

SOCIAL SERVICES COMMITTEE

AGENDA

Thursday, September 27, 2012

10:00 am

1. Committee Meeting called to order by Chairman.

2. Motion to approve minutes of prior Committee meeting.

I. ANNOUNCEMENTS

- A. DSS Team Leader and Team Players for the month of September
1. Julie Pearl, Case B Supervisor – Adult Protective and CASA Units
 2. Rachel Johnson, Caseworker in the Juvenile Justice Services Preventive Unit
- Please see Attachment A

II. SOCIAL SERVICES COMMITTEE DSS PROGRAM INFORMATION AND EDUCATION

1. Julie Pearl, Case Supervisor B, Adult Protective and CASA Units

III. ACTION ITEMS

A. TRAININGS

1. **Request:** For Cindy Mulcahy, DSS Preventive Unit Senior Caseworker to attend the 4 day Child Protective Services Supervisory Core Module IIA-D 1 in Albany, NY

Rationale: This is a mandated training for all Child Protective Services on call supervisors. We have funds in the budget for this training. **Please see attachment A 1.**

2. **Request:** For Lindsay Montayne, Child Protective Caseworker to attend a 17 day common core training for Child Protective Caseworkers in Albany, NY

Rationale: . This is a mandated training for all Child Protective Services Caseworkers. We have the funds in our budget. Please see **Attachment A 2**

3. **Request:** For Christina Mastrianni and Maureen Taylor, Foster Care Caseworkers to attend Foster and Adoptive Home Development in Essex County for 2 days.

Rationale: This course is essential as it trains workers on how to document information the state mandated system. They will be bringing back the information and teaching others in the unit. We have the funds in our budget. Please see **Attachment A3**

4.

B. REQUEST TO FILL VACANT POSITION

1. **Request to Fill the Vacant Position of Key Board Specialist in the Child Protective Unit** due to the resignation of Jennifer Smith.

Rationale: This position is needed to satisfactorily meet the mandates of the Child Protective Unit guidelines. It is 52 % federally reimbursed, 23% State reimbursed and 25% local. **Please see attachment. B1**

2. **Request to Fill the Vacant Position of Case Worker in the Foster Care Unit** due to the resignation of Katie Dion.

Rationale: This position is needed to satisfactorily meet the mandates of the Foster Care Unit guidelines. It is 52 % federally reimbursed, 23% State reimbursed and 25% local. **Please see attachment. B2**

IV. OVERTIME REPORT

V. BUDGET STATUS REPORT

A

TEAM LEADER TEAM PLAYER SEPTEMBER 2012

Please join me in congratulating Julie Pearl and Rachel Johnson for being selected Team Leader and Team Player for the month of September by the staff of the Warren County Department of Social Services.

Team Leader, Julie Pearl, Supervisor of the Adult Protective Unit and CASA

"Julie has done a very good job making sure that there is office coverage for 2 small units which is more difficult than doing so for units having more than 3 workers. She gives valid input but at the same time allows us to make our own decisions." "She is very fair and respectful to clients and her workers." "Julie is always willing to help out and answer questions." "She is always kind and courteous to other supervisors, coworkers and clients." "She treats everyone with equality and respect. She has a positive attitude which rubs off on everyone around her."

Other Nominees :

Julie Montero, Fiscal Manger
Diane Coughlin, Acting Preventive Supervisor

Team Player, Rachel Johnson, Preventive Unit Caseworker

"Rachel has handled several difficult cases recently with professionalism and dedication. Rachel continually demonstrates a commitment to providing quality casework to the families on her caseload. Rachel always works effectively and cooperatively with workers in Preventive and other units as well as with community providers. Rachel clearly demonstrates the qualities of a team player." "Rachel has handled many difficult cases lately and has done so professionally. She has worked well with CPS workers on some of these cases. She has also assisted other preventive workers with their duties when needed. Rachel works well under pressure and does so with a smile on her face. She is definitely a team player."

Other Nominees:

Kyle Depew, Preventive Caseworker
Rebecca Reynolds, Chronic Care SWE
Tammy Corbett, APS Caseworker



**Warren County
Coordinated Care
CASA**

**HUMAN SERVICES BUILDING
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845
PHONE: (518) 761-6322
FAX: (518) 761-6353**

PROGRAMS WE PROVIDE

Personal Care Services Program (PCSP)

Provides services such as housekeeping, meal preparation, bathing, toileting and grooming

Who is eligible?

This program is available through Medicaid, private pay, and some health insurers.

Who provides these services and how do I access them?

For Medicaid eligible persons, local social services districts usually contract with home care agencies that employ aides to provide Medicaid funded personal care services. New York State oversees the local district's administration of this program.

For a person to receive services, their doctor must send a completed Physician's Order to the local social services district, which then arranges for a joint home social and nursing assessment of the individual. The assessment team uses the results of the assessment, together with the physician's order, to recommend an appropriate amount, frequency, and duration of services. The local social service office then notifies the individual of the services to be provided. The need for services is reassessed on a regular basis.

Consumer Directed Personal Assistance Program (CDPAP)

This Medicaid program provides services to chronically ill or physically disabled individuals who have a medical need for help with activities of daily living or skilled nursing services.

Services can include any of the services that are provided by a personal care aide, home health aide or nurse.

Recipients have flexibility and freedom in choosing their caregivers. The consumer or the person acting on their behalf, (such as the parent of a disabled or chronically ill child), assumes full responsibility for hiring, training, supervising or, if need be, firing the person providing the services.

How do I find the Consumer Directed Personal Assistance Program?

Before a person can receive services, their doctor must send a completed Physician's Order for Services to the local social services district, which then does a social and nursing assessment. An assessment team then determines whether the person can appropriately participate in CDPAP and recommends the amount, frequency and duration of services.

Requirements of CDPAP

Recipients must be able and willing to make informed choices regarding the management of the services they receive, or have a legal guardian or designated relative or other adult able and willing to make informed choices. The consumer or designee must also be responsible for recruiting, hiring, training, supervising and firing caregivers, arrange for back-up coverage when necessary, keep payroll records and coordinate other services.

Long Term Home Health Care Program (LTHHCP)

A coordinated plan of medical, nursing and rehabilitative care provided at home to disabled persons who are medically eligible for nursing home care, offering an alternative to placement in an institution.

Who is eligible?

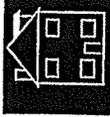
This program is available to individuals who are medically eligible for placement in a nursing home but choose to receive services at home. These individuals must have care costs which are less than the nursing home cost in the county.

How do I find the LTHHCP?

Individuals can access this program through a hospital discharge planner, the local DSS, or a Long Term Home Health Care Provider. The county determines eligibility for the program and authorizes all services that are provided. All regular Medicaid services are provided and the following may be available:

- Case management by RN's
- Home Delivered or congregate meals
- Housing improvements and moving assistance
- Respiratory therapy
- Medical social services
- Nutrition and dietary services
- Respite care, social day care, transportation

The local DSS is responsible for participating in the periodic re-assessment of the services provided. The providers are responsible for obtaining doctor's orders and administering the assessment tools. The NYS Department of Health periodically surveys the providers to determine the quality and scope of the services they deliver.



For More Information

For more information on becoming a Family-Type Home provider, contact your county Department of Social Services, listed in the phone book under county offices.

In New York City, contact the Human Resources Administration, Division of Voluntary and Proprietary Homes for Adults
(212) 971-2930



**New York State Office of
Children & Family Services
Bureau of Adult Services
(518) 473-6446**

New York State Office of Children & Family Services

Capital View Office Park
52 Washington Street
Rensselaer, New York 12144

Visit our website at:
www.ocfs.state.ny.us

For the phone number of your county adult services office, call:
1-800-342-3009 (Press Option 6)

To report child abuse and neglect, call:
1-800-342-3720

For information on the Abandoned Infant Protection Act, call:
1-866-505-SAFE (7233)

For child care, foster care and adoption information, call:
1-800-345-KIDS (5437)

"...promoting the well-being and safety of our children, families, and communities. ..."



State of New York

Pursuant to the Americans with Disabilities Act, the New York State Office of Children and Family Services will make this material available in large print or on audiotape upon request.

Pub. 1327 (Rev. 07/07)

**New York State
Office of
Children & Family
Services**



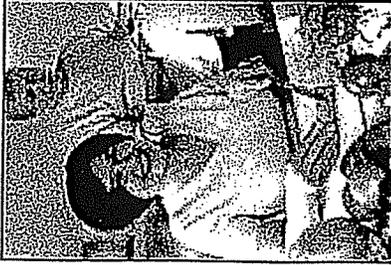
**You can help others by
providing a...**

Family-Type Home for Adults



What Are Family-Type Homes for Adults?

These private homes provide an atmosphere of family living for adults who are unable to live on their own. Family-type homes for adults are provided by people who have a desire to help others and have extra room in their homes. Each home is limited to a maximum of four residents unrelated to the provider. The homes are certified by the New York State Office of Children and Family Services through its Bureau of Adult Services. County Departments of Social Services are available to assist with the application process, inspections, and placement of residents.

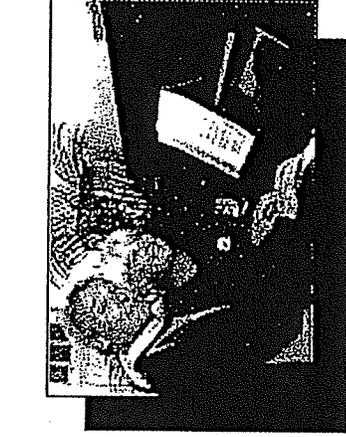


Residents are people 18 years of age and older who cannot live alone but have much to offer to a family. They may be unable to maintain a home because of advanced age or physical or developmental disabilities, yet they do not need the skilled medical and nursing services provided in nursing homes. Some residents may need supervision and assistance with personal care. Residents are not confined to your home. Many go to sheltered workshops, schools or senior citizen centers, and take part in other activities. Some are able to do volunteer work in the community.



Who Are the Residents?

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How Are Residents Chosen for My Home?

Residents are referred by hospitals, doctors, public and private agencies, friends and neighbors, and your county Department of Social Services. Providers should meet with a prospective resident to ensure an appropriate and compatible placement.



Do I Have to Own a House?

No. You may either rent or own a house or apartment. There must be adequate light and ventilation, and your house or apartment must meet certain standards set by the Office of Children and Family Services.



What Are the Benefits?

In addition to companionship and the satisfaction of helping others, you will be paid for the services that you provide to your residents. A worker from your county Department of Social Services will explain the income benefits that are available and answer any other questions you have about the program.



Who Are the Providers?

Providers are people who enjoy helping others become as independent as possible. Homemaking skills and good common sense are important. They do not need specialized education or experience to provide a comfortable homelike atmosphere.

What Will Services Cost?

PSA services are free to all adults in need of them, regardless of income.

Who Should Refer?

Referrals from professionals, community agencies or other concerned persons are essential to assure that vulnerable adults are protected. Abused or neglected adults are often reluctant to seek help for themselves. Unless others call, they will remain at risk. Social Services Law provides immunity from civil liability to persons who, in good faith, make a referral concerning an adult whom they believe may need protective services.

Who Should I Call?

Call your local Department of Social Services and ask for Protective Services for Adults.

Sticker with local # here

... or call

1-800-342-3009
(Press Option 6)

(Monday-Friday, 8:30 a.m. - 5:00 p.m.)
to obtain your local county number

New York State
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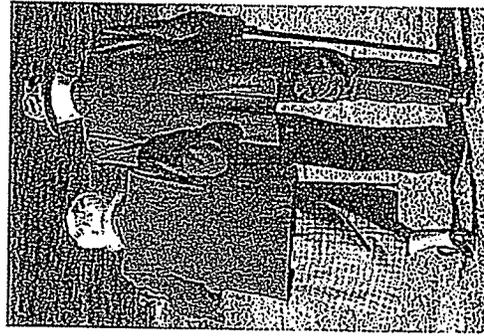
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Pub. 1328 (Rep. 05/08)

New York State
Office of
Children & Family
Services

Protecting Adults:



A Community Responsibility



What Is PSA?

Protective services for adults (PSA) is a system of services for persons 18 or older who, because of a mental or physical impairment, are at risk of harm or are unable to meet their own needs and have no one to assist them responsibly.

How Are Services Provided?

In New York State, local social services departments have the primary responsibility to provide services to impaired adults who may be abused, neglected or exploited and are living in the community. PSA relies heavily on the resources and services of the community, such as health and mental health services, programs for the aged, law enforcement, legal agencies and the courts.

How Does PSA Help?

PSA can provide services directly or arrange for help from community agencies to reduce the risk a person faces. PSA cannot usually provide services to a client who refuses them since adults have a right to make their own decisions. However, if a person is at risk and unable to understand the potential harm and consequences, PSA will intervene. A mental health assessment and court intervention are usually required for involuntary services.

How Can We Work Together?

These are examples of how PSA and community agencies work together:

- ◆ A hospital discharge planner and PSA caseworker meet to coordinate services for a patient who is returning to the community.
- ◆ As a result of a court order, a police officer accompanies a PSA caseworker to the home of a person who appears at risk, but is refusing access.
- ◆ A PSA caseworker arranges for a home care agency to provide health services to a frail elderly client so the person can remain at home and avoid nursing home placement.
- ◆ Following a petition filed by PSA, a Supreme Court judge considers ordering a guardianship for a client who is being financially exploited and neglected by the family.
- ◆ PSA refers a client to a community program, which provides Meals on Wheels and socialization activities.
- ◆ As part of a PSA intervention, a mental health professional assesses a client's capacity to understand risks and the consequences of his or her decisions.

What Services Are Available?

Here are some of the services PSA can provide:

- ◆ Investigation of requests for help
- ◆ A home visit to identify needs and arrange for services, medical care or other resources in the community.
- ◆ Counseling for the person and the family.

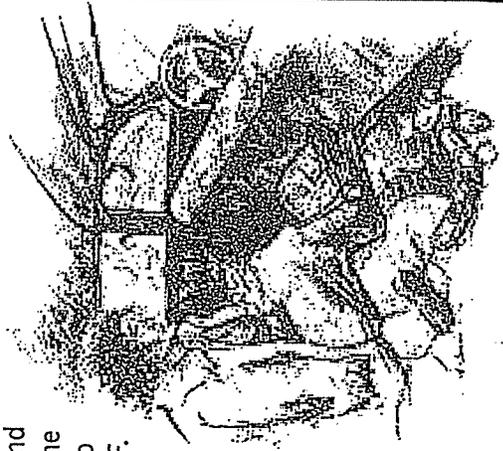
- ◆ Money management services.
- ◆ Referral to legal services.
- ◆ Assistance in finding adequate living arrangements.
- ◆ Services to obtain a guardian.
- ◆ Homemaker and housekeeper / chore services in certain cases.
- ◆ Assistance in obtaining entitlements and other general benefits and services.

An Actual Case...

Mrs. F., a 48-year-old woman, was found living in an abandoned automobile on a city street during a winter cold wave. Her clothing was inadequate and she was in immediate danger of death due to hypothermia. Mrs. F. was resistant to offers of emergency shelter. Since there was no indication that she understood the seriousness of her situation and she was at serious risk, she was taken to the hospital by the police.

At the hospital, an emergency room nurse called the local Department of Social

Services and reported the situation to PSA, Mrs. F. decided to accept placement in an adult home following her release from the hospital.



ADULT PROTECTIVE SERVICES – 2011

Protective Services for Adults is a service directed to disabled adults who have a physical or mental impairment **and** are in need of protection from actual or threatened harm from themselves or others or are unable to meet their essential needs for food, shelter, clothing, medical care or obtain public benefits **and** who have no family or friends willing and able to help them responsibly. Two important principles that guide APS are: an adult has the right to self-determination and using the least restrictive interventions when working with a client. PSA clients include the terminally ill, abused and exploited, chronically mentally ill, elderly/infirm, retarded, homeless and or transient.

Services to this population may include assuring safety, monitoring behavior, locating appropriate housing, financial management, casework counseling and case management. Many times we intervene to prevent serious injury or death and assist the clients with daily living skills.

In 2011 a total of 156 clients were served. We had approximately 270 information and referrals processed through the APS unit. Sixty National Grid shut off referrals were addressed. The average total monthly caseload was 48 cases, which consist of both ongoing Protective cases and investigations.

The following is a list of some services provided by PSA:

- 1) Investigation of Abuse and Neglect
- 2) Emergency Services in Life Threatening Situations
- 3) Accessing Entitlements and Services
- 4) Housekeeper Chore/Homemaker Services
- 5) Guardianship
- 6) Housing Improvement
- 7) Domestic Violence Referral
- 8) Financial Management both formal and informal
- 9) Advocacy
- 10) Daily living skills

Part 457 of New York State regulations require a prompt response and investigation of PSA referrals. Investigations must commence within 3 business days of the referral unless it is life threatening, then we must initiate the investigation within 24 hours.

During 2011 we provided information to various community members and agencies. Information provided includes:

- 1) Criteria needed to open a PSA case
- 2) Services to Involuntary Clients
- 3) Intake procedures
- 4) Legal options available to serve involuntary clients
- 5) Services available to clients and their right to self direct if competent to do so

The Department is also responsible for completing home inspections and supervising Family Type Homes for Adults. FTHA are homes that provide room/board and 24 hour supervision to four or less adults that need limited help and supervision to remain in the community. Presently we have 1 Family Type Homes in Warren County.

Adult Protective Services

In Order for a referral to be taken for assessment by APS the individual must meet Adult Protective Criteria of:

Adults who live in the community and are 18 teen years or older

1. They must have a mental or physical impairment that prevents them from protecting themselves from abuse, neglect or hazardous situations. (i.e.: just because someone has a physical impairment does not mean they are not capable of protecting themselves)

And

2. They must have some kind of unmet need such as meeting their basic needs for food, clothing, shelter and/or medical care.

And

3. They have no one willing or able to help them responsibly. (i.e.: if they have a caseworker through another agency they do not meet APS criteria as this is a duplication of services)

Adult Protective has 24 hours to accept or deny a referral. We have three business days to make a home visit to see the individual and sixty days to complete an assessment. We have to see the individual in 24 hours if the Adult is in immediate risk of harm.

Principles we assess by:

- An adults right to self-determination
- Use least restrictive interventions to meet basic needs of client
- Interventions should be limited in scope to address identified risks. Efforts should be made to provide services to promote the adult's safety within their own home if at all possible.

Involuntary interventions that can be taken as a last resort: all are court petitions filed in Supreme or County Court

***Order to Gain Access or access order**

***Article 81 Guardianship/17-A Guardianship.**

-Incapacity of the client has to be proven. Only a court can deem a person incapacitated! Clear and convincing evidence is needed that a person is likely to suffer harm because they are unable to provide for personal needs, are unable to manage property and financial affairs and they can not adequately understand and appreciate the nature and consequences of their actions.

-The Commissioner of Social Services is the last resort option

-Guardian of the person and Guardian of the property.

-All rights of the Guardian have to be specified in the order.

***Article 17-A Guardianship** is for mentally challenged and certain developmentally disabled people

***STIPSO-** Short-term Involuntary Protective Services Order (supreme or county court)

Brief intervention period for involuntary services for up to 72 hours (3 days) and may not be extended for any more than an additional 72 hours. An imminent risk of death or serious physical injury is required and lack of capacity to comprehend nature and consequences of remaining in that situation or condition. "Neither refusal to accept the protective services nor mental illnesses, by themselves, are sufficient evidence of the requisite lack of capacity".

If an adult can provide reasons for their choices, the reasons have a basis in fact and reality and the person can understand the consequences of their decisions they have capacity.

Types of Adult Protective Cases:

*investigation/assessment – 60 days

*ongoing protective cases – long term cases

See client, at minimum, monthly

Rep-payee

Monitor

Guardianship

Family Type Homes:

Assists with getting the homes certified by NYS and then monitors the homes for compliance with NYS regulations.

DV Liaison:

Assesses for the safety and ability of Temporary Assistance applicants involved in domestic violence incidences to meet TA requirements.

COORDINATED CARE - 2011

Coordinated Care, also known as CASA, is the unit which assesses for and provides Medicaid funded home care programs to eligible residents of Warren County. We accept referrals from anyone in the community, but the majority of our referrals come from family members, Office for Aging and Public Health. We work closely with Chronic Care Medicaid to determine financial eligibility for our programs. We contract with Warren County Public Health to provide nursing services for our programs as well as for joint assessments of referrals for services. All of our programs are designed for those citizens who are chronically ill, physically disabled or have a medical need which necessitates help with daily living activities or skilled nursing services in order to stay safely in their homes and out of institutions. The level of need, along with consumer choice, determines the program that would be recommended. Descriptions of our programs follow.

The Personal Care Aide Program (PCA) is the traditional home aide program. We contract with several local Licensed Home Care agencies to provide personal care aides to Medicaid recipients who are medically stable and require assistance to remain home safely due to medical conditions. Under doctor's orders and nursing supervision the aides address particular tasks to assist the clients with personal care, light housekeeping and every day chores. CASA caseworkers work closely with the agencies to monitor services and provide ongoing case management. In 2011 we provided an average of 4.8 hours of aide time weekly in this program.

The Consumer Directed Personal Aide Program (CDPAP) is an alternate, more flexible program, for Medicaid recipients that allow the consumer or their designee to assume full responsibility for the hiring, training, supervising and firing of the personal care aide. The aide may perform any of the services which would be provided by a personal care aide, home health aide or nurse. The time allowed for these tasks is prior authorized in blocks to be used at the discretion of the consumer or their designee. We contract with Visiting Nurses Home Care, Greater Adirondack Health Aides and Community Workshop Inc., and Concepts of Independent Choices to provide the fiduciary and oversight services for this program. In 2011 we provided an average of 23 hours per week of aide time in this program.

The average age of clients in both the above programs in 2011 was 56.

The Long Term Home Health Care Program, also known as the Nursing Home without Walls or the Lombardy Program is designed for Medicaid recipients who would otherwise be in Nursing Homes. A coordinated plan of medical, nursing and rehabilitative services are provided at home under doctors orders and the supervision of the long term care nurses at Warren County Public Health who also provides medical case management and nursing intervention when necessary. Casa Caseworkers must balance the Medicaid budget which is capped by the NYS DOH at 75% of cost of nursing home placement. The budget is based on the care plan which is designed by the Long Term Care Program Coordinator. We contract with Warren County Public Health for this service and work closely with the long term care unit to provide this very cost effective service. The average age of participants in this program in 2011 was 70.

We also provide the specialized Care at Home and Private Duty Nursing programs. Private Duty Nursing Services are nursing services provided to Medicaid eligible individuals who require more individual and continuous nursing care than is available from a certified home health agency in order to remain in their home. Care At Home serves individuals who are under the age of 18, are determined to be physically disabled according to the Social Security Act standards and can be cared for at home safely and at no greater cost than if placed in a facility. We have never had at any one time more than two recipients in either of these programs in Warren County. In 2011 we had 2 Care At Home cases and one of those also had Private Duty Nursing involved.

In 2011 we continue to participate in the Point of Entry/NY Connects program, to offer more information and choices in long term care to our citizens. This program allows some callers to be referred on to more appropriate services without having to be assessed first by CASA, OFA or Public Health. In addition to phone contacts, a myriad of information is mailed to callers as requested. In 2011, 444 Information and Referrals were completed between CASA and the Point of Entry Coordinator.

The ALP (Assisted Living Program) serves people who are medically eligible for nursing home placement but serves them in a less medically intensive, lower cost setting. For people receiving Medicaid, ALPS services must be approved in advance by the Local Department of Social Services. In 2010 CASA had 7 ALP cases.

We received 434 referrals for CASA services in 2011, with 190 of those being for Consumer Directed Personal Aide Services. Our total caseload averaged 177 per month and we served clients from age 2 to age 100. We placed 24 people on our nursing home list in 2011. Of those: 14 were placed in nursing homes, 1 went into the hospital, 1 went into a waived program, family members made other arrangements in 6 cases and 2 people passed away while on the Nursing Home Placement list.

AI

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Cindy Mulcahy

 (Supervisory Committee) (Employee Name)

to attend CPS Supervisory Core Module II A-D-I

 (Name of meeting or organization)

at CDHS ALBANY Regional Office 3 Marcus Blvd, Albany NY 12205-1129

 (Address)

on 10/30-10/31/12, 11/14-11/15 Mode of transportation to be used
 _____ (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

County Vehicle

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 50 GSA* Rate \$ 61
- Meal costs - GSA* per diem rate \$ 15

*www.gsa.gov

Date: 9/26/12

Suzanne Wheeler
Department Head Signature

Date: 9/27/12

William Cook
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.



Training Announcement

Training Title

CPS Supervisory Core Module II A -D-1 Special 4 day Delivery

Attachments - click to view

▶ <https://stars.bsc-cdhs.org/docs/StarsUserDocs/7553/AnnounceAttachments/>

<https://stars.bsc-cdhs.org/docs/StarsUserDocs/7553/AnnounceAttachments/>

Provider

SUC Buffalo - CDHS

Date & Time	Location	Registration Deadline	Hotel
10/25/2012 01:30 PM to 03:30 PM	Virtual Classroom		
10/30/2012 - 10/31/2012 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Breakout A , Albany 12205-1129	09/27/2012	Holiday Inn - Albany (Turf) 205 Wolf Road, Albany 12205-0000 Phone: (518) 458-7264
11/14/2012 - 11/15/2012 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Breakout A , Albany 12205-1129		Holiday Inn - Albany (Turf) 205 Wolf Road, Albany 12205-0000 Phone: (518) 458-7264

Course Description

This program will provide supervisors with the knowledge and skills necessary to effectively support child-centered, family-focused, strengths-based child protective services practice. This program will focus on utilizing the SET competencies (i.e., setting expectations, monitoring performance, providing feedback, and coaching) to promote best practice standards in child protective work.

Training Description

Please see Course Description in the paragraph above.

Target Population	Additional Information
Supervisors or other local district staff having responsibility	This special delivery is an abbreviated version, the LearnLine training



Cost Analysis

Training

Date(s)

CPS Core Module II

10/30-10/31

11/14-11/15/12

Cost of Training/Person

\$ 56.00

of staff attending

1

\$ 56.00

Fleet Car

X

0.105

\$ 42.00

of miles - round trip 100

X # of days attending 4

Total # of Miles 400

Personal Car

X

0.345

\$ 138.00

Overtime (Estimated)	Hrs/Mins 1.50	Rate 32.45	# of days 4	Total OT	\$ 194.70
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Hotel	# of days 2	Rate/night \$ 50.00	Total Hotel Expense	\$ 100.00
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Totals

Fleet Car + Training + Hotel	\$ 198.00
Fleet Car + Training + Overtime	\$ 292.70
Personal Car + Training + Hotel	\$ 294.00
Personal Car + Training + Overtime	\$ 388.70

A 2

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Lindsay Montaye
(Supervisory Committee) (Employee Name)

to attend CW/CPS Common Core Training
(Name of meeting or organization)

at CDHS-Albany Regional Office 3 Marcus Blvd, Albany, Ny 12205-1129
(Address)

on 10/2-10/5, 10/15- 10/19, 10/29-11/02, 11/14-11/16. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: _____

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 50 GSA* Rate \$ 61
- Meal costs - GSA* per diem rate \$ 15

*www.gsa.gov

Date: 9/26/12

Date: 9/27/12

Suzanne Wheeler
Department Head Signature

William Lamb
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.



Training Announcement

Training Title

TS: CW/CPS Common Core Training S

Attachments - click to view

<https://stars.bsc-cdhs.org/docs/StarsUserDocs/7553/AnnounceAttachments/>

<https://stars.bsc-cdhs.org/docs/StarsUserDocs/7553/AnnounceAttachments/>

<https://stars.bsc-cdhs.org/docs/StarsUserDocs/7553/AnnounceAttachments/>

Provider

SUC Buffalo - CDHS

Date & Time	Location	Registration Deadline	Hotel
09/10/2012 - 11/16/2012 09:00 AM to 04:30 PM.	TrainingSpace.org www.trainingspace.org	08/27/2012	
10/02/2012 - 10/05/2012 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Carol Clayton , Albany 12205-1129	4-3	Holiday Inn - Albany (Turf) 205 Wolf Road, Albany 12205-0000 Phone: (518) 458-7264
10/08/2012 - 11/16/2012 09:00 AM to 04:30 PM	TrainingSpace.org www.trainingspace.org		
10/09/2012 09:30 AM to 03:30 PM	Virtual Classroom		
10/15/2012 - 10/19/2012 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Carol Clayton , Albany 12205-1129	5-4	Holiday Inn - Albany (Turf) 205 Wolf Road, Albany 12205-0000 Phone: (518) 458-7264
10/22/2012 - 11/16/2012 09:00 AM to 04:30 PM	TrainingSpace.org www.trainingspace.org		
10/29/2012 - 11/02/2012 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Carol Clayton , Albany 12205-1129	5-4	Holiday Inn - Albany (Turf) 205 Wolf Road, Albany 12205-0000 Phone: (518) 458-7264
11/05/2012 - 11/16/2012 09:00 AM to 04:30 PM	TrainingSpace.org www.trainingspace.org		
11/05/2012 09:30 AM to 03:30 PM	Virtual Classroom		
11/08/2012 09:30 AM to 03:30 PM	Virtual Classroom		
11/14/2012 - 11/16/2012 09:00 AM to 04:30 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Carol Clayton , Albany 12205-1129	3-2	Holiday Inn - Albany (Turf) 205 Wolf Road, Albany 12205-0000 Phone: (518) 458-7264

Course Description

This program will enhance caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families.

Training Description

This program is designed to build caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families to achieve the child welfare outcomes of safety, permanency, and well-being.

The summary below identifies steps involved in completing the training program beginning with the pre-core conference, the on-the-job/field training, through the mid and post-core conferences.

Beginning Sept. 10, 2012 three weeks prior to the classroom training, the trainers, the trainees, their supervisors, and staff development coordinators will participate in a pre-core conference. The conference will be conducted in person at the agency. During the conference, trainers will provide detailed information and expectations for participation in the training.

After the pre-core conference, the trainee will engage in a series of pre-classroom computer-based instructional activities as a prerequisite for the first week of classroom training, which begins on Oct. 2, 2012. Access to the internet is required for participation in computer-based training.

Pre-classroom instructional activities will include a pretest, trainee self assessment, and a number of computer-based components that cover child welfare definitions and concepts, laying the groundwork for further development

in the classroom.

The remaining pre-classroom computer-based instructional activities consist of narrated presentations that trainees may complete individually at their convenience. Computer-based instructional activities can be accessed through TrainingSpace (access instructions below). The total amount of time trainees will need to complete all of the pre-classroom components, with the exception of the pre-core conference, is approximately 9 hours.

There will also be mid-classroom computer-based training components that trainees will be required to complete in their home districts during the weeks when they are not participating in classroom training. Subsequent to the delivery of Module I, trainees will be required to complete approximately 16 hours of computer-based instruction, which must be completed prior to the resumption of in-classroom training.

Trainees will also participate in 3 CONNECTIONS iLinc courses. The dates for each course are listed in the "additional information" section of this announcement.

Trainees will be assigned to either a morning or an afternoon session for each course. Session assignments will be emailed by PDP to the trainees no later than the Friday before the week of the course. Please note: CONNECTIONS training is required. Local districts and agencies will have the option of continuing to access this training as part of the Common Core classroom

training as part of the COMMON CORE CLASSROOM sequence or choosing to provide the training themselves within the district. (for CONNECTIONS questions, please contact connections@pdp.albany.edu)

It is essential that trainees have protected time to complete these assignments.

Completion of activities will be tracked in STARS. It is the district's or agency's responsibility to verify the completion of all out-of-classroom instructional activities for each trainee.

Computer-based instructional activities can be accessed through TrainingSpace.

Go to www.trainingspace.org and login using your NYSDS Login and you will see the course you are registered for listed in the "My training space" area on the left.

Note: Completion of pre-classroom and mid-classroom instructional activities as well as pre, mid and post-core conferences, is required for successful completion of this program.

Mandated Reporter Training is required for successful participation in core training and must be completed before the first week of classroom training. The learner may participate in any one of the following:

- a mandated reporter training provided by their agency
- a self-directed Web-based program provided by OCFS – Mandated Reporter Training:

A3

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Christina Mastrianni and Maureen Taylor
 (Supervisory Committee) (Employee Name)

to attend Foster and Adoptive Home Development
 (Name of meeting or organization)

at Essex County DSS, 7551 Court Street, Elizabethtown 12932
 (Address)

on 10/2-10/3/12. Mode of transportation to be used County Vehicle
 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

County Vehicle

Proper documentation must be attached when submitting for approval.
 (Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA * Rate \$ 61

Meal costs - GSA *per diem rate \$ 15

*www.gsa.gov

Date: 9/26/12

Suzanne Wheeler
 Department Head Signature

Date: 9/27/12

William Cook
 Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.

Cost Analysis

Training

Date(s)

Foster & Adoptive Home Dev.

10/2-10/3/12

C. Mastrianni

M. Taylor

Cost of Training/Person

of staff attending

2

\$ -

Fleet Car

X

0.105

\$

14.49

of miles - round trip 69

X # of days attending 2

Total # of Miles 138

Personal Car

X

0.555

\$

76.59

Overtime Costs

	Salary	Hr. Rate	x1.5	# of hrs	Total		
#1	<u>37,275.00</u>	17.92	26.88	<u>3</u>	80.64		
#2	<u>44,198.00</u>	21.25	31.87	<u>3</u>	95.62	Total Salaries w/OT	\$ 176.26
#3	<u> </u>	0.00	0.00	<u> </u>	0.00		
#4	<u> </u>	0.00	0.00	<u> </u>	0.00		
#5	<u> </u>	0.00	0.00	<u> </u>	0.00		

Totals

Fleet Car + Training + OT \$ 190.75

Personal Car + Training + OT \$ 252.85

B1

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services Payroll Dept. No. 01
 Title of Position Keyboard Specialist #1 Annual Salary \$24,215 Grade3
 Budget code and title 6010 110 Admin Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No. 11915
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 52% State 23% Other County 25%
 Impact to Budget: -424
 Personnel Officer has approved this form when initialed. EL

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date Sept. 27, 2012
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date Sept. 27, 2012
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 Ranking Committee Member Signature William Cook

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
 Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services #27 Payroll Dept. No. 01
Title of Position Caseworker #23 Annual Salary \$35,385 Grade 14
Budget code and title 6010 110 Admin Union X Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11830
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 52% State 23% Other County 25%
Impact to Budget: -1249
Personnel Officer has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date Sept. 27, 2012
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date Sept. 27, 2012
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date
The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature