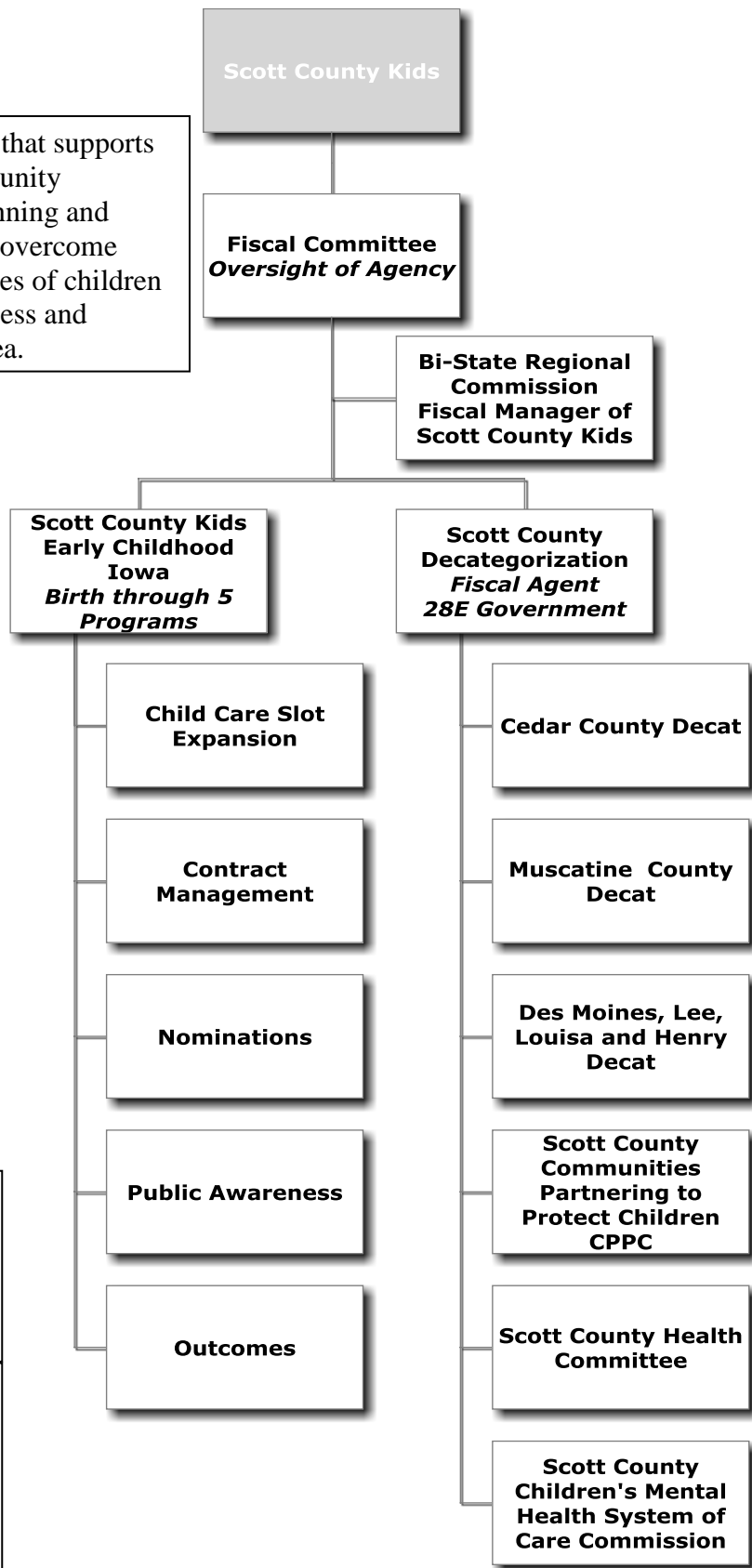
Decategorization: Scott, Cedar, Muscatine, and Quad County (Lee, Louisa, Des Moines and Henry).
The mission of Decat is to provide effective programming that will deter children and youth ages 6-18 from entering or safe exit from the Juvenile Justice and the Child Welfare Systems.

Scott County Early Childhood Iowa: receives state and federal money to contract with local agencies that support and address multiple issues for children birth to five years of age.

CPPC: Scott County: Community Partnership for Protecting Children (CPPC) program mission is to increase awareness with child abuse and implement the four strategies of: policy and practice change, neighborhood networking, family team meeting, and shared decision making.

Scott County Health Committee: Our mission is to convene the health community members and address health issues surrounding children and youth of Scott County.

Scott County Children’s Mental Health System of Care Commission: Seeks to research and design accessible, effective and equitable resources to optimize Scott County children’s mental and behavioral health delivery systems.



ATTACHMENT B:

Cedar County Decategorization (Decat)
Quarterly Proposal Process
July 1st, Oct 1st, January 1st and April 1st

Mission: To partner health, education and welfare resources for the betterment of children and their families.

Goal and Purpose: Cedar County Decategorization is a community based project that utilizes Department of Human Services and Juvenile Court Services funding to create and support services that will deter children and youth from entering these systems. Decategorization values community input and looks at patterns, trends and gaps in services. The Quarterly Proposal Process allows an opportunity for community members to raise awareness and propose a solution for current community needs. A proposal submission does not guarantee funds and your proposal may lead to a community Request for Proposal (RFP) depending on the scope of services and specific population.

Evaluation: Proposals are evaluated by the Cedar County Decategorization Coordinator and the Cedar County Decategorization Board, who may seek additional information from applicants or members of the community knowledgeable of the subject area. The Cedar County Decategorization Board makes final decisions on all proposals. **Cedar County Decat is not granting body for funds.** Cedar County Decat enters into contractual agreements with agencies on a fiscal year basis. Contract funds are only guaranteed for the specific contract period. However, all community input is crucial to determine the services needs to grow and support healthy children and youth in Cedar County.

Time Line: This is a quarterly proposal process. Proposals are due:

June 30th
September 30th
December 31st
March 31st

Instructions: Please answer the following questions within a two page document:

1. Define the community need for this service.
2. What specific population will this project serve?
3. What other agency are you collaborating on this request?
4. Within your agency, please list service provider(s) partners.
5. Within your agency, please list funding partners.
6. Please define the outcomes to the service.
7. Is this proposal for one time funding or on-going funding?
8. Please submit your budget for this proposal.

Please submit the two page document to:

Scott County Kids

Attn: Nicole Mann, Decategorization Coordinator

600 W. 4th Street, 6th Floor

Davenport, IA 52801

Thank you for your interest in Cedar County Decategorization (Decat) funding.

ATTACHMENT C: DECATEGORIZATION: BUILDING CAPACITY AND ACHIEVING OUTCOMES

