

CURRENT MCKINNEY-VENTO PROGRAM EXPANSION AWARD

N.J. DIVISION OF CHILD BEHAVIORAL HEALTH SERVICES  
FUNDING AWARD FOR STATE FISCAL YEAR 2012

CONTRACT ACTION: New  
Action Date: 2/22/12

AGENCY: **Brick Township School District**

CONTRACT NUMBER: **12HLQR**

CONTRACT PROGRAMS: **CIACC**

DCBHS CONTRACT AMOUNT FOR SFY 2012:

**\$47,333**

CONTRACT TERM: **11/1/11- 6/30/12**

EFFECTIVE DATE:

**11/1/2011**

**STATE APPROPRIATIONS**

**SFY 2012**

CIACC, DCF, and Education Partnership

\$ 47,333

TOTAL PROGRAMS:

\$ 47,333

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**NOTE:**

Contract amount for FY2012 is prorated for eight months

Annualized amount is \$71,000

DEPARTMENT OF CHILDREN AND FAMILIES  
 SCHEDULE OF ESTIMATED CLAIMS  
 THIRD PARTY CONTRACTS

ORIGINAL  
 MOD#

DIVISION: Child Behavioral Health ORG CODE: 016-1620 CONTRACT NO.: 12HLQR CONTRACT PERIOD: November 1, 2011 TO June 30, 2012  
 PROVIDER NAME: Brick Township School District

SERVICE PERIOD	COMPONENT # [ENTER Program Name] APU: 013	COMPONENT # [ENTER Program Name] APU:	COMPONENT # [ENTER Program Name] APU:	COMPONENT # [ENTER Program Name] APU:	COMPONENT # [ENTER Program Name] APU:	COMPONENT # [ENTER Program Name] APU:	ESTIMATED CLAIM
MONTH/YEAR							MONTHLY YTD
July-11							
August-11							
September-11							
October-11							
November-11	\$5,916					\$5,916.00	\$5,916.00
December-11	\$5,916					\$5,916.00	\$11,832.00
January-12	\$5,916					\$5,916.00	\$17,748.00
February-12	\$5,917					\$5,917.00	\$23,665.00
March-12	\$5,917					\$5,917.00	\$29,582.00
April-12	\$5,917					\$5,917.00	\$35,499.00
May-12	\$5,917					\$5,917.00	\$41,416.00
June-12	\$5,917					\$5,917.00	\$47,333.00
TOTALS	\$47,333.00					\$47,333.00	\$47,333.00

ORIGINAL CONTRACT CEILING \$47,333.00 MOD#1 MOD#2 MOD#3 MOD#4

AUTHORIZED PROVIDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACT SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EXPENDITURE SUMMARY:  NONE  MONTHLY  QUARTERLY  OTHER  
 COST RELATED  NON COST RELATED  
 ADVANCE PAYMENT:  NONE  MONTHLY

REIMBURSEMENT:  
 PERIODIC REPORTED EXPENDITURES  
 INSTALLMENTS  
 PROVISIONAL  
 FIXED RATE  
 REIMBURSABLE CONTRACT CEILING: \$47,333.00  
 FY: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ FY: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES

# ANNEX A

**I. Please indicate which Division/Office the Contract is being awarded through:**

- DIVISION OF CHILD BEHAVIORAL HEALTH SERVICES (DCBHS)
- DIVISION OF PREVENTION AND COMMUNITY PARTNERSHIP (DPCP)
- DIVISION OF YOUTH AND FAMILY SERVICES (DYFS)
- TRAINING ACADEMY
- OFFICE OF CENTRAL OPERATIONS
- OFFICE OF COMMUNICATION AND LEGISLATION
- OFFICE OF EDUCATION

**II. Please list all programs that are funded through this contract (attach sheet if more than 20 programs):**

- |   |           |
|---|-----------|
| 1. CIACC, DCF And Education Partnership | 11. _____ |
| 2. _____                                | 12. _____ |
| 3. _____                                | 13. _____ |
| 4. _____                                | 14. _____ |
| 5. _____                                | 15. _____ |
| 6. _____                                | 16. _____ |
| 7. _____                                | 17. _____ |
| 8. _____                                | 18. _____ |
| 9. _____                                | 19. _____ |
| 10. _____                               | 20. _____ |

**Note:** Each program must have its own Section 2 which includes the following:

**Section 2.1 Program Name and Service Delivery Information**

*(Please Note: Effective 9/2011 this section of the Annex A has been removed from the package to facilitate the DCF Resource Directory. This section of the Annex A will be provided to you for completion by DCF Contract Administrators.)*

**Section 2.2 Program Description**

**Section 2.3 Performance Outcomes**

**Section 2.4 Personnel Information Sheet**

**Section 2.5 Level of Service Form**

**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES**

**CONTRACT SUMMARY SHEET**

**Provider Agency** Brick Township School District **Contract #** 12HLQR  
**Mailing Address** 101 Hendrickson Ave. **Federal ID** 21-6000220  
Brick, New Jersey 08724  
**Telephone Number** 732 - 785 -3000  
**Provider Agency Fiscal Year End** 6/30/12  
**Contract Effective Date** 11/1/11 **to** 6/30/12 **Contract Ceiling** \$47,333

**Organization Type**

County	<input type="checkbox"/>	
Municipal (i.e. School)	<input checked="" type="checkbox"/>	
Private, Non-Profit	<input type="checkbox"/>	
Private, For-Profit	<input type="checkbox"/>	% Indicate % of profit charged towards contract
Faith-Based	<input type="checkbox"/>	
Hospital-Based	<input type="checkbox"/>	

**Chief Executive Officer** Walter Hrycenko  
**Title** Superintendent  
**Mailing Address** 101 Hendrickson Ave.  
Brick, New Jersey 08724  
**Telephone Number** 732 - 785 -3000  
**Fax Number** 732 - 458 -3670  
**E-Mail Address** whrycenko@brickschools.org

**All notices relevant to this contract should be sent to:**

**Name & Title** Alan Ferraro, Director  
**Mailing Address** 346 Chambers Bridge Road  
Brick, New Jersey 08723  
**Telephone Number** 732 - 262 -2500  
**Fax Number** 732 - 477 -7828  
**E-Mail Address** aferraro@brickschools.org

**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
REQUIRED CONTRACT DOCUMENTS CHECKLIST**

**CONTRACT ADMINISTRATOR:** Walter Hrycenko

**CONTRACT NUMBER:** 12HLQR

**NAME OF AGENCY:** Brick Township School District

**CONTRACT PERIOD:** 11/1/11-6/30/12

The checklist must be completed and returned with all documents prior to contract approval. Specificity as it relates to number of copies and any additional Division/Office documentation to be submitted will be forwarded with the renewal/award letter by your Contract Administrator. Forms that are not included in the following pages, can be found by accessing the website at [www.nj.gov/dcf](http://www.nj.gov/dcf) and clicking on the link to 'Contract and RFP Information'.

	<b>Document</b>	Required with first Contract and as Amended	Required Annually and as Amended	Required on-site	Check if submitted with package
<b>1. Contract Documents</b>					
A.	Standard Language Document with original signature (additional copies requested must also have original signature) (DCF P2.01)		3 signature pages		<input checked="" type="checkbox"/>
B.	Annex A (includes Section 2 for each program funded) (DCF P3.52)		•		<input checked="" type="checkbox"/>
C.	Annex B – Budget Form (Expense Summary, Detail and Schedules 1- 6) or Annex B-2 (DCF.CRM 5.2 and 5.3)		•		<input checked="" type="checkbox"/>
D.	Schedule of Estimated Claims, if applicable		3 signature pages		<input checked="" type="checkbox"/>
E.	Public Law 2005, Chapter 92 (formerly known as Executive Order 129) Source Disclosure Certification Form		•		<input checked="" type="checkbox"/>
F.	Federal Funding Accountability and Transparency Act (FFATA) of 2006 Contractor Compliance Registration (CCR) Attestation Form (regarding DUNS number)	•			<input checked="" type="checkbox"/>
G.	Renewal printout from the Central Contractor Registry (CCR) website ( <a href="http://www.bpn.gov/ccr/default.aspx">www.bpn.gov/ccr/default.aspx</a> )		•		<input checked="" type="checkbox"/>
<b>2. Agreements</b>					
H.	Subcontract/Consultant Agreement(s) (related to DCF Contracts)		•		<input type="checkbox"/>
I.	Private/Public Donor Agreement (s) for Match Responsibilities (DCF. P6.01)		•		<input type="checkbox"/>
J.	HIPAA Business Associate Agreement (DCF P1.06)		•		<input checked="" type="checkbox"/>
K.	A copy of the Acknowledgement of Receipt of the New Jersey State Policy and Procedures returned to the DCF Office of the EEO/AA (DCF.P8.10)		•		<input checked="" type="checkbox"/>
<b>3. Insurances/Licenses/Certificates</b>					
L.	Liability Insurance Declaration Page and/or Malpractice Insurance		•		<input checked="" type="checkbox"/>
M.	Bonding Certificate		•		<input checked="" type="checkbox"/>
N.	Applicable Licenses (professional license related to job responsibilities)		•	•	<input type="checkbox"/>
O.	Current Affirmative Action Certificate or copy of renewal application sent to Treasury (AA302 – Affirmative Action Employee Information Report)		•		<input checked="" type="checkbox"/>
P.	Health/Fire Certificates	•		•	<input checked="" type="checkbox"/>
Q.	Certificate of Occupancy or Continued Certificate of Occupancy	•			<input checked="" type="checkbox"/>
R.	Lease or Mortgage	•			<input type="checkbox"/>
S.	Certificate of Incorporation	•			<input type="checkbox"/>
T.	New Jersey Business Registration Certificate with the Division of Revenue (Public Law 2001, Chapter 134) (DCF.P2.01)	•			<input checked="" type="checkbox"/>

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	Document	Required with first Contract and as amended	Required Annually and as amended	Required on-site	Check if submitted with package
<b>4. Documents Required for Non Profit Agencies and as applicable for Profit Agencies</b>					
U.	Dated List of Names, Titles, Addresses, and Terms of Board of Directors		•		<input checked="" type="checkbox"/>
V.	Copy of the most recently approved Board Minutes			•	<input type="checkbox"/>
W.	Agency By-Laws	•			<input checked="" type="checkbox"/>
X.	Tax Exempt Certification	•			<input checked="" type="checkbox"/>
Y.	Form 990 – Return of Organization Exempt From Income Tax		•		<input checked="" type="checkbox"/>
<b>5. Documents Required for Profit Agencies only</b>					
Z.	U.S. Corporation Income Tax Return, Form 1120		•		<input type="checkbox"/>
AA.	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (formerly known as Executive Order 134) and copy of NJ Business Registration Certificate		bi-annual		<input type="checkbox"/>
BB.	Ownership Disclosure Form	•			<input type="checkbox"/>
<b>6. Agency Policies and Organizational Information</b>					
CC.	Organizational Chart		•		<input checked="" type="checkbox"/>
DD.	Personnel Manual (including job descriptions of staff) and Employee Handbook			•	<input type="checkbox"/>
EE.	Affirmative Action Policy/Plan			•	<input type="checkbox"/>
FF.	Conflict of Interest Policy and Attestation Form (DCF.P8.05)			•	<input type="checkbox"/>
GG.	Procurement Policy (DCF.CRM 2.3)			•	<input type="checkbox"/>
HH.	Equipment Inventory (items purchased with DCF funds) (DCF.P4.05)		•		<input checked="" type="checkbox"/>
<b>7. Audit</b>					
II.	Notification of Licensed Public Accountant (NLPA) - include copy of Accountant's Certification (DCF.P7.06)		•		<input checked="" type="checkbox"/>
JJ.	Copy of Audit (DCF.P7.06)		•		<input checked="" type="checkbox"/>
<b>8. Other Supporting Documents</b>					
KK.	Annual Report to Secretary of State (DCF.P1.04)		•		<input type="checkbox"/>
LL.	Annual Report – Charitable Organizations (DCF.P1.03)		•		<input type="checkbox"/>
MM.	ACH – Credit authorization for automatic deposits (for new requests only)	•			<input checked="" type="checkbox"/>
NN.	W-9 Form (for new Agencies only)	•			<input checked="" type="checkbox"/>
<b>9. Additional Division/Office Specific Forms</b>					
1.	DCBHS Budget Narrative or Annex B (if applicable)		•		<input checked="" type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>

The contracted agency agrees to submit, to the DCF Contract Administrator, any and all changes regarding the information presented in these documents during the term of the contract. All documents should be current and reflect the approval of the agency's Board of Directors, when applicable.

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**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
STANDARDIZED BOARD RESOLUTION FORM**

**Supporting Information for Contract #:** 12HLQR

**Contract Period:** 11/1/11 to 6/30/12

**Agency:** Brick Township School District

**Certification:**

We certify that the information contained in, or attached to, this contract document is accurate and complete.

\_\_\_\_\_  
**Chair, Board of Directors**  
(Original signature)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director**  
(Original signature)

\_\_\_\_\_  
**Date**

**Please List Authorized Signatories for contract documents, checks, and invoices:**  
**(List full name and title)**

Walter Hrycenko  
**Name**

Superintendent  
**Title**

James Edwards  
**Name**

Business Administrator  
**Title**

Richard M. Larson, CPA  
**Name**

Treasurer Of School Money  
**Title**



## STANDARDIZED BOARD RESOLUTION FORM

The Board endorses the following commitments as defined in this document:

### 1. Health Insurance Portability and Accountability Act (HIPAA)\*

Specific to HIPAA (Health Insurance Portability and Accountability Act), the above noted Provider Agency is either (check one):

- A. A covered entity (as defined in 45 CFR 160.103)
- B. A non-covered entity and has executed a DCF Business Associate Agreement (BAA) last dated \_\_\_\_\_.
- C. A non-covered entity that will not be receiving or sharing personal health information.

Once executed, the BAA will be included in the Department's official contract file. The BAA *will be considered applicable indefinitely* unless there is a change in the Provider Agency's status, information or the content of the BAA, in which case it is the responsibility of the contracted Provider Agency to revise the BAA.

The Board agrees to notify the Department of *any change* in its BAA Status and provide the appropriate information within 10 business days.

\* **NOTE: This section does not apply to DCF Office of Education Contracts.**

### 2. Legal Advice

The Board acknowledges that the Department of Children and Families does not and will not provide legal advice regarding the contract or any facet of its relationship with the Provider Agency. The Board further acknowledges that any and all legal advice must be sought from the Provider Agency's own attorneys and not from the Department of Children and Families.

### 3. Public Law 2005, Chapter 51

The Board agrees that the Public Law 2005, Chapter 51 (formerly known as Executive Order 134) compliance forms submitted with the contract are accurate.

### 4. Public Law 2005, Chapter 92

The Board agrees that the Public Law 2005, Chapter 92 (formerly known as Executive Order #129) compliance forms submitted with the contract are accurate.



Contract Number: 12HLQR

**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A  
AUTHORIZED SIGNATURES  
Section 1.1**

List the names and positions of individuals who are authorized to sign the following documents and indicate the number of persons who are required to sign each transaction.

	Name	Position	# of Signatures Required
Contract	1 Walter Hrycenko	Superintendent	1
	2		
	3		
Quarterly and Final Financial Reports	1 James Edwards	Business Administrator	1
	2		
	3		
Contract Modification	1 James Edwardts	Business Administratorr	1
	2		
	3		
Checks	1 Richard M. Larson	Treasurer Of School Monies	2
	2 James Edwards	Business Administrator	
	3 Sharon Kight	Board President	
Other Contracts and Agreements	1 Walter Hrycenko	Superintendent	1
	2 James Edwards	Business Administrator	
	3		

Submitted by:

Primary Signatory: Walter Hrycenko Title: Superintendent

Original Signature: \_\_\_\_\_ Date: 3/8/12

**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A  
AGENCY/ORGANIZATION DESCRIPTION  
Section 1.2**

**Complete a 1-2 page summary of the organization and its history. Clearly label your answers as outlined below.**

- 1. Summarize the agency's purpose and mission.**
  - **Indicate long and short term goals**
  - **Identify the agency's method for goal measurement**

This CIACC, DCF and Education Partnership shall expand the scope of the existing Regional McKinney-Vento Education of Homeless Children and Youth Program served by the Brick School District as the lead agency. The short term goals of this project shall be noted in county based benchmark tasks that shall be implemented as follows:

- Establish professional commitment to the Partnership
- Establish county steering committee
- Disseminate partnership activities
- Identify inter agency training liaisons
- Curriculum development
- Develop web based resource and contact guide
- Develop pre and post skill assessment test
- Implement ongoing training
- Assess professional staff understanding of referral processes and services

The long term goals of the expanded scope of the current McKinney-Vento Project may be described as follows:

The mission of this CIACC, DCF and Education Partnership shall be to develop ongoing inter agency training and network building, to engage statewide, local school districts, public and private agencies to foster efficient, not duplicated, referral and cost effective service access statewide.

The method of goal measurement shall be:

- Identification of statewide liaisons
- Statewide county based ongoing inter agency training and network building
- Pre and post assessment of referral and cost effective service access knowledge

The Brick Township Public School District provides New Jersey Core Curriculum Content Standards instruction for approximately 10,270 students. The long term goal for student development is to cultivate each individual's unique strengths and talents in an

Agency/Organization Description continued

engaging, safe and nurturing environment. Educational goals include collaborative professional development aligning elementary, middle and high school services. In addition, the Brick District has served as the lead agency for the Regional Stewart B. McKinney-Vento Education of Homeless Children and Youth Program. The goal of the McKinney-Vento Program has been to strengthen services to homeless and at risk youth through collaborative agency and school cooperation.

The method for district goal measurement is noted through the New Jersey Department of Education Report Card indicating individual student development and the McKinney-Vento documentation of school and agency participation in collaborative training and service to students.

**2. Describe the agency's progress toward achieving administrative goals from the previous year. Elaborate upon any administrative, programmatic, or fiscal changes from the previous contract period.**

Continuous progress has been noted in academic achievement utilizing standardized tests. The McKinney-Vento goal of identifying a school liaison from each school in the County's of Ocean, Monmouth and Middlesex to participate in inter agency training and network building has been achieved.

**3. Describe the Agency's self-evaluation process.**

- **Identify the tools used**
- **Explain their function in the quality improvement process**
- **Summarize the results of the evaluation from the previous contract period and the changes the agency implemented in response to the findings**

The self evaluation tools used by the Brick District include: Middlestates Scholastic Accreditation evaluation, Core Curriculum Content, Standard State Assessment, Professional staff evaluation, annual financial audit, and quarterly progress reporting of special projects.

The function of each assessment used by the Brick Township Schools provides a framework for quality improvement through assessment analysis and future action plans.

This is a new project and no previous contract period has existed.

**4. Provide a brief description of the agency's most significant accomplishment to date.**

The Brick Township Public Schools as the Regional Lead Agency for the McKinney-Vento Education of Homeless Children and Youth Program has developed, in conjunction with the Ocean County CIACC an innovative inter agency training and network building model. This new model has enhanced the skills and knowledge of school and agency liaisons in referral and service introduction for students.

**5. Explain how the agency collaborates and/or networks with other public and private agencies to serve children and families in the community. Elaborate upon agency outreach efforts.**

As lead agency for the McKinney-Vento Project, the Brick School District has collaborated extensively with each school building in the New Jersey County's of Ocean, Monmouth and Middlesex to enhance the outreach skills of professionals linking students to needed services. The Children's Inter Agency Coordinating Council, the Brick Township Public Schools and the McKinney-Vento Project has developed a model of inter agency collaboration which now may be duplicated throughout the state.

**6. Identify any inter-agency agreements regarding the acceptance of referrals and discharge planning, with respect to the continuum of care. Please include copies of any consultant agreements and/or copies of subcontracts.**

This program model develops collaboration through ongoing inter agency training and network building to engage local school districts, public and private agencies to help foster efficient, not duplicated, referral and cost effective service access. Referrals or discharge planning are not a direct service of the CIACC, DCF, Education Program.

**7. Cite any staffing patterns, environmental accommodations, and practices employed by the agency that reflect an appreciation and respect for the needs and diversity of the customers served.**

This project shall engage local employees that reflect, appreciate and respect the diverse needs of their service region. The inter agency training and network building shall utilize existing school and agency staff. The nature of local hiring needs and practices shall be responsive to the diverse needs of the populations served.

**8. Describe the agency's approach to staff training and development.**

This project is a model of staff inter agency training and network building. The unique approach of identifying a liaison from each school building coupled with local agency provider staff sets the stage for a unique professional training model. Continuous ongoing training shall be utilized. Training topics shall include:

NJ Department of Children and Families  
Divison of Youth and Family Services  
Division of Children's Behavioral Health Services  
Division of Prevention and Community Partnership  
Office of Adolescent Services  
Office of Educational Support  
Office of Advocacy

Agency/Organization Description continued

Local School District  
Educational Support Services

Major Support Services  
Psychiatric Emergency Screening Services  
County Health Department  
Department of Human Services  
Community/Private Services  
Juvenile Justice Commission  
Division of Developmental Disabilities  
Division of Vocational Rehabilitation

Public and Private Providers

Collaboration Methods  
Coordinated - not duplicated referral and services

**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A**

**CORE AGENCY PERSONNEL INFORMATION**

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO		
<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Training Instructor	Alan F. Ferraro	8:00	4:00	MA- Michigan State University Seton Hall University Certifications: School Administrator, Principal, Director of Pupil Personnel Services, Teacher of the Handicapped, Teacher of Social Studies, Guidance, Director of Pupil Personnel and School Psychologist	Professional development training Program and curriculum development
<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Training Assistant	Diane Des Jardins	8:00	4:00	Completed 2 years of college credits in Business, Accounting and Computers	Professional development training Program and curriculum development Scheduling of training Supply distribution
<input type="checkbox"/> FT <input type="checkbox"/> PT						
<input type="checkbox"/> FT <input type="checkbox"/> PT						
<input type="checkbox"/> FT <input type="checkbox"/> PT						
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**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A  
PROGRAM DESCRIPTION  
Section 2.2**

**Program Name:** CIACC, DCF And Education Program

**Please note that additional information/addenda may be required in order to complete the contract package. Any specific requirements/stipulations pertaining to the program will be forwarded as applicable.**

**Label all answers clearly as outlined below:**

- 1. Provide a brief program/component description and its purpose. The description should reflect the program requirements set forth in the initial RFP and any changes that may have resulted from negotiations.**

The CIACC, DCF and Education Program shall develop ongoing inter agency training and network building to engage local school districts, public and private agencies to foster efficient, not duplicated, referral and cost effective service access. The Program shall utilize existing school and agency staff. School and agency staff liaisons shall be identified and participate in ongoing training. Each liaison shall be equipped, through inter agency training and network building, with the appropriate skills to effectively service identified children and youth.

- 2. Identify the target population served by this program/component (i.e. individuals who have been unemployed for the past 6-12 months).**
  - Indicate the program's level of experience with the target population.**
  - Provide a brief outline or snapshot of the characteristics, needs, and current circumstances of the customers the program intends to serve.**
  - Explain how these customers are distinct in any way from the general population. It is generally viewed as a sign of strength when a program is able to identify the population that will benefit the most from the services provided.**

The target population of this project shall be the professional staff of school districts and agencies serving school age children. Each school building throughout the State of New Jersey shall identify a liaison to participate in ongoing inter agency and network building. The County CIACC Coordinator shall facilitate the identification of local agency liaisons to participate in ongoing inter agency training and network building.

The Regional Director of the Stewart B. McKinney-Vento Education of Homeless Children and Youth Program shall serve as a co-facilitator with the County CIACC

Program Description cont.

Coordinator. A county steering committee shall be formed and will be composed of the following:

- County CIACC Coordinator
- McKinney-Vento Regional Director
- Department of Children and Families - County Representatives
  - Division of Youth and Family Services
  - Prevention and Community Partnerships
  - Child Behavioral Health Services
  - Office of Adolescent Services
  - Office of Educational Support and Programs
- Local school district representatives

Extensive experience in serving the target population of school building liaisons and agency liaisons has been developed over the past five years in the use of a prototype of this training and network building model. The Ocean County CIACC and McKinney-Vento Project has cooperated to build a service network of training.

Currently, educational and agency professionals are unable to effectively refer children and youth to needed support services. Confusion concerning referral and service access exists for school and agency professionals. A limited knowledge of the extensive services that are available to support children through the New Jersey Department of Children and Families has been identified in assessment of school personnel knowledge. Conversely, agency personnel lack the training to understand the services available within school systems for students experiencing educational and social needs.

A significant need exists to develop efficient, not duplicated, referral and cost effective service access for the existing services including the following systems:

- Education of homeless students
- Division of Child Behavioral Health
- Division of Youth and Family Services
- Division of Prevention/Community Partnerships
- Office of Adolescent Services
- Office of Educational Support and Programs
- Division of Developmental Disabilities
- Division of Vocational Rehabilitation
- County Department of Human Services
- Juvenile Justice Commission
- Schools
- Family Court
- Parent Communication Organizations
- Public/Private Agencies

The professional school and agency child provider population will benefit significantly from this program. This program shall equip professional liaisons through inter agency training and network building with the appropriate skills to effectively service identified children and youth.

**3. Detail what the program intends to address through service delivery. State the results the program intends to achieve.**

Schools and agencies have long experienced difficulties with the coordination of referrals and service implementation for students at risk. The New Jersey Department of Children and Families provides many services to meet the needs of children and youth. Numerous families also experience homelessness, and homeless students may find it difficult to successfully achieve school proficiency standards.

The McKinney-Vento Education of Homeless Children and Youth Program is charged with the responsibility of forming partnerships with agencies to provide quality homeless education programs. To meet the needs of homeless children and youth, partnerships were identified as the key to providing comprehensive intervention. Efficient use of resources through collaboration with local organizations and agencies extends the benefits available to displaced children and youth.

It is recognized that the effective use of available resources coupled with accountability among collaborating agencies maximizes progress toward achieving service goals. The New Jersey Department of Children and Families has long sought a local partnership with school districts to establish collaborative efforts to serve the children and youth of New Jersey. A partnership with schools as a stakeholder shall allow for efficient, not duplicated, referral and cost effective interventions.

The mission of this CIACC, DCF and Education Partnership shall be to develop ongoing inter agency training and network building, to engage local school districts, public and private agencies, to utilize an efficient, not duplicated, referral and cost effective service model. The responsible staff for this CIACC, DCF and Education Partnership shall be the local County Steering Committee served by co-chairs and co-facilitators. Dissemination of program information and ongoing training shall be the responsibility of the County Steering Committee.

This county-based partnership shall seek to eliminate confusion around referral and service implementation for at risk youth through ongoing inter agency training and network building for local school and provider agency staff. Through collaboration, shared responsibility and mutual understanding, local schools and agencies shall provide improved service using the resources of liaison contacts, service knowledge and a local web portal to meet the needs of at risk children and youth.

This partnership shall use existing staff. Each liaison shall be equipped, through inter agency training and network building, with the appropriate skills to effectively service identified children and youth.

County based expected outcomes for school agency staff shall include:

- Efficient service access for children and families
- Improved service coordination across systems

Program Description cont.

School and agency participation  
Continuous, free training

**4. Describe the program service delivery method (i.e. in the community, on site).**

The responsible staff for this CIACC, DCF and Education Partnership shall be the local County Steering Committee served by co-chairs and co-facilitators. Dissemination of program information and ongoing training shall be the responsibility of the County Steering Committee.

This partnership shall use existing staff. Each liaison shall be equipped, through inter agency training and network building, with the appropriate skills to effectively service identified children and youth. The County Steering Committee shall include the following representation:

County CIACC Coordinator  
McKinney-Vento Regional Director  
Department of Children and Families - County Representatives  
Division of Youth and Family Services  
Prevention and Community Partnerships  
Child Behavioral Health Services  
Office of Adolescent Services  
Office of Educational Support and Programs  
Local school district representatives

The Steering Committee shall develop the curriculum to train professionals in an ongoing basis through inter agency communication, referral processes and efficient service access techniques. The curriculum shall address the following training topics:

NJ Department of Children and Families  
Division of Youth & Family Services  
Division of Children's Behavioral Health Services  
Division of Prevention and Community Partnerships  
Office of Adolescent Services  
Office of Educational Support and Programs  
Office of Advocacy

Local School District  
Educational Support Services

Major Support Services  
Psychiatric Emergency Screening Services  
County Health Department  
Department of Human Services  
Community/Private Services

Program Description cont.

Juvenile Justice Commission  
Division of Developmental Disabilities  
Division of Vocational Rehabilitation

Public and Private Providers

Collaboration Methods

Coordinated - not duplicated referral and services

The service delivery method shall be at the county level, directed by county co-chairs and assisted by the county CIACC Coordinator and McKinney-Vento Regional Director as co-facilitators. Most importantly the partnership training model shall include school building liaisons from each school building throughout the State. In addition, the district level Homeless Liaisons, Educational Stability Liaisons and Directors of Special Services shall be included in training with agency providers. The County Steering Committee shall set meeting schedules and provide notice of each county based training meeting.

**5. Detail how customers access services.**

- **Cite any physical limitations that might preclude program admission or referral acceptance**
- **Discuss referral procedures and discharge planning with respect to the continuum of care**
- **Cite negative and planned discharge procedures**
- **Indicate specific documents needed for referrals, when applicable**

Training for the identified school and agency staff shall be provided in locations with full accessibility not limiting participation based on physical limitations. Meeting schedules shall be distributed in each county well in advance of any training to encourage participation and meaningful inter agency networking.

**6. Describe the neighborhood(s) and the building(s) where each program site(s) is located. Detail accessibility to mass transportation. Identify the program catchment area.**

Training shall be scheduled in school locations utilizing large lecture halls or performing arts centers. The catchment area shall be based on a county level service area engaging county schools and agency providers that serve that location. Accessibility, based on each professionals capability to engage in public or private transportation would not limit anyone from participating in this program.

**7. Detail the program's emergency procedures. Provide any after-hours telephone numbers, emergency contacts, and special instructions.**

Program Description cont.

County based directories of school and agency liaisons including mailing, email and telephone numbers shall be developed to enhance inter agency communication and emergency procedures.

- 8. Provide the total number of unduplicated customers served in the previous contract period for each of the contracted programs. Unduplicated customers refers to the practice of counting a customer receiving services only once within a service cycle.**
- **Indicate the number of unduplicated customers achieving results.**
  - **Indicate how the information was captured and measured.**

This CIACC, DCF and Education Partnership is a new component of the existing McKinney-Vento program administered by the Brick Township Public Schools as the lead agency. In this new expanded scope and nature of the project each New Jersey County steering committee shall identify a school building liaison from each school to participate in training with:

Public Agency Liaisons  
Private Agency Liaisons  
School District Homeless Liaisons  
School District Educational Stability Liaisons  
School District Director of Special Services

The county benchmark tasks shall be implemented as follows:

Establish professional commitment to the Partnership  
Establish county steering committee  
Disseminate partnership activities  
Identify inter agency training liaisons  
Curriculum development  
Develop web based resource and contact guide  
Develop pre and post skill assessment test  
Implement ongoing training  
Assess professional staff understanding of referral processes and services

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES

Annex A  
PERFORMANCE OUTCOMES  
Section 2.3

Program Name: CIACC, DCF And Education

**For each program component please identify: goals, objectives, activities, and performance outcomes, using the following definitions and the chart below.**

**GOALS:**

Goals are statements detailing the long term, ongoing aims or intentions of each program component. Goals do not have a specific time limit but are designed to produce the desired results over an extended time period. Achievement of goals may reach beyond the contract period.

**OBJECTIVES:**

Objectives are statements detailing the desired results of day to day activities. These are short term milestones to be achieved during the contract period. Objectives are reflective of the long term goals of the program component and ideally lead to achievement of those goals. Objectives have defined time limits and measurable results.

**ACTIVITIES:**

Activities are tasks performed to achieve identified objectives. These should be observable and/or measurable.

**PERFORMANCE OUTCOMES:**

Performance outcomes are the identified, quantifiable impact results of the program component on the target population. They should be tied to the program goals rather than to each objective or activity. Performance outcomes may be attainable during the contract period or it may be necessary to track their attainment over a longer period of time.

Program Name: CIACC, DCF And Education

**PERFORMANCE OUTCOMES**

GOALS	OBJECTIVES		ACTIVITIES		PERFORMANCE OUTCOMES
1. County based school and agency program participation	1.	To establish educational staff commitment to the partnership	1.	Provide in service and written introduction materials	1. Establishment of county steering committee
	2.	To establish agency staff commitment to the partnership	2.	Provide in service and written introduction materials	
	3.	To engage County CIACC Coordinator and McKinney-Vento Regional Director as facilitators	3.	Provide in service and written introduction materials	
	4.		4.		
	5.		5.		
2. Engage school and agency personnel in the program	1.	To establish inter agency and network building liaisons	1.	Identify school building liaisons	2. School building liaisons established Public/private liaisons established
	2.		2.	Identify agency liaisons	
	3.		3.	Seek assistance of district Superintendents, Director of Special Services, district homeless and educational stability liaisons to identify school building contacts	
	4.		4.		
	5.		5.		
3. Ongoing inter agency training and network building curriculum development	1.	To establish systematic training concepts and data	1.	Development of curriculum addressing each training topic	3. County Based Curriculum
	2.		2.		
	3.		3.		
	4.		4.		
	5.		5.		
4. County based web resource guide development	1.	To establish a service resource guide available to school and professional staff	1.	Develop web resource information at the CIACC county level	4. Established resource and professional contact guide
	2.	To establish a professional contact	2.	Develop web liaison contact list for	



		directory of liaisons	county based professionals		
		3.			
		4.			
		5.			
5.	Ongoing training with pre and post skill assessment	1.	To establish county based ongoing inter agency training	1. County steering committee scheduling and ongoing training	
		2.	To establish county based pre and post skill assessment	2. County steering committee use of pre and post skill assessment	
		3.		3.	
		4.		4.	
		5.		5.	
				5. Ongoing training and a record of pre and post skill assessment	

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
Annex A  
PROGRAM PERSONNEL INFORMATION  
Section 2.4

Program Name: CIACC, DCF And Education

	POSITION NAME/TITLE	NAME OF EMPLOYEE	DAILY WORK HOURS		% OF TIME TO PROGRAM	QUALIFICATIONS (DEGREES, LICENSES, CERTIFICATIONS)	FUNCTIONAL JOB DUTIES
			FROM	TO			
<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Training Instructor	Alan F. Ferraro	8:00	4:00	100%	MA- Michigan State University Seton Hall University Certifications: School Administrator, Principal, Director of Pupil Personnel Services, Teacher of the Handicapped, Teacher of Social Studies, Guidance, Director Pupil Personnel and School Psychologist	Professional development training Program and curriculum development
<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Training Assistant	Diane Des Jardins	8:00	4:00	100%	Completed 2 years of college credits in Business, Accounting and Computers	Professional development training Program and curriculum development Scheduling of training Supply Distribution
<input type="checkbox"/> FT <input type="checkbox"/> PT					%		
<input type="checkbox"/> FT <input type="checkbox"/> PT					%		
<input type="checkbox"/> FT <input type="checkbox"/> PT					%		

**STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES**

**Annex A  
LEVEL OF SERVICE  
Section 2.5**

**Program/Component Name:** CIACC, DCF And Education  
**Service Type:** Professional Training  
**Description of Unit Measurement:** Benchmark Task Completion  
**Number of Contracted Slots/Units:** Each service day  
**Number of Annualized Units:** 87

*Numbers should reflect unduplicated service counts*

	1	2	3
	MONTH	MONTHLY SERVICE DAYS OR UNITS	MONTHLY CONTRACT LOS
1	March	22	22
2	April	21	21
3	May	23	23
4	June	21	21
5			
6			
7			
8			
9			
10			
11			
12			
	<b>ANNUAL TOTALS</b>	<b>87</b>	<b>87</b>