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Humboldt Offers Permanence for Everyone Project
(HOPE)
Plan Description
Cover Sheet
April 1, 2007-March 31, 2007

Agency Name: Humboldt County Department of Health & Human Services - Social Services Branch (SSB)

Contact Person: Randy Mayers, CWS Program Manager

Goals: #1: To find family permanency homes and/or lifelong connections for up to 20 youth between 10 and 18 years old, who have been identified based on need, and who reside in foster family homes, foster family agency homes, and group homes, by searching for family, relatives, non-related extended family members (NREFMs), and foster homes. In practice using permanency concepts the age range can be enlarged.

#2: To integrate the importance of achieving family permanency homes and/or lifelong connections for youth into the practice of all staff working for DHHS and its branches, and with the Courts, Indian Child Welfare Act advocates, and other DHHS Community Partners. To incorporate permanency language into Child Welfare Services practice and documents.

XX #3: To monitor the outcomes of the youth that are participants of HOPE and track their successes and find where the project can be improved upon to better serve youth participants in the future. Instead, "To monitor Goals #1 and #2 on a monthly basis."

Vision Statement: All youth in Humboldt County have lifelong connections, nurturing relationships, and grow up in safe and supportive permanent homes.

Mission Statement: We provide safe, permanent homes for all youth while evaluating each youth's relationships, accessing resources, and enhancing community involvement to support the youth.

Guiding Principles:

- 1) The definition of permanency for youth includes the emotional, physical, and legal elements that are important to youth. These elements include:
 - ❖ At least one adult

- ❖ A safe, stable, and secure parenting relationship
- ❖ Love
- ❖ Unconditional commitment
- ❖ Lifelong support
- ❖ Involvement of the youth as a participant, perhaps a leader, in the process.
- ❖ Unless the child is not free, a legal arrangement when possible
- ❖ The opportunity to maintain contacts with important persons including siblings.

- 2) Regardless of age, every child and youth deserves to have lifelong supportive relationships.
- 3) We desire that every youth's environment be safe, permanent, and provides lifelong connections.
- 4) We recognize the value of actively involving youth in the development of their future permanency plans.
- 5) Youth will be given the opportunity to learn and experience skills to prepare them for interdependence.

Project Name: Humboldt Offers Permanency for Everyone (HOPE) Project

**Name of Target
Project Unit:**

HOPE

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HOPE Project Plan

Goal #1: To find family permanency homes and/or lifelong connections for up to 20 youth between 10 and 18 years old, who have been identified based on need, and who reside in foster family homes, foster family agency homes, and group homes, by searching for family, relatives, non-related extended family members (NREFMs), and foster homes. In practice using permanency concepts the age range can be enlarged.

Objectives for SW Practice:

Objective 1: Staff will use Family Search and Engagement Practice

A. Activity: A Youth Permanency Team will include case-carrying, Independent Living Skills, Placement Unit, Wraparound, Family Intervention Team staff and Community Partners (such as: FFA, CASA, FRCs, group homes and clinicians).

Xx Performance indicators: Number of cases staffed at monthly meetings; # of staff who attend.

Responsibility: CWS supervisors, staff and agency administrators

Due: Started December 2005 and ongoing

B. Activity: Assigned teams will 1) speak with the youth about his/her connections, 2) case-mine/search for families, relatives, and NREFMs of each individual youth, 3) use an internet search tool, 4) discuss the search with the youth, 5) contact potential connections, 6) meet monthly with the youth's permanence team to create an action plan.

Performance indicators: Number of potential connections documented in the file; number of results documented on the searching tool report; number of next steps completed between meetings and reported on the action plan form.

Responsibility: Youth Permanency Team, CPYP Project Manager

Due: Started November 2005 and ongoing

Objective 2: Staff will involve the youth in the permanency search and plan:

A. Activity: Social workers will consult the youth in the process of finding permanent families and/or lifelong adult connections and in creating the plan and will regularly update the youth on progress.

Performance Indicator: Number of plans that document youth involvement in devising the plan.

Responsibility: CWS supervisors and staff, as well as agency administrators

Due: Begins? and ongoing

Objective 3: Each youth will have a permanency plan included in the Youth Case Plan:

A. Activity: Child Welfare Services, Mental Health, Public Health, State Adoptions, Probation Department staff, care providers and community partners must address permanence in each youth's case plan and document this. The plan will be attached to the youth's biannual court reports.

Performance Indicator: Number of plans and court reports that address permanency in a substantial way.

Responsibility: CWS supervisors and staff, as well as agency administrators
Due: Begins? and ongoing

Objective 4: Formalize Permanency:

- A. Activity: **Intent to Maintain Contact:** When lifelong connections with adults are found, the social worker will get the above form signed and will include form in the case file and provide copies of signed forms to analyst assigned to retain status and number of successes.
Performance indicators: Number of *Intent to Maintain Contact* forms signed.
Responsibility: CWS social workers
Due: Begins? and ongoing

Objective 5: Achieve permanence for emancipating youth:
Staff will use the Objectives and activities above (1 -4) with emancipating youth and in addition will:

- A. Activity: 1. Identify foster youth who are 16.5 years of age.
2. Meet with each youth at 17 years old, either one-on-one or within a treatment team format, to explore, identify and develop connections to individuals so they have permanence when they exit Foster Care at 18.
3. Ask youth to assist in developing the plan and to sign the plan.
4. Submit copies of signed plans to analyst for tracking purposes.
Performance Indicators: Number of forms received by analyst and data on percent of youth that exit care by emancipation, adoption and reunification.
Responsibility: CWS supervisors and social workers
Due: Begins? and ongoing

(xxamy, I added “with target youth” to distinguish from later section under goal #2)
Objectives for Partners working with Target Youth :

Objective 6: Foster family home and foster family agency (FFA) home providers, group home and FFA administrators and their staff, and Children’s Center staff must be engaged as partners in the quest for family permanency for youth.

- A. Activity: xxIncorporate foster family home and FFA home and group home provider administrators and staff, along with the Children’s Center staff in trainings provided by Darla Henry, Robert Lewis and Kevin Campbell.
Each staff will attend a meeting/training on the philosophy of youth permanency to obtain knowledge and skills about youth permanency.
Performance Indicator: Number of providers attending each training.
Responsibility: SSB Deputy Director, CWS program managers
Due: Ongoing

xxMardi should this Activity A of Objective 6 go under training? It fits in both places. You can leave it here.

- B. Activity: Each group home or FFA staff person will work on youth permanency in the following ways, as appropriate:

- 1) Have a discussion with the county social worker about each youth's permanency plan quarterly
- 2) **Xx After discussion with CWS social worker**, discuss possible connections with youth.,
- 3) Keep a list of connections the youth mentions and pass information on to the social worker.

Performance Indicators: Documentation of # 1 and list of #2.

Responsibility: Group home staff and county social worker

Due: Ongoing

Goal #2: Expansion of HOPE: To integrate the importance of achieving family permanency homes and/or lifelong connections into the practice of all staff working for the Department of Health & Human Services (DHHS) and its branches, and with the Courts, Indian Child Welfare Act advocates, and other DHHS Community Partners. To incorporate permanency language into Child Welfare Services practice and documents. To **xx (I removed a word here that didn't make sense)** use the definition of permanency in decisions made and in conversations with supervisors and staff.

Goal #2 Objectives

Objectives for Agency Processes

Objective 1: Supervisors and staff understand agency's expectations regarding permanency casework and supervision:

- A. Activity: Program managers will develop expectations regarding permanency for supervisors and staff.
 Program managers will convey the definition, philosophy and importance of permanence in practice, as well as past successes and future expectations to CWS supervisors and staff.

Performance indicators: Number of required tracking forms, action plans, signed *Intent to Maintain Contact* forms received by analyst. Discussions in supervisory and unit meetings.

Responsibility: SSB Deputy Director, CWS program managers, CWS supervisors and staff

Due: Expectations developed:	July 1, 2007
Conveyed to Supervisors:	July 15, 2007
Conveyed to staff:	August 1, 2007

Objective 2: Integrate youth permanence with other agency processes:

- A. Activity: Integrate permanency plans for each youth into court documents, concurrent plan, TILP, and foster youth binder. Submit copies to the CWS analyst.
Performance indicators: Number of court documents, plans, TILP, and foster youth finder documents that include youth permanency. Copies of each document will be submitted to the CWS analyst. Quarterly report will be developed and completed documenting the use of permanence within case plans
Responsibility: CWS supervisors, social workers, and ILP social workers
Due: November 30, 2006 and ongoing
- B. Activity: Integrate youth permanency into the Family Intervention Team (FIT) policies and procedures.
Performance indicators: Number of FIT case plans that include youth permanency provided to the CWS analyst.
Responsibility: FIT coordinator and FIT staff
Due: July 2006 and ongoing
- C. Activity: Complete a Team Decision Making (TDM) meeting when a placement is unstable and termination may occur. Assure that permanent connections are addressed during the TDM.
Xx Performance Indicator: # of TDM report that include documentation of a permanency discussion
Responsibility: CWS supervisors and social workers
Due: Ongoing
- D. Activity: Interview youth and care provider after a failed placement to find out what challenges could have been addressed or prevented. Consider if adjustments could enable the youth to reunite with care provider.
Performance Indicator: Documentation in case file.
Responsibility: CWS supervisors and social workers
Due: Ongoing

Objectives for Training:

Objective 1: A solid definition of permanence is recognized department-wide by administrators, program managers, related staff and community partners:

- A. Activity: Train CWS staff and cross branch staff on youth permanence
Performance indicators:
- Number of trainings held on permanency.
 - Number of cross branch staff who participate in training.
 - Number of case plans that address permanence.
 - Number of permanent connections made for youths.
- Responsibility:** CWS identified staff
Due: Ongoing

Objective 2: All CWS supervisors and staff who work with youth will have the knowledge, skill, and attitudes necessary to talk with youth, family, and potential connections about permanence, including knowledge and skill on discussing grief and loss as they affect permanency.

- A. **Activity:** Attend trainings developed by county consultants and Training Academies on youth permanency.
- 1) Youth Training Project for CWS line staff and supervisors – June 15, 2007
 - 2) *The 3-5-7 Model: Preparing Children for Permanency* by Darla L. Henry – TBA xx (Fall, 2007)
 - 3) *Adolescents and Families for Life: A Toolkit for Supervisors* by Robert G. Lewis - TBA
 - 4) Trainings by Kevin Campbell - TBA

Performance indicators:

- Discussion of youth permanence trainings and consultation in team meetings and supervision.
- Discussions with youth
- Number of connections found.

Responsibility: SSB Deputy Director, CWS program managers, supervisors, and staff

Due: Ongoing

See below for training activities for partners

Objectives for Partners

Objective 1: Engage partners in helping achieve permanency for youth

- A. **Activity:** Hold biannual meetings with agency staff and community partners to discuss what administrators, supervisors and staff can do within their area of expertise to assist youth in achieving permanence.

Performance Indicators:

- 1st meeting: Plan developed
- 2nd and subsequent meetings: Plan monitored and updated
- Attendance sheets
- Policies established by group homes and FFAs on how staff will communicate with each youth about potential permanent connections.
- Policies established by group homes and FFAs for staff on keeping lists with connections for each youth that staff will provide to the CWS social worker.

Responsibility: CWS program managers and supervisors as well as agency administrators and staff

Due: First meeting – August 2007 and ongoing

- B. **Activity:** Partner agencies provide a copy of agencies' permanency policies and procedures and the number of youth in each agency who attain permanent connections.

Performance Indicators:

Responsibility: Agency administrators

Due: Quarterly

- C. **Activity:** Public Health, Mental Health, community partners and Adoptions staff will be offered training annually through Bay Area Academy Y.O.U.T.H. Training
Performance indicators: Attendance sheets
Responsibility: SSB Deputy Director and agency administrators
Due: September 2005, September 2006 and June 2007
- D. **Activity:** Through meetings with Court staff and the Juvenile Justice and Crime Prevention Commission (JJCPC), CWS promotes youth permanency (examples: sharing youths' digital stories and other videos).
Performance indicators: Number of meetings. Number of Court Staff and JJCPC Commissioners attending the meetings and number of court orders that include permanency findings and consideration of forever families.
Responsibility: SSB Deputy Director, CWS Court Liaison Supervisor and CWS Court Liaison Social Worker
Due: March 2006 and ongoing

Objectives for publicizing HOPE successes, practices and policies:

Objective 3: Permanency philosophy and results are publicized:

- A. **Activity:** Publicize and celebrate successes three times per year
Performance indicators: Visual display of success; DHHS Newsletter articles; shared with collaterals
Responsibility: CWS identified staff
Due: February 2006 and ongoing
- B. **Activity:** Create a family "tree" to exhibit connections made
Performance indicators: Tree displayed.
Responsibility: CWS identified staff
Due: July 1, 2007 and ongoing
- C. **Activity:** Publish articles in the DHHS Newsletter twice a year
Performance indicators: Number of articles published
Responsibility: SSB Deputy Director and CWS identified staff
Due: SSB Director's DHHS newsletter articles: July 2005, May 2006, July 2006, October 2006, November 2006, April 2007 and ongoing
- D. **Activity:** Publish public service announcements (PSAs) in local newspapers, radio, and television twice a year
Performance indicators: Number of articles and PSAs published
Responsibility: CWS Assigned Program Manager, Leslie Lollich or current DHHS Public Education and Outreach Officer
Due: December 31, 2006; December 31, 2007

Objectives for Resources:

Objective 8: Increase the number of adoptive homes:

- A. **Activity:** Work with State Adoptions and the Courts to obtain permission to use the media as a tool for recruitment efforts.
Performance indicators: Number of times the media is used; number of potential adoptive families found
Responsibility: CWS staff and Adoptions staff
Due: Ongoing (There should be a date by which someone will talk with the bench about this and with state adoptions.)

Objective 9: Involve youth in the judicial process:

Xx I reworded

- A. **Activity:** As appropriate, encourage youth to ask the Judge in court for permission to recruit a forever family/permanent relationship through television, radio, and/or newspaper articles
Performance indicators: Number of youth who request approval for media involvement. Number of requests which the Judge approves. SW provides data to analyst.
Responsibility: CWS identified staff
Due: June 2006 and ongoing

Objective 10: Have sufficient financial resources available for HOPE activities:

- A. **Activity:** Develop HOPE Project line item in the Social Services Branch budget to address funding needs.
Performance indicators: Discussions with Fiscal Division and assurances that funding is sufficient Line item in budget.
Responsibility: SSB Deputy Director and SSB Fiscal Division
Due: Ongoing

Goal #3: Monitoring and Tracking of HOPE : To monitor the outcomes of the youth that are participants of HOPE and track their successes and find where the project can be improved upon to better serve youth participants in the future.

Goal #3 Objectives

Objectives for Monitoring:

Objective 1: Monthly monitoring process

- A. **Activity:** Meet with HOPE identified monitoring team monthly
Performance indicators: permanence
Responsibility: CWS identified staff
Due: Beginning June 2007 and Ongoing

- Xx B. **Activity:** Monitoring Team to identify, decide upon and develop ongoing tracking requirements as written throughout this plan as well as determine other monitoring needs not outlined.
Performance indicators: permanence
Responsibility: CWS identified staff

Due: June 2007 and Ongoing

- C. **Activity:** Report to group each month outcomes, successes and places that need improvement
Performance indicators: permanence
Responsibility: CWS identified staff
Due: August 2007 and Ongoing

Objectives for Data:

Objective 2: The Social Services Branch has identified the youth without a permanent family and has an accurate count of how many youth are in the target group.

- A. **Activity:** Develop a process for tracking youth in foster family homes, foster family agency homes, and group homes who do not have permanency, including what and how to monitor. Use CPYP's tracking form – **which one?**
Performance Indicator: Report format. Baseline report.
Responsibility: CWS analyst(s)
Due: Ongoing at monthly monitoring meetings

Objective 3: Each identified youth will have a tracking form completed and submitted to the analyst that documents each youth's possibilities for relationship permanency and outcomes.

- A. **Activity:** Jointly develop a process for tracking contacts and provide an easily accessible face sheet and family tree (Form V-12-09 – *Statement of Relationship to Child*) for the youth's relatives/NREFMs, friends, and committed people.
Performance indicators:
1) Face sheet in place for each youth, with updates when changes occur
2) Family tree in place for each youth
3) Process of how FFA, group home, and CWS staff update the face sheet is developed and communicated in writing to all staff
4) Copies of tracking forms are provided to analyst.
Responsibility: Analyst and Placement Social Worker
Due: (1) June 2006 (2), (3), & (4) June 2007

Per Mardi - (isn't the following activity the same activity as the activity under #14, only mentioning specifically Stanislaus?) – NO! per Amy (one is a search for relations database and the other is the tracking of youths success throughout participation in HOPE.

- B. **Activity:** Identify and implement ongoing search monitoring and reporting system. Evaluate, develop and use the Stanislaus Access Database model for initiating and monitoring family searches.
Performance indicators: System in place
Responsibility: Randy Mayers, CWS Program Manager and CWS analyst(s)
Due: May 2007 and ongoing

Objective 4: Ongoing evaluation of youth as they transition out of care to age 25.

A. **Activity:** Develop process for evaluating youth's success post emancipation (examples might be interviews with youths, their involvement with CC25I, etc.)
Performance indicator: Process developed and implemented
Responsibility: CWS identified staff
Due: Ongoing