

HEALTH & HUMAN SERVICES COMMITTEE  
November 22, 2021 4:00 p.m.

AGENDA

Chair: Darren O'Connor

Members:

Phil Barrett - VC  
Eric Connolly  
Joe Grasso  
John Lant  
Sandra Winney  
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the October 25, 2021 meeting
- III. Renewal agreement with CAPTAIN Community Human Services, Inc. – Rebecca Robarge, Youth Bureau
- IV. Renewal agreement with James McGuiness & Assoc. Inc. – Rebecca Robarge, Youth Bureau
- V. Saratoga County Child and Family Services Plan Annual Update – Tina Potter, Commissioner of Social Services
- VI. Safe Harbour Contract Extension – Tina Potter, Commissioner of Social Services
- VII. Other Business
- VIII. Adjournment

The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code: Dial: 1-978-990-5145 Access Code: 1840389



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Rebecca Robarge

**DATE:** 11/12/2021

**RE:** CAPTAIN Community Human Services Respite Contract

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:  
Renewal of a 3 year agreement, with one year terms, to provide respite services to infants and toddlers with developmental delays and disabilities with the total not to exceed the sum of \$35,000 per calendar year.
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)

- a. What were the terms of the prior resolution
- b. Are the terms changing:
- c. What is the reason for the change in terms:

7. Is a new position being created:  YES or  NO

- a. Effective date
- b. Salary and grade

8. Is a new employee being hired:  YES or  NO

- a. Effective date of employment
- b. Salary and grade
- c. Appointed position:
- d. Term:

9. Is a grant being accepted:  YES or  NO

- a. Source of grant funding:
- b. Amount of grant:
- c. Purpose grant will be used for:
- d. Equipment and/or services being purchased with the grant:
- e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

The agency would like to request an increase in rates. The rates did not change over the course of the last 3 year term. In the previous contract the rates were as follows: \$28.50 per hour for one child, \$35 per hour for two children and \$38 per hour for three or more (with state reimbursement in the amount of 50%.)

The requested increase would be \$32 per hour for one child, \$40 per hour for two children and \$44 per hour for three or more.

The services are still eligible for 50% reimbursement by New York State and the contract would state not to exceed \$35,000 per calendar year.



# SARATOGA COUNTY BOARD OF SUPERVISORS

## RESOLUTION ~~292 - 2018~~

Introduced by Supervisors ~~Follisen, Allen, Pemrick, Raymond, Szczepaniak and Wright~~ *O'Connor, Barrett, Connolly, Grasso, Lant, Winney + Wood*

### *CAPTAIN Community Human Services, Inc. (CHS)* AUTHORIZING A RENEWAL AGREEMENT WITH ~~CAPITAL DISTRICT RESPITE, INC.~~ FOR IN-HOME RESPITE CARE SERVICES

WHEREAS, New York State Public Health regulations require municipalities to provide respite services to any eligible child and family based on need and specified criteria; and

WHEREAS, pursuant to Resolution 226-2017, the County entered into an agreement with Capital District Respite, Inc. for the provision of in-home respite care services for children in the Early Intervention Program at a cost of \$28.50 per hour, with total contract costs not to exceed \$35,000 per year, for the term November 1, 2017 through December 31, 2018; and

WHEREAS, the New York State Department of Health currently offers reimbursement to municipalities in the amount of 50% of the cost of providing respite services; and

*entered into* WHEREAS, our Director of Public Health Services and ~~Capital District Respite, Inc.~~ *CAPTAIN Community Human Services, Inc. (CHS)* wish to renew the agreement for in-home respite care services for children in the Early Intervention Program subject to the inclusion of the additional rates of \$35 per hour for providing respite services to two children in the same family and \$38.00 per hour for providing respite services to three (3) or more children in the same family, as requested by ~~Capital District Respite, Inc.~~; and *CAPTAIN (CHS) for the term Jan 1, 2019 - Dec 31, 2021.*

WHEREAS, it is necessary to establish additional rates for multiple children within the same family serviced during the single visit by a respite worker from ~~Capital District Respite, Inc.~~; and

*agreed* WHEREAS, our Law and Finance Committee and the Director of Public Health Services have recommended that the County enter into a renewal agreement with ~~Capital District Respite, Inc.~~ *CAPTAIN (CHS) Community Human Services, Inc.* for the provision of in-home respite care services for children in the Early Intervention Program at a cost of \$28.50 per hour for one child, \$35.00 per hour for two children and \$38 per hour for three or more Early Intervention children within one family during one visit, with the total contract amount not to exceed \$35,000 per year, subject to the availability of State funding for such services; now, therefore, be it

*\*CAPTAIN CHS, Inc. is requesting a rate increase of 12% to 16%.*

*CAPTAIN (CHS), Inc.* RESOLVED, that the Chair of the Board is hereby authorized to execute an agreement with ~~Capital District Respite, Inc.~~ of Ballston Spa, New York, for the provision of in-home respite care services to children in the Saratoga County Public Health Services Early Intervention Program at a cost of \$28.50 per hour for one child, \$35 per hour for two children and \$38 per hour for three children or more who require Early Intervention services within one family during

*\$32.00      \$40.00      \$44.00*

2022  
2022  
one visit, with the total contract amount not to exceed \$35,000 per year, for the term commencing January 1, 2019 through December 31, 2019, subject to renewal for up to two additional terms of one year each, and subject to State appropriation and reimbursement therefor in the amount of 50% of the County's costs for the provision of such services; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. Funds for these services are included in the 2019 Adopted Budget

RENEWAL AND AMENDMENT AGREEMENT

2<sup>nd</sup> Renewal and Amendment to Agreement Dated February 6, 2019.

BY AND BETWEEN,

COUNTY OF SARATOGA, a municipal corporation of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, (COUNTY),

- and -

CAPTAIN Community Human Services, Inc. having a place of business at 5 Municipal Plaza, Suite 3, Clifton Park, New York 12065, (PROVIDER);

RECITALS:

WHEREAS, COUNTY and PROVIDER entered into an agreement dated February 6, 2019, whereby PROVIDER agreed to provide Early Intervention Program (EIP) services to infants and toddlers with developmental delays and disabilities pursuant to Title II-A of Article 25 of the Public Health Law of the State of New York with the total not to exceed the sum of \$35,000 per calendar year for the term commencing on January 1, 2019 through December 31, 2019 subject to renewal for up to two (2) additional terms of one (1) year each; and

WHEREAS, COUNTY and PROVIDER entered into a renewal and amendment agreement dated January 8, 2020, to amend PROVIDER's name under which it conducts business from Capital District Respite, Inc. to CAPTAIN Community Human Services, Inc. and to renew the agreement for the term commencing on January 1, 2020 through December 31, 2020 subject to renewal for up to one (1) additional term of one (1) year; and

WHEREAS, COUNTY and PROVIDER wish to renew the agreement for the second additional term of one year commencing on January 1, 2021 and continuing through December 31, 2021; and

WHEREAS, COUNTY and PROVIDER wish to amend the agreement to clarify the process for approving the number of respite service hours PROVIDER shall be allowed to provide each month; and

WHEREAS, both PROVIDER and COUNTY desire to renew and amend the Agreement dated February 6, 2019 accordingly;

NOW, THEREFORE, the parties agree as follows:

1. Section 1. Services of the agreement dated February 6, 2019 shall be amended to read as follows:

PROVIDER shall provide appropriate Early Intervention respite services for eligible children referred by COUNTY to PROVIDER, and in accordance with each child's IFSP. The County's Early Intervention Official Designee (EIOD) shall approve the number of hours of respite service to be rendered by PROVIDER to each eligible child. The service authorization will specify the maximum hours of service for each month. If the hours are not used, they cannot be carried over to a subsequent month. PROVIDER shall also provide appropriate training and/or retraining for its direct services staff.

2. The Agreement dated February 6, 2019 between PROVIDER and COUNTY for Early Intervention Program (EIP) services is hereby renewed for a term of one (1) year to commence on January 1, 2021 and terminate on December 31, 2021.
3. All other terms of said Agreement dated February 6, 2019, and any amendments thereto not inconsistent with the provisions of this Renewal and Amendment Agreement, shall remain in full force and effect.

<sup>9<sup>th</sup></sup> IN WITNESS WHEREOF, the parties hereto have executed this Renewal Agreement this 18<sup>th</sup> day of May, 2021.

Date 5-18-21

COUNTY OF SARATOGA

By: Theodore T. Kusnierz, Jr.  
Theodore T. Kusnierz, Jr., Chairman  
Board of Supervisors  
Per Resolution #292-2018

CAPTAIN Community Human Services, Inc.

Date 5/12/21

By: CSJ  
Print Name: Audrey Gilpin  
Federal I.D. # 14-1637304

APPROVED:

[Signature]  
County Attorney

[EXTERNAL]: Re: Respite Contract renewal

Andy Gilpin <andy@captaincares.org>

Tue 11/9/2021 4:30 PM

To: Robarge, Rebecca <RRobarge@saratogacountyny.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Becky,

Thank you for the gentle reminder. I really need to follow up on emails when I get them, because I end up putting off for a different day that ends up being too long.

Thanks for patience.

The contract looks fine to me in content and similar to past years.

I was hoping we could look at adjusting the rate for the services.

The overall amount is fine, but we have seen an increase in expenses and we are looking at increasing the salary of staff to help fill vacancies in our program, which has been really tough to hire for.

We are hoping an increased salary will attract more candidates.

I was hoping the County would be open to the following rate change.

I'm suggesting \$32 per hour for one child, \$40 per hour for two children, and \$44 an hour for three or more.

Let me know if there is any push back and we can discuss.

Thank you for considering.

Sincerely,

Andy Gilpin  
Executive Director  
CAPTAIN Community Human Services  
5 Municipal Plaza  
Clifton Park, NY 12065  
[www.captaincares.org](http://www.captaincares.org)  
518-399-4624 phone  
518-383-7997 fax





# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Rebecca Robarge, Youth Bureau

**DATE:** 11/16/2021

**RE:** Renewal Agreement w/ James McGuinness & Assoc., Inc.

**COMMITTEE:**

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:  
Renewal of annual contract to provide a software system and support services for the processing of reimbursement claims for preschool education cost
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution 1/1/21-12/31/21
  - b. Are the terms changing: No changes; just renewal dates
  - c. What is the reason for the change in terms:  
terms expires 12/31/21
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):  
Attached: Current contract/agreement that expires 12/31/21 along with a marked up copy of Resolution 30-2017.

RENEWAL AGREEMENT

Renewal Agreement Dated February 11, 2021

BY AND BETWEEN,

COUNTY OF SARATOGA, a municipal corporation of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, acting through its Saratoga County Youth Bureau, with principal offices at 40 McMaster Street, Ballston Spa, New York 12020 (COUNTY),

- and -

**James McGuinness & Associates, Inc.**, having a place of business at 1482 Erie Boulevard, Schenectady, New York 12305 (CONTRACTOR);

RECITALS:

WHEREAS, pursuant to Resolution 189-12, COUNTY and CONTRACTOR entered into an agreement dated March 21, 2013, whereby CONTRACTOR agreed to develop a computer software application to allow the COUNTY's Youth Bureau to electronically transmit and receive data from the New York State Department of Education database system, enter invoice data and calculate and document vendor payments; to generate State aid claims for all expenditures for the COUNTY'S Preschool Program, and to provide other services as described therein, with the total not to exceed the sum of \$25,000 per year for a term of three years from January 1, 2013 through December 31, 2015, subject to annual renewal at a cost of \$25,000 per year; and

WHEREAS, COUNTY and CONTRACTOR entered into an Amendment and Renewal Agreement dated January 22, 2016 renewing the agreement for the term January 1, 2016 to December 31, 2016 subject to renewal for additional terms of one year each upon the written mutual agreement of the COUNTY and CONTRACTOR.

WHEREAS, Resolution 30-2017 of COUNTY'S Board of Supervisors authorized COUNTY and CONTRACTOR to renew the agreement dated March 21, 2013 for the continued provision, maintenance and support of a Federal and State Medicaid reporting compliant software system enabling the Saratoga County Youth Bureau to process and submit the COUNTY'S claims to the State of New York for reimbursement of pre-school education costs for the term January 1, 2017 through December 31, 2017, with an annual option to renew, at a cost not to exceed \$27,500 per year; and

WHEREAS, both CONTRACTOR and COUNTY desire to renew the Agreement dated March 21, 2013, as last renewed by Agreement dated March 4, 2020, for a term of one year commencing on January 1, 2021 and continuing through December 31, 2021;

NOW, THEREFORE, the parties agree as follows:

1. The Agreement dated March 21, 2013 between COUNTY and CONTRACTOR for software services, as last renewed by Agreement dated March 4, 2020, is hereby renewed for the term of January 1, 2021 to December 31, 2021.
2. All other terms of said Agreement dated March 21, 2013, as last renewed by Agreement dated March 4, 2020, and any amendments thereto not inconsistent with the provisions of this Renewal Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Renewal Agreement this 11<sup>th</sup> day of February, 2021.

**COUNTY OF SARATOGA**

Date 2-11-21

By: Theodore T. Kusnierz, Jr.  
THEODORE T. KUSNIERZ, JR.  
Chairman, Board of Supervisors  
Per Resolutions 189-12 and 30-2017

**James McGuinness & Associates, Inc.**

Date 1/27/21

By: William C. Smith, President

Print Name: William C. Smith, President  
Federal I.D. # 14-1614849

APPROVED:

[Signature]  
Acting County Attorney  
2/8/2021



# SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 30 - 2017

*O'Connor, Barrett, Connelly, Grasso, Kant, Winney + Wood*

Introduced by Supervisors ~~Lucia, Barrett, Congdon, Lewza, Martin, Raymond and Follisen~~

*30-2017*

## AMENDING RESOLUTION ~~189-12~~ TO AUTHORIZE AND AMEND A RENEWAL AGREEMENT WITH JAMES MCGUINNESS & ASSOCIATES, INC. FOR THE PROVISION OF A SOFTWARE SYSTEM AND SUPPORT SERVICES FOR THE PROCESSING OF REIMBURSEMENT CLAIMS TO THE STATE FOR PRE-SCHOOL EDUCATION COSTS

WHEREAS, pursuant to Resolution ~~189-12~~ *30-2017*, an agreement was authorized with James McGuinness & Associates, Inc. for the provision of an upgraded software system for the Saratoga County Youth Bureau to enhance and expedite the processing and submission of the County's claims to the State for the reimbursement of pre-school education costs, and to facilitate compliance with new federal and state Medicaid reporting requirements, for a term of three years with an annual option to renew at a cost not to exceed ~~\$25,000~~ *\$27,500* per year; and

WHEREAS, the most recent renewal agreement entered into by the County and James McGuinness & Associates, Inc. expired on December 31, ~~2016~~ *2021*, and the parties desire to renew their agreement for an additional year; and

*Omit X* WHEREAS, James McGuinness & Associates, Inc. has requested an increase in its fee to \$27,500 per year commencing January 1, 2017 due to increased operating costs; and

WHEREAS, the ~~Director of~~ *Youth Services Specialist at* the Youth Bureau has been very satisfied with the services rendered by James McGuinness & Associates, Inc.; and

WHEREAS, our ~~Social Programs Committee~~ *Health + Human Services Committee* and the ~~Director~~ *Youth Services Specialist at* the Youth Bureau have recommended that the County's agreement with James McGuinness & Associates, Inc. be renewed for an additional year commencing January 1, ~~2017 at an increased cost of \$27,500 per year;~~ *2022* now, therefore, be it

*30-2017*

RESOLVED, that Resolution ~~189-12~~ *30-2017* is hereby amended to authorize the Chair of the Board to execute a renewal agreement with James McGuinness & Associates, Inc. of Schenectady, New York, for the continued provision, maintenance and support of a Federal and State Medicaid reporting compliant software system that will enable the Saratoga County Youth Bureau to process and submit the County's claims to the State of New York for reimbursement of pre-school education costs for the term January 1, ~~2017~~ *2022* through December 31, ~~2017~~ *2022*, with an annual option to renew, at a cost not to exceed \$27,500 per year; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Tina Potter, Commissioner of Social Services

**DATE:** November 15, 2021

**RE:** Saratoga County Child and Family Services Plan - 2021- 2022 Annual Update

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)

4. Specific details on what the resolution will authorize:

The resolution will authorize the Chairman of the Board to sign the annual plan update to the Saratoga County Children and Family Services Plan.

5. Does this item require hiring a Vendors/Contractors:  YES or  NO

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement:  YES or  NO
- j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Local Departments of Social Services (LDSS) and county youth bureaus are required by statute to develop and submit to the New York State Office of Children and Family Services (OCFS) local, multi-year plans for the provision of services and the allocation of resources, including the required Persons in Needs of Supervision (PINS) Diversion Plan that is developed by LDSSs and county probation departments. The resolution will authorize the Chairman of the Board to sign the annual plan update to the Saratoga County Children and Family Services Plan.  
(See attached documentation for additional information.)



**Office of Children  
and Family Services**

**ANDREW M. CUOMO**  
Governor

**SHEILA J. POOLE**  
OCFS Acting Commissioner



**Division of Criminal  
Justice Services**

**MICHAEL C. GREEN**  
DCJS Executive Deputy Commissioner

July 3, 2018

Dear Local District Commissioner, Probation Director, and Youth Bureau Director:

This letter is to inform you that the Saratoga County Child and Family Services Plan (CFSP) effective April 1, 2018–March 31, 2023, including the PINS Diversion Services Plan, is approved, effective July 3, 2018. The PINS Diversion Services Plan is approved jointly by the Office of Children and Family Services and the Division of Criminal Justice Services. The approval for the Day Care component will come to you directly from the Division of Child Care Services.

The Office of Children and Family Services and the Division of Criminal Justice Services are committed to providing the support you need to continue to offer quality services and improve outcomes. We look forward to working with your county to implement the provisions of your CFSP.

Sincerely,

Laura M. Velez  
Deputy Commissioner  
Child Welfare & Community Services  
New York State Office of Children & Family Services

Robert M. Maccarone  
DCJS Deputy Commissioner and Director  
Office of Probation and Correctional Alternatives  
NYS Division of Criminal Justice Services

cc: File



**Alert:** The system is open for the 2021 Plan Update. If your account is not active please contact your Commissioner, Director of Services or person responsible for user accounts in your district to have your account reactivated.

Your account is currently using a generic profile picture. Upload a personalized picture to make it easier for other people to identify you.

April 1, 2018 - March 31, 2023 Saratoga County Plan—2021 Annual Update

# Signature Page and Attestation

We hereby approve and submit the Child and Family Services Plan for Saratoga County Department of Social Services and Youth Bureau 2021 Annual Plan Update.

We also attest to our commitment to maintain compliance with the Legal Assurances outlined below.

**Legal Assurances** ^

All signatures must be included, along with the date(s). The signatures on this page attest to the district's compliance with assurances A through H (below), which are incorporated by reference into your plan. The legal assurances are statutorily mandated; districts must indicate that they are complying with these standards or must provide a remediation plan if they are not.

**A. General** v

I attest to our commitment to maintain compliance with these legal assurances.

## Commissioner County Department of Social Services

*By typing your name, you are providing an electronic signature of this document.*

Name / Signature:

.....

Date:

.....

Email:

.....

As the PINS Diversion Service lead, I hereby approve and submit the PINS Diversion Service section of the Child and Family Services Plan for Saratoga County 2021 Annual Plan Update.

**PINS Diversion Service Lead**

(Director/Commissioner County Probation Department or Commissioner County Department of Social Services)

*By typing your name, you are providing an electronic signature of this document.*

Name / Signature:

Loni Foote

Date:

Email:

lfoote@saratogacountyny.gov

I hereby approve and submit the Youth and Young Adult section of the Child and Family Services Plan for Saratoga County Youth Bureau 2021 Annual Plan Update.

**Executive Director County Youth Bureau**

*By typing your name, you are providing an electronic signature of this document.*

Name / Signature:

Rebecca A Robarge

Date:

August 6, 2021

Email:

rrobarge@saratogacountyny.gov

Enclosed is the Child and Family Services Plan for Saratoga County. My signature below constitutes approval of this report.

**Chief Elected Officer (or Chairperson of the legislative body if the county does not have a Chief Elected Officer)**

*By typing your name, you are providing an electronic signature of this document.*

Name / Signature:


Date:

**Submission & Approval**

Not Submitted by County

Not Approved by State

**Section Review Activity Log**

 Loni Foote *began work on this section.*

May 18, 2021 11:51 AM



# Public Hearing Requirements

## No Update Required in Annual Plan Update Year

The law requires that at least one public hearing must be held during the development of and prior to the submission of the plan. Such public hearing(s) shall be held only after at least a 15-day notice is provided in a newspaper of general circulation in the district. Such notice must specifically identify the times during the public hearing when child protective services, adult services, and family and children's services components of the plan are to be considered.

One goal of the public hearing is to inform the community of the services available in the district and how they can be accessed. The public hearing also allows the public to raise issues and offer ways to improve delivery and provision of services in the district. Comments and issues raised at the hearing must be incorporated into the planning process if they are deemed to be valid. Implementing strategies that provide for meaningful public input can help to enhance the local planning process. The plan should not be completed prior to the public hearing and should be considered a draft until after the public hearing.

### **The plan is not to be submitted until 15 days after the public hearing.**

*Complete the form below to provide information on the required elements of the public hearing.*

Date Public Hearing held:

March 13, 2018

*(at least 15 days prior to submittal of Plan)*

Date Public Notice published:

February 26, 2018

*(at least 15 days in advance of Public Hearing)*

Name of Newspaper:

The Saratogian

Number of Attendees:

0

Topics and Comments Addressed at Hearing:

Areas represented at the Public Hearing:

- Health
- Legal
- Child Care
- Adolescents
- Mental Health
- Law Enforcement
- Aging
- General Public
- Other

*Please specify:*

Other  
*Please specify:*

Other  
*Please specify:*

Issues identified at the Public Hearing:

Public hearing was held from 2pm-4pm. No attendees present. Child Protective/Preventive, Foster Care, Adult and Family Services and Daycare programs were represented.

# MOU Between DA's Office and CPS

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No updates required in Annual Plan Update years

Please upload a copy of your signed MOU to this system or include a narrative summary of the cooperative procedures to be followed by both parties in the investigation of incidents of child abuse and maltreatment, consistent with their respective obligations for the investigation or prosecution of such incidents, or as otherwise required by law.

- A copy of our MOU has been uploaded to the system
- A narrative summary of our MOU is below and a copy of the signed MOU is on file with OCFS

If providing a narrative summary, please enter it here:

# County Overview

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1. If the district has one, please enter the district's mission or vision.

It is the mission of the Saratoga County Department of Social Services to provide and facilitate the delivery of an appropriate mix of supportive services to meet the unmet financial and social needs of those who are unable to do so on their own.

This is accomplished by educational outreach, direct services, referral to services or purchase of services.

The goals of the Department are rooted in our mission statement.

Self Support to prevent, reduce or eliminate dependency.

Self Sufficiency - the achievement or maintenance thereof.

Protection - preventing or remedying neglect, abuse or exploitation of children or adults who are unable to protect themselves.

Prevention of inappropriate institutional care by providing community based or home care.

It is our dedicated philosophy and mission to treat all individuals with whom we interact in a courteous and professional manner.

2. Describe the district's demographic, economic, and social characteristics.

Saratoga County is made up of nineteen (19) towns, two cities and nine villages. It is one of the faster growing areas in the state and certainly the Capital District. In 2018 the population was 230,163. The Capital District Regional Planning Commission estimates the population in Saratoga County will increase to 235,358 by 2020. The county is considered suburban due to its nearly equal distribution of population between urban and rural areas that encompasses 844 square miles and having a population density of 271.1/square mile. The county's population is 92.9% White Non-Hispanic, 1.9% Black or African American, 0.2% American Indian, 3.0% Asian/Pacific Islander and 1.9% two or more races. 20.1% of the population is less than 18 years of age, 56.7% is 18-64 and 18.1% is 65 or older. Our demographic data identifies only a very small number of Native Americans in its population. In the event a family or child comes to the department for services we will provide appropriate services paying special attention to the needs of Native American children and adults cited in Title IV Federal Goals of the Social Security Act, Subpart 1, Goal 5. This will include our continued use of the Indian Child Welfare Act and the Office of Intergovernmental and Indian Affairs.

The County overall demonstrates a strong economy with nine (9) major employers with greater than 1000 employees, five (5) employers with greater than 500, and twenty (20) more with greater than 200. With a labor force participation rate of 66.2 percent Saratoga County residents experience a median household income of \$80,839 which increased from the year prior. That figure was higher than the Capital Region, New York state (\$65,323), and the U.S. (\$60,293). In December 2016, the county unemployment rate was estimated to be a 6.3%. Overall 6.3% of the persons in Saratoga County are below the poverty level as compared to 6.9% in the Capital District and 13.6% in New York State.

The percentage of children and youth living below the poverty in Saratoga has decreased from 7.7% in 2016 to 7.2% in 2019 (3540 to 3359.) The percentage of children and youth in receipt of Supplemental Nutrition Assistance Program benefits has decreased from 10.8% in 2010 to 9.9% in 2016 (5362 to 4651.)

Between 2017 and 2018 the department's number of Public Assistance (PA), Medicaid (MA) and Food Stamps (FS) eligibles have experienced some change. PA recipients have remained stable at 327, MA recipients have decreased slightly from 30,031 to 29,852 and SNAP recipients have decreased slightly

from 13,325 to 12,551.

Saratoga County as a whole is recognized for the quality of its school districts. There are fourteen (14) school districts serving Saratoga with a 4% annual dropout rate as compared to the New York State rate of 6% rate. 85% of Saratoga County high school graduates receive a Regents Diploma compared to 75% of all NYS graduates. The department has developed several very good collaborations with school districts within the county.

Saratoga County benefits from a year around tourist trade with four main convention facilities all located in Saratoga Springs. Within the county there are numerous opportunities for residents and visitors to enjoy and participate in recreational activities. These opportunities include thoroughbred and harness racing, cross country and downhill skiing mineral baths, numerous golf courses stock car racing, polo, tennis, swimming, skating, horseback riding and sailing. There are three major public parks and many lakes with public access. The Saratoga Performing Arts Center hosts the New York City Ballet, the New York City Opera and the Philadelphia Orchestra each year. Additionally there are other numerous music festivals, art galleries and museums with varying themes throughout the year within the county.

The leadership provided by Saratoga County's government is one of its greatest strengths in meeting the current and future varying needs of the community. This leadership emanates from the Board of Supervisors and other elected officials through the County Administrator's office down to the various department heads in such a manner that it elicits a spirit of teamwork and cooperation focused on the efficient provision of critical services for at risk populations. Such a focus prevents the development of bureaucratic barriers to service provision that could otherwise evolve.

The interaction between Youth Bureau, DSS and Probation in development of their respective state plans is an example of the teamwork and cooperation referred to above working at the interdepartmental level. Numerous discussions have taken place over the past years around the best ways to address the variety of issues facing children and their families including placement and delinquency prevention, juvenile detention, runaway and homeless youth, and child abuse and neglect. As a result the county contributes to the support a variety of human service agencies aimed at developing a continuum of programs which can provide youth, children and their families with opportunities to meet their needs for physical, social, moral and economic growth in addition to programs that can assure their needs for safety and protection.

Within DSS the same spirit can be observed in the interaction and cooperation between the eligibility and services divisions. DSS leadership encouraged the efficient and effective use of staff by shifting functions as caseloads and programs have changed over the years. This approach has led to the better ability of services staff to meet the growing needs of their traditional programs such as Child Protective Services, Foster Care and Adoption Assistance and Adult Protective Services. Within the Services Division teamwork and cooperation has been evident among the unit supervisors and staff when a need to cross train staff was required due to rising caseloads, increasing CPS reports, staff turnover and medical leaves have resulted in critical staff shortages.

As can be seen from the above county profile, Saratoga County has many strengths which afford its families a relatively good quality of life in comparison to other areas. As a result the county has experienced significant growth and is expected to experience similar growth into the distant future. This growth has created many challenges in terms of service provision for the department that can be seen in the assessment of trends experienced by the Services Division that follows. The conclusions that can be drawn from these trends will determine the direction the department will take in the next five years in its efforts to meet the mandates for which it is responsible.

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2a. OCFS is committed to addressing disparities among all populations. There is evidence that disparities in race, ethnicity, gender identity, sexual orientation, and disability exist throughout the child welfare system. What efforts is the district taking to address those disparities? (Note: If you are interested in researching and developing additional strategies, examples of strategies are provided below.)

All Child Welfare staff will receive the following training:

Implicit Bias

Disproportionate Minority Representation DMR Training (HSLC web)

Blind Removal Town Hall Q2 2021 – DMR Data



- Incorporate data and race/ethnicity equity strategies from existing online resources. Some examples include:
  - <https://www.childwelfare.gov/topics/systemwide/cultural/disproportionality/reducing/>
  - [https://www.childwelfare.gov/pubpdfs/racial\\_disproportionality.pdf](https://www.childwelfare.gov/pubpdfs/racial_disproportionality.pdf)
  - <https://www.racialequitytools.org/resources/plan>
- Access trainings through regional Youth Engagement Specialist such as Working with LGBTQ+ Youth
- Create an equity committee to develop an action-oriented workplan to address racial disparities in your county
- Create listening opportunities to learn about the experiences of diverse clients to improve policy and practice

2b. Would you like TA from OCFS in any or all of the following areas?

- Race and Ethnicity Equity
- LGBTQ Cultural Awareness and Affirmation

3. Describe the district's successes and achievements in the last five years.

By providing preventive services and utilizing preventive contracts with voluntary agencies such as Berkshire Farm, St. Anne Institute, and Northeast Parent and Child Society, Saratoga County has been successful in reducing the number of children in foster care and maintaining that number between 55-65 in the last 5 years. 31 youth were adopted between 2014-2019. We have also drastically reduced the number of detention bed days used. In 2016 Saratoga County was given a 5 year Safe Harbor grant. The money has been used to host a conference each year which brings together more than 200 participants from many disciplines to learn about the impact of human trafficking. The money is also used to help victims of human trafficking directly by providing lodging, food, airfare, and counseling, specifically training a therapy dog and paying for EMDR (Eye Movement Desensitization and Reprocessing).

Despite an increasing SCR reports, the department has been able to maintain a very low rate of overdue investigations and safety assessments.

The department continues to have a very good working relationship with the two Domestic Violence Programs in the county. The Adult and Family Services unit has had all its staff trained in the dynamics of domestic violence and there is a specific staff member assigned to act as Domestic Violence Liaison who works with clients screened by the department's eligibility. In their absence, other member's of the unit have had the necessary training to assist these clients. The APS staff have assured that all referrals are responded to in a timely manner and that notes are contemporaneously placed in the ASAP program. Supervisors in the unit review the case files and have had meetings on a regular basis with Saratoga County Mental health to discuss services for clients. The APS staff have regularly sought out family members to assist clients with needed legal interventions such as guardianships and representative payees. Reviews conducted by the Office of Children and Family Services have resulted in favorable findings regarding APS case practice.

The Youth Bureau continues to work toward achieving our outcomes. By adjusting our strategies and objectives we are able to respond to the changing conditions and needs of our youth. Through collaboration with Saratoga County Social Services and Probation Departments, as well as, our community based organizations and ongoing needs assessment and monitoring activities, we continue to strengthen our relationships with our youth serving programs and agencies.

We have been able to participate in the Regional Youth Justice Reintegration team to assist with building an action plan for Raise the Age initiatives. In addition, we have joined coalitions that offer awareness, training and resources that address youth mental health, suicide prevention and postvention, substance abuse and the opioid epidemic, Safe Harbour/human trafficking, etc. Wes Carr, Youth Bureau Director serves as Saratoga County RHYA Coordinator. The Youth Bureau works closely with CAPTAIN Community Human Services, which operates a youth shelter in the Town of Malta. The agency serves many demographic populations in the County. Its Outreach team has been trained to identify youth that may be at risk for homelessness or sexual exploitation. Any youth identified in this process will have individual needs met per a service plan and continuum of care.

4. Describe the financing for the district's services. Include general information about the types of funds used (e.g. federal, State, local, TANF, or innovative funding approaches). Include new uses of TANF or Flexible Funds for Family Services for program services. Include any innovative approaches to funding or new uses of funds to support the service delivery system.

The complex array of funding streams used to support the overall DSS service delivery system, includes but is not limited to federal funds for Medicaid (Title XIX), Title XX, Temporary Assistance to Needy Families (TANF) and the Child Care Block Grant. State provided allocations of additional federal funds include TANF Non-residential Domestic Violence allocations and Flexible Funds for Family Services. The department receives additional state funds allocated through a Foster Care Block Grant, Supervision and Treatment Services for Juveniles Program, and Community Optional Preventive Services. Dependent upon the funding stream there may be a local share required to access the federal or state funds. Once these various funding streams are exhausted the DSS must utilize county funds to continue to provide the required mandated services.

The County initially pays for most expenses related to DSS services. These expenses are primarily for child welfare services, public assistance and administration. The significant exception is the payment of Medicaid for which the State pays medical providers directly for most medical services. The local share for those medical expenses is paid by DSS through a weekly wire transfer of 100 percent county funds to the State's Medicaid account.

5. If purchase of service agreements are used, describe the criteria and procedures used by the district for selecting providers for all child welfare, adult protective, and non-residential domestic violence purchase of services (e.g. RFP process, news releases on availability of funds, sister agencies panel).

- St. Anne's Sexual Abuse Prevention Program - A purchase of service contract with St. Anne's Institute that provides for services to sexual abuse victims and their families. This is a specialized service in that the target population includes the perpetrator who is a family member. The program works with both the victim and the perpetrator to understand the dynamics of the abuse. Generally, this is accomplished without the need to remove the child victim from the home setting. Five families can be served at any given time.
- Placement Prevention Program - Via a purchase of service agreement between Berkshire Farm and the department, adjudicated youth placed in the custody of the Commissioner that would otherwise require residential placement are able to remain in their homes with intensive case management services. Contacts are a minimum of two times per week that includes family and individual counseling. Additionally, the family specialist is in contact with school personnel, mental health, substance abuse, domestic violence counselors, probation and employers or other significant others as the family/child treatment plan may require.
- Expanded Placement Prevention Program - Whereas the Placement Prevention Program generally serves post-adjudicated youth and their families, the Expanded Placement Prevention Program serves pre-adjudicated youth who have been referred to Probation. This is an intensive short-term crisis intervention program with the goal of diverting the filing of the PINS petition. Under this purchase of service agreement, also with Berkshire Farm, two social workers are co-located in the Probation Department and respond immediately to referrals from the probation department intake worker on families that are deemed as in need of additional family services to avoid the filing of the petition with the family court. Each worker handles five to seven families at a time for a period of sixty days and the possibility of a sixty-day extension if needed.
- Enhanced Stepping Stones Program - Via a purchase of service agreement between Berkshire Farm and the department. Enhanced Stepping Stones is an alternative-to-detention program, offering intensive family-based in-home case management services to Saratoga County youth at risk in order to reduce and prevent the placement of 16 and 17 year old juvenile delinquents and adolescent offenders in secure detention and specialized secure detention facilities.
- Intensive Aftercare/Prevention Program - Through a contract with Northeast Parent and Child Society intensive prevention services are provided to families whose children are at the highest risk of foster care placement/replacement. Services are provided in the home up to 10 hours per week. Case managers are available to families twenty-four hours per day, seven days per week.

- Services also can be provided to accelerate return to home for children currently in foster care.
- Domestic Violence Services - Through a contract with Domestic Violence / Rape Crisis in Saratoga Springs and Domestic Violence Advocacy Program in Mechanicville, non-residential domestic violence services are provided to clients in need of services as outlined in the non-residential domestic violence services section of this plan.
  - Supervision and Treatment Services for Juvenile Program - DSS, as the lead agency has a public purchase of service contract with the County Probation Department to implement case management and electronic monitoring services aimed at reducing detention and residential placement for youth in the juvenile justice system.

6. Describe procedures that will be used to ensure that the services being purchased are effective in meeting the outcomes as outlined in the contract and your plan. Include the frequency of monitoring, tools that will be used, and who will be involved.

Depending on the specific contract regular case monitoring meetings; monthly, quarterly and annual provider reports; Family and Assessment Service Plans; Child Care Review System and internal DSS reports are used to track and inform DSS administration regarding progress achieved in meeting DSS outcomes. Dependent upon the specific contract staff at various levels and in various units within DSS are responsible for the monitoring of the progress made toward accomplishing the outcomes indicated in the contracts.

7. Describe any existing situations where child protective services information is shared with service providers or coordinators of services and the agreements whereby such disclosure of Child Protective Services information is allowed. Disclosure of Child Protective Services information with providers or coordinators of services is unlawful unless the county documents herein any such existing agreements (SSL 422(4)(A)(o)).

MDT/MOU CAC

### **Relationship Between County Outcomes and Title IV-B Federal Goals**

Each district seeks to improve outcomes that support the achievement of the Federal Safety, Permanency and Well-Being goals. The outcomes, identified in the New York State Child Welfare Practice Model, are listed below and the strategies to reach these outcomes are located throughout this county's Child and Family Services Plan.

- Through effective intervention, parent, caregivers, and families improve their ability to develop and maintain a safe, stable environment for themselves and their children.
- Children are safely maintained in their own home, families and communities with connections, culture and relationships preserved.
- When it is necessary to place children in out-of-home care, it is a safe, short and stable experience concluding with permanent attachments to caring adults.
- Parents and caregivers have the capacity to provide for their children's needs. Children are cared for in safe, permanent, and nurturing environments that meet their needs and develop their physical, cognitive, behavioral/emotional and social functioning. As youth transition to adulthood, they benefit from services that promote health development, academic success and/or self-sustainability and safe living conditions.
- Organizations are diverse, flexible, professionally and culturally competent and use child-centered, family-focused practice, and demonstrate partnership at all levels.

# Safety / Prevention

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## Safety / Prevention Plan Update

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1. What is your wave 7 recurrence rate?

27.2%

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How is your rate trending over waves 5, 6, and 7?

Recurrence rate remained stable between wave's 5&6 at 24.3% and 24.1% respectively. The recurrence rate increased by 3% in wave 7.

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2. What strategy did you implement as a part of your 2020 Plan Update?

- Casework staff will offer preventive services to each family with children under 5 years old who have an indicated report rather than closing the case with "no services required".
- Caseworkers will work to put services in place prior to closing the investigation stage.
- Saratoga County will maintain the number of foster care admissions to 50 per year by providing services to families that allow children to remain safely in the community.

3. On the 2020 Plan Update you identified one business process or practice that you believed would change as a result of your strategy. What business process or practice did you identify?

The business process or practice that was identified was that Grade B. supervisors will sign off on the High Rap checklist to ensure that the Senior Caseworkers are holding RAP conferences on every case that scores high or very high. Senior Caseworkers will ensure that the caseworkers complete the RAP timely.

4. What impact did your strategy have on this business process or practice?

Due to the COVID-19 global pandemic and the closure of the County Family Court, non-emergency petitions were not able to be filed. Therefore there was a decrease in the number of court petitions filed in 2020 compared to 2019. Additionally, there was an increase in recurrence as the community based programs had limited oversight and contact with the families.

5. What evidence (e.g., data, tracking) did you use to make this determination?

tracking of the number of petitions filed in family court as well as the wave 7 recurrence data.

6. Will you continue to implement this strategy as designed?

Yes

No

7. If not, please describe the changes and/or additions:

8. What OCFS Safety Theme is your strategy most aligned with?

*This may be the same theme you identified in last year's Plan Update, or a different theme based on a revised strategy.*

Engage informal community & family supports as resources to families to reduce the risk of recurrence of abuse/maltreatment

## Planning Team and Technical Assistance

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Is your planning team still meeting? If yes, how frequently and what stakeholders attend?

The planning team did not meet as frequently during 2020 as the department was intermittently on a reduce staffing status due to the COVID-19 global pandemic. The plan is for the planning team to begin meeting again with some regularity. The planning team is comprised of the Director of Services and the Services Division Grade B. Supervisors.

Describe technical assistance or training, if any, requested by the district to implement this plan. Please be as specific as possible.

none

# Permanency / Prevention

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## Permanency / Prevention Plan Update

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1. Permanency Indicator chosen in the 2018–2023 Plan:

- Permanency Indicator 1
- Permanency Indicator 2
- Permanency Indicator 3
- Permanency Indicator 4

2. What is your wave 7 permanency rate?

37.5%

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How is your rate trending over waves 5, 6, and 7?

Saratoga County Permanency rate has shown a decline from wave 5 to wave 7. Wave 5 rate was 48.0%, Wave 6 was 32.13% and Wave 7 was 37.5%.

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3. What strategy did you implement as a part of your 2020 Plan Update?

- During the removal planning process a foster care caseworker accompanies the CPS caseworker in conversation with a relative or fictive kin to discuss the placement options
- After removal the foster care caseworker works with the parents and the youth (if old enough) to identify any relatives or fictive kin that may be a placement resource. Additionally, written material is provided to educate the potential resource on the placement options.
- Foster Care caseworkers conduct an investigation into the relative/fictive kin's suitability.

4. On the 2020 Plan Update you identified one business process or practice that you believed would change as a result of your strategy. What business process or practice did you identify?

SCDSS will provide training for all foster care staff on the process of emergently certifying relative foster homes to allow for children to be placed with relatives/fictive kin.

5. What impact did your strategy have on this business process or practice?

We planned to see more emergently certified relative homes however, with the COVID-19 pandemic and the limited number of staff able to be in the office at one time this strategy was not put in place as planned.

6. What evidence (e.g., data, tracking) did you use to make this determination?

There were only 2 staff trained on the process of emergently certifying kin homes. The plan is to continue with this strategy in the upcoming plan year.

7. Will you continue to implement this strategy as designed?

Yes

No

8. If not, please describe the changes and/or additions:

9. What Permanency Theme is your strategy most aligned with?

*This may be the same theme you identified in last year's Plan Update, or a different theme based on a revised strategy.*

Improve the use of relatives as a placement and permanency (KinGAP) resource.

## Planning Team and Technical Assistance

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Is your planning team still meeting? If yes, how frequently and what stakeholders attend?

The planning team did not meet as frequently during 2020 as the department was intermittently on a reduce staffing status due to the COVID-19 global pandemic. The team began meeting again with some regularity early in 2021. The planning team is comprised of the Director of Services, the Foster Care Supervisor and the two Foster Care Senior Caseworkers.

Describe technical assistance or training, if any, requested by the district to implement this plan. Please be as specific as possible.

none

# Permanency / Family First

## Prevention Services

The Preventive Services data, published by OCFS is needed to complete the data questions, below. This "2019 Bright Spots: Preventive Chapter" data is accessible at: <https://ocfs.ny.gov/reports/sppd/2019-Bright-Spots-Preventive-Chapter.pdf>

### Preventive Services Authorizations

What proportion of the county's children are authorized to receive preventive services?

1. What is the 2018 and 2019 Rate of Preventive Services Authorizations per 1,000 children in Saratoga County? (p. 6-7 of Preventive Chapter data packet)

	2018 Rate of Preventive Services Authorizations	2019 Rate of Preventive Services Authorizations
<b>LDSS</b>	4.75	5.66
<b>New York State</b>	11.53	10.78
<b>Rest of State</b>	8.54	8.2

2. Is your Rate of Authorizations higher or lower than ROS?

- Higher  
 Lower

3. Did your District's preventive services authorizations increase or decrease between 2018 and 2019?

- Increase  
 Decrease

### Preventive Services Impact:

1. What percent of children with a preventive services authorization entered foster care within 365 days of authorization? (p. 16 of Preventive Chapter data packet)

	# of 2018 Preventive Services Authorizations	# of Children who Entered FC within 365 days of Preventive Services Authorizations	% of Children who Entered FC within 365 days
<b>LDSS</b>	225	4	1.8%
<b>New York State</b>	28,171	2,674	5.5%
<b>Rest of State</b>	20,234	1,784	8.8%



2. How does your District compare to the ROS rate? Is your percentage higher or lower?

Higher

Lower

## Underlying Factors: Why is your percent higher/lower than ROS?

In my county, the percent of children who entered foster care within 365 days of Authorized Preventive Services is rate is **Lower** than Rest of State, and we believe this is because:

Saratoga County contracts for services with Berkshire Farm Center and Services for Youth as well as Northern Rivers IAPP program. These programs supplement the amount of services provided and monitored therefore reducing the need for removal to foster care and assisting the family in remaining in tact.

There are often several underlying factors. To determine potential underlying factors, consider the following questions:

### **Business Process Related:**

- What is the "warm hand-off" process from CPS to Preventive Services?
- Is the documented process followed? If no, why; what are the barriers?

### **Service Planning:**

- Do case planning activities involve all relevant family members, including both parents/caregivers, when applicable?
- Is the FASP individualized to family member's strengths, needs and risks; is it updated with new and emerging information, and regularly reviewed with case planner/supervisor?

### **Service Availability:**

- Do available services align with the needs of the children, youth, and families in authorized preventive services? What are the predominant service needs for families? Which agencies align with those needs?
- Are there waiting lists for certain services? If so, how long is the typical wait?
- Are services accessible and provide hours when working parents/caregivers are available?

### **Service Effectiveness:**

- When children, youth, and families access services, what is their level of engagement in those services? (This may be evidenced by the number/percent who leave before the completion of services.)
- What number/percent of families achieve their individualized plan goals?
- If so, which service and/or service providers are more effective?
- What metrics does the LDSS use to monitor service delivery/evaluation effectiveness of

services provided?

Please list the primary factors (practice, process, policy) that potentially impact the effectiveness of preventive services to: a) Avert an impairment or disruption of a family which will or could result in the placement of a child in foster care or b) Reduce the likelihood that a child who has been discharged from foster care would return to such care. c) reduce the likelihood that a child who has been discharged from foster care would return to such care. (New York State Social Services Law (SSL §409))

Potential underlying factors (barriers) that we believe negatively impact the effectiveness of Preventive Services:

- 1.
- 2.
- 3.

Potential underlying factors (bright spots) that we believe support the effectiveness of Prevention Services:

1. contract with voluntary agencies
2. practice
3. strength based service plan

## Strategies and Measures

Strategy for Increasing Effectiveness of Prevention Services	What underlying factor(s) is this strategy intended to impact?	What do you expect will improve as a result of the successful implementation of this strategy?	How will you know your strategy had an impact?	What will you track or document to evaluate your strategy's impact?
<p><b>We will continue to contract with Berkshire Farm as well as Northern Rivers IAPP to provide intensive in home services to supplement the preventive services provided by casework staff in order to continue to prevent placement for youth. The contractual services that are in place have shown a positive impact on keeping the number of foster care placements low.</b></p>	<p>This strategy is intended to impact the placement of youth in foster care.</p>	<p>We expect that the number of children entering foster care will remain low.</p>	<p>We will know the strategy had an impact when the number of children entering foster care remains stable or decreases.</p>	<p>We will track number of placements as well as the number of youth that re-enter foster care.</p>

# Congregate Care: 2020 Strategy Progress

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OCFS' congregate care foster care target: By 9/30/21, no more than 12% of youth in foster care will be placed in congregate care settings (agency-operated group homes, group homes, group residence, or residential treatment centers).

## Track Progress

What was the Congregate Care Target set by Saratoga County in your 2020 County Plan?

20%

What is the current Congregate Care Rate for Saratoga County?

24.6%

*(OCFS provides quarterly updates that reflect placement type for each LDSS)*

## Implement Strategies

What strategies did you plan to implement in your 2020 County Plan for meeting your Congregate Care Target?

*The strategies can be copied directly from the previous year's plan.*

Increase the recruitment and certification of foster homes to decrease the need for congregate care.

Regular review of each foster care case to identify strategies to step children down from congregate care to foster home level of care.

Did you do what you planned?

*Were you able to implement your strategy as designed, or did you change your implementation? If you changed it, or tried something completely different, please explain.*

Due to the COVID-19 pandemic we were unable to hold Foster Parent Training classes as planned. Now that the state has re-opened, the plan is to continue to increase recruitment efforts and certify more foster homes. The plan is to continue with this strategy in the next year.

## Measure Impact

What did you anticipate would happen as a direct result of implementing your strategy as planned?

*Although decreasing the congregate care utilization is the ultimate end outcome, we are looking for the change that will happen as a result of the implementation of your strategy. For example, if your strategy is to change your business process related to placing children in congregate care, the **intermediate outcome** would be more children will be placed in other placement types. This would eventually result in a lower congregate care placement rate.*

We anticipated that there would be less congregate care placements as a result of having more foster homes that are willing to take more difficult youth. We will continue to measure the impact over the next year.

Did the strategy have the anticipated impact?

*Yes or no, please describe.*

Due to COVID-19 and our inability to hold recruitment sessions and foster parent training we are unable to report an impact on this strategy at this time.

# Congregate Care: Adjust/Refine Strategies, if Necessary

Strategy for Meeting Congregate Care Target	What underlying factor(s) is this strategy intended to impact?	What do you expect will improve as a result of the successful implementation of this strategy?	How will you know your strategy had an impact on the intermediate outcome(s)?	What will you track or document to evaluate your strategy's impact?
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## Kinship Foster Care: 2020 Strategy Progress

OCFS' kinship foster care target: By 9/30/21, at least 50% of youth in foster care will be placed in kinship foster homes.

### Track Progress

What was the Kinship Foster Care Target established in your 2020 County Plan?

10%

*(OCFS provides quarterly updates that reflect placement type for each LDSS)*

### Implement Strategies

What strategy did you plan to implement in your 2020 County Plan for meeting your Kinship Target?

*The strategies can be copied directly from the previous year's plan.*

Establish protocol for emergency approval and certification of Kin.

Home finder will interface with CPS to identify families that would benefit from the "Caring for Our Own" training.

Continue to utilize the Wendy's Wonderful Kids program to locate family for freed children.

Did you do what you planned?

*Were you able to implement your strategy as designed, or did you change your implementation? If you changed it, or tried something completely different, please explain.*

We were able to implement 2/3 pieces of our strategy as designed. The home finder will interface with CPS to identify family that would benefit from Caring for our own is a strategy we are still implementing.

### Measure Impact

What did you anticipate would happen as a direct result of implementing your strategy as planned?

*Although increasing the kinship rate is the ultimate end outcome, we are looking for the change that will happen as a result of the implementation of your strategy. For example, if your strategy is to change your business process related to placing children in kinship care, the **intermediate outcome** may be the identification of more kinship resources. This would eventually result in a higher kinship care placement rate.*

We were able to provide deciding together to families interested in becoming foster parents. Foster Care and CPS have worked collaboratively on locating kin. Foster Care continues to train staff on the process of emergently certifying homes.

Did the strategy have the anticipated impact?

*Yes or no, please describe.*

The strategy had some impact. We expect to see an increased impact in the next year.

## Kinship Foster Care: Adjust/Refine Strategies, if Necessary

<b>Strategy for Meeting Kinship Care Target</b>	<b>What underlying factor(s) is this strategy intended to impact?</b>	<b>What do you expect will improve as a result of the successful implementation of this strategy?</b>	<b>How will you know your strategy had an impact on the intermediate outcome(s)?</b>	<b>What will you track or document to evaluate your strategy's impact?</b>
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## Technical Assistance

Describe technical assistance or training, if any, requested by the district to implement this plan. Please be as specific as possible.

None

# Foster/Adoptive Parent Recruitment and Retention Plan, 18 Month Update

This template is designed to guide:

1. A review of the progress your organization has made during the first 18 months of your current Recruitment and Retention Plan, and
2. The development of strategies that will be implemented or continued to support the achievement of your kinship and non-kinship foster and foster/adoptive home recruitment and retention goals.

Throughout the development of this section of the County Plan, we encourage you to analyze the implementation and effectiveness of the strategies that were included in the three-year plan, and determine which strategies should be continued, as well as which ones can be laid aside in lieu of a different strategy. If your county or agency's recruitment needs or priorities have changed since preparing your original plan, please show any revised strategies and/or targets in this update.

While preparing this update, consider whether your county or agency's available foster homes align with the needs and demographics of the children entering foster care (particularly age, race and ethnicity, and placement of siblings together). A sufficient number of available foster homes for older youth and those who may transition from congregate care will support a successful implementation of the Family First Preventive Services Act.

Revitalizing recruitment and retention of kinship, foster, and adoptive parents can be found at <https://ocfs.ny.gov/programs/fostercare/recruitment/strategies.html>.

In the forms below, please enter information for kinship and non-kinship foster homes, including the targets from your original your Recruitment and Retention Plan, the status of the implementation to date, updated strategies you plan to implement in the remaining 18 months of the Recruitment and Retention Plan, and how you will measure the impact/effectiveness of those strategies.

Please be sure to include strategies that address both recruitment and retention of foster and foster adoptive homes.

## Kinship Foster Homes Recruitment and Retention

A kinship foster home is any foster home where the foster parents have a kinship relationship with the foster children. The home may be a certified foster home, a foster/adoptive home, or an approved relative foster home.

<b>Kinship Foster Care Target</b>	<b>Target % to be Achieved in 18 Months</b>	<b>Current Performance</b>	<b>Target % to be Achieved in 3 Years</b>
NYS target: At least 50% of children in foster care will be placed in kinship foster care.	25 %	19.7 %	50 %

Discuss your strategies from your most recent recruitment and retention plan to recruit and retain *kinship* foster homes.

1. **Establish protocol for emergency approval and certification of Kin.**

2. **Establish and implement a review team to verify that all viable options have been explored to achieve a kinship placement before a non-kinship placement is made (prior to placement).**
3. **Establish and implement a secondary level critical review team of one or more persons in a supervisory or management level role to review the efforts made to achieve a kinship placement (after placement). Establish a procedure to assist "kin" with barriers or identified challenges in being able to meet the approval or certification requirements to become a foster parent.**

Discuss your approach to identifying and engaging potential kinship permanency resources, and if those strategies positively impacted achieving your target.

At any time during a CPS investigation when it is determined that one or more children should be removed from the home, the CPS caseworker shall inquire with the parent(s) as to whether there are any relatives, or fictive relatives, who may be available to care for the child, either via direct placement or as a foster parent. These resources may, and should, be provided by the parent(s), but the assigned CPS case worker is responsible for guiding the parents to identify a familial/kin support network to assist the family and possible placement resources. The CPS caseworker will also discuss other potential resources with parents, including those identified by the child, and those resources that have been historically used by the family. A thorough Connections and WMS search will be conducted to locate family members and fictive kin. In the event one parent is deceased, that parents obituary shall be located and relatives listed in the obituary will be considered. The Foster Care Unit will continue to identify kin and additional resources once the case is transferred from CPS. The assigned foster care caseworker must discuss the importance of family involvement with the parents and request a list of all available family resources from each parent. The results of the search for kin must be shared with the court and other appropriate parties, including the attorney for the child

Will you continue with your current Kinship Foster Homes strategies?

- Yes
- No

If not, what changes or enhancements will you make in your strategies to reach your three-year goal?

N/A

## Non-Kin Foster Homes Recruitment and Retention

Enter your Non-Kin Foster Home needs, current performance, and targets from your original Recruitment and Retention Plan.

Summary of Needed Foster Homes	Target # or % to be Achieved in 18 Months	Current Performance	Target # or % to be Achieved in 3 Years
<b>Needed Foster Homes by Age</b>			
Saratoga County needs to increase the number of foster/adoptive homes that will take teenagers age 14 and over.	3 new families/homes	8 new families/homes	6 new families/homes
<b>Needed Foster Homes by Capacity to Foster Sibling Groups</b>			

To increase the number of sibling groups placed together. Saratoga County struggles with placing sibling groups larger than two children together.	10%	60% for two, 0% for 3+	20%
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Discuss your strategies from your most recent recruitment and retention plan to recruit and retain *non-kinship* foster homes.

Build a partnership with local high school administrators, teachers, and PTA to recruit foster/adoptive parents who have experience working with children.

Encourage networking between foster parents who have experience fostering the identified age groups.

Engage our currently certified foster parents to make referrals of people they know who may wish to foster.

Discuss your approach to identifying and engaging potential non-kinship permanency resources, and if those strategies positively impacted achieving your target.

Due to the COVID-19 Pandemic, staffing issues, and the lack of available MAPP training, the strategies from our most recent recruitment and retention plan have only recently been initiated.

Will you continue with your current Non-Kinship Foster Homes strategies?

- Yes
- No

If not, what changes or enhancements will you make in your strategies to reach your three-year goal?

There are no changes to our plan.

## Community Partnerships

Recruitment and retention of kinship, foster, and adoptive parents should be a community effort. Developing a steering committee or collaborative group is strongly suggested. Community partners can include faith-based groups, youth, foster/adoptive parents, LGBTQ service providers, not-for profit organizations, and civic organizations, etc.

Please review your original Recruitment and Retention plan that describes how you have engaged, or plan to engage, your community partners in your recruitment efforts, and what new partners will you seek to engage.

Describe the progress made in the past 18 months in enhancing community partnerships:

Due to the COVID-19 Global Pandemic, staffing issues, and the lack of available MAPP training, the initiatives in our orgionly Recruitment and Retention plan have only just begun. In the past month several churches and a PRIDE group have been contacted.



## Technical Assistance

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Describe any technical assistance needed:

None

# Youth and Young Adult

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## Youth and Young Adult Plan Update

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OCFS encourages county teams to review last year's Youth and Young Adult section through a positive youth development lens. Please use the Touchstone Goals below when reviewing or creating new strategies for the coming year. OCFS seeks to promote positive youth development through quality, multifaceted programming that helps youths learn, thrive, and develop to their fullest potential.

### Youth and Young Adult Indicators chosen in the 2018–2023 Plan:

- Healthy Development:** Teen Pregnancy Rate
  - Healthy Development:** Dependence or Abuse of Illicit Drugs or Alcohol (Ages 12+)
  - Healthy Development:** Needing But Not Receiving Treatment for Alcohol Use (Ages 12+)
  - Healthy Development:** Serious Mental Illness (Ages 18+)
  - Healthy Development:** Serious Thoughts of Suicide (Ages 18+)
  - Healthy Development:** Major Depressive Episodes (Ages 18+)
  - Healthy Development:** Other
  - Academic Success:** Graduation Rate
  - Academic Success:** Other
  - Self-Sustainability:** Youth Aged 18–24 Who Have Public Health Insurance
  - Self-Sustainability:** Households Headed By a Person <25 Years Old Which Are In Poverty
  - Self-Sustainability:** Other
  - Safe Living Conditions** *(Counties who choose this indicator must inform with locally collected data as needed)*
  - Other** *(Counties who choose this indicator must inform with locally collected data as needed)*
- 

### Touchstones

The Commissioners and Directors of New York State's health, education, and human services agencies recognized that a new model characterized by prevention, early intervention and family/youth involvement was necessary to improve outcomes in the areas for which they had responsibility.

The agencies embarked on an effort to develop a common set of measurable goals and objectives that lead to improved outcomes for children and families. From these actions, the Council on Children and Families and its 12 member agencies developed the New York State Touchstones. These touchstones are a common set of goals and objectives that cut across all service systems. They allow individuals and organizations with diverse missions to work together to improve conditions for children and families.

The Touchstones framework is organized by six major life areas:

- Economic Security

- Physical and Emotional Health
- Education
- Citizenship
- Family
- Community

Each life area has a set of goals and objectives representing expectations about the future and a set of indicators reflecting the status of children and families. These goals and objectives are integrally related to each other and call for comprehensive strategies to address any aspect of children and family well-being. [Read more information on Touchstones](#)

### **Positive Youth Development**

Positive youth development is an intentional, pro-social approach that constructively engages youth within their communities, schools, organizations, peer groups, and families; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

Quality youth development programs should include the following features:

- Physical and psychological safety
- Appropriate structure that provides clear limit-setting, rules and expectations
- Supportive relationships
- Opportunities to belong: meaningful inclusion regardless of gender, ethnicity, sexual orientation, or disability
- Positive social norms
- Support for efficacy (ability to produce effects) and mattering (be of importance) by engaging, empowering, and challenging youth to make a difference
- Opportunities for skill-building
- Integration of family, school, and community efforts

Your county's strategies should cut across all disciplines that help children grow from early childhood, through adolescence, and into adulthood to become competent and healthy adults who have developed to their fullest potential.

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1. What strategy or strategies did your county plan to implement in your 2020 Annual Update—Youth and Young Adults County Plan section?

The strategies can be copied directly from the previous year's plan.

1. Strategy #1 was to increase mental health programs, participate in the Saratoga County Suicide Coalition, increase education for self-identification, peer referrals, school and family supports.
2. Strategy #2 was to increase after school programs, safe place out of school time services and prevention education.

2. Did your county fully implement the strategies as planned?

Were you able to implement your strategy as designed, or did you change the way you implemented it? If you changed it, or tried something completely different, please explain.

Programs were challenged in 2020 by the Covid-19 pandemic. Agencies such as CAPTAIN

Community Human Services, Saratoga Center for the Family, Big Brothers Big Sisters of the Capital Region and Catholic Charities did have to adapt their outreach, programming and provisions to meet additional needs of families in unprecedented times. The mental health supports were in even greater demand as youth and families faced complications and changes in employment, education, child care, increased stress, feelings of isolation, etc. Many of the community centers and recreational programs were closed and cancelled due to health and safety precautions. Level funding became increased funding for those that were able to continue programming, as dollars were reallocated from programs that cancelled and rescinded their applications for funding. Technology platforms provided the means for ongoing communication and participation in various professional meetings, which allowed for generating and sharing new ideas, resources and adapting to rapidly changing circumstances.

3. Are there any new or emerging issues that impacted your plan? If yes, please describe the issues and the changes.

Prior to the pandemic shut down, the Saratoga County Suicide Prevention Coalition allowed us a seat at the forefront of planning to address the mental health needs of our youth. The coalition continued distribution of coffee sleeves throughout area coffee shops and the hospital, a resource to our older youth population. The sleeves include a hotline number and listing of local resources with contact information. Plans were in place to increase awareness, educate, inform and advertise local mental health resources on public transportation, in theaters and on a local diner's placemat. Furthermore, a public service announcement (PSA) was created for viewing on television, social media, etc. The challenge that we faced was that this coalition is hosted and organized by Saratoga County Public Health, which became (and still is) inundated by the response to the pandemic health crisis.

4. What did your county anticipate would happen as a direct result of implementing your strategy as it was designed?

As part of the Healthy Capital District Initiative Prioritization workgroup a "Saratoga County Resources and Assets" listing was created and shared. It is specific to local Mental health and Substance abuse resources and proves the partnership of 27 local agencies, which offer in excess of 150 community resources. Agencies and Municipalities throughout the County would continue to provide services, opportunities, supports, positive youth development and juvenile delinquency programming. Through ongoing communication and needs assessment there are opportunities for programs to adjust their offerings in order to meet the needs of the youth at a local level.

5. Did the strategy have the anticipated impact? If so, what was the impact?

Use data you have available as evidence that your strategy did or did not have the desired impact on the intermediate outcome.

Yes, although the lens shifted and needs changed during the progression of the pandemic, the strategy had the anticipated impact. Our community based agencies and municipal recreation programs provided services to 12,675 Saratoga County Youth. Although that is only 55% of the youth served in 2019, it is 65% of the projected number for 2020. State mandates reduced capacity at some points to a mere 25%; therefore reaching 65% under the circumstances is a positive outcome. 69 youth participated in work readiness programs, approximately 2,545 youth participated in a seasonal activity and 231 youth engaged in alcohol and substance abuse prevention programming. Mental health programs exceeded their projected enrollments by serving 1,073 youth and mentoring programs fell just short of their projection by reaching 282 youth. 7,839 youth received academic support services, while 585 were assisted by programs that offer safe places outside of school hours. 51 youth were still able to complete 14 projects,

amounting to 491 hours of community service through their involvement with a community service/youth activism opportunity and 62 vulnerable youth were able to be provided with crisis shelter, obtain a needs assessment, be offered an individual service plan and continuum of care from the provisions of the CAPTAIN Youth Home in Saratoga County.

6. What strategy or strategies does your county plan to implement in the coming year to impact outcomes?

When reviewing your strategies from year one, please consider the following questions to work towards growth: What worked well? How could you modify your strategies to ensure improvements? Please describe any changes and why the changes have occurred. Include any new activities and the evidence you plan to provide to demonstrate the strategy's effectiveness.

Our focus continues to be planning, coordinating and supplementing the activities of public, private, and religious agencies devoted to the welfare and protection of youth. By obtaining input from individuals that provide direct youth service, enhancing the network and relationships that have been formed between Youth Bureau staff, agency staff, and community based organization representatives, we are able to build and implement strategies that maximize positive outcomes for youth. This was by far more evident during unprecedented times as we continued to assist one another, refer families in need to community based resources that could help and provide a broad base of support to youth and families in our community. Collectively, as we continue to develop and increase our collaboration, communication and willingness to share relevant resources and opportunities with partners in various coalitions, local wellness committees and safety councils, we will ensure improvements at all levels of service and implementation.

## Planning Team and Technical Assistance

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Describe the district's planning team and how they assisted in the identification of underlying factors and the development of strategies.

The core planning team includes stakeholders such as, the Saratoga County Youth Bureau, DSS, Probation, Public Health, Mental Health, law enforcement, as well as, representation from public and private community agencies. The Youth Bureau staff also participates as an active member of the Association of New York State Youth Bureaus and the Capital District Youth Bureau Association, to identify needs, issues and trends that effect youth across the state. At the local level, similar activity occurs in which the government agencies, law enforcement, public and private agencies convene to share their broad interactions. The most relevant information comes directly from the youth. Youth voice, whether it be communicated through forums and programs that offer them a platform to share their concerns and ideas, or a place where they can interact with staff or caregivers that can vocalize their issues for them, is the most important element to strategy development. Then, through ongoing communication and a multitude of meetings all parties convene to prioritize the local needs of youth and families throughout our County.

Describe technical assistance or training, if any, requested by the district to implement this plan. Please be as specific as possible.

Continuous support as needed, response time related to requested support, availability of relevant youth development training on currently trending topics. Productivity from the QYDS system not just a keeper of the data; but a producer of outcomes and tracking trends over time. Nothing more specific at this time.



## Person Submitting Report

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*This is the person OCFS will reach out to with questions or feedback.*

Name:

Rebecca Robarge

Title:

Youth Services Specialist

Agency:

Saratoga County Youth Bureau

Email Address:

rrobarge@saratogacountyny.gov

Phone:

518-884-4180

## Services & Needs

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1. Using available data, describe the local RHY population in your county. This includes **all** runaway and unaccompanied homeless youth, not only those accessing services at a RHY program.

*Include information for youth until they turn 21; counties that will allow RHY services to be provided to homeless young adults should include information for young people until they turn 25. Data sources to consider are listed in the [guidance document](#).*

Include, at minimum, the following characteristics:

i. Age

Based on the 2020 Continuum of Care (CoC) Housing Inventory Count and Point-In-Time (PIT) Reports, there were 25 unaccompanied youth in 25 households (22 in emergency shelter, 1 in transitional shelter and 2 unsheltered.) 5 of those youth were under the age of 18. 56% were male and 44% female, 92% white and 8% Black, 88% non-Hispanic/non-Latino and 12% Hispanic/Latino. Also, based on data from the NYS Technical and Education Assistance Center for Homeless Students (NYS TEACHS,) McKinney-Vento liaisons from 12 of the Saratoga County school districts reported 474 total homeless students enrolled in Pre-k through 12th grade during the 2019-2020 school year. The CAPTAIN Youth Home served 62 Runaway/Homeless youth.

ii. Gender identity / expression

In regards to the gender of admitted youth, 32% were male and 68% female. 31% self-identify as CIS-male, 63% CIS-female, 5% identifying as trans-male and 1% identifying as trans-female.

iii. Sexual orientation

The staff did not ask the youth to classify their sexual orientation.

iv. Race / ethnicity

The race/ethnicity of the youth in 2020 showed 68% White, non-Hispanic, 24% Black, non-Hispanic, 5% Multi-racial non-Hispanic and 3% Asian, non-Hispanic. The race/ethnicity of the youth served at the Shelter parallels the County population, as predominately White/non-Hispanic.

v. Child welfare involvement or history

Although their involvement or history in the child welfare system is noted during the intake process, as well as, documented for release of information purposes, it is not statistically tracked.

vi. Place of origin (where is "home" as defined by the youth?)

During the intake process it is documented that 66% were coming from their parent/guardian's home. Other admissions include 11% from a mental health or behavioral health facility, 10% from a friend's house, 5% from a runaway homeless youth crisis services program, 3% from a hospital, 1% from a foster care or group home, 1% from the street, and 1% from a hotel. Almost the same percentage of youth were coming from a family home in 2020, but there is greater change among the other categories noted. Fewer than 11% came from the street, while there was an increase of 10% from a friend's house and an increase of 18% from mental/behavioral health facility, hospital, or RHY crisis services program. McKinney-Vento liaisons from 12 of the Saratoga County school districts reported a 9% decrease in the number of homeless students. 474 students enrolled in Pre-k through 12th grade during the 2019-2020 school year were identified as homeless. 80% were living "double-up" (staying with family, friends or other non-relatives,) 12% in a hotel/motel, and less than 8% sheltered (in emergency or transitional housing) or declared unsheltered (residing in parked cars, campgrounds, temporary trailers and abandoned buildings.)

vii. Estimated number of runaway youth vs homeless youth in the county

Based on data from the NYS Technical and Education Assistance Center for Homeless Students (NYS TEACHS,) McKinney-Vento liaisons from 12 of the Saratoga County school districts reported 474 total homeless students enrolled in Pre-k through 12th grade during the 2019-2020 school year. 99% of the youth served at the CAPTAIN Youth Home in 2020 were considered runaway admissions. Furthermore, based on the 2020 Continuum of Care (CoC) Housing Inventory Count and Point-In-Time (PIT) Reports, there were 25 unaccompanied youth in 25 households (22 in emergency shelter, 1 in transitional shelter and 2 unsheltered.) 5 of those youth were under the age of 18. 56% were male and 44% female, 92% white and 8% Black, 88% non-Hispanic/non-Latino and 12% Hispanic/Latino. Of the 62 youth were served at the CAPTAIN Youth Home in 2020, 99% were considered runaway admissions.

2. List the *three most significant needs* of the local RHY population as defined in question #1. Describe how those needs were identified by the county as the most significant.

*A list of examples is included in the guidance document*

The most significant need of the local RHY population, is seeking resources and skills in order to increase communication in order to deal with conflict they are facing with their parent(s)/guardian(s)/family. The second, includes needing assistance with an identified, or at risk of having, substance abuse disorder. The third, is a complex mental health issue in relation to a youth admitting they have suicidal tendencies; thoughts and/or behaviors. Data was captured to support these needs during the admission process at the CAPTAIN Youth Home in 2020. Similar data for all youth in the County identifies substance abuse and mental health as priorities that need to be addressed and supported.



3. Describe the *resources (services and funds) designed specifically for the RHY population.*

*Do not copy and paste a resource list here.*

i. Describe the **non-residential** resources *designed for RHY.*

Non-residential resources that are available to support the RHY population include CAPTAIN Street Outreach Project (with drop-in centers) and a 24 hour hotline. The Saratoga County Youth Bureau/New York State Office of Children and Family Services allocate funds to a variety of agencies that have the ability to refer youth in need. Additional resources can be found within the County's Social Services, Probation and Family Court Departments. Family counseling and reunification needs are met by CAPTAIN Youth Home, Saratoga Center for the Family, and Mediation Matters; these agencies also provide services that address youth mental health needs, with additional support programs through the Saratoga County Mental Health Clinic, Four Winds Saratoga, and Saratoga Behavioral Health. Trauma-responsive services that are identified in Saratoga County, can be provided by Parson's Family Center Mobile Crisis, Saratoga County Single Point of Access (SPOA,) Saratoga Center for the Family Child Advocacy Center (CAC) and Saratoga County Mental Health. Cases of trafficking and sexual exploitation are identified through the Saratoga County Safe Harbour Program, National Center for Missing and Exploited Children (NCMEC,) the Department of Social Services, CAPTAIN Youth Shelter, local law enforcement and medical personnel. Saratoga County Prevention Council and SPARC address the needs of substance use and abuse. Planned Parenthood and Franklin Community Center are agencies offering curriculum in sexual and reproductive health and health education. Planned Parenthood also assists in identifying and meeting the needs of our pregnant and parenting youth.

ii. Describe the crisis or transitional **residential** resources *designed specifically for RHY.* Include the total number of crisis and transitional beds available to RHY.

When a crisis or transitional bed is needed CAPTAIN RHY Shelter has 8 beds available to serve youth age 13-17 and Shelters of Saratoga can provide 32 beds to young adults that are 18+. The St. Anne Institute Homeless Teen Shelter, provides similar services to this age range. Although transitional independent living supports are not available in Saratoga County, we refer youth age 16-20 to the Wait House in Warren County or to Equinox in Albany County. Affordable housing is becoming more available with the creation of several new projects. For example, in 2019 a supportive housing program became available. It is for young adult's ages 18-25 who are leaving foster care without a permanent place to live, struggling with chronic homelessness, or confirmed victims of human trafficking with no permanent housing options available. CAPTAIN CHS maintains 10 one bedroom apartments supported by case management. Residents will have access to financial assistance, employment readiness and local support services. CAPTAIN and Wellspring address Rapid Re-housing projects.

iii. Describe any resources **operated by county agencies** *designed specifically for RHY (health, mental health, substance abuse, courts, etc.).*

Resources that are operated by Saratoga County that specifically provide resources for Runaway Homeless Youth include: Saratoga County Mental Health being available 24 hours per day for individual and family counseling, referral and emergency action as needed. It provides services via a Clinic, Personalized Recovery Oriented Services (PROS) program, and Saratoga County Alcohol and Substance Abuse service. The Saratoga County Youth SPOA team is designed to identify, screen and connect Care Coordination and Wraparound Services for youth diagnosed with a serious emotional disturbance (SED) who are at risk and/or with history of hospitalization or out-of-home placement, with multi-system involvement or needs, with substantial functional impairments and/or psychiatric symptoms and an unsuccessful history of mental health treatment. The primary goals of Youth SPOA include maintaining high-risk/high-need children in the community with their families and increasing access to community-based services. When a

high-need/high-risk youth has been identified as appropriate for more intensive services as he/she is currently receiving, the SPOA Referral should be completed for access to this level of service in Saratoga County. The SPOA team, consists of community agencies and County Departments that meet bi-weekly, and has the ability to access an array of services to provide case management, respite and intensive in home care to high risk youth.

4. Describe *how* the resources listed in question #3 are coordinated. Include the following in your description:

i. Your plan to address service gaps in 2021.

RHY resources in Saratoga County are continuously reviewed and service gaps are addressed in an ongoing manner.

ii. Any new services or expansion of services planned in 2021.

In 2019, we had an opportunity to expand services by allowing an increase to the length of stay on a case by case basis. There was one individual in 2020, that benefitted from this expanded service, whom had the ability to stay at the Youth Home for 91 – 120 nights in order to increase the probability for successful discharge and align him/her with the services and supports he/she needed. Also, the CAPTAIN Supportive Housing for Homeless Youth (SHHY) project construction was completed in 2020. This program's target population is 18-24 years old and will provide an opportunity for youth leaving or aging out of foster care to homelessness, chronic homeless, and/or homeless victims of trafficking. CAPTAIN will have access to 10 out of 30 units to offer at no or low cost to a young adult. They will have a case manager and onsite support to assist the young person in obtaining their goal of financial stability. These opportunities will continue to be available in 2021.

iii. Where is current information about RHY services made accessible to youth on a 24/7 basis? Include phone numbers, URLs, and other contact information as applicable.

Saratoga County RHY service provisions can be accessed by vulnerable youth on the Saratoga County CSEC App., CAPTAIN and Youth Bureau websites, CAPTAIN's Facebook and Instagram pages, CAPTAIN Street Outreach Project and RHY Shelter, the National Runaway Safeline Hotline, Local Continuum of Care, as well as, school district appointed homeless liaisons.

iv. Please list the steps taken when a youth presents as runaway or homeless. The steps can be detailed below, or a step-by-step protocol can be uploaded in the [Plan Documents area](#).

Saratoga County has a RHY Service Coordinator.

## Municipal RHY Service Planning Process

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1. List the partners consulted by the municipal youth bureau and DSS in composing this plan.

*Suggested partners include but are not limited to: the municipal RHY services coordinator, program managers at OCFS-certified RHY programs, Continuum of Care (CoC) board members, youth advisory board, McKinney-Vento liaisons, etc.*

The partners consulted by the Saratoga County Youth Bureau and LDSS in composing this plan are CAPTAIN Community Human Services, CAPTAIN Youth Home, Saratoga County Community

Services Board, Capital Region Advisory Board on Youth Homelessness, Saratoga County Advisory Youth Board, Saratoga County Human Trafficking Coordinator, Saratoga County Suicide Prevention Coalition, Community Coalition for Family Wellness and Saratoga County's Community Based Organizations.

2. Describe the process used to collect and compile the information provided in this plan.

Resources to consider are listed in the guidance document.

i. List the *tools and data sources* used by the municipal youth bureau and DSS to develop this plan. Please be as specific as possible.

The data sources used by the Saratoga County Youth Bureau and DSS in composing this plan include the RHYA survey of services, annual needs assessment, Advisory Youth Board feedback, input from the Community Services Board, the Saratoga County Suicide Prevention Coalition, data from the Capital Region Coalition to end Homelessness, Continuum of Care (CoC) Housing Inventory Count and Point-In-Time (PIT) Reports and data from the NYS Technical and Education Assistance Center for Homeless Students (NYS TEACHs.) In addition to, the efforts put forth by CAPTAIN Community Human Services, Shelters of Saratoga Emergency Shelter, the WAIT House and the Association of New York State Youth Bureau training. The use of, and interactions with, each of these sources is ongoing and as needed.

ii. Is your municipality involved in "point in time" counts to collect data on the *RHY* population?

Yes

No

If yes, please consider sharing any outcome documents with OCFS at [RHY@ocfs.ny.gov](mailto:RHY@ocfs.ny.gov) or by uploading them to this plan.

## Municipal Information

**Note:** Detailed descriptions of these questions and their implications on funding are included in the guidance document

1. Select the maximum length of stay certified residential crisis services programs eligible for municipal RHY funds will be allowed to offer *runaway youth in crisis shelters* without filing a petition pursuant to article 10 of the Family Court Act:

For more information please refer to 19-OCFS-ADM-06.

**30 days** for any youth, or up to **60 days** with consent in writing from youth and parent, guardian, or custodian

**60 days** for any youth 14 years or older, or up to **120 days** with consent in writing from youth and parent, guardian, or custodian

Not applicable

2. Select the maximum length of stay certified residential Transitional Independent Living Support Programs (TILPs) eligible for municipal RHY funds will be allowed to offer *homeless youth*:

For more information please refer to 19-OCFS-ADM-05.

- 18 months
- 24 months
- Not applicable

3. Indicate whether the county will allow TILPs eligible for municipal RHY funds to provide residential services to *homeless youth under 16 years old* on a case-by-case basis.

*Note: In each instance the RHY Service Coordinator is required to notify OCFS per 19-OCFS-ADM-05.*

- Yes
- No
- Not applicable

4. Indicate whether the county will allow any RHY program included in this plan to make services available to *homeless young adults* (up to age 25).

*Note: Residential RHY programs must be certified by OCFS to serve homeless young adults.*

- Yes
- No

i) If the county will **not** allow RHY programs receiving municipal RHY funds to provide services to homeless young adults, briefly explain why that decision was made:

Saratoga County has chosen not to make RHY services available to Homeless young adults (defined as a person who is between the ages of 21-24 years old) at this time because it is not deemed developmentally appropriate to offer housing to this population at the same time as housing Runaway and/or Homeless Youth (defined as a person under the age of 18 years old.) The physical plant of our Youth Home cannot provide separate living arrangements for both simultaneously. Homeless young adults in need of services would be referred to Shelters of Saratoga.

5. List the following information for the RHY service coordinator and any additional designees who are permitted to provide any required notice to OCFS per policies 19-OCFS-ADM-05 and 19-OCFS-ADM-06:

<b>Name</b>	<b>Agency or Organization</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>
Wes Carr	Saratoga County Youth Bureau	Director	wcarr@saratogacountyny.gov	518-884-4180
Andy Gilpin	CAPTAIN Community Human Services	Executive Director	andy@captaincares.org	518-371-1185
Rebecca Robarge	Saratoga County Youth Bureau	Youth Services Specialist	rrobarge@saratogacountyny.gov	518-884-4180

# RHY Service Coordinator

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## 1) Designation and duties of the municipal RHY services coordinator

Coordinator's Name:

Rebecca Robarge

Agency or Organization:

Saratoga County Youth  
Bureau

Unit, division, bureau, or office in which the position is  
located:

152 West High Street,  
Ballston Spa, NY 12020

Percentage of time spent on RHY service coordinator  
duties (% FTE):

10%

The municipal RHY service coordinator is also the municipal youth bureau director.

A copy of job description / responsibilities as maintained by the employer has been uploaded to this plan.

## 2) Describe **how** the county monitors certified residential RHY programs to confirm youth's educational needs, including transportation to and from educational programs, are being met in accordance with the McKinney-Vento Homeless Assistance Act.

*For more information please visit [NYS-TEACHS](#).*

Written policies and procedures describe the services and delivery methods that are in place to meet the needs of all youth in care. Individual needs are identified upon referral and intake. The case management team documents every need identified and an individual plan is put in place to meet those needs. Services will include immediate needs and safety, in addition to, a spectrum of services that span from medical and educational to transitional and recreational. Youth engage in setting their own goals and develop plans to obtain meeting them. Case files, anecdotal notes and successful discharge from the Youth home is testimony confirming that youth have access to needed services. The RHY Service Coordinator monitors the residential program by using ongoing and as needed communication with the Executive Director and Associate Executive Director of the CAPTAIN Community Services agency, as well as, the staff at the CAPTAIN Youth Home. 2 annually scheduled site visits occur, at which a physical plant walk through is completed, along with review of staff and youth files. Drop in visits occur as needed.

# Crisis Services Programs (RHY Crisis Shelters and

Saratoga County: Runaway and Homeless Youth Services

# Interim Family Programs)

## CAPTAIN Youth Home

Address		Program Director		Operating Certificate Number	
2818 Route 9 Malta, NY 12020		Lori Rhodes 518-371-1185 lori@captaincares.org		2364	
<input type="checkbox"/> The county contracts with this program for RHY services. <input type="checkbox"/> The county contracts with this program for PINS respite services. <input checked="" type="checkbox"/> This program will receive OCFS RHY funds in the plan year.					
Ages of youth the program is certified by OCFS to serve:				Under 18	
Maximum length of stay offered to runaway youth by the program:				60-120	
Maximum Bed Capacity: Certified			Maximum Bed Capacity: Operating (projected)		
Target population		All persons	Target population		All persons
8		9	8		9

# Transitional Independent Living Programs (Supported and Group Residences)

No programs were entered.

# Non-Residential Programs

Please provide the following information about each of the OCFS-funded non-residential RHY programs and services that operate within your municipality. A data dictionary is available for your reference.

Program Name:

Program Address:

Program Contact Name:

Program Contact Phone Number:

Program Contact Email:

Hours of accessibility to RHY population:

Target Population (age and other relevant demographics):

Non-residential RHY Services Provided:

## OCFS Support

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How can OCFS better support your county's response to RHY and young adults?

*Consider support surrounding training, technical assistance, program development, standardizing tools, best practice, positive youth development, cross-system collaborations, etc.*

OCFS can better support our municipality's response to RHY and young adults by continuing to provide allocations that support CSEC, RHYA, Positive Youth Development and Delinquency Prevention. Additional allocations and provisions that support continued education and training, sharing of best practices and success with cross-system collaboration, as well as, the development of standardized tools, followed by technical assistance that supports all of the above. CAPTAIN Community Human Services has identified the need for additional web-based trainings that are readily accessible to assist in maintaining the level of training required and enhance the knowledge and skills of shelter administration and staff.

# PINS Diversion Services

The PINS Reform Law (Chapter 57 of the Laws of 2005) requires that a Local Department of Social Services (LDSS) Consolidated Services Plan or Child and Family Services Plan (Integrated County Plan) include a Persons In Need of Supervision (PINS) diversion services section. PINS reform legislation (ELFA Part K of 2019) includes the elimination of the use of detention for PINS youth as of January 1, 2020.

These requirements apply to all localities and support increased community-based services to PINS youth and families, and collaboration at the local and regional level to develop effective responses to status offenders and their families.

Please note that the information in this form is specific to the *PINS Diversion Services population and process* in your locality or jurisdiction, **not** to the post-petition PINS population or the juvenile delinquent (JD) population.

**Please note that many sections of the PINS Diversion Services Plan have been pulled forward from the 2020 submitted and approved PINS Diversion Services Plan for your convenience. This does require you to amend information that is no longer applicable and/or updated for 2021.**

## Designation of Lead Agency

*Counties should configure their PINS diversion services according to their individual efficiencies and strengths. The designation may be changed in the future through an update to the plan or at the time of the next plan submission. While the LDSS is required to identify one lead agency, cooperative procedures may require other agencies to perform certain functions or services.*

Select the Lead Agency for PINS Diversion Services:

Probation

LDSS

This is a change in Lead Agency for 2021.

## Inventory of PINS Diversion Service Options

*Describe PINS diversion services that are available in your county and indicate whether a service gap exists. For each service, include the geographic area (countywide or specific cities or towns). Please note that the first four service categories are required. Counties may coordinate efforts with providers to establish regional services.*

Service Category	Service Gap
<b>Residential Respite (required)</b>	
<p><b>Providers:</b> Captain Youth Shelter</p> <p><b>Geographic Area:</b> Saratoga County</p>	<p><input type="checkbox"/> There is a service gap in this service</p>



<b>Limitations:</b>	
During the past year (2020-2021), COVID-19 guidelines have limited our ability to use CAPTAIN YOUTH SHELTER as the availability of beds has been problematic.	
<b>Crisis Intervention—24 hours per day</b>	
<b>Providers:</b> Berkshire Farm Center & Services for Youth  <b>Geographic Area:</b> Saratoga County  <b>Limitations:</b>  N/A	<input type="checkbox"/> There is a service gap in this service
<b>Diversion Services / Other Alternatives to pre-dispositional placement (required)</b>	
<b>Providers:</b> KMG Monitoring  <b>Geographic Area:</b> Saratoga County  <b>Limitations:</b>  N/A	<input type="checkbox"/> There is a service gap in this service
<b>Conducts sexual exploitation screening and assessment (required)</b>	
<b>Providers:</b> Saratoga County Probation conducts sexual exploitation screening and assessment PINS cases. When Berkshire Farms Center and Services for Youth Prevention programs are involved with our PINS youth, they also complete sexual exploitation screening and assessment. These cases are reported to the Safe Harbor Law Enforcement Coordinator.  <b>Geographic Area:</b>  <b>Limitations:</b>  N/A	<input type="checkbox"/> There is a service gap in this service
<b>Alternative Dispute Resolution Services (optional)</b>	
<b>Providers:</b> Mediation Matters  <b>Geographic Area:</b> Saratoga County  <b>Limitations:</b>  N/A	<input type="checkbox"/> There is a service gap in this service

**Other Services—including those to prevent and intervene with youth exhibiting runaway behaviors**

<p><b>Identify and Describe Service Category:</b>                  Captain Street Outreach Services - Captain Street Outreach Services is typically utilized for youth that are identified as possible homeless and/or trafficking victims. Captain's Outreach workers connect with these youth in cases where Probation has contacted Safe Harbor. This is an added support that offers the youth: •Street-based outreach and education •Crisis intervention •Access to emergency shelter and/or assistance with alternative housing •Basic survival tools (clothing/food/hygiene) •Individual assessments and case management •Referrals to needed services, such as medical services, family counseling, sexual assault and crisis rape relief counseling, and drug and alcohol counseling •Coordination with community partners such as schools, law enforcement, local youth and adult emergency shelters, and transitional living programs •Housing, employment, and transportation assistance •Relationship-building with trustworthy adults •Follow-up support</p> <p><b>Providers:</b>                  Captain Street Outreach Services</p> <p><b>Geographic Area:</b>                  Saratoga County</p>	<p><input type="checkbox"/> There is a service gap in this service</p>
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**Other Services—including those to prevent and intervene with youth who are truant**

<p><b>Identify and Describe Service Category:</b>                  Mental/Behavioral Health Crisis Intervention. Mobile Crisis Response Services assists adults, children, adolescents, and their families in resolving crisis situations and helps to avert unnecessary hospitalization and emergency room visits by stabilizing the crisis in the most normalized, least restrictive setting appropriate to the individual's needs. Mobile Crisis Response Services teams function within a continuum of related services comprising viable partnerships with the goal of an integrated crisis system in order to meet the needs of all adults, children, adolescents, and their families more appropriately. Their treatment approach is grounded in family systems, solution-focused, and crisis intervention theories, and is implemented in a manner that is person-centered, family-focused, community-based, culturally sensitive, and strength-based.</p> <p><b>Providers:</b>                  Northern Rivers Mobile Crisis Response Team Services</p> <p><b>Geographic Area:</b>                  Saratoga County</p>	<p><input type="checkbox"/> There is a service gap in this service</p>
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# PINS Diversion Services Procedures

Please provide a description of the following procedures, including any collaborative team processes.  
*Record the agency that is responsible for each procedure and a brief description of how each procedure will be provided.*

PINS Diversion Services Protocol	Responsible Agency(ies)
<b>a. Determines the need for residential respite services and need for alternatives to pre-dispositional placement</b>	
<p><b>Describe how provided:</b></p> <p>Referrals are made to <b>CAPTAIN Youth Shelter</b> by the Probation Department when a youth and their family are in crisis, struggling at home or in the community, and are in need of a safe environment where they can temporarily work through identified issues/resources. Eligible youth will be identified during the PINS intake process. Additionally, Street Outreach Workers are available to youth to assist in coordinating services with community partners such as schools, law enforcement, local youth and adult emergency shelters, and transitional living programs; to assist in the access to emergency shelter and/or assistance with alternative housing; and to provide Street-based outreach and education. During the past year, the COVID-19 pandemic has caused some difficulty in utilizing CAPTAIN Youth Shelter as it is our understanding that there has been a larger homeless population being served during the pandemic, causing there to be less/no availability of bed space.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other
<b>b. Provides an immediate response to youth and families in crisis (includes 24 hours a day response capability)</b>	
<p><b>Describe how provided:</b></p> <p><b>Berkshire Farms Center and Services for Youth</b>, in conjunction with Probation, will provide a 24 hours a day response through the use of their Family Specialists/On-call worker to youth and families in crisis after hours. Families who are identified to require crisis intervention services are given an on-call phone number that they can access when in crisis. Law Enforcement agencies have also been provided on-call numbers and are also able to reach out to on-call workers relative to crises that occur with the youth and families of Saratoga County. Berkshire Farms Center and Services for Youth also conducts a sexual exploitation assessment of all youth that are referred to them. It should be noted that the Berkshire Farm prevention programs have been instrumental during the COVID-19 pandemic in that they continued to see youth and families face to face during this difficult time and took above and beyond collaborative measures to work with Probation, youth, families, and available community resources to ensure positive outcomes. They did so, often, with risk to their own well-being.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other
<b>c. Serves as intake agency—accepts referral for PINS diversion services, conducts initial conferencing, and makes PINS eligibility determinations</b>	
<p><b>Describe how provided:</b></p> <p>Saratoga County Probation Department accepts school-based, parental, and possession of marijuana PINS referrals for youth residing in Saratoga County. Parental PINS referrals are required to participate with Mediation Matters before opening the referral, when appropriate. Upon meeting with the youth and family on a school PINS referral, or a parental intake referral, when mediation has not been successful, the Rapid Indicator Tool/Full assessment tool is used to assess sexual exploitation, a YASI pre-screen assessment is conducted. Cases, whereby sexual exploitation is a concern, are referred to the Safe Harbor Law Enforcement Coordinator for Saratoga County. Also, when the YASI assessment yields a medium or high-risk score, the youth and their family are referred to appropriate resources based on the instrument's targeted areas of concern as related to the presenting issue. When a YASI assessment yields a low-risk score, appropriate</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other

recommendations are made and the case is typically closed right away. It should be noted that during the COVID-19 pandemic, virtual meetings were held when face-to-face contact was not possible due to CDC guidelines.

**d. Conducts assessment of needs, strengths, and risk for continuing with PINS behavior**

**Name of assessment instrument used:**

- YASI
- YLSI
- Other

- Probation
- LDSS
- Other

**Describe how provided:**

Saratoga County Probation Department conducts YASI pre-screen assessments on PINS cases that are opened. The pre-screen assessment is conducted during the intake appointment. When a YASI pre-screen yields a score of Moderate or High Risk, the Probation Department conducts a full assessment screening and begins the case planning process. For each case, the Rapid Indicator Tool/Full assessment tool is also used to assess for possible sexual exploitation.

**e. Conducts sexual exploitation screening and assessment**

**Name of screening instrument used:**

- Rapid Indicator Tool
- Child Sex Trafficking Indicators Tool
- Other

- Probation
- LDSS
- Other

**Describe how the screening instrument is administered and what training has been provided:**

POs conduct the Rapid Indicator Tool at the commencement of PINS intake, gathering information from schools, family members and the youth while watching for flagged areas based on that information. Saratoga County has worked closely with Safe Harbor and has attended yearly full day trainings/discussions at Skidmore College. The juvenile POs have also participated in the PINS 2020 webinar series in December 2019 which was hosted by DCJS.

It should also be noted that when a youth is referred to Berkshire Farms Center and Services for Youth prevention program, they are, again, evaluated by the Family Specialist.

**f. Works with youth and family to develop case plan**

**Describe how developed:**

Through the use of motivational interviewing, the Probation Department, the youth, and the family develop a case plan to address the identified risk areas which are related to the presenting issue. This process is done during a series of appointments/communications with the youth and family, as well as with collateral contacts. When a youth is identified as needing the intervention of Berkshire Farm Center and Services for youth (aka BFC), BFC and the Probation Department collaborate in editing the case plan as needed. This is done through phone calls, emails, in-person contact and monthly team meetings, which include the Probation officer, the family specialist, and the probation and BFC supervisors.

- Probation
- LDSS
- Other

<b>g. Determines service providers and makes referrals</b>	
<p><b>Describe how provided:</b></p> <p>Through the utilization of evidence based YASI-Caseworks, cases are screened yielding a risk level which identifies areas of risk, as well as protective factors. From this screening, the youth and family, with the assistance of the Probation Officer, develop a case plan and identify appropriate resources to address the areas of risk. When Berkshire Farms Center is identified as a resource, both agencies collaborate to determine which service providers will be most appropriate for each youth/family. Furthermore, our juvenile officers also have access to the evidence based GAINS-SS instrument to help identify behavioral health risk levels/needs.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input checked="" type="checkbox"/> Other Berkshire Farm Center and Services For Youth
<b>h. Makes case closing determination</b>	
<p><b>Describe how provided:</b></p> <p>The Saratoga County Probation Department makes the final case closing determination, though when Berkshire Farm Center and Services For Youth is actively involved, the two agencies discuss individual cases to determine if case plan goals have been met. This is typically done during a monthly team case review. During the COVID-19 pandemic, these case conferences continued, virtually.</p>	<input checked="" type="checkbox"/> Probation <input type="checkbox"/> LDSS <input type="checkbox"/> Other

## PINS Diversion Services Plan

### A. Planning Activities

Briefly describe all PINS Diversion Services—Strategic Planning activities the locality has engaged in related to this current plan. Include every organization in the county that is involved to date in the PINS Diversion Services planning process and how this plan aligns with the county Youth and Young Adult Services plan and the Runaway and Homeless Youth plan. Schools, law enforcement officials, the local family court, respite service providers, youth bureaus, community-based organizations, runaway and homeless youth providers, anti-trafficking providers, dispute resolution center partners, and others are critical partners to the planning process.

Describe the collaborative process for the development of the PINS Diversion Services Plan and MOU:

Saratoga County Probation has a Probation Officer assigned to each school district, including both BOCES (Hudson Falls and Saratoga Springs) Probation Officers meet with administrators regularly, collaborating with staff members relative to planning for each student referred to Probation. There are also 5 Family Specialists (BFC) providing services to the youth in Saratoga County. During the COVID-19 pandemic, virtual meetings were held in place of face-to-face meetings in order to provide a continuum of services.

List stakeholder and service agency involvement in strategic needs assessment and planning:

The Probation Department and the Department of Social Services maintain regular communication in terms of planning. Berkshire Farm, DSS, and Probation met virtually to discuss outcomes. Berkshire Farm is also involved when needed and appropriate.

### B. PINS Diversion Services Population

Please define the PINS Diversion Services population in your county for calendar year 2020. Specifically,

please provide the following as whole numbers (not %):

Number of PINS Diversion Services cases carried over from previous year:

7

Number of Total PINS Diversion Services referrals:

36

Number of PINS Diversion Services referrals filed by parents:

14

Number of PINS Diversion Services referrals by schools:

22

Number of PINS Diversion Services referrals by police:

0

Number of PINS Diversion Services referrals by victim:

0

Number of PINS Diversion Services referrals other sources:

0

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Please identify other sources:

0  
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Number of Total PINS Diversion Services cases closed:

30

Number of PINS Diversion Services cases closed as Successfully Diverted:

22

Number of PINS Diversion Services cases closed as Unsuccessful and Referred to Petition:

3

Number of PINS Diversion cases closed for other reasons (include Withdrawn and Terminated with Bar to Petition):

5

Number of PINS Diversion Services cases that remained open at end of calendar year:

6

### C. Data Collection

How was data collected?

The data was collected using the data in Caseload Explorer.

### D. Pre-PINS Diversion Efforts

Youth with PINS behavior and their families are engaged in services and supports in an attempt to address

the presenting issues, as an alternative to proceeding with a PINS complaint.

Is your county providing any pre-PINS diversion services or supports?

Yes

No

If "Yes" please list and describe the service and the location:

In 2020, Saratoga County Probation Department conducted 36 pre-PINS meetings in the Saratoga County school systems. When students were identified as being at risk of referral to Probation as a PINS intake, Probation Officers would meet with school administrators, families, and students to discuss the PINS process and to identify possible pre-PINS steps that should be taken by the school and/or family before filing a PINS application. Schools are encouraged to utilize this process early on to ensure the best possible outcome.

Saratoga County Probation Department also has a daily "duty" probation officer to address workday PINS phone calls and email inquiries, as well as parental PINS walk-ins looking for information about available services and/or the PINS intake process. Duty Officers (POs) often meet with parents and youths that walk in to discuss the criteria and process of filing a PINS application, the services available to applicants, and to discuss possible steps that the family/youth can take to avoid having to file a PINS application.

Saratoga County Probation Department also utilizes Mediation Matters for parental PINS complaints that do not have CPS involvement and/or severe youth substance abuse involvement. Mediation Matters is utilized as the first step for parents who are considering following through with a PINS application/intake services and allows the family and youth to mediate an agreement that might alleviate the need for intake services.

It should be noted that the COVID-19 pandemic greatly reduced the number of pre-PINS meetings due to school closures and their need to navigate the uncharted territory of virtual learning.

Number of youth who received Pre-PINS services in calendar year 2020:

36

## E. Needs Analysis

Include a summary of the data and the analysis used to determine the needs of the PINS Diversion Services population.

*List data sources (e.g., Communities That Care, youth assessment and screening instrument aggregate reports, PINS/complaint [source or type] information, status at closing, cases referred for petition, etc.). Specify whether the findings relate to county, city, town, neighborhood, school or other specific groups within the PINS Diversion Services population. Describe any conclusions drawn or changes made to strategies to address the needs of this population. Data collected through the needs assessment process can be useful in selecting outcomes in the next section. **Include how the local assessment may have shifted related to the PINS reform legislation of 2019.***

As in previous years, we do not currently have aggregate data for the PINS mental/behavioral health population, one of the gaps that is often shown to be an area of risk in the YASI screening and in working with the PINS population is the area of mental health. The need for mental health services/programs continues to be a concern shared by all parties involved in serving the PINS population. There continues to be a need for interventions to address a shortage of programs for adolescents with chronic, long-term mental health disabilities and/or those that have had multiple hospitalizations. It has been our experience that these youth often fall into a gap related to the lack of services ranging from mental health respite to long-term care. As a result, these youth continue to wind up being addressed by law enforcement and the juvenile justice system.

## F. Desired Changes

List desired changes in community, family, or individual behaviors or conditions in terms that are specific, measurable, achievable, realistic, and timely. Identify the intended outcomes to be achieved for the PINS

Diversion Services population. Outcomes should be derived from the aggregate needs, and could include specific populations (e.g., truants, ungovernable youth, females, males, special education youth); specific PINS Diversion Services processes (e.g., pre-PINS collaborative work, improved service timelines, improved services, focus on evidence based interventions); or aggregate data based outcomes (e.g., reduced number of PINS referred to petition, reduced parental PINS, reduced school PINS, or reduction in specific YASI risk assessment scores). It is important to note that the outcomes in this section are **only** for the **PINS Diversion Services population and/or process**.

For each outcome:

1. Identify the specific raw number or percentage change indicator sought for that outcome.
2. Identify quantifiable and verifiable outcomes of the desired change in conditions or behaviors for the PINS Diversion Services population.
3. Describe the strategies to be implemented to achieve the identified indicator and outcome. Each strategy should include the timeframe for completion, and a designation of who is responsible for implementation.

Desired Change	Numerical or Percentage Change Sought	Identify Outcome (for PINS Diversion Services population)	Strategy / Plan to achieve (who, what, and when)
<b>Change #1</b>			
<p>The youth of Saratoga County with Mental/Behavioral Health Disorders will more appropriate/long term care services available to them. Less youth with Mental/Behavioral Health Disorders will wind up in the Family Court System as they will be referred to appropriate resources that appropriately meet their needs.</p>	<p>75%</p>	<p>The GAIN-SS evidence based assessment tool will clearly identify youth with Mental/Behavioral Health Disorders, and will enable the Probation Officer to make an appropriate referral without guesswork. Having the appropriate services in place will reduce the number of youth having Mental/Behavioral Health Disorders from involvement in the Juvenile Justice System.</p>	<p>Saratoga County Probation is working with Columbia University &amp; Chestnut Health Systems in a pilot program that was implemented in late Spring 2019 whereby the Probation Department has had access to the GAIN-SS evidence-based assessment tool/ This tool has given us the ability to assess and identify youth who would be flagged as having one or more behavioral health disorders. Once assessed and identified, the Probation Department will follow a specific pathway for addressing each of the specified Classes of behavioral health disorders (Class 1, Class 2, or Class 3)</p> <p>It should, however, be noted that due to the COVID-19 pandemic, face-to-face contacts were greatly reduced during 2020, and the GAIN-SS was not utilized to the extent that we had hoped for.</p>
<b>Change #2</b>			



Implementation of the Parenting Project to coach and train parents in communication, keeping youth safe in a technological world, trafficking issues/signs, setting limits, and following through with appropriate consequences for behavioral issues.	75%	Saratoga County will have an effective parenting program that identifies and coaches parents through issues that are present in the culture/climate that our youth are facing. Issues that may include: Communication, keeping youth safe in a technological world, trafficking issues/signs, setting limits, following through with appropriate consequences for behavioral issues.	DSS and Probation are currently speaking/planning with a local service provider relative to participating and certifying in a training, The Parent Project, and using this certification to provide a mandatory parenting class for parents of PINS youth/CPS parents.  Unfortunately, the COVID-19 pandemic halted the implementation of this plan and the grant that would be utilized was terminated. Finding another financial source for this program would be necessary as a first step to complete this goal.
<b>Change #3</b>			

**G. Technical Assistance / Other PINS Related Information for OCFS and DCJS**

Describe any technical assistance and/or training requested to implement this plan. Please be as specific as possible.

Our department welcomes any available training resources relative to implicit bias, disparity, and LGBTQIA. We have found some resources on our own, but are open to any training resources OCFS/DCJS have available.

Describe any technical assistance needs related to improving equity / addressing disparities in PINS Diversion Services. Please be as specific as possible.

Training resources relative to implicit bias, disparity, and LGBTQIA.

Also, describe any additional information you wish to bring to the attention of OCFS and DCJS regarding **PINS Diversion Services**.

None

**H. PINS Diversion Services Plan County Contact**

Please provide the name, title and email address of the county contact for the PINS Diversion Services plan.

Name:

Steven Bayle

Title:

Probation Director

**Saratoga County:** PINS Diversion Services

Email Address:

sbayle@saratogacountyny.gov

# Adult Services

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**Please select one of the APS goals you chose to address in your 2018–2023 Child and Family Services Plan address the following questions for it:**

Select one of the goals from your 2018–2023 Plan:

- Goal 1:** Vulnerable adults who self-neglect or are abused, neglected, or exploited by others will be identified, have their living situation thoroughly investigated, and be protected.
- Goal 2:** APS will pursue appropriate legal interventions to address situations where impaired adults are at risk of harm, are unable to make informed decisions, and are refusing necessary services.
- Goal 3:** APS will utilize multi-disciplinary teams and community resources to improve investigations, assessments and service delivery to reduce risk and protect vulnerable adults.
- Goal 4:** APS will provide protective and residential services in the least restrictive manner that will effectively protect vulnerable and dependent adults, balancing adults' rights to self-determination against need to seek protection of at-risk persons lacking capacity.
- Goal 5:** Youth aging out of foster care or other child welfare services who could benefit from Adult Services as they reach adulthood will be identified, have their needs assessed and be protected.

Identify the strategy(s) you proposed for year one (can be copied from your CFSP submission):

Adult protective casework staff will assess each referral received in a timely manner entering progress notes into ASAP contemporaneously. Article 81 referrals and petitions seeking to appoint the Commissioner as guardian will be thoroughly vetted to determine if an alternative appointment may exist. Casework staff will utilize social platforms along with internet resources to identify potential individuals willing to perform the duties of guardian should they be deemed necessary. Cases will be conferenced with the Saratoga County attorney's office to determine if legal action should be initiated with Article 81's and POA revocations. The multi County EMDT will be utilized along with the Financial Crimes Unit of the NYSP to discuss potential financial exploitation cases.

Have you implemented the strategy(s) you proposed for year one? If not, why not?

Yes. Saratoga County Casework staff initiate timely assessments entering notes into ASAP. Casework staff promptly begin the challenge of identifying and securing alternative individuals to act as guardian should the courts deem them to not have capacity. ASAP staff utilize resources to search out family members or individuals to agree to perform the tasks of guardian. Letters of notification are sent to the District Attorneys office each time a referral is made to Law Enforcement when there is suspected exploitation of a vulnerable adult.

Were the activities associated with your strategy(s) successful (so far)?

Saratoga County Casework staff have secured family members, friends and relevant individuals to act as guardian when the court has deemed an individual to not have capacity to manage their affairs and the petition filed was seeking to have the Commissioner appointed guardian of person and property. In cases of suspected financial exploitation referrals to Law Enforcement as well as notification to the DA's office were completed.

How do you know? How did you measure your success and was there an Administrative review by the Director of Services, Deputy Commissioner or the Commissioner?

The ASAP Log is reviewed on a regular and consistent basis. Weekly updates are provided to the Administrative team which includes the Director of Services, Deputy Commissioner and Commissioner. Success is measured by the number of guardianship petitions seeking to have the Commissioner named as guardian versus the actual number of petitions where the Commissioner is appointed as permanent guardian.

At this point, do you believe that a strategy needs to change? Is there an obstacle which is interfering with your activities / strategy(s)?

Strategies will remain the same.

What will you do instead?

A new Goal will need to be selected

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**Please select one of the APS goals you chose to address in your 2018–2023 Child and Family Services Plan address the following questions for it:**

Select one of the goals from your 2018–2023 Plan:

- Goal 1:** Vulnerable adults who self-neglect or are abused, neglected, or exploited by others will be identified, have their living situation thoroughly investigated, and be protected.
- Goal 2:** APS will pursue appropriate legal interventions to address situations where impaired adults are at risk of harm, are unable to make informed decisions, and are refusing necessary services.
- Goal 3:** APS will utilize multi-disciplinary teams and community resources to improve investigations, assessments and service delivery to reduce risk and protect vulnerable adults.
- Goal 4:** APS will provide protective and residential services in the least restrictive manner that will effectively protect vulnerable and dependent adults, balancing adults' rights to self-determination against need to seek protection of at-risk persons lacking capacity.
- Goal 5:** Youth aging out of foster care or other child welfare services who could benefit from Adult Services as they reach adulthood will be identified, have their needs assessed and be protected.

Identify the strategy(s) you proposed for year one (can be copied from your CFSP submission):

Youth aging out of Foster Care or other child welfare services who could benefit from Adult Services as they reach adulthood will be identified, have their needs assessed and be protected. These individuals would benefit by being identified and assessed for ongoing services to ensure they receive supports to gain independence and achieve self sufficiency.

Have you implemented the strategy(s) you proposed for year one? If not, why not?

Yes. Regular and consistent contact with Childrens services is maintained to identify youth who could benefit from services. Once identified monthly pre discharge meetings will be held with the youth that express they wish to live independently.

Were the activities associated with your strategy(s) successful (so far)?

Yes. Ongoing conversations with Foster Care and Childrens Services help with the pre planning stages for youth who express they would like to live independently in the community.

How do you know? How did you measure your success and was there an Administrative review by the Director of Services, Deputy Commissioner or the Commissioner?

Monthly pre discharge planning meetings will be held once a decision has been made by a youth in care that say they want to live independently. Applications for providers will be submitted prior to discharge. Adult Protective services will assess each case for the need for ongoing support and oversight. Casework staff will participate in monthly discharge planning updating on status and providing updates as progress is tracked. Yearly review will occur with Supervisory and Administrative oversight.

At this point, do you believe that a strategy needs to change? Is there an obstacle which is interfering with your activities / strategy(s)?

At this point our strategy will remain the same.

What will you do instead?

A new Goal will need to be selected

# Child Care

The Child Care section of the plan is effective on the date that it is approved by OCFS. The approval date for the Child Care section of the plan can be found on [the OCFS website](#).

## Appendix K: Child Care Administration

Describe how your district is organized to administer the child care program, including any functions that are subcontracted to an outside agency.

### 1. Identify the unit that has primary responsibility for the administration of child care for:

- a. **Public Assistance Families:** Foster Care- Child Care Unit
- b. **Transitioning Families:** Foster Care - Child Care Unit
- c. **Income Eligible Families:** Foster Care- Child Care Unit
- d. **Title XX:** Childrens Services

### 2. Provide the following information on the use of New York State Child Care Block Grant (NYSCCBG) Funds.

Item	Amount
a. <b>FFY 2019-2020 Rollover funds:</b> <i>(available from the NYSCCBG ceiling report in the claiming system)</i>	\$1112367.00
b. <b>Estimate FFY 2020-2021 Rollover Funds:</b>	\$1424543.00
c. <b>Estimate of Flexible Funds for Family Services transferred to the NYSCCBG:</b>	\$0
d. <b>NYSCCBG Allocation 2021:</b>	\$2188623.00
e. <b>Estimate of Local Share:</b>	\$30127.00
<b>Total Estimated NYSCCBG Amount:</b>	\$1906574.00
f. <b>Subsidy:</b>	\$1811246.00
g. <b>Other program costs excluding subsidy:</b>	\$0
h. <b>Administrative costs:</b>	\$95328.00

### 3. Does your district have a contract or formal agreement with another organization to perform any of the following functions using the NYSCCBG?

**Function**

**Organization**

**Amount of Contract**

- a. Subsidy eligibility screening
- b. Determining if legally-exempt providers meet OCFS-approved additional local standards  
*(must be noted in Appendix Q with the corresponding additional standard)*
- c. Assistance in locating care
- d. Child care information systems
- e. Payment processing
- f. Other  
*Please specify function:*

## Appendix L: Other Eligible Families if Funds are Available

Listed below are the optional categories of eligible families that your district can include as part of its County Plan. Select any categories your district wants to serve using the NYSCCBG funds and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. PA families or families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because the caretaker is:		
a) participating in an approved substance abuse treatment program	<input checked="" type="radio"/> Yes <input type="radio"/> No	
b) homeless	<input type="radio"/> Yes <input checked="" type="radio"/> No	
c) a victim of domestic violence and participating in an approved activity	<input type="radio"/> Yes <input checked="" type="radio"/> No	
d) in an emergency situation of short duration	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Case by case review and assessment by CPS staff as necessary for child to remain in home.
4. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child to be protected because the child's caretaker:		

<p><b>a) is physically or mentally incapacitated</b></p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Case by case basis review. In those situations when there is no other caregiver available due to employment or other approved circumstances. Main focus it to keep child in household.</p>
<p><b>b) has family duties away from home</b></p>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<p><b>5. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child's caretaker to actively seek employment for a period up to six months. Child care services will be available only for the portion of the day the family can document is directly related to the caretaker engaging in such activities.</b></p>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<p><b>6. PA families where a sanctioned parent or caretaker relative is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.</b></p>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<p><b>7. Families with incomes up to 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in:</b></p>		
<p><b>a) a public or private educational facility providing a standard high school curriculum offered by or approved by the local school district</b></p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<p><b>b) an education program that prepares an individual to obtain a NYS High School equivalency diploma</b></p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<p><b>c) a program providing basic remedial education in the areas of reading, writing, mathematics, and oral communications for individuals functioning below the ninth month of the eighth-grade level</b></p>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<p><b>d) a program providing literacy training designed to help individuals improve their ability to read and write</b></p>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<p><b>e) an English as a second language (ESL) instructional program designed to develop skills in listening, speaking, reading, and writing the English language for individuals whose primary language is other than English</b></p>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<p><b>f) a two-year full-time degree granting program at a community college, a two-year college, or an undergraduate college with a specific vocational goal leading to an associate's degree or certificate of completion</b></p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	



<p><b>g) a training program, which has a specific occupational goal and is conducted by an institution other than a college or university that is licensed or approved by the State Education Department</b></p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>The caretaker must complete the selected program within 30 consecutive calendar months. The caretaker cannot enroll in more than one program.</p>
<p><b>h) a prevocational skill training program such as a basic education and literacy training program</b></p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p><b>i) a demonstration project designed for vocational training or other project approved by the Department of Labor</b></p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>The caretaker must complete the selected programs listed under Section 7 above within 30 consecutive calendar months. The caretaker cannot enroll in more than one program.</p>
<p><i>Note: The caretaker must complete the selected programs listed within 30 consecutive calendar months. The caretaker cannot enroll in more than one program.</i></p>		
<p><b>8. PA recipients or low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year program other than one with a specific vocational sequence (leading to an associate's degree or certificate of completion and that is reasonably expected to lead to an improvement in the caretaker's earning capacity) if the caretaker is also working at least 17½ hours per week and earning wages at a level equal to or greater than the minimum amount required under Federal and State Labor Law. The caretaker must demonstrate his or her ability to successfully complete the course of study.</b></p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p><b>9. PA recipients or low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a two-year college or university program (other than one with a specific vocational sequence) leading to an associate's degree or a certificate of completion that is reasonably expected to lead to an improvement in the caretaker's earning capacity if the caretaker is also working at least 17½ hours per week and earning wages at a level equal to or greater than the minimum amount required under Federal and State Labor Law. The caretaker must demonstrate his or her ability to successfully complete the course of study.</b></p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p><b>10. PA recipients or low-income families with incomes up to 200% of the State Income Standard who are satisfactorily participating in a four-year college or university program leading to a bachelor's degree and that is reasonably expected to lead to an improvement in the caretaker's earning capacity if the caretaker is also working at least 17½ hours per week and earning wages at a level equal to or greater than the minimum amount required under Federal</b></p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	

<p>and State Labor Law. The caretaker must demonstrate his or her ability to successfully complete the course of study.</p>		
<p><b>11. Families with incomes up to the 200% of the State Income Standard when child care services are needed for the child's caretaker to participate in a program to train workers in an employment field that currently is or is likely to be in demand in the future, if the caretaker documents that he or she is a dislocated worker and is currently registered in such a program, provided that child care services are only used for the portion of the day the caretaker is able to document is directly related to the caretaker engaging in such a program.</b></p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	

## Appendix M #1: Reasonable Distance, Recertification Period, Family Share, Very Low Income, Federal and Local Priorities

### I. Reasonable Distance for Public Assistance Recipients to Travel to Child Care and Work

Define "reasonable distance" based on community standards for determining accessible child care.

1. The following defines "reasonable distance":

For the recipients using their own vehicle or public transportation, Saratoga County has determined a reasonable distance not to exceed one (1) hour one (1) way or the equivalent of fifty (50) miles one (1) way from home to the daycare provider to the employer.

2. Describe any steps/consultations made to arrive at your definition:

Consultation with Agency Employment Unit, publication of definition with public comment period and discussion with the Social Services Advisory Council.

### II. Recertification Period

The district's recertification period for low income child care cases is every:

- Six months
- Twelve months

### III. Family Share

"Family Share" is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. Your district must select a family share percentage from 10% to 35% to use in calculating the amount of family share. The weekly family share of child care costs is calculated by applying the family share percentage against the amount of the family's annual gross income that is in excess of the State Income Standard divided by 52.

*Note: The family share percentage selected here must match the percentage entered in the Program Matrix in the Welfare Management System*

(WMS) and the Child Care Time and Attendance (CCTA) system.

Family Share Percentage selected by the district:

10%

Additional Description of this Family Share Percentage:

Family share percentage reduced from 20% to 10% to align with 21-OCFS-ADM-14. 10% family share is retroactive to April 16, 2021.

**Note:** The family share percentage selected here must match the percentage entered in the Program Matrix in the Welfare Management System (WMS).

#### IV. Very Low Income

Define "very low income" as it is used in determining priorities for child care benefits.

"Very Low Income" is defined as **175%** of the State Income Standard.

#### V. Federal and Local Priorities

1. The district must rank the federally mandated priorities. Cases that are ranked 1 have the highest priority for receiving child care assistance. These rankings apply to case closings and case openings.

a. Very low income as defined in Section IV:

Rank 1

Rank 2

Rank 3

b. Families with incomes up to 200% of the State Income Standard that have a child with special needs and a need for child care:

Rank 1

Rank 2

Rank 3

c. Families with incomes up to 200% of the State Income Standard that are experiencing homelessness:

Rank 1

Rank 2

Rank 3

2. Does the district have local priorities?

Yes

No

If yes, list them below and rank beginning with Rank 4.

## Appendix M #2: Case Openings, Case Closings, and Waiting List

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### I. Case Openings When Funds Are Limited

If a social services district does not have sufficient funds to provide child care services to all families who are applying, the district may decide to open certain categories of families as funds become available. The district must open federal priorities first. If the district identified local priorities, they must be opened next. **After the federal and local priorities**, identify the basis upon which the district will open cases if funds become available. Select one of the options listed below and describe the process for opening.

- 1. Open cases based on **FIRST COME, FIRST SERVED**.
- 2. Open cases based on **INCOME**.
- 3. Open cases based on **CATEGORY OF FAMILY**.
- 4. Open cases based on **INCOME AND CATEGORY OF FAMILY**.

List below the incomes (from lowest to highest income) or income bands (from lowest income band to highest income band), and the remaining category 2 and 3 families included in 18 NYCRR §415.2(a)(2) and 18 NYCRR §415.2(a)(3) that are not federal or local priorities in the order they will be opened first.

Families that have a child with special needs will open first. Then

<100%FPL; 100-125%FPL; 126-150%FPL; 151-175%FPL; 176-200%FPL

cases within the above categories that have not previously been in receipt of day care assistance will be open before cases that had previously been in receipt and were closed. The case application date will further prioritize when other circumstances are equal.

- 5. Open cases based on **OTHER CRITERIA**.

### II. Case Closings When Sufficient Funds Are Not Available

If a social services district does not have sufficient funds to continue to provide child care assistance to all families in its current caseload, the district may decide to discontinue child care assistance to certain categories of families. The district must close federal priorities last. If the district identified local priorities, they must be closed next to last. **After the federal and local priorities**, describe the basis upon which the district will close cases if sufficient funds are not available.

**If no priorities are established beyond the federally mandated priorities** and all funds are committed, case closings for families that are not eligible under a child care guarantee and are not under a federally mandated priority must be based on the length of time they have received services (must choose #1 below).

Select one of the options listed below and describe the process for closing.

1. Close cases based on **AMOUNT OF TIME** receiving child care services.

If closing based on amount of time...

The district will close cases starting from the shortest time receiving child care services to the longest time.

The district will close cases starting from the longest time receiving child care services to the shortest time.

2. Close cases based on **INCOME**.
3. Close cases based on **CATEGORY OF FAMILY**.
4. Close cases based on **INCOME AND CATEGORY OF FAMILY**.
5. Close cases based on **OTHER CRITERIA**.

### III. Waiting List

The district will establish a waiting list when there are not sufficient funds to open all eligible cases.

- No
- Yes

## Appendix M #3: Fraud and Abuse Control Activities and Inspections

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### I. Fraud and Abuse Control Activities

1. Describe below the criteria the district will use to determine which child care subsidy applications suggest a higher than acceptable risk for fraudulent or erroneous child care subsidy payments in addition to procedures for referring such applications to the district's front-end detection system.

Higher than acceptable risk that will be referred to District's FEDS:

Working off books; application is inconsistent with prior case info; prior history of denial, case closing or overpayment resulting from investigation; no absent parent information or information is inconsistent with application; no documentation to verify identity or documents are questionable; self-employed but without adequate business records to support financial assertion; unsure of own address.

The following procedure will be used to refer such applications to FEDS. The state FEDS referral form will be utilized. The FEDS referral check-off form is reviewed by eligibility examiners. When an examiner detects an indicator, the referral form is completed by the social welfare examiner and given to the eligibility supervisor for review and approval. It is the hand-delivered to the Special Investigations Unit the same day for review.

The SUI senior approves the referral at which time it is logged into the master log. The case is assigned to an investigator who begins research within 24-48 hours; investigation may include home visit and/or

collateral contact. The investigator provides eligibility social welfare examiner with an oral report on a daily basis or if anything of significance is established.

Written report is provided as soon as investigation is complete—and always within 30 days of the client's application. The bottom of the report form has a section for case disposition. The eligibility social welfare examiner and the SIU investigator discuss the case, at which time this section is completed.

2. Describe the sampling methodology used to determine which cases will require verification of an applicant's or recipient's continued need for child care, including, as applicable, verification of participation in employment, education, or other required activities.

*The district cannot use criteria such as the age of provider, the gender of provider, a post office box address, or evidence that the child lives in the same residence as the provider as indicators in drawing the sample.*

All cases are reviewed 100% every six (6) months.

3. Describe the sampling methodology used to determine which providers of subsidized child care services will be reviewed for the purpose of comparing the child care provider's attendance forms for children receiving subsidized child care services with any Child and Adult Care Food Program inspection forms to verify that child care was actually provided on the days listed on the attendance forms.

Each quarter Southern Adirondack Child Care Network sends inspection form of providers receiving the Food Program. A review of all providers visited are compared to providers caring for subsidized child care.

## II. Inspections of Child Care Provider Records and Premises

The district may choose to make announced or unannounced inspections of the records and premises of any provider/program that provides child care for subsidized children to determine if the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the social services district per 18 NYCRR §415.4(h)(3).

The district has the right to make inspections *prior to subsidized children receiving care* of any child care provider, including care in a home, to determine whether the child care provider is in compliance with applicable laws and regulations and any additional requirements imposed on such a provider by the district.

The district must report violations of regulations as follows:

1. Violations by a licensed or registered child care provider must be reported to the applicable Office of Children and Families (OCFS) Regional Office.
2. Violations by an enrolled or enrolling legally-exempt child care provider must be reported to the applicable Enrollment Agency.

**Does the district choose to make inspections of such child care providers/programs?**

- No.
- Yes. Provide the details of your inspections plan below.

**Check the organization that will be responsible for conducting inspections:**

- Local social services staff
- Provide the name of the unit and contact person:*
- Contracted Agency *(must correspond to Appendix K, Question 3f)*

Provide the name of the agency and contact person:

**The following types of subsidized child care providers/programs are subject to this requirement:**

**Legally-Exempt Child Care**

- In-Home
- Family Child Care
- Group programs not operating under the auspices of another government agency
- Group programs operating under the auspices of another government agency

**Licensed or Registered Child Care**

- Family Day Care
- Registered School-Age Child Care
- Group Family Day Care
- Day Care Centers
- Small Day Care Centers

## Appendix N: District Options

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Districts have some flexibility to administer their child care subsidy programs to meet local needs. Districts must complete Question I below. Note that all districts must complete the differential payment rate table in Appendix T.

I. The district selects:

- None of the options below
- One or more of the options below

II. Districts must check the options that will be included in the district's county plan and complete the appropriate appendix for any option checked below.

- 1. The district has chosen to establish funding set-asides for NYSCCBG (complete Appendix O).
- 2. The district has chosen to use Title XX funds for the provision of child care services (complete Appendix P).
- 3. The district has chosen to establish additional local standards for child care providers (complete Appendix Q).

- 4. The district has chosen to make payments to child care providers for absences (complete Appendix R).
- 5. The district has chosen to make payments to child care providers for program closures (complete Appendix S).
- 6. The district has chosen to pay for transportation to and from a child care provider (complete Appendix T).
- 7. The district has chosen to pay a differential rate for licensed or registered child care providers that have been accredited by a nationally recognized child care organization (complete Appendix T).
- 8. The district has chosen to pay a differential rate above the required 5% minimum differential rate for child care services during non-traditional hours (complete Appendix T).
- 9. The district has chosen to pay a differential rate for **licensed/registered** child care providers caring for children experiencing homelessness above the 5% required minimum differential rate (complete Appendix T).
- 10. The district has chosen to pay a differential rate for **legally-exempt** child care providers caring for children experiencing homelessness (complete Appendix T).
- 11. The district has chosen to pay a differential rate in excess of the 25% maximum differential rate for child care providers that qualify for multiple differential rates to allow sufficient access to child care providers or services within the district (complete Appendix T).
- 12. The district has chosen to pay up to 75% of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 hours of training, which has been verified by the Legally-Exempt Caregiver Enrollment Agency (complete Appendix T).
- 13. The district has chosen to pay an enhanced market rate for eligible legally-exempt group child care programs that meet required health and/or training requirements (complete Appendix T).
- 14. The district has chosen to expand eligibility for child care assistance beyond the requirements of SSL 410-w(9), in order to allow a parent or caretaker who works non-traditional hours to sleep (complete Appendix T).
- 15. The district has chosen to make payments to child care providers who provide child care services exceeding 24 consecutive hours (complete Appendix U).
- 16. The district has chosen to include 18-, 19- or 20-year-olds in the Child Care Services Unit (complete Appendix U).
- 17. The district requests a waiver from one or more regulatory provisions. Waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix U).
- 18. The district has chosen to pay for breaks in activity for low income families (non-public assistance families) (complete Appendix U).
- 19. The district has chosen to use local equivalent(s) of OCFS required form(s). Prior to using a local equivalent form the district must obtain OCFS, Division of Child Care Services (DCCS) written approval. **Any previous approvals for local equivalent forms will not be carried forward into this county plan. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.**

List below the names and upload copies of the local equivalent form(s) that the district would like to use.



20. The district elects to use the OCFS-6025, Application for Child Care Assistance. The local district may add the district name and contact information to the form.

## Appendix O: Funding Set-Asides

### I. Total NYSCCBG Block Grant Amount, Including Local Funds

Category	Amount
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Set-Asides (NYSCCBG):</b>	\$

**Describe the rationale behind specific set-aside amounts from the NYSCCBG (e.g., estimated number of children) for each category.**

Category:

Description:

Category:

Description:

Category:

Description:

Category:

Description:

## II. The following amounts are set aside for specific priorities from the Title XX block grant:

Category	Amount
	\$
	\$
	\$
<b>Total Set-Asides (Title XX):</b>	\$

**Describe the rationale behind specific amounts set aside from the Title XX block grant (e.g., estimated number of children) for each category.**

Category:

Description:

Category:

Description:

Category:

Description:

## Appendix P: Title XX Child Care

1. Enter the projected total of Title XX expenditures for the plan's duration: \$

Indicate the financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of one or two, 255% for a family of three, and 225% for a family of four or more. Districts that are utilizing Title XX funds only for child protective and/or preventive child care services must not enter financial eligibility limits as

these services are offered without regard to income.

<b>Family Size</b>	<b>Eligibility Limit</b>
<b>Two People</b>	%
<b>Three People</b>	%
<b>Four People</b>	%

2. Programmatic Eligibility for Income Eligible Families (check all that apply)

- Employment
- Seeking employment
- Homelessness
- Education / training
- Illness / incapacity
- Domestic violence
- Emergency situation of short duration
- Participating in an approved substance abuse treatment program

3. Does the district apply any limitations to the programmatic eligibility criteria?

- Yes
- No

If yes, describe eligibility criteria:

4. Does the district prioritize certain eligible families for Title XX funding?

- Yes
- No

If yes, describe which families will receive priority:

5. Does the district use Title XX funds for child care for open child protective services cases?

- Yes
- No

6. Does the district use Title XX funds for child care for open child preventive services cases?

- Yes
- No

## Appendix Q: Additional Local Standards for Child Care Providers

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The district may propose local standards in addition to the State standards for legally-exempt providers who will receive child care subsidies issued by the district. This appendix must be completed for **each** additional local standard that the district wants to implement.

The district must coordinate with the local Enrollment Agency, including, but not limited to:

- Informing the Enrollment Agency of the intent to request an additional standard.
- Developing the stepwise process referenced in Question 5.
- Ensuring that no significant burden of work shall be incurred by the Enrollment Agency as a result of the additional local standard, unless such work is addressed in a separate contract or a formal agreement is in place, which are referenced in Question 3.
- Sharing any consent/release form that may be required.
- Keeping the Enrollment Agency informed of the approval status.

1. Select the additional local standard that will be required of child care providers/programs.

- Verification, using the district's local records, that the provider has given the caretaker complete and accurate information regarding any report of child abuse or maltreatment in which he or she is named as an indicated subject
- Local criminal background check
- Require providers caring for subsidized children for 30 or more hours a week participate in the Child and Adult Care Food Program (CACFP).  
Note that districts are required to notify the Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, of all providers on the referral list for whom the requirement is "not applicable."
- Site visits by the district
- Other  
Please describe:

2. Check below the type of child care program to which the additional local standard will apply and indicate the roles of the persons to whom it will apply in cases where the standard is person-specific.

- Legally-exempt relative-only family child care program
  - Provider
  - Provider's employee

- Provider's volunteer
- Provider's household member age 18 or older
- Legally-exempt relative-only in-home child care program
  - Provider
  - Provider's employee
  - Provider's volunteer
- Legally-exempt family child care program
  - Provider
  - Provider's employee
  - Provider's volunteer
  - Provider's household member age 18 or older
- Legally-exempt in-home child care program
  - Provider
  - Provider's employee
  - Provider's volunteer
- Legally-exempt group program
  - Director
  - Employee
  - Volunteer

2a. Exceptions: There may be instances when the district may be unable to enact the additional standard, such as, the applicable person may reside outside of the district's jurisdiction, or the site of care may not be located within the district. In such cases, the district may create an exception to the applicability stated above.

*Note: The Child Care Facility System cannot track such exceptions and, therefore, the district remains responsible for notifying the applicable Enrollment Agency, using the OCFS-2114, District Notification to Legally-Exempt Caregiver Enrollment Agency, that an additional standard is "not applicable" to the specific provider/person named on the referral list.*

Place a check mark below to show any exception to the applicability of this Local Additional Standard to programs or roles previously identified.

- a. The district will not apply this additional local standard when the applicable person **resides** outside of the subsidy-paying district.
- b. The district will not apply this additional local standard when the **program's site of care is located outside** of the subsidy-paying district.

3. Districts are responsible for implementation of the additional local standard unless they have a formal agreement or contract with another organization. Check the organization that will be responsible for the implementation of the additional local standard.

Local social services staff  
*Provide the name of the unit and contact person:*  
Beth Maioriello, Foster Care Supervisor

Contracted agency (must correspond to Appendix K, Question 3b)  
*Provide the name of the agency and contact person:*

*Note: Costs associated with the additional local standard cannot be passed on to the provider.*

4. Are there any fees or other costs associated with the additional local standard?

Yes  
 No

*Note: Costs associated with the additional local standard cannot be passed on to the provider.*

5. Describe, in chronological order, the steps for conducting the additional local standard. Include how the district will retrieve referrals from CCFS, communicate with providers and other applicable persons, determine compliance with the additional local standard, inform the Enrollment Agency whether the additional local standard has been "met," "not met" or is "not applicable" and monitor its timeliness. Include all agencies involved and their roles. Note that the district's procedures must be in accordance with 12-OCFS-LCM-01.

Saratoga County Child Care Unit will include in the legally exempt child care provider packet the additional standard policy and release authorizing a local child welfare database check to be filled out by the child care provider, any household member 18 years or age or older, volunteer or employee.

The individuals specified above will be asked to sign a release, which will allow the Saratoga County Department of Social Services to conduct a check of the local child welfare database. If an individual specified above refuses to sign a release, the enrollment package will be considered incomplete and the enrollment process cannot move forward and will be withdrawn by the enrollment agency in accordance with State Policy. To initiate the additional standards check, per 12-OCFS-LCM-01, the Child Care Facility System will automatically generate the E-Notice, LE-CCFS-LD-003 Legally Exempt Additional Standard Referral, to inform the local district that the additional standard check must be conducted. Designated district staff must run CCFS report, LE Additional Local Standard Referral List to obtain the list of persons subject to the additional local standard as specified in question #2 above, to obtain specific information regarding the child caregiver(s) for whom the Legally Exempt Additional Standard Reviews must be conducted.

The Director of Social Services or the Foster Care Supervisor for Saratoga County will conduct the check of the local child welfare database. When the local record check reveals that an individual specified in question #2 is an indicated subject of a child abuse or maltreatment report, the proposed child care provider will be required to submit to Saratoga County Department of Social Services a copy of the written statement provided to the parent/caretaker concerning the indicated incident(s). The Foster Care Supervisor will contact the indicated subject with a request for the written statement. The statement must be signed by the parent/caretaker acknowledging receipt of this information and the parent/caretakers wished to use this childcare provider despite the indication.

If the information regarding the indicated child abuse or maltreatment report(s) submitted by the provider does not accurately reflect the information obtained during the local child welfare data base check, the Saratoga County Department of Social Services will notify the child care provider that he/she

has ten (10) calendar days to clarify the discrepancies and obtain the signature of the parent/caretaker. If the childcare provider fails to clarify the discrepancies, the Saratoga County Department of Social Services will notify the Enrollment agency that the additional Standard has not been met, using OCFS 2114 form. If the information submitted by the provider accurately reflects the information obtained from the local child welfare database check and the parent/caretaker signs receipt of the information and still chooses to use the child care provider, the enrollment agency will be notified that the additional standard has been met, using OCFS 2114 form. The additional standard will also be met when the local records check is conducted as specified in question #5 and the local records check reveals that an individual specified in question #2 above is NOT an indicated subject of a child abuse or maltreatment report.

---

6. Indicate how frequently the additional local standard will be applied.

1. The Standard will be applied (check all that apply):

- At initial enrollment and re-opening
- At each re-enrollment
- During the enrollment **review** period

**7. Describe the justification for the additional local standard in the space below.**

Legally exempt family childcare and in-home care providers are caring for young vulnerable children in our community. Saratoga County Department of Social Services is approving them to receive a childcare subsidy. Ensuring the safety of children in these childcare settings is of paramount importance to the Department. Providers with extensive indicated histories of child abuse, maltreatment in their family present a heightened risk to the safety of these children. The additional standard allows the Department of Social Services to verify that the information provided to the parent/caretakers about the child care providers child protective history and the child protective history of any of the specified individuals above, who have substantial contact with the children, is accurate as required in NYCRR 415.13(a)(3)(iv). It is extremely important that parents/caretakers are able to make informed decisions on who they choose to care for their children.

## Appendix R: Payment to Child Care Providers for Absences

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1. Our district will only pay for absences to providers with which the district has a contract or letter of intent.

- Yes
- No

2. The following providers are eligible for payment for absences (check all that are eligible):

- Day care center
- Group family day care

- Family day care
- Legally-exempt group
- School-age child care

3. Base Period:

- 3 months
- 6 months

4. Number of absences allowed per child during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a Month			
Base Period			

*Note: The number of absences per month and base period selected here must match the attendance group numbers entered in CCTA.*

5. List reasons for absences for which the district will allow payment:

6. List any limitations on the above providers' eligibility for payment for absences:

*Note: Legally-exempt family child care and in-home child care providers are **not** eligible to receive payment for absences.*

## Appendix S: Payment to Child Care Providers for Program Closures

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1. The following providers are eligible for payment for program closures:

- Day care center
- Group family day care
- Family day care
- Legally-exempt group
- School-age child care

2. The district will only pay for program closures to providers with which the district has a contract or letter of



intent.

- Yes
- No

3. Enter the number of days allowed for program closures (maximum allowable time for program closures is five days):

4. List the allowable program closures for which the district will provide payment.

*Note: Legally-exempt family child care and in-home child care providers are not allowed to be reimbursed for program closures.*

## Appendix T: Transportation, Differential Payment Rates, Enhanced Market Rate for Legally-Exempt Providers, Legally-Exempt Programs, and Sleep

1. Are there circumstances where the district will reimburse for transportation?

- No
- Yes

2. If the district will reimburse for transportation, describe any circumstances and limitations the district will use to reimburse. Include what type of transportation will be reimbursed (public and/or private) and how much your district will pay (per mile or trip). Note that if the district is paying for transportation, the Program Matrix in the Welfare Management System (WMS) should reflect this choice.

### II. Differential Payment Rates

1. Districts must complete the Differential Payment Rate Percent (%) column in the table below for each of the four (4) differential payment rate categories. For the two (2) categories that require a state minimum five percent (5%) differential payment rate, the district must enter "5%" or, if it chooses, a higher rate up to 15%.

The other two (2) differential payment rate categories in the table below are optional. If the district chooses not to set differential payment rates, the district must enter zero. If the district chooses to set a differential payment rate, enter the appropriate percentage up to 15 percent (15%). Note that if the district selects a differential payment rate for nationally accredited programs, then that rate must be in the range of five percent (5%) to 15 percent (15%).

Differential Payment Rate Category	Differential Payment Rate Percent	Instructions
------------------------------------	-----------------------------------	--------------

<b>Homelessness: Licensed and Registered Providers</b> State required minimum of 5%	5%	Enter a percentage (%): 5% to 15%. (Must enter at least 5%)
<b>Homelessness: Legally-Exempt Providers</b>	0%	Enter 0% or a percentage (%) up to 15%.
<b>Non-traditional Hours: All Providers</b> State required minimum of 5%	5%	Enter a percentage (%): 5% to 15%. (Must enter at least 5%)
<b>Nationally Accredited Programs: Licensed and Registered Providers</b> <i>Legally-exempt child care providers are not eligible for a differential payment rate for accreditation.</i>	0%	Enter 0% or a percentage (%) from 5% to 15%.

2. Generally, differential payment rates may not exceed 25% above the applicable market rate or actual cost of care. However, a district may request a waiver from the Office to establish a payment rate that is in excess of 25% above the applicable market rate upon showing that the 25% maximum is insufficient to provide access within the district to child care providers or services that offer care addressing more than one of the differential payment rate categories. However, if your district wants to establish a payment rate that is more than 25% above the applicable market rate, describe below why the 25% maximum is insufficient to provide access to such child care providers or services.

### III. Increased Enhanced Market Rate for Legally-Exempt Family and In-Home Child Care Providers

1. The enhanced market rate for legally-exempt family and legally-exempt in-home child care providers who have completed 10 or more hours of training annually is a 70% differential applied to the market rates established for registered family day care. Indicate if the district is electing to establish a payment rate that is in excess of the enhanced market rate for legally-exempt family and in-home child care providers who have completed 10 or more hours of training annually and the training has been verified by the legally-exempt caregiver enrollment agency.

- No  
 Yes

2. If yes, indicate the percent (71%–75%), not to exceed 75% of the child care market rate established for registered family day care.

%

### IV. Enhanced Market Rates for Legally-Exempt Group Child Care Programs

Answer both questions:

1. Indicate if the district is electing to establish an enhanced market rate for child care services provided by legally-exempt group child care programs that have prepared an approved health care plan and have at least one caregiver in each classroom with age appropriate cardiopulmonary resuscitation (CPR) certification and the enhanced requirements have been verified by the enrollment agency.

- No  
 Yes

If yes, indicate the percent (76%–81%), not to exceed 81% of the applicable market rate for day care centers.

%

2. Indicate if the district is electing to establish an enhanced market rate for child care services provided by legally-exempt group child care programs when, in addition to the training required in 18 NYCRR §415.4(f), the caregiver has completed an approved course and a minimum of 15 hours of approved training annually and each employee with a caregiving role completes a minimum of 5 hours of approved training annually and the enhanced requirements have been verified by the enrollment agency.

No

Yes

If yes, indicate the percent (76%–81%), not to exceed 81% of the applicable market rate for day care centers.

%

If a district chooses to establish both legally-exempt group child care enhanced rates and a program is eligible for both enhanced rates, then the enhanced market rate must be based on the percentages selected for each individual market rate, up to a maximum of 87%.

## V. Sleep

In accordance with SSL 410-w(9), up to eight hours of additional child care assistance must be authorized for all eligible children in a family, as needed, in order to allow a parent or caretaker to sleep, if the parent or caretaker works non-traditional hours, is eligible for and provided with child care assistance, and has a child under the age of six and not in school for a full day.

If the district chooses to expand eligibility for child care assistance beyond the requirements of SSL 410-w(9), in order to allow a parent or caretaker who works non-traditional hours to sleep, please describe below:

Effective on July 1, 2020, in accordance with SSL 410-w(9), up to eight hours of additional childcare assistance must be authorized for all eligible children in a family, as needed, in order to allow a parent or caretaker to sleep, if the parent or caretaker works non-traditional hours, is eligible for and provided with childcare assistance, and has a child under the age of six and not in school for a full day.

Additionally, Saratoga County will authorize up to 8 hours of child care assistance, as needed, to allow a parent or caretaker to sleep, if the parent or caretaker works non-traditional hours, is eligible for and provided childcare assistance, and needs childcare assistance only for children over six years of age or who are enrolled in school for a full day.

# Appendix U: Child Care Exceeding 24 Hours, Child Care Services Unit, Waivers, and Breaks in Activities

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## I. Child Care Exceeding 24 Hours

1. Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other situations where the caretaker's approved activity necessitates care for 24 hours on a limited basis. Check below under what circumstances the district will pay for child care exceeding 24 hours.

On a short-term or emergency basis

Saratoga County: Child Care

The caretaker's approved activity necessitates care for 24 hours on a limited basis

2. Describe any limitations on the payment of child care services that exceed 24 consecutive hours.

Shift work that includes a 24 hour shift for employment

## II. Child Care Services Unit (CCSU)

1. Indicate below if your district will include 18-, 19-, or 20-year-olds in the CCSU for determining family size and countable family income.

a. The district will include the following in the CCSU (check all that apply)

18-year-olds

19-year-olds

20-year-olds

**OR**

b. The district will only include the following in the CCSU when it will benefit the family (check all that apply)

18-year-olds

19-year-olds

20-year-olds

2. Describe the criteria your district will use to determine whether or not 18-, 19-, or 20-year olds are included in the CCSU.

If in HH and attending school will be counted - If in HH and not attending school and employed will not include in count.

## III. Waivers

1. Districts have the authority to request a waiver of any regulatory provision that is non-statutory. The waiver must be approved by OCFS before it can be implemented. Describe and justify why your district is requesting a waiver.

## IV. Breaks in Activities

1. Districts may pay for child care services for low-income families during breaks in activities either for a period not to exceed two weeks or for a period not to exceed four weeks when child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period. If your district will pay for breaks in activities, indicate below for how long of a break that the district will pay for (check one):

Two weeks

Four weeks

The district will not pay for breaks in activities

2. Districts may provide child care services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low-income families are eligible for child care services during a break in activities (check all that are eligible):

- Entering an activity
- Waiting for employment
- On a break between activities

# Non-Residential Domestic Violence Services

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In accordance with the Domestic Violence Prevention Act and subsequent budget provisions, districts are required to provide non-residential services to victims of domestic violence, either directly or through a purchase of service agreement. Whether provided directly or through a purchase of service, **each program** must be approved through the Child and Family Services Plan process.

Non-residential domestic violence programs **must** comply with 18 NYCRR Part 462.

Please provide the information required below.

---

## Indicate if Plan has Changed

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Please review your Plan from last year and then indicate if you will be making any changes to your Plan.

I have read and acknowledge that there are no changes to the previously approved domestic violence non-residential plan.

**STOP HERE. Do not update any information in this section.**

Changes have been made to this plan.  
**Please update as needed.**

## County Contact Person

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County Contact Person:

Concetta Hmura

Phone Number:

518-884-4140

E-Mail address:

concetta.hmura@dfa.state.ny.us

## Program Closure

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Program Name:

Date Closed:

Reason for Closing:

# Program Information

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Complete this section for every program that provides non-residential domestic violence services in the district.

To promote accuracy through the review and approval process, OCFS **recommends** that this section be completed by the non-residential domestic violence program.

Agency Name:

Wellspring

Program Name (if different):

Business Address:

480 Broadway LL20  
Saratoga Springs, NY 12866

Contact Person:

Maggie Fronk

Telephone number:

518-583-0280

E-mail Address:

executivedirector@wellspringcares.org

## Program Requirements

*This program is intended to be a separate and distinct program specializing in services for victims of domestic violence. 70% of the clientele served must consist of victims of domestic violence and their children.*

All questions must be answered

Describe how the program is separate and distinct and how it fits into the overall agency?

Wellspring has 2 dedicated staff who work specifically with our shelter residents: a shelter manager and 1 shelter advocate. These staff work with shelter residents primarily at the shelter (although they may see shelter residents in our shared program offices for example for increased privacy or for better access to computer and case management resources.) Shelter and housing program clients represent only a small percentage of our clients; >90% of our clients receive non-residential services. Nonresidential services are provided at our program offices by dedicated non-residential staff.

Wellspring is the county's licensed domestic violence provider. We offer:

- 24/7 hotline and crisis and accompaniment services
- our county's only domestic violence shelter
- counseling and advocacy services

**Saratoga County:** Non-Residential Domestic Violence Services

- legal advocacy
- monthly legal clinics
- comprehensive case management services
- supportive housing program (permanent supportive, rapid rehousing and transitional levels of assistance)
- employment assistance, and
- a Safe Pet Partnership.

For almost 40 years Wellspring has specialized in providing survivor services for victims of relationship and sexual abuse. The primary goals of the program are to provide support to children who are directly or indirectly victimized by intimate partner violence and to provide parenting support to victims of domestic violence. Wellspring provides comprehensive victim-assistance services for adults and children who are victims of domestic violence, dating violence or sexual assault.

Describe the eligibility criteria for clients utilizing the services of the non-residential domestic violence program?

The population served by this grant includes any client who has provided information that establishes that they are a victim of domestic violence.

Describe how special needs populations, including non-English speakers, disabled, and hearing impaired, are accommodated?

All our program spaces are handicap accessible. We offer translation and interpretation services for individuals with limited English proficiency (including language Line assistance for hotline callers). When necessary we utilize American Sign Language professionals to address the needs of clients with hearing impairments.

The only criteria for eligibility is that the person identifies as a victim of domestic violence. Wellspring accepts men, women and their children for services, without any expectation of funding or other eligibility criteria.

Explain how the location(s) where the non-residential domestic violence services are provided ensures the safety and confidentiality of the persons receiving services and their identities.

**\*DO NOT PROVIDE LOCATION ADDRESS(ES)\***

Our program offices are at a public location, accessible via public transportation. The program offices are adjacent to the Saratoga Springs Police Department. If this location is not safe or convenient for a client, we can meet them at a safe location in their community. Our shelter is at a confidential location in the county.

**Complete chart below**

## Core Services Chart

Core Service	Days Provided	Hours Provided	Service Delivery Method	Location of Service Provided	Position Providing Service
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<b>Telephone Hotline Assistance</b>	7	24	phone	remote	all program staff
<b>Information and Referral</b>	7	24	phone or inperson	remote and office	all program staff
<b>Advocacy</b>	7	24	phone or inperson	remote and office	all program staff
<b>Counseling</b>	7	24	phone or inperson	remote and office	all program staff
<b>Community Education and Outreach</b>	7	as needed	in person	community	prevention educators or supervisors
<b>Optional Services (e.g., Support Groups, children's services, translation services, etc.)</b>	as needed	as needed	varies	varies	specific program staff

All core services listed are a requirement listed in 18 NYCRR 462.4 and must be provided directly by the program in a timely manner as defined in the regulation.

### Staffing Requirements

Each program must employ **both** a qualified program director **and** a sufficient number of staff who are responsible for providing core and optional services.

List each of the staff/volunteer **positions** responsible for providing non-residential services including the **title, responsibilities, and qualifications for each position**.\*

\* Do **not** give names or qualifications of current program staff.

### Staffing Chart

<b>Position Title</b>	<b>Responsibilities of Position</b>	<b>Qualifications of Position</b>
Client Services Director	program oversight and staff training/supervision for direct client services	LMSW, 4 years relevant experience, one of which must be supervisory
Non residential manager	Staff supervision and service provision	Bachelors and minimum 3 years' experience
Legal advocate (2)	survivor services	Bachelors and minimum 3 years' experience preferred
Advocate (4)	survivor services	Bachelors and minimum 3 years' experience preferred
Prevention educator (3)	outreach and community education	Bachelors and minimum 3 years' experience preferred
Associate Director	responsible for planning, evaluation and regulatory oversight of survivor services and prevention programs	LMSW, 4 years relevant experience, one of which must be supervisory

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Agency Name:

Mechanicville Area Community Services Center

Program Name (if different):

Domestic Violence Advocacy Program (DVAP)

Business Address:

6 South Main Street  
Mechanicville, NY 12118

Contact Person:

Megan Quillinan

Telephone number:

518-664-8322 ext 1004

E-mail Address:

mquillinan@mechanicvilleacsc.org

### **Program Requirements**

*This program is intended to be a separate and distinct program specializing in services for victims of domestic violence. 70% of the clientele served must consist of victims of domestic violence and their children.*

All questions must be answered

Describe how the program is separate and distinct and how it fits into the overall agency?

DVAP is part of the MACSC network of supportive services. Recognized and funded through NYS OCFS, DVAP was established in 1997 as the community and state recognized significant gaps in service provision to victims in southern Saratoga County.

Current programming includes:

- \* Legal and Resource Advocacy
- \* Crisis intervention & assistance accessing safe shelter
- \* Safety planning
- \* Community education and outreach
- \* Support groups
- \* Direct onsite access to counseling services, food, childcare, youth programs, emergency and holiday assistance
- \* Comprehensive case management

DVAP has dedicated offices within the building which are located behind secure doors. Only professional trained staff are able to answer hotline calls, meet with clients or provide direct services.

Describe the eligibility criteria for clients utilizing the services of the non-residential domestic violence program?

These funds are used to specifically assist victims of domestic violence and their children in southern Saratoga County.

Any client who has provided information that establishes that they are a victim of domestic violence is eligible for services, no other eligibility criteria is imposed.

Describe how special needs populations, including non-English speakers, disabled, and hearing impaired, are accommodated?

Individualized accommodations are made for populations with special needs; all services are handicap accessible, free of charge and available to all victims of domestic violence regardless of race, gender identity, religion or sexual orientation.

DVAP staff are able to meet clients where they feel most comfortable, also, staff readily accesses translators from larger programs and utilizes google translate as needed. DVAP stays up to date on technology available to providers to better assist special needs populations.

Explain how the location(s) where the non-residential domestic violence services are provided ensures the safety and confidentiality of the persons receiving services and their identities.

**\*DO NOT PROVIDE LOCATION ADDRESS(ES)\***

As part of the only recognized Family Neighborhood Resource Center in Saratoga County, DVAP is co-located with a multitude of community resources, allowing for greater anonymity and confidentiality for clients as visitors to our building range from volunteers to food pantry customers, parents of youth in aftercare & community members making donations to victims of domestic violence - one never knows why someone is visiting MACSC.

Complete chart below

## Core Services Chart

Core Service	Days Provided	Hours Provided	Service Delivery Method	Location of Service Provided	Position Providing Service
Telephone Hotline Assistance	5	8	phone	onsite	all
Information and Referral	5	8	in person and phone	onsite	all
Advocacy	5	8	in person	onsite, courts, community providers	all

<b>Counseling</b>	5	8	in person, phone	onsite and referral to	contracted providers
<b>Community Education and Outreach</b>	5	8	on and offsite	various community locations and events, schools etc	all
<b>Optional Services (e.g., Support Groups, children's services, translation services, etc.)</b>	5	8	on and off site	onsite and as needed throughout the community	all

All core services listed are a requirement listed in 18 NYCRR 462.4 and must be provided directly by the program in a timely manner as defined in the regulation.

### Staffing Requirements

Each program must employ **both** a qualified program director **and** a sufficient number of staff who are responsible for providing core and optional services.

List each of the staff/volunteer **positions** responsible for providing non-residential services including the **title, responsibilities, and qualifications for each position\***.

\* Do **not** give names or qualifications of current program staff.

## Staffing Chart

Position Title	Responsibilities of Position	Qualifications of Position
Program Director	DVAP oversight, supervision, representation in community	4 years experience working with victims of domestic abuse, Supervisory experience minimum of one year, Bachelors Degree minimum
Family Resource Advocate	direct service provision, connections to resources, crisis intervention, safety planning	Familiarity with cycle of domestic abuse, 2 years advocacy experience, knowledge of local resources, or, ability to seek them out
Legal Advocate	Direct service provision, Assistance with navigation of the legal system, crisis intervention, safety planning, resource advocacy	Familiarity with cycle of domestic violence, strong understanding of legal processes, 2 years advocacy experience, knowledge of local resources, or, ability to seek them out
Youth Violence Prevention Advocate	Direct oversight of violence prevention programs for youth	Familiarity with cycle of domestic violence, experience working with youth, ability to facilitate trainings and groups

# PINS Pre-dispositional Placement Services

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As outlined in 20-OCFS-ADM-22, Persons in Need of Supervision Reform Changes, Local Department of Social Services are to have a plan to provide PINS pre-dispositional care and maintenance services as ordered by family court.

Pre-dispositional placements can only occur in the following settings:

- Foster care settings, certified or licensed by the New York State Office of Children and Family Services (OCFS) or another authorized agency, such as: foster boarding home, group home and residential treatment center.
- A short-term safe house as defined in Social Services Law 447-a for youth who have been determined by the court to be sexually exploited. Placement in a runaway and homeless youth program may not be ordered by the court without the consent of the respondent youth, as these settings are voluntary.

Please indicate below whether the LDSS has the availability of PINS pre-dispositional care and maintenance services:

- LDSS has a plan to provide PINS pre-dispositional care and maintenance Services as ordered by family court.
- LDSS **does not** have a plan to provide PINS pre-dispositional care and maintenance services as ordered by family court.

If these services are not currently available, what steps is the LDSS currently undertaking to resolve this gap in service?

# T and U Visa Reporting

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18-OCFS-LCM-15, dated August 14, 2018, provided "Protocols for Signing Forms for Non-Immigrant Clients Applying for U Visas and T Visas" This LCM lays out the record keeping and reporting requirements:

**9. RECORD KEEPING AND REPORTING REQUIREMENTS:**

LDSSs must maintain information on the number of requests received for U visa certifications and T visa endorsements, including the number of requests granted for each type of visa. LDSSs are required to submit this information to OCFS on an annual basis as part of the county Child and Family Services Annual Plan update process.

**Please provide the information requested below:**

1. In 2020, how many T visa applications were received?

0

2. In 2020, how many T visa certifications were issued?

0

3. In 2020, how many U visa applications were received?

0

4. In 2020, how many U visa certifications were issued?

0

# Title XX Program Services Matrix

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Districts are required to enter Program Matrix information into the Welfare Management System (WMS). Please note below if changes have been made to the matrix since your last annual plan, and what those changes are:

WMS allows local districts to update their Title XX Matrix by using the **Title XX Menu**. The matrix is the basis for the authorization/payment of Title XX services and for child care assistance funded under the New York State Child Care Block Grant for each local district. State income standards are established using the Federal Poverty Levels (FPL), which are updated periodically by the U.S. Department of Health and Human Services. When new FPLs are set, the state updates the WMS Title XX Services Matrix and the Title XX Matrix Update process is initiated.

Each district must update its WMS Title XX Matrix as necessary and submit it to the state for review. Districts are not able to alter state-mandated fields. The updates are done by a district worker who has been assigned security function 180 by the district's LAN administrator. If your district needs assistance with making the changes in WMS or the process of assigning a 180 security function to a district employee please contact [ocfs.sm.wms@ocfs.ny.gov](mailto:ocfs.sm.wms@ocfs.ny.gov).

The following resource is available to assist with updating the Title XX Matrix in WMS:

- [Click Here for Instructions to Complete the Program Matrix](#)
- 

Are there changes to the services your county intends to provide during the 2021 Child and Family Services Planning cycle?

- Yes  
 No

If there are changes to the services, please indicate what those changes are:

# List of Data Sources

The list below contains common data sources often used in county planning. Please check all sources your county used in developing this plan. The list is not all-inclusive; if you have other sources of data, please indicate those as well.

Data Source	Safety	Permanency	Youth & Young Adult	Adult Services
KWIC (Kid's Well-being Indicators Clearinghouse)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
U.S. Census Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child Trends Data Bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRISMS (Prevention Risk Indicator/Services Monitoring System (OASAS))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NYS Department of Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Domestic Violence Information System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>NYS OCFS Data</b>				
MAPS (Monitoring and Analysis Profiles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QYDS (Quality Youth Development System)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OCFS Data Warehouse Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child and Family Services Plan Child Level Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OCFS Race/Ethnicity Disparity Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>OCFS Preventive Services Data</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OCFS Bright Spots Data</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OCFS Family First Data Packets (Congregate Care Bubble Charts and Foster Home Data Packets)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OCFS Juvenile Detention Automated System (JDAS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OCFS Detention Risk Assessment Instrument System (DRAIS)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OCFS Agency Online Profile (OAOP)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>YASI data (Youth Assessment &amp; Screening Instrument)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Safe Harbour: NY program data</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Adult Services Automation Project (ASAP.Net)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Adult Protective Services (APS.Net)—NYC only</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Local Surveys</b>				
<b>County Search Institute Survey</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communities That Care</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TAP Survey</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>United Way (Compass Survey or other)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>				

Other Data Sources	☑	☑	☑	☑
Specify Any Other Data Sources:	<ul style="list-style-type: none"> <li>• NYS Touchstones Kids Count Data Book</li> <li>• Capital District Regional Planning Commission Data</li> <li>• Saratoga Economic Development Corporation Data</li> <li>• Partnership for preventions Program Annual Assessment</li> <li>• Social Services Annual Report and Internal report Data</li> </ul>	<ul style="list-style-type: none"> <li>• NYS Touchstones Kids Count Data Book</li> <li>• Capital District Regional Planning Commission Data</li> <li>• Saratoga Economic Development Corporation Data</li> <li>• Partnership for Prevention program Annual Assessment</li> <li>• Social Services Annual Report and Internal Data.</li> </ul>	<p>Saratoga County Youth Bureau spreadsheet to track and organize program annual report data.</p>	<ul style="list-style-type: none"> <li>• Capital District Regional Planning Commission Data</li> <li>• Saratoga Economic Development Corporation Data</li> <li>• Program Annual Assessment</li> <li>• Social Services Annual Report and Internal Report Data</li> </ul>

# Required Interagency Consultations

407(g)(3) As required by sections 423.3(a) and 473.2(b) of the Social Services Law, discussions and meetings with public, private and voluntary organizations which are involved in adult and family and children's services must be held to acquire their advice and consultation in the development of the plan. At a minimum, such organizations must include: health and mental health agencies; aging, legal and law enforcement agencies; societies for the prevention of cruelty to children; family court judges; youth bureaus or boards; and departments of probation.

**Please list below all agencies that participated in the development of this section of the plan.**

Agency Type	Safety	Permanency	Youth and Young Adult	Adult Services
Health <sup>4</sup>			Saratoga County Public Health	Saratoga County Public Health, Saratoga Hospital, nursing homes, rehabilitation facilities, CHHAs, Environmental Health, Office for Aging-Long term care council, local hospitals
Mental Health <sup>4</sup>	Saratoga County Mental Health	Saratoga County Mental Health	Saratoga County Mental Health	Saratoga County Mental Health, RISE, Unlimited Potential, Four Winds Hospital
Youth Bureau <sup>3</sup>	Saratoga County Youth Bureau	Saratoga County Youth Bureau	Saratoga County Youth Bureau	
Department of Probation <sup>3</sup>	Saratoga County Probation Department	Saratoga County Probation Department	Saratoga County Probation Department	
Societies for the Prevention of Cruelty to Children <sup>1</sup>	Saratoga Center for the family	Saratoga County Center for the Family		
Law Enforcement <sup>1,2,4</sup>	Saratoga County Sheriff's Office; Saratoga County District Attorney's office; New York State Police;	Saratoga County Sheriff Office, Saratoga County District Attorney's Offices, NYS Police	Saratoga County Sheriff's Department	NYS Police, Saratoga County Sheriff Department, Saratoga Springs Police, Ballston Spa Police Department,
Aging <sup>4</sup>	Saratoga County Office for the Aging	Saratoga County Office for the Aging		Office for the Aging, Southern Adirondack Independent Living, Mechanicville Community Center, Franklin Community

				Center
<b>Legal</b> <sup>1,4</sup>	Saratoga County Attorneys office, Saratoga County District Attorney's office	Saratoga County Attorney's Office, Saratoga County District Attorney's Office		County Attorney, District Attorney, Public Defender
<b>Family Court (judge or designee)</b> <sup>1</sup>	Saratoga County Family Court, Saratoga County Family Court Judges	Saratoga County Family Court, Saratoga County Family Court Judges		
<b>Local Advisory Council</b> <sup>1,2,3</sup>	Transitional Services, Wellspring, District Attorney, Saratoga County Mental	Transitional Services, Wellspring, Saratoga County Mental Health, Saratoga County District Attorney's Office	Saratoga County Advisory Youth Board	
<b>Other Relevant Government Agencies</b>				Social Security Administration, OPWDD, Veterans Administration, SCDSS Eligibility programs
<b>Child Care Resource and Referral Agencies</b>				
<b>RHYA Providers</b> <sup>3</sup>	Captain Youth and Family Services	Captain Youth and Family Services	CAPTAIN Community Human Services	
<b>Other Public / Private / Voluntary Agencies</b> <sup>1,4</sup>	Saratoga Center for the Family	Berkshire Farm Center and Services for Youth		Shelters of Saratoga, National Grid
<b>Other (#1)</b>	Berkshire Farms Center and Services for youth	Northeast Parent and Child Society		
<b>Other (#2)</b>	Northeast Parent and Child Society	St. Anne Institute		

1. Must be consulted when developing Safety / Prevention section of the Plan.
2. Must be consulted when developing the Permanency / Prevention section of the plan.
3. Must be consulted when developing the Youth and Young Adult section of the plan
4. Must be consulted when developing Adult Services section of the Plan.



## YOUTH BUREAU DIRECTOR JOB DESCRIPTION/RESPONSIBILITIES:

### DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and administrative position involving responsibility for research into various programs and problems for youth. It involves substantial responsibility for planning, initiating, coordinating, budgeting, and reviewing a variety of youth development and delinquency prevention and control projects. The incumbent has responsibility for administering a County-wide youth program designed to promote positive growth and development for youth and identify and eliminate causes of juvenile delinquency. The incumbent develops and recommends policy to implement programs. The work is performed under the general direction of the controlling legislative authority and County Administrator in accordance with established policies and procedures with considerable leeway allowed in exercise of independent judgment in developing and administering the overall program. Supervision is exercised over para-professional and clerical staff of the Bureau and does related work as required.

The Youth Bureau Director is also the County Runaway & Homeless Youth Coordinator. The RHY Coordinator is charged with the oversight of runaway & homeless youth support/prevention programs in the county including the CAPTAIN Youth Home. The roles and responsibilities include, but are not limited to the following: development and implementation of county plans with the county youth bureau, to improve services for runaway and homeless youth and their families; identification assessment and monitoring of all available county resources for runaway and homeless youth and their families; ensuring that a system is in place for responding to inquiries concerning available shelter space, transportation and services 24 hours per day; ensuring that program youth have access to educational services, including transportation; consideration of requests of runaway youth, who have appropriate written consent of their parent, guardian or legal custodian, to remain in runaway and homeless youth shelters beyond the 30-day maximum length of stay period; and provision of written notification to the county youth bureau of his or her approval for any youth to remain in a runaway and homeless youth shelter beyond the 30-day maximum length of stay period.

### TYPICAL WORK ACTIVITIES:

- Performs research, plans and prepared tentative budgets, allocates expenditures and disbursements, and recommends needed appropriations;
- Prepares or assists in the preparation of applications for State of Federal reimbursements of programs operated or proposed by the Youth Bureau, contract agencies, or other public or private groups;
- Establishes and coordinates training programs, conferences, meetings, and workshops for recreational personnel and youth volunteers throughout the County;
- Meets with officials of various municipal subdivisions in the County to promote and coordinate Youth Bureau delinquency prevention efforts;

- Coordinates Youth Bureau efforts with other County agencies to maximize efforts to prevent and control delinquency;
- Meets with Youth Advisory Board to plan broad goals and programs objectives;
- Compiles and prepares reports on economic, psychological and sociological conditions of the County as they relate to the problems of juvenile delinquency and Youth Bureau programs;
- Prepares and supervises the preparation of news and publicity releases and other public relations material related to Bureau activities;
- Directs Bureau personnel and office activities;
- Meets with various public and private agencies and groups to discuss, develop and promote work and objectives of the Bureau;
- Performs variety of professional and administrative activities in developing and operating the Youth Bureau Program;
- Prepares related reports as required.

**ADDITIONAL LOCAL STANDARDS for LEGALLY EXEMPT  
Relative-Only CHILD CARE PROVIDERS in SARATOGA COUNTY**

This is to inform you that as a potential Legally Exempt Child Care Provider in Saratoga County we have a State approved additional standards.

The additional Saratoga County Standards are required and must be complied with in order to receive child care subsidies.

Described below are the additional local standards that will be required of providers as well as what providers must do in order to comply with each standard.

- Providers of legally exempt relative-only in-home and relative-only family child care and all relative-only family child care (FCC) household members 18 years of age and older, volunteers and employees will sign a release allowing the Saratoga County Department of Social Services to conduct a local Child Protective Services records check.
- If a Legally Exempt relative-only Provider or relative only Family Child Care household member, volunteer or employee refuses to sign the release which would allow Saratoga County Department of Social Services to conduct local Child Protective Services records checks; the Enrollment Agency will consider this an incomplete application packet.
- When a local Child Protective Services records check reveals that a legally exempt provider and/or relative only Family Child Care household member(s) age 18 years of age and older, volunteer or employees is an indicated subject of a child abuse or maltreatment report; the proposed provider will be required to submit to Saratoga County Department of Social Services; a written statement providing information concerning the indicated incident(s). This statement must be signed by the parent/caretaker acknowledging receipt of this information and the parent/caretaker's wish to use this childcare provider. The statement must be given to the Department of Social Services within ten calendar days.
- If the information regarding the indicated child protective report does not match the information obtained from the local Child Protective Services records check, Saratoga County Department of Social Services will notify the provider that they have ten calendar days to clarify the discrepancies in the information submitted to our Department and the parent/caretaker. Within that ten calendar day period; the provider must submit information to our Department and the parent/caretaker that either matches the information obtained by the Department's local Child Protective Services records check or the provider submits information which documents that the information obtained from the local Child Protective Services records check is inaccurate. If the provider fails to clarify the discrepancies; the district will notify the Enrollment Agency that the additional standard has not been met.



**ADDITIONAL LOCAL STANDARDS for LEGALLY EXEMPT RELATIVE ONLY**  
**IN-HOME and Relative-Only FAMILY CHILD CARE PROVIDERS in**  
**SARATOGA COUNTY**

I, \_\_\_\_\_, hereby authorize Saratoga County Department of Social Services to conduct a search of the local Child Protective Services records for any records pertaining to me. I understand that I must also ask all relative only Family Child Care members of my household *age 18 years and older*, and any employees and/or volunteers to sign a release for a Child Protective Services records check.

I have been provided with a copy of the local policy and procedure with which I am required to comply.

This information will be used by Saratoga County only for the purpose of determining my suitability to provide childcare.

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**AKA's:** (all names also known as) \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Previous Address:** \_\_\_\_\_

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**Household -member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**AKA's:** (all names also known as) \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Previous Address:** \_\_\_\_\_

---

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**AKA's:** (all names also known as) \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Previous Address:** \_\_\_\_\_

---

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**AKA's:** (all names also known as) \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Previous Address:** \_\_\_\_\_



**Office of Children  
and Family Services**



**Division of Criminal  
Justice Services**

**ANDREW M. CUOMO**  
Governor

**SHEILA J. POOLE**  
Commissioner

**MICHAEL C. GREEN**  
Executive Deputy Commissioner

May 25, 2021

Dear Local District Commissioner or Probation Director:

This letter is to inform you that the PINS Diversion Services Section of the Saratoga County Child and Family Services Plan (CFSP) has been approved jointly by the Office of Children and Family Services and the Division of Criminal Justice Services effective 5/24/21.

The Office of Children and Family Services and the Division of Criminal Justice Services are committed to providing the support you need to continue to offer quality services and improve outcomes for youth and their families.

Sincerely,

Robert M. Maccarone  
DCJS Deputy Commissioner and Director  
Office of Probation and Correctional Alternatives  
NYS Division of Criminal Justice Services

Dr. Nina Aledort  
Deputy Commissioner  
Division of Youth Development and  
Partnerships for Success  
NYS Office of Children and Family Services



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Tina Potter, Commissioner of Social Services

**DATE:** November 15, 2021

**RE:** Safe Harbour Contract Extension

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)

2022 Budget Lines: A.60.610-7605 increase \$43,350.00, A.60-3644 increase \$43,350.00. No budget impact as funds are reimbursed 100%.

3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)

4. Specific details on what the resolution will authorize:

DSS was recently informed by the NYS Office of Children and Family Services that it will be provided \$43,350.00 for the continuation of Safe Harbour Program. This resolution authorize acceptance of the funds and renewal of the current contract with Saratoga Center for the Family to coordination of the Safe Harbour program in an amount not to exceed \$35,350.00

5. Does this item require hiring a Vendors/Contractors:  YES or  NO

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term: Renewal due to additional funds. January 1, 2022 through December 31, 2022
- f. Contact information: Rebecca Baldwin, Executive Director Saratoga Center for the Family
- g. Is the vendor/contractor an LLS, PLLC or partnership: 501 (c) (3)
- h. State of vendor/contractor organization: New York
- i. Is this a renewal agreement:  YES or  NO
- j. Vendor/Contractor comment/remarks:

359 Ballston Ave, Saratoga Springs, New York 12866



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution Program to end 12/31/21
  - Are the terms changing: Increase in the dollar amount.
  - What is the reason for the change in terms:  
Additional increased funds have been allocated to Saratoga County.
7. Is a new position being created:  YES or  NO
- Effective date
  - Salary and grade
8. Is a new employee being hired:  YES or  NO
- Effective date of employment
  - Salary and grade
  - Appointed position:
  - Term:
9. Is a grant being accepted:  YES or  NO
- Source of grant funding: NYS Office of Children and Families
  - Amount of grant: \$43,500.00
  - Purpose grant will be used for: Development and implementation of Safe Harbour Program
  - Equipment and/or services being purchased with the grant: See attached Budget
  - Time period grant covers:  
January 1, 2022 through December 31, 2022
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Pursuant to Resolutions 124-2016, 79-2017 and 39-2021 Saratoga County and Saratoga Center for the Family (CFF) were entered into agreements for the development of a human trafficking awareness program to meet the needs of youth that are identified as victims of labor and/or sex trafficking. Additional funds were provided for an additional year beginning 1/1/22.



**Office of Children  
and Family Services**

**KATHY HOCHUL**  
Governor

**SHEILA J. POOLE**  
Commissioner

October 15, 2021

Tina Potter, Commissioner  
Saratoga County DSS  
152 West High Street  
Ballston Spa, NY 12020

Dear Commissioner Potter,

We are pleased to have your continued participation in the Safe Harbour: NY program in 2022. This letter confirms that Saratoga County has been provided an allocation of \$43,350 for the development and implementation of Safe Harbour programming for the calendar year 2022. We look forward to continuing to work with you as a valuable partner in this endeavor.

Please find attached the allowable use of funds document, a summary of program resources and commitments, a listing of important events and deadlines, Safe Harbour program contact information, and the 2021 program report and 2022 program plan template. Please submit the program report, plan, and budget to our office by November 19, 2021 so it may be reviewed in advance of program spending. 2022 claiming instructions will be sent out in a separate mailing.

Thank you again for your continued commitment to developing a county-wide system response to child trafficking and exploitation. If you have any further questions, please contact our office at 518-474-4110 or via e-mail at [humantrafficking@ocfs.ny.gov](mailto:humantrafficking@ocfs.ny.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Nina Aledort".

Nina Aledort, Ph.D.  
Deputy Commissioner

Att. (5)

CC: Director of Services  
John Lockwood, OCFS Albany Regional Office Director  
Christine Anderson, OCFS Bureau of Health and Well-Being, Anti-Trafficking & Runaway and Homeless Youth Services Coordinator

2/23/21



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 39 - 2021**

**Introduced by Supervisors Gaston, Barrett, Connolly, Grasso, Lant, O'Connor and Wood**

**AUTHORIZING THE ACCEPTANCE OF ADDITIONAL FUNDS FROM NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES FOR THE SAFE HARBOUR NY PROGRAM, AUTHORIZING A RENEWAL AGREEMENT WITH SARATOGA CENTER FOR THE FAMILY, AND AMENDING THE 2021 COUNTY BUDGET IN RELATION THERETO**

WHEREAS, pursuant to Resolution 46-2016, this Board of Supervisors authorized the Saratoga County Department of Social Services to accept a five (5) year Safe Harbour grant in the amount of \$483,600 from the New York State Office of Children and Family Services ("OCFS") for the development of human trafficking awareness and critical services programs for youth in need; and

WHEREAS, pursuant to Resolution 124-2016, this Board authorized an agreement with Saratoga Center for the Family, a local not-for-profit organization with experience in treating victims of human trafficking and the commercial sexual exploitation of children, to serve as the lead agency in the development of a human trafficking awareness program for Saratoga County, and to assist in the development of a critical services team within the County to meet the needs of youth that are identified as victims of labor and/or sex trafficking, with the term of said agreement to be from June 1, 2016 through December 31, 2016 at a cost not to exceed \$85,000; and

WHEREAS, pursuant to Resolution 79-2017 this Board authorized a renewal agreement with the Saratoga Center for the Family to continue to serve as the lead agency in the development and administration of a human trafficking awareness program in Saratoga County, and to assist in the development of a critical services team within the County to meet the needs of youth that are identified as victims of labor and/or sex trafficking, with said renewal agreement to be for the term January 1, 2017 to December 31, 2017 at a cost not to exceed the 2017 Safe Harbour grant amount of \$108,000, subject to annual renewal for up to three (3) additional years at a cost not to exceed the annual Safe Harbour grant amounts of \$108,000 in 2018, \$91,800 in 2019 and \$70,030 in 2020; and

WHEREAS, New York State OCFS has allocated an additional \$34,000 for the County's continued participation in the Safe Harbour NY program in 2021 for the specific purpose of meeting the needs of sexually exploited children through age 21; and

WHEREAS, the acceptance of these OCFS grant funds requires this Board's approval and an amendment to the 2021 County Budget; and

WHEREAS, the Commissioner of the Saratoga County Department of Social Services has proposed renewing the County's agreement with Saratoga Center for the Family to meet the needs of youth that are identified as victims of sex trafficking with the term of said agreement to be from February 1, 2021 through December 31, 2021 at a cost not to exceed \$29,000; and

WHEREAS, our Health and Human Services Committee has recommended that the proposal of the Commissioner of Social Services be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board and/or the Commissioner of Social Services are hereby authorized to execute a renewal agreement with the Saratoga Center for the Family of Saratoga Springs, New York, for the provision of the development and administration of a human trafficking awareness program in Saratoga County, and to assist in the development of a critical services team within the County to meet the needs of youth that are identified as victims of labor and/or sex trafficking, with said renewal agreement to be for the term February 1, 2021 through December 31, 2021 at a cost not to exceed \$29,000; and, be it further

RESOLVED, that the form and content of such renewal agreement shall be subject to the approval of the County Attorney; and, be it further

RESOLVED, that the 2021 Saratoga County Budget is amended as follows:

DEPARTMENT OF SOCIAL SERVICES:

Appropriations:

Increase Acct.: #A.60-610-7605 Safe Harbour \$34,000

Revenues:

Increase Acct.: #A.60.3644 Safe Harbour \$34,000

BUDGET IMPACT STATEMENT: None. 100% State Aid.

**SAFE HARBOUR BUDGET**  
**Year 7 Saratoga County**  
**(January 1, 2022 - December 31, 2022)**

Contracted hours for Coordinator (maximum of 9 hours/week at \$30.00/hour)	\$14,040 yearly
Mileage and travel reimbursement for Coordinator and Case Management	\$300
Training Costs	
• Travel, Related expenses (Critical Team)	\$1,033
Training Costs	\$1,000
Marketing and Advertising	0
Conference	\$4,500
Respite/Housing	\$7,000
DSS Staff Time	\$8,000
Wrap Around Services	\$7,477
Total.....	\$43,350