

SOCIAL SERVICES COMMITTEE

AGENDA

Thursday, June 27, 2013

10:15am

1. Committee Meeting called to order by Chairman.
2. Motion to approve minutes of prior Committee meeting.
3. ANNOUNCEMENTS No Nominations this month for Team Leader/Player
4. INFORMATION AND EDUCATION
 - A. **Public Assistance/Employment/ Welfare to Work**
Kelly Barker, Supervisor Public Assistance Unit
Rebecca Hill, Janet Trackey, Senior Social Welfare Examiners
(Attachment 4A)
 - B. **Berkshire's request to operate Warren County Gurney Lane property as a Group Home** which is presently used by Berkshire to operate a non secure detention youth home.
Christian Hanchett, Supervisor of Foster care and Adoption.
(Attachment 4B)
5. ACTION ITEM.
 - A. Request permission to fill the position of Senior Case worker in the Adult Protective/Community Alternative Services Unit and all back fills due to the resignation of Cemanda Roberts. (Attachment 5A)
 - B. Request permission to fill the position of Social Welfare Examiner in the Medicaid Managed Care/Third Party Health Insurance Unit and all back fills due to the resignation of Kelli Kennedy. (Attachment 5B)
 - C. Request permission for 3 caseworkers to attend Child Protective Services Response Training in Albany. This is mandated training and funds are in the budget. (Attachment 5C)

Per Request of Youth Bureau Advisory Board

 - D. Request permission to renew Youth Bureau contract with Catholic Charities for Youth and Family Counseling.. (Attachment 5D)
 - E. Request permission to renew Youth Bureau contract with Catholic Charities for home based parent education. (Attachment 5E)
 - F. Request permission to renew Youth Bureau contract with the Alternative Sentencing Program. (Attachment 5F)
 - G. Request permission to renew Youth Bureau contract with Council on Prevention. (Attachment 5G)

6. DISCUSSION
 - A. Countryside Adult Home
Director's Salary
7. OVERTIME ANALYSIS
8. BUDGET ANALYSIS

We merged our Temporary Assistance Unit with our Employment Unit making it the Temporary Assistance Welfare to Work Unit. This merge accomplished several goals. It provided Employment workers with the necessary Temporary Assistance knowledge and the Temporary Assistance workers with the necessary Employment knowledge. It reduced redundancies in referrals, phone calls, and unnecessary case discussions between units. Now one examiner has complete knowledge of the case and works in a comprehensive manner to case manage each case as a whole.

The TA/WTW Unit's primary goal is to get their clients to be self-sufficient. This can mean different things for different clients but ultimately it takes one of two paths. Either they can take the path that leads to employment or the path that leads to SSI/SSD. We are always looking for possible sources of income such as UIB, Veteran's benefits, and/or Support to offset the need for Temporary Assistance.

Temporary Assistance employment requirements and activities are numerous and complex but I am hoping the brief over view given by the TA/WTW Supervisors Rebecca Hill and Janet Trackey will provide you comfort knowing we are doing all we can in Warren County.

HELPING OUR CONSUMERS GAIN SELF SUFFICIENCY BEGINS AT THEIR INITIAL INTERVIEW:

MANDATORY FOR ALL APPLICANTS:

MANDATORY MATH AND LITERACY TEST- THE PURPOSE IS TO GAGE THE INDIVIDUALS EDUCATIONAL LEVEL.

MANDATORY ORIENTATION- THIS MEETING IS HELD TO HELP THE INDIVIDUAL UNDERSTAND THE TA/WELFARE TO WORK REQUIREMENTS AND THE CONSEQUENCES FOR NON COMPLIANCE.

IF NOT CONTESTING EMPLOYMENT:

SUPERVISED JOB SEARCH- TEN APPLICATIONS WITH A MINIMUM OF 30 HOURS OF TIME SPENT ON THE SEARCH. IT IS REVIEWED WEEKLY AT A GROUP JOB SEARCH MEETING.

FAILURE TO ATTEND AN ACTIVITY WILL RESULT IN EITHER A SANCTION (DISQUALIFICATION FOR A CERTAIN PERIOD OF TIME) OR CASE DENIAL.

IF CONTESTING EMPLOYABILITY:

THE INDIVIDUAL IS REQUIRED TO HAVE THEIR HEALTH CARE PROVIDER, THERAPIST, ETC COMPLETE THE PRESCRIBED FORM WITH 10 DAYS. IF THE FORM IS NOT RECEIVED WITHIN TIME FRAME THE CASE IS DENIED.

WHEN THE FORM IS RETURNED THE EXAMINER REVIEWS AND MAKES A DECISION ON THE APPLICANTS EMPLOYABILITY. THE INDIVIDUAL IS ASSIGNED ACTIVITIES BASED ON THE MEDICAL FOR RECEIVED. IE: D/A TREATMENT, PT/OT, MENTAL HEALTH AND/OR A LIMITED JOB SEARCH.

THOSE FOUND TO BE FULLY EMPLOYABLE ARE ASSIGNED A SUPERVISED JOB SEARCH.

We categorize clients 3 ways: (1) **they can work**, (2) **they can't work and should be pursuing SSI / SSD** or (3) **they can work with Limitations**.

For Employment purposes we work with the clients that can work (without Limitations) or the ones that are work limited. Limitations may be a time limitation for example, maybe they can only work up to 4 hours per day or maybe they have a physical limitation where they cannot lift more than 20 pounds or even a mental limitation where they cannot work around a lot of people. We must work within the limitations that their medical provider gives us. Clients are each given an "Employment code" which identifies them as either **Exempt** from participating or **Non-Exempt**. Some of the clients coded Non-Exempt may be work limited. We primarily work with the Non-Exempt population however it is important to monitor the Exempt population to insure they are getting their prescribed treatment as some of them could transfer from the Exempt population to the non-exempt population.

Clients that are identified as work ready and the ones that are work limited are engaged in Job Search immediately or put on a Work Experience Program (WEP) site when their case opens.

Note: Clients cannot be engaged in WEP until they have actually received benefits as the number of hours they can do WEP are based on the amount of benefits they have received divided by the minimum wage to come up with the number of hours we can assign.

JOBS Program – Each Wednesday at 10:30 AM we conduct a JOB SEARCH meeting with all clients assigned to JOB SEARCH. Each week we collect their JOB SEARCHES from the previous week which is then verified. Those that are not complete or false are denied if they are an applicant or conciliated if they are a recipient. No shows are also denied or conciliated.

CMS Program – Computer program where all employment or employment activities are tracked. We have until the 15th of the following month to get all documentation in. From this the state gives us our "PARTICIPATION RATE."

2 RATES – PARTICIPATION AND ENGAGEMENT. – A client may be working or doing a work activity but it may not be enough to count toward participation.

Participation Rate – Derived from the number of cases in the denominator and the number of clients who are meeting the 20 hours per week (if they have a child under 6) or 30 hours per week if they have a child over 6, the numerator.

Engagement Rate – is simply the number of clients engaged in work or work activities but may not be doing enough to be in the participation rate. Some activities might be WEP (Work Experience Program), (We currently have 55 WEP sites,) Pursuing their GED, Community Service or Volunteer work.

In April 2013 our TANF participation rate was 36.4% and we were number 3 in the state. For the month of May we were at 27% and were still in the top 10 for NYS out of 57 counties. The rate fluctuates monthly depending on our denominator (The number of cases) vs. our Numerator (how many clients/cases are fully participating.)

Month : 2013

View :



Monthly Case and Individual Statistics - WST002

District: Warren

Report Month: May-2013

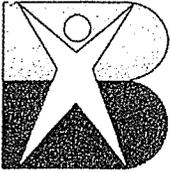
Statewide Monthly Case and Individual Statistics - WST002

Program Area	Cases	Individuals
FA	115	233
SN-FP	3	8
<i>TANF Subtotal</i>	<i>118</i>	<i>241</i>
SN-CSH INDIV	77	77
SN-CSH FAMILY	2	6
SN-FNP INDIV	39	39
SN-FNP FAMILY	2	5
<i>SN Subtotal</i>	<i>120</i>	<i>127</i>
EAA	1	1
EAF	0	0
TA Total	239	369
MA	4,403	6,618
MPE	65	65
MA-SSI	1,747	1,751
FHP	751	1,943
MA TOTAL	6,966	10,377
NPA-FS	3,870	7,145
FS-MIX	49	147
<i>FS Subtotal</i>	<i>3,919</i>	<i>7,292</i>
PA-FS	81	149
FS RELATED TOTAL	4,000	7,441
HEAP	2,340	5,063
ADC-FC	123	123
SERV	489	1,263
Unduplicated Individual Count		15,318

WARNING-CONFIDENTIAL INFORMATION FOR AUTHORIZED PERSONNEL ONLY

Data Source: WRTS Reporting

Commissioners' Dashboard



BERKSHIRE FARM CENTER & SERVICES FOR YOUTH

Albany Office

500 New Karner Rd, 3rd floor
Albany, NY 12205

(518) 456-1969 Tel
(518) 456-8686 Fax

www.berkshirefarm.org

Timothy Giacchetta
*President and
Chief Executive Officer*

(Part 482.1(a)(6)(b))

Program Description: The Group Home provides flexible, culturally competent and comprehensive communities that empower children and families. Working in conjunction with the County, community and family, Berkshire works towards goals that will allow the youth and family to reach the permanency plan for the youth. The Group Home focuses on the needs of the individual youth to ensure their emotional health, safety and development. The Group Home provides a 24-hour supervised and structured treatment for children whose personal, social, developmental or family situations prevent them from being able to live at home or a less restrictive environment. Berkshire Model of Care and Treatment and Sanctuary Model is the foundation of our program. It is a strength-based system that empowers the youth and teaches the youth skills and coping methods; it also focuses on the resiliency of the family and youth. The Group Home is a community-based program, which prepares the youth to be able to live independently and productively within their home community. The youth learn how to engage within the community through volunteering, working, sports, clubs and school.

The Group Home would serve 6 youth ages 12 to 21. The Group Home would serve female/males. The youth would be in the custody of Department of Social Services and placed through family court. The Group Home would serve youth on neglect, voluntary, PINS or JD petitions.

The youth would attend public school through either Berkshire or Lake George. The youth would also have a study hour built into their nightly routine, in which a tutor would help the youth with their academics. The Group Home personnel would be in regular contact with the school, in order to best serve the youth.

The youth would receive medical care in the community. Within the first 30 days of admission, the youth will receive a physical and dental consult. The youth will go to the local hospital for emergencies. The youth will receive routine medical and dental care.

Changing Lives, Creating Futures!
Founded in 1886



CREDIBILITY • INTEGRITY • ACCOUNTABILITY

a member of



Council of Family Child Caring Agencies

a member of



a member of



1. *(Part 482.1(a)(8)) Provide such data and information as may be required in order to establish the fitness and adequacy of any proposed facility or program to be operated or conducted by the proposed corporation.*

* Philosophy – Berkshire Farm Center and Services for Youth is a statewide, multiservice agency providing treatment and services of the highest quality. Through collaboration with children, families, and the communities we serve, we provide an array of programs and services which honor and enhance each person’s capacity for success. The Berkshire Model of Care and Treatment results in successful outcomes in the following areas:

- improved relationships with family, peers and adults
- improved school performance
- appropriate use of leisure time
- development of independent living skills
- increased social and coping skill building

- Mission Statement – “To strengthen children and families so that they can live safely, independently and productively within their home communities.”

- ADMISSION: A youth is first referred by the county via a phone call or sending a referral packet to the group home. The Group Home Coordinator then reaches out to the referring Caseworker to discuss the youth’s presenting problems, level of functioning and reason for referral to group home level. An intake interview is then scheduled with the youth, family and Caseworker. The referral packet should include the following: court order, education records, psychiatric reports, immunization records, birth certificate and social security card, as well as, the Agency referral packet.

Once the interview is complete, the treatment team will then discuss the youth and decide if his/her needs can be met in the Group Home. If so, then a pre-placement visit is scheduled, at which time the youth spends a few days at the group home and a determination is made as to the appropriateness of this level of care for the youth. At this time the youth would be accepted into the program.

- TREATMENT: The youth are provided with services that meet their individual needs. However, each youth receives a substance abuse evaluation through an outpatient center, medical, dental and counseling services. The youth all meet with a psychiatrist on a regular basis. The youth also receive group therapy on independent living skills, social skills, healthy living, and grief, loss and sorrow. The youth also have a primary counselor who works with the youth on their goals on a weekly basis. The youth receives an adequate educational program. They are involved in community events

through activities, community time, work or volunteering. There are weekly treatment reviews on each youth. There are also meetings every 3 months with the family, caseworker and treatment team to discuss progress, goals and discharge.

- **DISCHARGE:** Permanency goals are discussed at treatment team meetings every month. Discharge plans are discussed and updated every 3 months. The youth are working on their goals towards discharge every day. The entire treatment team is aware of each youth's goals and works towards these goals daily. All referrals are put into place prior to discharge such as: mental health, peer networks, preventative services, education, relapse prevention/substance abuse services, leisure time/youth development activities, medical and dental. Discharge plans are made towards preparing the youth for the PPG, as well as, concurrent planning. Three months prior to discharge, the Coordinator of Clinical Services schedules a discharge planning meeting to discuss and finalize transition plans. The Coordinator of Clinical Services then completes a discharge summary incorporating the following: client data and history, family history, reason for referral, treatment summary, educational summary, ILS summary, recreation and religious information, client and family strengths, clinical recommendations and referrals made.
- **HEALTH SERVICES:** The youth will receive initial medical and dental care. They will then get 6 month dental cleanings and yearly physicals. They will also receive all routine medical and dental care. The youth will go to the local hospital for emergency medical treatment. The youth and families comprehensive medical history will be secured and maintained in the youth's case record. All health needs are documented in the case record. Within 24 hours of admission to the group home appointments will be made for medical and dental exams.
- **EDUCATIONAL SERVICES:** Youth will be in public school placement in an educational program that meets their IEP if they have one in place.
- **NUTRITIONAL SERVICES:** Each group home has a Food Specialist. The Food Specialist is familiar and utilizes the food pyramid. The Food Specialist in collaboration with the youth makes the menu and does the grocery shopping. The Food Specialist can also receive in-services from Cornell.

- **DISCIPLINE:** Staff are trained in Berkshire Model of Care and Treatment and Therapeutic Crisis Intervention. This model is strength based and looks at the source of the behavior, as opposed, to the actual behavior. Youth are taught alternate behavior and coping techniques. Staff must understand and follow the following laws: Child Abuse Prevention Act of 1985, Social Services Law delineated in Section 441.9, and Penal Law 260.10 – Endangering the Welfare of a Child. Discipline should always be handled by the adults and not the children. The purpose of discipline should always be to teach positive behaviors and coping skills.

2. *(Part 482.1(a)(9) Provide such data and information as may be required in order to determine the fitness and adequacy of the personnel to be engaged in the facilities or programs.*

Coordinator of Household Services – a Bachelor’s Degree is required, Master’s Degree preferred, three years of supervisory experience in a congregate care setting or human services environment, demonstrates supervisory and team building skills, possesses excellent communication skills, demonstrates strong organizational and time management skills and possesses a valid driver’s license with a clean driving record. This position works 40 hours a week and has a flexible working schedule. The House Manager is also on call once a month, but is on call for critical incidents at all times.

Coordinator of Clinical Services – a Master’s Degree in Social Work and is licensed or licensed eligible, has Clinical Treatment experience in a congregate care setting or human services setting, demonstrates interpersonal and team building skills, possesses excellent communication skills, demonstrates strong organizational and time management skills and has a valid driver’s license with a clean driving record. This position works a flexible 40 hour work week. The Clinician is on call once a month, and is on call for clinical emergencies at all times.

Supervising Group Home Worker – an Associate’s Degree with 5 years of satisfactory experience with Berkshire or a similar agency. They are also current on all trainings, is an instructor of TCI and First Aid/CPR. This position works a flexible 40 hour work week and is on call once a month. There are 2 Supervisors to ensure management coverage 7 days a week and evenings.

Group Home Workers – Some college preferred in human services field. Capable of working in a busy environment, ability to keep accurate records, possesses valid driver’s license and clean driving record, communicates effectively and manages group dynamics, as well as, evaluate and guide behavior of youth. This position is also 40 hours a week. There are 6 positions for group home workers.

Volunteers may be used as mentors or tutors. However, they must receive state clearance and get fingerprinted. Volunteers will not assist in the discipline or treatment of the youth, other than the need they are fulfilling.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

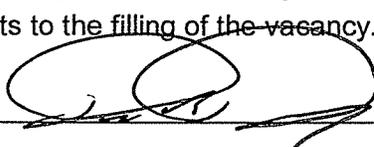
NOTICE OF INTENT TO FILL VACANT POSITION

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.

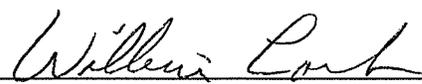
DEPARTMENT HEAD COMPLETES THIS SECTION

Department SOCIAL SERVICES Payroll Dept. No. 40.01
Title of Position Senior CASEWORKER 5 Annual Salary \$35,385 Grade15
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 7301
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 23% Other LOCAL 27%
Impact to Budget: reduce expenses by \$9,313 as present worker receives annual salary of \$44,698
Personnel Officer has approved this form when initialed. hr

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2013
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2013
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
Ranking Committee Member 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 _____

Cemanda Roberts
165 Cameron Road
Athol, NY 12810
518-623-1023

June 4, 2013

Suzanne Wheeler
Commissioner
Warren County
Department of Social Services
1340 State Route 9
Lake George NY 12845

Dear Ms. Wheeler:

This letter is to announce my resignation as the Senior Caseworker of
CASA/Adult Protective Services effective June 27th.

I have enjoyed my 13 years as a member of the Warren County Social
Services team. I appreciate having had the opportunity to learn and grow
while doing my best to help others through difficult times. Hopefully a
few lives have been changed for the better along the way.

Please consider me in the future if you have any part-time or
consultation needs that would fit my skills and experience.

Thank you for your time and consideration.

Sincerely,



Senior Caseworker
Warren County CASA/Adult Protective Services
518-824-8805

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. 02
Title of Position Social Welfare Examiner 13 Annual Salary \$30,230 Grade 8
Budget code and title A.6010 110 Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11540

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 50% State 50% Other LOCAL 0%

Impact to Budget: Reduce expensee by \$5,127 as previous worker received an annual salary of \$35,357.

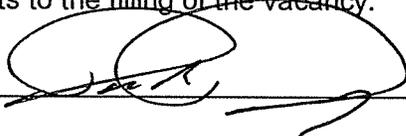
Personnel Officer has approved this form when initialed. *lv*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2013

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

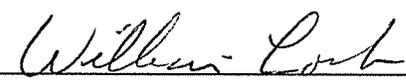
Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2013

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

Ranking Committee Member 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 _____

Kelli Anne Miller
12 Spring Street Apt 2
Glens Falls, NY 12801
518-744-8978

Commissioner Suzanne Wheeler
Dept of Social Services
1340 State Route 9
Lake George, NY 12845

June 13, 2013

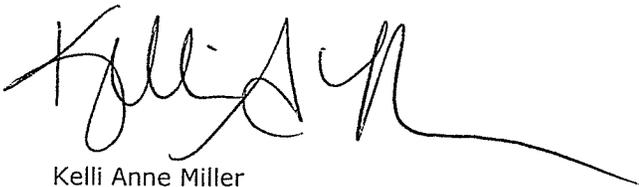
Dear Commissioner Wheeler and Colleagues:

I would like to inform you that I am resigning from my position as Social Welfare Examiner for the Department of Social Services effective July 11, 2013.

Thank you for the opportunities for professional and personal development that you have provided me during the last six years. I have enjoyed working for the agency and appreciate the support provided me during my tenure with the department. I have made many friends and some even my second family. I truly love my job and the department. I hope that if the opportunity arises that I may serve the department again in the future.

If I can be of any help during this transition, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelli Anne Miller', with a long horizontal flourish extending to the right.

Kelli Anne Miller

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 Mary Pugh, Natalie Raymond, and Colleen Nugent
(Supervisory Committee) (Employee Name)

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

at CDHS 3 Marcus Blvd Albany NY 12205
(Address)

on 7/29/13-8/2/13 and 8/12/13-8/16/13. 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)

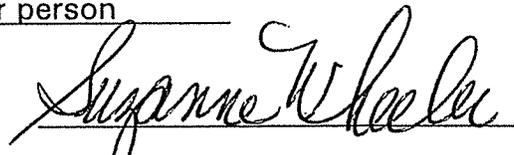
- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ \$12 per person

*www.gsa.gov

Date: 6/27/13


Department Head Signature

Date: 6/27/13


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.

Cost Analysis	Training	Date(s)
N Raymond, M Pugh, C Nugent	CPS Response Training	7/29-8/2 8/12-8/16

Cost of Training/Person	\$	140.00
# of staff attending		3
	\$	420.00

Fleet Car		
X	0.105	\$ 105.00

# of miles - round trip	100
X # trips	10
Total # of Miles	1000

Personal Car		
X	0.345	\$ 345.00

Estimated Overtime

						Commuting	
	Salary	Hr Rate	OT Rate	# of hrs	Total OT		
#1	35,385	17.01	25.52	25	637.95		
#2	35,385	17.01	25.52	25	637.95	OT	\$ 1,275.90
#3	35,385	17.01	25.52	25	637.95		
#4		0.00	0.00		0.00		
#5		0.00	0.00		0.00		

						Overnight	
				# of hrs	Total OT		
#1				5	127.59		
#2				5	127.59	Overnight OT	\$ 382.77
#3				5	127.59		
#4				0	0.00		
#5				0	0.00		

Hotel	# of days	Rate/night	Total Hotel Expense
	8	\$ 50.00	x 3 people \$ 1,200.00

Totals

Fleet Car + Training + Hotel + OT	\$	2,107.77
Fleet Car + Training + Overtime	\$	1,800.90
Personal Car + Training + Hotel + OT	\$	2,347.77
Personal Car + Training + Overtime	\$	2,040.90

[Print](#)

<h1>Training Announcement</h1>			
Training Title			
TS: Child Protective Services Response Training -H			
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
07/22/2013 - 08/16/2013 09:00 AM to 04:30 PM	TrainingSpace.org www.trainingspace.org	06/24/2013	
07/29/2013 - 08/02/2013 08:30 AM to 05:00 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Chief Joseph Room - #204 , Albany 12205-1129		Holiday Inn Albany 205 Wolf Road, Albany 12205-1124 Phone: (518) 458-7264
08/05/2013 - 08/16/2013 09:00 AM to 04:30 PM	TrainingSpace.org www.trainingspace.org		
08/08/2013 09:00 AM to 04:00 PM	Virtual Classroom		
08/12/2013 - 08/16/2013 08:30 AM to 05:00 PM	CDHS - Albany Regional Office 3 Marcus Blvd. Room: Chief Joseph Room - , Albany 12205-1129		Holiday Inn Albany 205 Wolf Road, Albany 12205-1124 Phone: (518) 458-7264
Course Description			

This two-module training program, which includes one and a half days of CONNECTIONS training, builds on the knowledge and skills taught in the Common Core, and will prepare local district caseworkers to competently investigate, respond to, and document reports of child abuse and maltreatment.

This training combines Child Protective Services Response Training and CONNECTIONS. This program is eight full days of training. The program is delivered in two modules; each module is three full days and two half days in length to accommodate trainee travel needs and the CONNECTIONS training. In addition to these classroom modules, there is on-line training through TrainingSpace the week prior to the first classroom module, and in between the two classroom modules. Registration for this integrated training has been combined.

Training Description

This program provides instruction on how to conduct Child Protective Services investigations concerning reports of alleged child abuse and maltreatment, according to New York State law, regulation and policy recommendations. The program is designed to build caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families, and to conduct thorough, timely and accurate investigations 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 pre-classroom computer-based instructional activities.

Beginning July 22, one week prior to Week 1 of classroom training, the trainee will engage in a series of pre-classroom computer-based instructional activities. Completion of these activities is a prerequisite to attending the classroom training.

Pre-classroom instructional activities will include a pre-test, a survey of trainees' experience in the field of child welfare, and other computer-based components that will provide information on selected statutes from Social Services Law, information distinguishing law, regulation and policy, information regarding educational neglect, information regarding investigatory documentation requirements, information regarding the information contained within SCR reports, an overview of the Child Protective Services

Program Manual and information from a research article pertaining to common errors in child welfare work. Completion of the pre-classroom components lays the foundation for further development in the classroom and is required prior to the trainee attending Week 1 of the classroom training.

The pre-classroom computer-based components consist of narrated presentations that the trainee may complete individually at their convenience during that week. Computer-based instructional components can be accessed through TrainingSpace (access instructions below). The amount of time trainees will need to complete all of the pre-classroom components is approximately 2 hours.

There will also be mid-week computer-based training components that trainees will be required to complete in their home districts during the week between Week 1 of the classroom training and Week 2 of the classroom training. These components include a review of Progress Notes and completion of Safety Assessments pertaining to two case scenarios used during the classroom training, review of selected statutes from Article Ten of the Family Court Act, review of selected sections from the CPS Program Manual, information related to the issue of emotional trauma, and the half-day CONNECTIONS iLinc course LL: Starting the Investigation in CONNECTIONS. Completion of these mid-week computer-based components will enhance trainee understanding of Week 2 classroom content. The amount of time trainees

Program Summaries

Catholic Charities-Youth & Family Counseling

Program summary: The goal of the project is to improve social, emotional and behavioral development of children living in families struggling with mental health due to poverty, abuse, incarceration and trauma. Caretakers will provide children with stable family relationships, adequate child rearing skills and homes free from abuse. Youth served will enjoy more positive family and community relationships. Services are provided in Glens Falls and at the Health Center in Chestertown.

Catholic Charities - Home Based Parent Education (Community Maternity Services)

Program summary: Community Maternity Services offers home based parent education to young parents aged 16-21. CMS offers parenting and developmental information as well as any information needed regarding the particular needs of a family surrounding caring for their young children.

Warren-Hamilton Counties A.C.E.O.-Alternative Sentencing Program

Program summary: This program works with the court system and probation officers to provide work sites for youth who are assigned community service. The program monitors work sites and all youth are supervised in a safe environment while learning important work and social skills.

Council for Prevention – Warren County Youth Court

Program summary: The Warren County Youth Court is a community based sanction for first time offenders that combine accountability with positive youth development. Youth Court accepts youthful and juvenile offenders between the ages of 10-18 that have been charged with a violation or misdemeanor within the physical boundary of Warren County. Youth appear in Youth Court where they are judged by a court of their peers.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Department of Social Services

DATE: June 25, 2013

- (a) Purpose of Contract Change: Renewal
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 366
- (c) Name of Contractor: Catholic Charities of the Diocese of Albany d/b/a Catholic Charities of Saratoga, Warren & Washington Counties
- (d) Address of Contractor: 142 Regents Street, Saratoga Springs, NY 12866
- (e) Contractor's Contact Person and Telephone Number: Nancy Toole 587- 5000
- (f) Commencement Date of Extension: January 1, 2013
- (g) Termination Date of Extension: December 31, 2013
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed *dollar amount set forth in schedule A
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: Budget Codes A. 7312 470 Special Delinquency

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

Resolution No. of 2013

SCHEDULE A

COMMUNITY/AGENCY SUBCONTRACTS
2013 YOUTH DEVELOPMENT/DELINQUENCY PREVENTION FUNDS (A.7313.470)

Sponsoring Agency <u>Name/Address</u>	<u>Program Title</u>	<u>Amount</u>
Council for Prevention of Alcohol & Substance Abuse, Inc. 10 LaCross St Hudson Falls, NY 12839	Warren County Youth Court	\$17,287
	TOTAL	\$17,287

COMMUNITY/AGENCY SUBCONTRACTS
2013 SPECIAL DELINQUENCY RPEVENTION PROGRAMS (A.7312.470)

Sponsoring Agency <u>Name/Address</u>	<u>Program Title</u>	<u>Amount</u>
Catholic Charities of the Diocese of Albany 27 North Main Avenue Albany, NY 12203	Homebased Parent Education	\$3,393
Warren-Hamilton Counties A.C.E.O, Inc. 190 Maple St. Glens Falls, NY 12801	Alternative Sentencing Program	\$2,296
Catholic Charities of the Diocese Of Albany d/b/a Catholic Charities of Saratoga, Warren and Washington Counties 142 Regent Street Saratoga Springs, NY 12866	Youth & Family Counseling	\$5,311
	TOTAL	\$11,000

1. Expiration date for all contracts is December 31, 2013
2. All contracts are reimbursed 100% by NYS Office of Children & Family Services

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Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Department of Social Services

DATE: June 25, 2013

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- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 366
- (c) Name of Contractor: Catholic Charities of the Diocese of Albany
- (d) Address of Contractor: 40 North Main Ave. Albany, NY 12203
- (e) Contractor's Contact Person and Telephone Number: Susan Hughes 688-3167
- (f) Commencement Date of Extension: January 1, 2013
- (g) Termination Date of Extension: December 31, 2013
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed *dollar amount set forth in schedule A
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Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

Resolution No. of 2013

SCHEDULE A

COMMUNITY/AGENCY SUBCONTRACTS
2013 YOUTH DEVELOPMENT/DELINQUENCY PREVENTION FUNDS (A.7313.470)

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RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Department of Social Services

DATE: June 25, 2013

- 0636
- (a) Purpose of Contract Change: Renewal
 - (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 366
 - (c) Name of Contractor: Warren- Hamilton Community Action Committee for Economic Development
 - (d) Address of Contractor: PO Box 968 190 Maple Street Glens Falls NY 12801
 - (e) Contractor's Contact Person and Telephone Number: Lynn Ackershoek 793-0636
 - (f) Commencement Date of Extension: Jan. 1, 2013
 - (g) Termination Date of Extension: Dec. 31,2013
 - (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed dollar amount set forth in schedule A
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
 - (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: Budget Codes A.7312 470 Special Delinquency Prevention

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Resolution No. of 2013

SCHEDULE A

COMMUNITY/AGENCY SUBCONTRACTS
2013 YOUTH DEVELOPMENT/DELINQUENCY PREVENTION FUNDS (A.7313.470)

Sponsoring Agency		
<u>Name/Address</u>	<u>Program Title</u>	<u>Amount</u>
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	TOTAL	\$17,287

COMMUNITY/AGENCY SUBCONTRACTS
2013 SPECIAL DELINQUENCY RPEVENTION PROGRAMS (A.7312.470)

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- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 366
- (c) Name of Contractor: Council for Prevention
- (d) Address of Contractor: 10 La Cross Street Hudson Falls, NY 12839
- 6059 (e) Contractor's Contact Person and Telephone Number: Katherine Chambers 746-
- (f) Commencement Date of Extension: Jan. 1, 2013
- (g) Termination Date of Extension: Dec. 31,2013
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed dollar amount set forth in schedule A
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Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

Resolution No. of 2013

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