

2008-09 County MFIP/CCSA Biennial Service Agreement

Minnesota Family Investment Program and Children and Community Services Act

January 1, 2008 to December 31, 2009



Minnesota Department of **Human Services**

Type of Service Agreement

Individual county submitting a:

Multi-county partnership submitting a:

<input checked="" type="checkbox"/>	Combined MFIP/CCSA Agreement
<input type="checkbox"/>	MFIP-only agreement
<input type="checkbox"/>	CCSA-only agreement

<input type="checkbox"/>	Combined MFIP/CCSA Agreement
<input type="checkbox"/>	MFIP-only agreement
<input type="checkbox"/>	CCSA-only agreement

County Name:

County Names:

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County MFIP/CCSA Biennial Service Agreement

January 1, 2008 to December 31, 2009

CONTACT

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Date:	October 15, 2007

* * *

Complete all applicable questions in the following sections. Provide brief but informative responses to the required questions. Information from responses will be shared with staff and other counties. Please ensure that responses are edited before submission to the department.

* * *

Section I: Minnesota Family Investment Program (MFIP)

A. Statement of Needs

1. Based on your response on the needs of MFIP participants in the 2006-07 service agreement (Section I, Part A, Question 1), for which stated needs is your county making the most progress?

- . Number of jobs and wages have increased
- . Child care legislation reduced co-pays; child care involvement in employment service workshops has sharply increased the number of MFIP/DWP families accessing the child care program
- . Employment Services arranged workshops focusing on local child-related resources has increased client utilization of resources, such as child and teen checkups
- . Started new job clubs; outside agency speakers; sharing more information
- . Education—employers are supporting emphasis for high school/GED completion; Learn to Own Computer Program; GED 1120 Computer download; short term training courses; Communities in Families Scholarship Program; partnership with ABE in providing basic skills courses
- . County has waived background check fee for Legal non Licensed Childcare Providers who meet income guidelines
- . Provision of more resources/opportunities for families such as Learning for Life Conference, Operation Community Connect
- . Use of assessment tools to assist in identifying needs, interests, etc.

2. Describe the more persistent needs of participants that your county continues to address with MFIP funds and what kind of support may be needed to help resolve these needs/issues.

- . Reliable transportation
- . Employment that offers enough hours, benefits, and cares for employee
- . Child Care, particularly access and payment for sick child care

3. For each of the categories listed below, tell us what proportion of the MFIP participant caseload will likely need these services in the 2008-09 biennium. A participant could be included in more than one category.

Needs/Services	Percent of Participants
Education	75%
Transportation	80%
Child Care	70-90%
Employment	70-85%
Housing	60%
Mental Health	60-70%
Chemical/Substance	70%
Support Services	100%
Language	1%

4. If you have additional comments regarding the needs of MFIP participants, use the space provided below.

N/A

5. Do the needs of the Diversionary Work Program (DWP) participants differ from your MFIP participants? If yes, briefly describe their most important needs below. If no, enter “same” in the response box.

Yes. DWP participants often wait too long to come in, resulting in immediate financial crisis when entering the program. DWP participants often have loss issues with job and moving (construction industry way down). DWP participants spend a lot of time getting job ready, requiring significant one-on-one assistance. There are often medical issues when DWP participants move to MFIP.

B. Strengths and Resources to Address MFIP Needs

1. In the previous service agreement, counties described plans and efforts to maximize strengths and resources available to the county to address needs of MFIP/DWP families during CYs 2006-7 (Section 1, Part B). Provide a brief evaluation on how well these efforts are working and what your county is planning to do differently in the 2008-09 biennium. Include any new strengths and resources available to the county in 2008-09.

The efforts we identified in the 2006-2007 Plan have been productive. In several areas we have expanded our efforts to meet identified individual needs. Significant strides were made in marketing of Basic Sliding Fee Child Care to eligible families. Unfortunately, due to budget constraints two efforts that were extremely beneficial ended: Family Stability Fund for MFIP participants and Public Health Intervention Counselor with a focus on pre-teen and teen pregnancies.

New Strengths and Resources:

- . Education—Learn to Own Computer Program; collaboration with ABE in setting up courses; short-term training, including manufacturing, welding, computer courses, CNA; County Scholarship Program, GED 1120 download
- . Improved Car Donations
- . Increased Job Clubs with a wider education focus
- . Increased Support Services
- . Additional resources for participants such as: Learning for Life Conference, Operation Community Connect, Salvation Army backpack program, Ruby’s Pantry—food distribution

2. Family Stabilization Services Addendum

The 2007 legislature requires counties and tribes to describe how they will provide services for those families who qualify for Family Stabilization Services (FSS) under MFIP and DWP effective February 1, 2008. In order to satisfy this requirement, an addendum to the Service Agreement must be submitted to the department by December 31, 2007. The department will issue further instructions by November 1, 2007 on how to complete the addendum.

3. Employment Services Provider Information

List the name, address and phone number of current employment services (ES) providers in your county. (Insert more rows if there are more than two providers.)

Name	Address	Phone Number
Employment & Training Center	Pine Technical College 900 4 th Street SE Pine City, MN 55063	320-629-6741 800-633-7284

C. MFIP Outcomes and Measures

Under the MFIP Consolidated Fund and the overall outcome for MFIP—*Economic Stability for Poor Families*—county performance will be based on the following indicators.

Three-year MFIP Self-support Index

Measure: Percent of MFIP/DWP cases off cash assistance or working 30 or more hours per week three years after a baseline quarter.

In the 2006-07 Biennial Service Agreement, your county identified strategies to ensure that the county’s three-year Self-support Index (SSI) is either within or above the county’s range of expected performance during CYs 2006-07. Review the statistics provided below for your county’s performance on the SSI for the four quarters beginning April 2006 and ending March 2007.

- [Quarterly and Annualized Performance on the SSI](#)

1. Counties “within” or “above” their expected range of performance

If your county is “within” or “above” the county’s expected range of performance on the annualized Self-support Index, provide a concise analysis on your county’s performance during this one-year period including an evaluation of how well the strategies stated in your 2006-07 Service Agreement (section I, part C, Indicator 1) are working to improve your county’s current performance on this measure. Include any new strategies your county will implement in the 2008-09 biennium. In addition, enter whether your county is above or within the expected range, your county’s annualized performance percentage, and targets your county hopes to achieve by the end of the two 12-month periods noted in the response box.

<p>Analysis/evaluation/new strategies:</p> <p>Isanti County is above the expected annualized Self-support Index. Both the support services for working families at less than 200% Federal Poverty Guideline to assist with sustaining job retention and the Family Stability Fund for MFIP participants were positive efforts. More families received the child care support they needed.</p> <p>New strategies:</p> <ul style="list-style-type: none"> . Supported Work Plan . Referrals to Supplemental Security Income when appropriate . Utilization of additional assessment tools, including CASAS and SDS . Identification of participants that would benefit from Food Support stand alone . Access to and payment for child care options for children when they are ill . Activities to assist participants in advocating for themselves, accessing resources, and building their confidence . Workforce development through education including GED/High School completion,

short-term training, and pairing participants' interests with appropriate self-supporting careers		
From the Apr. 06-Mar. 07 annualized data, enter where your county's performance is (above, within or below your expected range) and the percentage performance:	Above	84%
Enter annualized targets you hope to achieve for the periods:	Apr. 07 – Mar. 08	84%
	Apr. 08 – Mar. 09	84%

2. Counties “below” the expected range of performance

If your county is “below” the expected range of performance on the annualized three-year SSI, your county will not receive the 2.5 percent performance bonus unless the county submits a Performance Improvement Plan (PIP) and it is approved by the department. If your county is planning to submit a PIP, access the link below for instructions on how to complete and submit the Performance Improvement Plan.

- [Performance Improvement Plan for the SSI](#)

MFIP Work Participation Rate

Measure: Percent of non-exempt MFIP adults who meet the TANF work participation requirements.

In the 2006-07 Biennial Service Agreement, counties identified strategies to improve their performance on the MFIP Work Participation Rate (WPR). Review the statistics provided below for your county's performance on the WPR Rate for the four quarters beginning April 2006 and ending March 2007.

- [Quarterly and Annualized Performance on the WPR](#)

1. Counties with a Work Participation Rate of 50 percent or more or a five percent increase from the previous year

If your county meets or exceeds 50 percent on the annualized MFIP Work Participation Rate or had a five percentage point increase from the year before (Apr. 05 – Mar. 06), provide a concise analysis of your county's performance during Apr. 06 – Mar. 07 and include an evaluation of how well the strategies stated in your county's 2006-07 Service Agreement (section I, part C, Indicator 2) are working to improve your county's current performance. Include any new strategies your county will implement in the 2008-09 biennium, and at the bottom of the response box enter anticipated targets your county will work to achieve in the next two years.

Analysis/evaluation/new strategies:		
N/A		
Enter your county's annualized Work Participation Rate for Apr. 06 – Mar. 07		%
Enter annualized targets you hope to achieve for the periods:	Apr. 07 – Mar. 08	%
	Apr. 08 – Mar. 09	%

2. Counties with a Work Participation Rate below 50 percent that did not achieve a five percentage point improvement from the previous year:

If your county performance is below 50 percent on the annualized MFIP Work Participation Rate for Apr. 06 – Mar. 07 and did not achieve a five percentage point increase from the previous year (Apr. 05 – Mar. 06), your county will not receive the 2.5 percent performance bonus unless your county submits a Performance Improvement Plan (PIP) and it is approved by the department. If your county is planning to submit a PIP, access the link below for instructions on how to complete and submit the Performance Improvement Plan.

- [Performance Improvement Plan for the WPR](#)

**Performance Improvement Plan Instructions
MFIP Work Participation Rate**

Counties and Tribes that did not have a Work Participation Rate of 50% or improve by 5% from the previous year must submit a Performance Improvement Plan to qualify for additional performance funds. The Performance Improvement Plan identifies issues and barriers to performance and plans and strategies to improve on this measure over the next biennium.

If current county strategies are not adequate in moving families to employment, counties should explore new ideas including consulting with counties that are performing well on the Work Participation Rate. Some strategies that have been effective include designating a Work Participation Rate Coordinator, structured job search, improved record keeping on MAXIS and Work Force One (WF1), review and reduce the number of unaccounted cases, unpaid work experience, subsidized employment, on the job training and designating a job developer to increase employment opportunities.

Complete the following questions and send this document as an email attachment when submitting your county’s biennial service agreement. For questions or inquiries on the Performance Improvement Plan, contact Mayjoua Ly at (651) 431-4030. Approval of the Performance Improvement Plan will follow the same timeline as the service agreements. Quarterly update reports on your county’s progress to improve this measure is required by the department. The department will provide further information when guidelines are developed.

Name of county:	of	Isanti
Name of contact:	of	Richard Williams
Phone number:		763-689-1711
Email address:		richard.williams@co.isanti.mn.us
Date completed:		October 15, 2007

1. Provide a description of overarching factors and systemic issues that impede your county from achieving a Work Participation Rate of 50 percent or more, or a five percentage points improvement from the previous year.

Isanti made a 2% improvement from the previous year. During the goal setting period, there were a number of changes in the program that impacted the county making additional improvements. In Isanti County there are a considerable number of case transfers in and out, negatively impacting the work participation rate as well as delayed enrollments. Reliable transportation and affordable available housing remain significant issues. Program changes such as core hours now required for parents of children under 6 years old has also had a negative impact on the work participation rate. Case closures at 100% sanction are of increasing concern. Education programs initiated during 2006-2007 have positively impacted wage increases; continued efforts in the education arena are expected to positively impact work participation rates. Continue to make appropriate referrals to ISP Family Advocate and to SSI Advocate.

2. How will you address these factors/issues?

- . Employment Specialists will request to attend Financial Unit Staff Meetings once a month to discuss enrollment and compliance concerns
- . Increase support services for transportation
- . Continue to support educational efforts
- . Increase the scope and availability of activities available increase participants' countable activity hours
- . At team meetings, identify participants that should be referred to ISP and/or Supplemental Security Income Advocate

3. For each strategy your county will implement, identify the specific populations you will target, action steps you will take, anticipated outcomes and targets, methods and persons responsible for implementation and monitoring performance. Complete one table for each strategy proposed.

(One response box is provided below for the first strategy. Copy, paste and complete a response box for each additional strategy and add rows for each additional action step.)

Instructions for completing this question:

Strategy – list an approach that you intend to use to improve your Work Participation Rate. For example, unpaid work experience.

Anticipated outcome of strategy – what do you hope to achieve for the identified strategy. For example, 50% of MFIP participants in job search activities will be placed in unpaid work experience after their six weeks of job search.

Person(s) responsible for implementing action steps and monitoring progress – provide the name, title and contact information for the person(s) responsible for implementing and monitoring each action step.

Targets – indicate the county's current annualized WPR performance for the period Apr. 2006 to Mar. 2007 provided by the department. State anticipated annualized targets your county plans to achieve for the periods Apr. 2007 to Mar. 2008 and Apr. 2008 to Mar. 2009.

Action Step for implementing strategy – action steps are activities or tasks that provide

step-by-step directions on how to accomplish an overall goal.

Date to be completed – record the expected completion date for each action step.

Method of Measurement/Monitoring – explain how you will measure program improvement strategy(s) based on the information included in the table.

Strategy: Attend Financial Unit Staff Meetings			
Population: Case transfers, new enrollments, and 100% case closures			
Anticipated outcomes: Timely enrollments, reduction of 100% case closures			
Person(s) responsible: Employment Specialists, Financial Workers, ETC Management			
Targets:	Current annualized WPR performance (Apr. 06 - Mar. 07):		45%
	Anticipated targets you plan to achieve by the end of:	Apr. 07 – Mar. 08	50%
		Apr. 08 – Mar. 09	50%
List Action Steps below for implementing strategy	Date to be completed	Methods of Measuring/Monitoring Progress	
Arrange an ongoing monthly staff meeting discussion	begin 10-2007; ongoing	timely enrollments with a positive impact on the work participation rate as identified at monthly work participation rate meeting; reduction of households reaching 100% case closure	
Case File Reviews-when reviewing cases, ensure review new enrollment and sanction case for each counselor	began 2-2007; ongoing; minimum review of 12 cases per counselor per year	case file review form will indicate correct processes were followed in applying sanctions	
Strategy: Provide additional support services for transportation needs			
Population: Participants who are in cooperation with the program or attempting to come back into cooperation			
Anticipated outcomes: Incrementally reduce transportation barriers			
Person(s) responsible: Employment Specialists, Participants			
Targets:	Current annualized WPR performance (Apr. 06 - Mar. 07):		45%
	Anticipated targets you plan to achieve by the end of:	Apr. 07 – Mar. 08	50%
		Apr. 08 – Mar. 09	50%
List Action Steps below for implementing strategy	Date to be completed	Methods of Measuring/Monitoring Progress	
Make available additional support services for transportation needs	ongoing	documentation in WF1; increase number of participants able to retain jobs	
Continue involvement with Communities Investing in Families Transportation Committee	ongoing	distribution of donated vehicles and provision of start up expenses for vehicle ownership	
Strategy: Education: GED/High School Completion; Short-term Training; One-year Programs			

Population: Participants who have not completed their high school diploma or GED; participants who are employed in positions that pay low wages, provide only part-time employment, and/or offer no benefits			
Anticipated outcomes: Completion of additional education will lead to higher wages			
Person(s) responsible: Individual participants, Employment Counselors, ETC Management Team			
Targets:	Current annualized WPR performance (Apr. 06 - Mar. 07):		44%
	Anticipated targets you plan to achieve by the end of:	Apr. 07 – Mar. 08	49%
		Apr. 08 – Mar. 09	50%
List Action Steps below for implementing strategy	Date to be completed	Methods of Measuring/Monitoring Progress	
Make available GED Practice: GED 1120 in office computer lab and on participants' home computers	ongoing; annual goal	number of downloads provided: number of participants who participate in the program that receive either their high school diploma or GED	
Short-term Training Courses	ongoing; annual goal	number of participants who participate in additional training along with tracking their employment after completion of the course	
Access to Scholarships for Education—apply for the next round of MJSP Scholarships; as well as opportunities through DEED	application for MJSP available in January; DEED this Fall	apply; if receive, track number of participants who access along with number of credits, program, employment results	
Strategy: Refer participants to the Supplemental Security Income advocate who are most likely to be program eligible, based on documented medical history as SSI awards reduce the denominator for the work participation rate			
Population: Participants with modified employment plans and documented medical histories			
Anticipated outcomes: Supplemental Security Income approvals for 2-6 participants/year			
Person(s) responsible: Participants, Employment Specialists, SSI Advocate, Medical Community			
Targets:	Current annualized WPR performance (Apr. 06 - Mar. 07):		44%
	Anticipated targets you plan to achieve by the end of:	Apr. 07 – Mar. 08	49%
		Apr. 08 – Mar. 09	50%
List Action Steps below for implementing strategy	Date to be completed	Methods of Measuring/Monitoring Progress	
Work together with medical community and participant to gather complete medical history	Began 12/22/2006	Review of monthly SSI Advocate report showing accepted referrals from each county	
Assist participants with follow-through once Social Security application has been completed	Began 12/22/2006	Active referrals to the SSI advocate will not be denied due to lack of documentation	
Assist participants in deciding whether or not to appeal SSA possible denials	Began 07/01/2007	Tracking of cases going to appeal and SSA awards	
Strategy: Scope of activities along with availability of activities to expand participation hours			

Population: Participants who are actively involved in their plans but still not meeting hours			
Anticipated outcomes: increase in number of participants who meet required hours			
Person(s) responsible: Individual Participants, Employment Counselors, Financial Workers, ETC Management Team			
Targets:	Current annualized WPR performance (Apr. 06 - Mar. 07):		44%
	Anticipated targets you plan to achieve by the end of:	Apr. 07 – Mar. 08	49%
		Apr. 08 – Mar. 09	50%
List Action Steps below for implementing strategy	Date to be completed	Methods of Measuring/Monitoring Progress	
Live Workforce One at work participation review; MAXIS already live	Initiated August 2007; ongoing	tracking of mass participation hours and open activities	
Finalization of Homework Packet	draft completed; October 30, 2007	number of participants that utilize the homework packet and tracking of increase in hours	
Workforce One Case File Reviews	3 times per year	case file review sheet will indicate full utilization of the system, adequate activities open, consistency between activities and employment plans	

4. How will potential performance funds be used to achieve stated strategies?

In the response box below, enter the amount of the performance funds you will receive for 2008 if your PIP is approved by the department. Briefly state the strategies from Question 3 above and budget the amount to be used for each strategy. Total for all strategies should equal the total amount your county will receive. (Lines for two strategies are provided below. Copy and paste for additional strategies)

Amount of potential performance funds (provided in the WPR table):	\$12,465
Strategy 1: Attend Financial Unit Meeting	\$0
Strategy 2: Transportation: Support Services	\$3,000
Strategy 3: Education: Development of Employability Skills: support for tuition/books	\$7,000
Strategy 4: SSI Advocate: Support Services	\$1,465
Strategy 5: Scope of Activities: Expand Resource Library	\$1,000

Promoting Equity in MFIP Outcomes

Performance gaps of subgroups over the four alternate quarters covering the period Jul. 2005 to Mar. 2007 (Jul.-Sep. 2005, Jan.-Mar. 2006, Jul.-Sep. 2006 and Jan. - Mar. 2007) are provided below. Performance gaps were calculated when a subgroup within a county had at least 30 cases. Click on the link below to review a summary of subgroup performance data for SSI and WPR within your county (note: there are two sheets in the excel file):

- [Two-Year Performance Trend of Racial/Ethnic and Immigrant Groups](#)

1. Counties needing to submit an action plan for the 2008-09 biennium

If your county has one or more subgroups with a gap of at least five percentage points from the county rate in both the last quarter (Jan.-Mar. 2007) and the average of the four quarters, the county must submit an action plan addressing the questions below. If your county has already submitted an action plan in the 2006-07 service agreement, skip this question and move to question 2. *(One response box is provided below. Copy and paste if there are more than one subgroup).*

Name of subgroup:	
Percentage gap from county's rate for the Jan.-Mar. 2007 qtr. (e.g. -15.3%):	%
Anticipated percentage gap you hope to achieve by the end of 2009 (e.g. -10%):	%

i) What efforts has your county taken to date to acknowledge and address these outcome gaps?

N/A

ii) What community-based partners has your county engaged with to address these gaps, and to what extent have these efforts been successful?

N/A

iii) What is your county's plan to reduce these gaps in the next biennium?

N/A

2. Counties who already submitted an action plan for the 2006-07 biennium

If your county already submitted an action plan for the 2006-07 biennium, provide a concise response to the following questions:

Since the submission of your action plan, briefly summarize:

- Which activities were conducted by your county;
- Which partners were engaged;
- What progress has been made to reduce these gaps; and
- What activities are being planned for the 2008-09 biennium.

N/A

3. Counties not required to submit an action plan

Minnesota is becoming an increasingly diverse state. If your county does not have a racial/ethnic or immigrant group with 30 or more cases, or a gap of five percentage points or more, provide a brief summary of your county's approaches and practices as you work to address the diverse MFIP populations within your county during the 2008-09 biennium.

Staff will be proactive and provide one-on-one assistance, identify resources and connect participants to resources; ensure we follow core values of integrity, openness, relationship building, empowerment, collaboration.

Section II: Children and Community Services Act (CCSA)

A. Statement of Needs

1. In the CYs 2006-07 Biennial Service Agreements, counties identified the most important social services issues/needs of children who experience dependency, abuse, neglect, poverty, disability, chronic health conditions or other factors in the following four program areas. For each of the four program areas below, answer the following questions: Will these needs change for the 2008-09 biennium? What are the long-term needs of children your county continues to wrestle with?

Children's Mental Health:

The needs indicated in the 2006-2007 plan continue to be accurate. The availability of local services to meet the needs of children with an emotional disturbance is key to stabilization and growth. Maintaining consistent providers to meet the needs of children and their families, and ensuring they all have insurance that adequately covers the needed services are ongoing needs. The delay in Medical Assistance coverage of foster care and the need for more staff due to high case loads puts a strain on the county budgets. The development and funding of crisis services for children would further prevent deep-end services such as hospitalizations and out of home placements for children experiencing an urgent mental or behavioral need.

Child Safety:

Safety needs of children continue to remain. Parents using controlled substances place their children in situation where neglect and abuse occur. Listed in the 2006-2007 plan was homelessness as a result of this. A housing facility specifically for women who are recovering addicts has been established in a neighboring county to assist with this.

The most severe safety issue for children has been when their parent has neglected or abused them while under the influence of a controlled substance or when the child has been a victim of sexual abuse. Quick response to ensure their safety has occurred. For those children whose allegation is not a form of child endangerment a safety assessment within 5 days of receiving the report will be done.

Child Permanency:

Three items were identified in the last CCSA plan. All three are still applicable for the next two years and in the future. The first is the need for homes for parents recovering from meth addiction with their children. As stated in the previous Child Safety section, this need has been somewhat met, but nevertheless, is still a problem for some. The second issue, locating fathers and relatives that are able to raise children who have entered the foster care system, is an on-going need every time a child is placed in foster care. The last need, achieving permanency for children in the foster care system within one year and two years for state wards, is similar to the previous permanency need. It is an on-going need every time a child is placed in foster care. This AFCARS standard can fluctuate year to year in meeting standards based on one family and its number of children. Thus, each year significant attention is given to establish permanency within timeframes.

Child Well-being:

The previous plan identified physical delays due to prenatal exposure to controlled substances as a need. This need is still applicable, and recently, MN legislature has expanded the definition of chemically dependent person to include a pregnant woman who has engaged during the pregnancy in habitual or excessive use, for a non medical purpose, tetrahydrocannabinol or alcohol. Child welfare services will be provided to pregnant women who meet this definition. And, broadening the child well-being issue should include developmental delays and mental health screenings. Thus, the 2008-2009 child well-being issue is to ensure the developmental and mental health needs of children who are involved in the child protection system are assessed and, if necessary, referred for appropriate services (e.g. further testing, treatment, intervention).

2. In the 2006-07 service agreement, you identified key issues your county was planning to address in CYs 2006-07 for adults with developmental disabilities and other vulnerable populations in your county. For what issues is your county making the most progress and what priorities of needs will you be addressing in the 2008-09 biennium?

We continue to maintain a minimal level of services with adults with Developmental Disabilities until they are able to receive Home and Community Based Waivered Services. In the last year, Isanti county has added a waiver recipient and enhanced the services to those already on DD Waiver due to change in needs.

Isanti County needs to address in 2008, an increase in the needs of disabled aging population and transitions planning for DD persons to adulthood.

3. Minnesota is becoming an increasingly diverse state. What practices and approaches does your county have in place and/or developing to address the social services issues/needs of children from diverse racial/ethnic and immigrant groups in your county?

Referrals to culturally appropriate agencies are done, and these agencies are contacted for consultation purposes. Interpreter services are used. For children who are Indian, the county follows the Tribal/State Agreement. Consultation with the Department of Human Services is done and will continue to do frequently regarding Indian children. Isanti County has designated specific child protection social workers to provide case management services to Indian children.

B. Strengths and Resources to Address CCSA Needs

In the previous service agreement, you described your county's plan or efforts to maximize strengths and resources available to the county to address needs of CCSA families during CYs 2006-07 (section 1, part B). Provide a brief evaluation on how well these efforts are working and what your county is planning to do differently in the 2008-09 biennium. Include any new strengths and resources available to your county in 2008-09.

Children's Mental Health: The Integrated Collaborative for Children has been a strength and good resource in our county for a number of years. There has been a

major reduction in funding through the Local Collaborative Time Study to the Integrated Collaborative for Children in the last two years. This has resulted in the reduction of county wide collaborative services. The early intervention services of the Family Facilitators have been reduced from 4 to 3 FTEs, and funding for mentoring has been minimal. Although the truancy prevention efforts continue to be successful, the county has had to absorb the cost of one of these positions. It is anticipated services funded by the collaborative will continue to be reduced as the reserve funds are diminished and new revenue is minimal. It is anticipated that the county will continue to provide truancy intervention services with the greatest capacity the budget can provide. It is anticipated that the remaining 3 FTEs of family facilitators will be further diminished in the next two years. The addition of a number of CTSS providers in the last couple years will be helpful for children on Medical Assistance to fill this gap. There have been some preliminary discussions about regional development of children's crisis services should funding become available.

Child Safety: Parents using controlled substances and have placed their children in harm's way, may experience any of the following resources in Isanti County to assist them in keeping their children safe: family based services; out-patient therapy; in-patient hospitalization; chemical dependency treatment; support groups; local medical center; coordination between child protection, law enforcement, and county attorney agencies; trained and licensed foster parents; and foster homes designated for emergency placement of children. The homelessness that results from the chronic use of controlled substances or excessive gambling can be addressed through the local homeless agency. Also, A small percentage of Family Assessment funds are used for basic needs and for professional services to assist families in alleviating presenting problems.

During the next CCSA period, Isanti County will continue to utilize the resources listed above as they have been helpful for both families who have children in the home and who have children in foster care.

Child Permanency: Since the last CCSA plan, a housing facility was opened in a neighboring county where women recovering from chemical dependency could live with their children. This has provided the opportunity to return children sooner to their parents.

Isanti County has a very good process for conducting searches for biological fathers and relatives. A family meeting regarding placement with relatives, should neither mother or father be able to care for the child(ren), is conducted when more than one set of relatives come forward to be placement options. This has provided an opportunity to engage the relatives in thinking of ways they could help the family with other needs rather than just providing a foster home for the children (e.g. transportation to visits or therapy appointments, or support groups.)

As in the last plan, achieving permanency in a timely manner is one of the most important outcomes for children. This continues to be a Children's Justice Initiative goal and is discussed in CJI meetings as well as addressed through the court system.

During the next CCSA period, Isanti County will continue to utilize the sober housing

facility, provide competent relative searches, and continue to focus on achieving permanency (e.g. reunification, transfer to a relative, or freeing children so that they can be legally adopted.)

Child Well-Being: Children prenatally exposed to controlled substances have been screened for such exposure according to the Isanti County Protocol for Children Found in a Methamphetamine Lab Site which was adopted by the local medical center. This will continue as needed.

To ensure the developmental and mental health needs of children who are involved in the child protection system are assessed, ICFS refers families to Isanti County Public Health or to the local medical center for developmental delay assessments. ICFS conducts mental health screenings and, if necessary, refers for appropriate services (e.g. further testing, treatment, intervention).

C. CCSA Outcomes and Measures

Keeping children safe and improving their well-being is the overall goal for CCSA. In 2005, the department began issuing annual performance reports on CCSA measures starting with calendar year 2004 data ([Bulletin #05-68-08](#) and [Bulletin #06-68-11](#)). The performance report with CY 2006 data is being prepared for publication.

The link below provides a summary of county performance for the last three years, including an average three-year performance. Review your county performance and respond to the questions that follow:

- [CCSA Performance Data for Calendar Years 2004-06](#)

1. All counties

In the table below, enter your county's 2006 performance and three-year average (from the data provided) for each of the measures, and the anticipated target you hope to achieve in CYs 2008 and 2009.

CCSA Measures (abbreviated)	Fed/State Standards	County			
		CY 2006	3-Year Average	Anticipated Targets	
				2008	2009
1: Children who showed improved mental health					
2: Recurrence of child abuse/neglect					
3: Child maltreatment by foster parent					
4: Re-entered placement within 12 months					
5: Reunified within 12 months of placement					
6: Adopted within 24 months					
7: Transfer of legal custody to a relative within 12 months					
8: Two or fewer placement settings					
9: Received a health exam within one year					
10: Received mental health screening					

2. Counties not meeting the national/state standard for CY 2006 and for the three-year average

For any measure for which your county is not meeting the national/state standard for both CY 2006 and the county's three-year average, enter the measure number and briefly discuss strategies your county will continue, change or do differently to ensure your county reaches and exceeds the anticipated targets set for 2008 and 2009. If a Minnesota Child and Family Service Review was recently conducted in your county and your county is currently working under a Program Improvement Plan (PIP) for that measure, reference the PIP, and briefly describe the strategies. If your county would like to see the approaches and strategies of other counties on a particular measure as reported in the 2006-07 service agreement, refer to [bulletin #06-68-11](#) and [click on Link 4 on Page 8](#). *(One response box is provided below. Copy and paste as needed).*

Measure 4: Re-entered placement within 12 months
<p>Steps to improve performance: All children who enter foster care for mental health treatment and some children placed for more than 30 days for safety and protection are screened by the Isanti County Juvenile Treatment Screening Team. A mental health professional serves as a member of the team to provide consultation for placement of children with severe emotional disturbance. Children recommended to re-enter foster care will be reviewed by this Team to ensure that re-entry is the most appropriate service to meet the children's mental health and well-being needs.</p>

Measure 6: Adopted within 24 months
<p>Steps to improve performance: The Isanti County Children's Justice Initiative (CJI) focuses on ensuring a child in foster care have a permanent legal decision within the time frame established by state statute. This typically is completed within 21 months of placement. This enables the child to be freed for adoption. Efforts to recruit an adoptive family, find a family that can meet the child's needs, begin visitation and transition to the adoptive home will be done. Finalization of an adoption cannot occur until the child has been in that adoptive home for three months. All of these requirements will occur to the best of the County's ability within the remaining time of 24 months from original placement. Factors that delayed adoptions in the previous two years were foster parents who changed their minds to adopt, the mental health needs of the child, and appeals by parents.</p>

Measure 7: Transfer of legal custody to a relative within 12 months
<p>Steps to improve performance: Isanti County has met this standard the past two years and will continue to petition the court in a timely manner so that a transfer of custody to a relative will occur within 12 months from when the child was first placed in the care, custody and control of Isanti County Family Services.</p>

3. All Counties (optional)

The department continues to encourage the sharing of good practices and approaches that are working well across the state. If your county has identified one or more practices that is leading to positive outcomes for children in a particular measure, identify the measure number below and briefly summarize the practice/approach. *(One response box is provided below. Copy and paste as needed).*

Measure #:
Approaches and steps that led to positive outcomes:

4. CCSA performance by racial/ethnic groups

CCSA 2006 data by racial/ethnic subgroups (using Bureau of Census categories) are provided for measures 4 (re-enter placement within 12 months), 5 (reunified within 12 months of placement) and 8 (two or fewer placement settings).

Counties with two or more racial/ethnic subgroups having 10 or more individuals in a numerator were examined to determine subgroup performance from the average county performance. Access the link below and review the data provided for Measures 4, 5 and 8. (Note: three spreadsheets—one for each measure—are included in this excel document).

- [CCSA Performance Data by Racial/Ethnic Groups for CY 2006](#)

If your county has a racial/ethnic subgroup with a performance rate that is five percentage points or more below the county rate on any measure (shaded cell), briefly described what issues may have led to these differences in outcomes, and steps your county will take to improve the outcome for this group for CYs 2008 and 2009.

N/A

Section III: Integrating Services for Child Welfare and MFIP Families

In the 2006-07 service agreement, the department asked counties if they were looking at integrating services for families who are receiving MFIP and CCSA services. Nearly half (40) of Minnesota counties responded favorably and described various approaches and issues.

In the response box below, briefly discuss: (1) what efforts your county has taken since the last service agreement to assist families that need MFIP and child welfare services, (2) your county's experiences as you worked with these families, (3) strategies to coordinate these services, and (4) strengths and limitations of your county's efforts.

In the last service agreement, Isanti County did not provide any integrative services for families who were receiving MFIP and CCSA services. Since that time, proposals for the Children's Trust Fund Strengthening Families, and MFIP Family Connections Program were submitted and denied.

ICFS continues to be part of a multi-county integrated services project funded through DHS.

If your county has a racial/ethnic or immigrant group with an inequity in **both** an MFIP and CCSA outcome measures, briefly discuss your county's efforts to coordinate and address these inequities across MFIP and child welfare programs across your county agency.

N/A

Section IV: Public Input

Counties must specify that the public was informed and input was sought for the use of funds as required by laws provided through this agreement.

1. From the list below, select how the public was informed in the development of the service agreement:

<input type="checkbox"/>	Public hearing
<input checked="" type="checkbox"/>	Newspapers
<input checked="" type="checkbox"/>	Community meetings
<input type="checkbox"/>	Radio announcements
<input checked="" type="checkbox"/>	County Website
<input checked="" type="checkbox"/>	Others (specify): Client Survey

2. Prior to submitting your service agreement to the Minnesota Department of Human Services, did your county allow at least 30 days for soliciting of comments from the public on the content of the agreement?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. Describe the public input received and how it impacted your planning process or the service agreement by selecting one of the following two options:

<input checked="" type="checkbox"/>	Public input was received (<i>continue with the questions below</i>)
	Isanti County Local Advisory Council for Mental Health 8/2/07
	Region 7E Round Table Meeting of 8/27/07
	Region 7E Local Advisory Council for Mental Health 9/24/07
	Family Support Team 09/06/07
	Local Coordinating Council of 9/20/07
	<input checked="" type="checkbox"/> Did not impact our planning process/service agreement
	<input type="checkbox"/> Did impact our planning process/service agreement, particularly the:
	<input type="checkbox"/> Needs Statement section
	<input type="checkbox"/> Strategies and Outcomes section
	<input type="checkbox"/> Budget section
	<input type="checkbox"/> Other (specify):
	Briefly describe the changes made to the service agreement:
<input type="checkbox"/>	No public input was received

Section V: County Budget

In the budget table below, indicate the amount and percentage for each item listed with the specific MFIP or CCSA consolidated fund for calendar years 2008-09. Also note:

- Total percent must equal 100
- MFIP administration is capped at 7.5 percent unless your county is applying for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions following this budget page
- If “other” is used, please specify.

2008 MFIP	Budgeted Amount	Percent	2008 CCSA	Budgeted Amount	Percent
Employment Services (DWP)	\$93,276	19%	Children’s Mental Health	\$144,866	25.5%
Employment Services (MFIP)	\$181,065	36%	Child and Family Services	\$303,934	53.5%
Emergency Services ¹	\$120,000	24%	Adult Services	\$119,301	21.0%
Administration	\$37,393	8%	Other 1:	\$	%
Income Maintenance Administration	\$52,000	10%	Other 2:	\$	%
Other 1:	\$14,838	3%	Other 3:	\$	%
Other 2:	\$	%	Other 4:	\$	%
2008 MFIP Budget	\$498,573	100%	2008 CCSA Budget	\$568,101	100%

A portion of 2009 allocations to counties will depend on legislative actions in 2008. Use your county’s 2008 allocation or its anticipated allocation for CY 2009. When 2009 final allocations are published, use the criteria set forth in the instructions bulletin to determine if your county should submit an amended budget page.

2009 MFIP	Budgeted Amount	Percent	2009 CCSA	Budgeted Amount	Percent
Employment Services (DWP)	\$93,276	19%	Children’s Mental Health	\$144,866	25.5%
Employment Services (MFIP)	\$181,065	36%	Child and Family Services	\$303,934	53.5%
Emergency Services ¹	\$120,000	24%	Adult Services	\$119,301	21.0%
Administration	\$37,393	8%	Other 1:	\$	%
Income Maintenance Administration	\$52,000	10%	Other 2:	\$	%
Other 1:	\$14,838	3%	Other 3:	\$	%
Other 2:	\$	%	Other 4:	\$	%
2009 MFIP Budget	\$498,573	100 %	2009 CCSA Budget	\$568,101	100%

¹ If dollars are budgeted for emergency services, send a copy of the county’s emergency services policy as an email attachment when submitting the 2008-09 MFIP/CCSA Biennial Service Agreement.

Administrative Cap Waiver

Is your county requesting a waiver of the MFIP administrative cap?

- | | | |
|-------------------------------------|-----|----------------------------------------------------------------------|
| <input type="checkbox"/> | Yes | If yes, provide a concise response to the following three questions. |
| <input checked="" type="checkbox"/> | No | If no, skip this section. |

1. Describe the budget change (include any staff changes)

N/A

2. What new activities or services will be provided?

N/A

3. Describe the targeted population and number of people expected to be served?

N/A

Section VI: Assurances

It is understood and agreed by the county board that any funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes 256J and 256M. It is understood and agreed by the county board that the commissioner of the Minnesota Department of Human Services has the authority to review and monitor compliance with the service agreement and that documentation of compliance will be available for audit.

The counties shall make reasonable efforts to comply with all Children and Community Services Act requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding.

Acceptance and use of state and federal funds through the MFIP Consolidated Fund means the county agrees to operate the MFIP program in accordance with state law and guidance from the Minnesota Department of Human Services.

Contingency Planning

As required under the Child and Family Services Improvement Act of 2006 and under state guidance, counties and subcontractors will have a contingency plan in place by Sept. 28, 2007, to address specific federal criteria on how programs funded through Title IV-B, part 2 and Title IV-E would respond to a natural or man-made disaster. The federal criteria of the county and subcontractor's disaster preparedness plan would include:

- Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster;
- Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases;
- Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- Preserve essential program records; and coordinate services and share information with other states.

Details on the preparation of this plan can be found in Bulletin #07-68-10, titled "Child Welfare Disaster Preparedness Plans." If you have questions or need clarification, contact Jean Thompson at (651) 431-3856.

Section VII: Certification for Submission

Checking this box certifies that this Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes 256M (Children and Community Services Act) and 256J (Minnesota Family Investment Program).

Chair, County Board of Commissioners or Authorized Designee

(State the name of the chair or designee, their mailing address and the name of the county)

Name (chair or designee)	Mailing Address	County
Larry Southerland	Isanti County Family Services	Isanti
	555 18th Avenue SW	
	Cambridge, MN 55008	

Date of Submission

Date:	October 15, 2007
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ATTACHMENT A

FAMILY CRISIS ASSISTANCE

Isanti County Family Services

Policy Statement

- TITLE:** Family Crisis Assistance
- PURPOSE:** The purpose of this policy is to specify how Isanti County Family Services will use money available through the MFIP Consolidated Fund to help people in emergency situations.
- REFERENCE:** MFIP Consolidated Fund. MN Statutes 256J.626
- PERSONNEL RESPONSIBLE:** Public Assistance Staff
- EFFECTIVE:** July 1, 2003
- POLICY:** To the extent funds are available, cost effective¹ aid may be provided to help eligible low income families with emergency housing and utility needs.
Family Crisis Assistance:
- Must resolve the crisis, not postpone it
 - Will be approved for the most cost-effective solution
 - Isanti County only will grant Family Crisis Assistance when funding for the program is available through the designated portion of the MFIP Consolidated Support Services Fund, as established by the county agency.
 - Availability of funding will be at the sole determination and discretion of the county agency.
 - The county agency may establish proportional distribution of Family Crisis Assistance funding either monthly or quarterly, based on prior historical expenditure patterns.
 - The county agency director may adjust the distributions or eligibility factors dependent upon current expenditure patterns, with the goals of allowing full year funding and expending the monies allocated for Family Crisis Assistance.
- Family Crisis Assistance will be limited to once in a 12 month period².
- Only vendor or protective payee payments will be issued.

¹ Cost-effective: the household would benefit from a financial bridge and could be reasonably expected to sustain themselves in the future with this limited, short-term assistance.

² Isanti County will not issue emergency aid to a household relocating to the county who has previously received similar aid in another Minnesota county within 12 months from date of application.

- All Family Crisis Assistance must have supervisory approval prior to issuance.

1) PROCESSING FAMILY CRISIS ASSISTANCE APPLICATIONS AND PAYMENTS.

- i) To apply for Family Crisis Assistance, a family unit must complete a DHS Combined Application Form or other forms designated by Isanti County.
- ii) Within 30 days after the county agency receives a completed application, or sooner if the immediacy and severity of the situation warrants it, a family unit will be notified in writing whether their application was approved, denied or pended.

If notice is sent that an application was pended, the county agency will notify the family unit as soon as possible whether their application was approved or denied.

- iii) Funding issued by Isanti County under the Family Crisis Assistance program will be issued by vendor payments following county agency approved procedures.

2) VERIFICATIONS

Required verifications for Family Crisis Assistance may include: Income, assets, living expenses, living situation (landlord statement), and children who are present in the home.

- i) The county agency will request required verifications when necessary and relevant to administration of the program.
- ii) Other documentation will be requested only as necessary to verify validity of need or payment to vendor.
- iii) Failure to provide requested documentation will be valid grounds for denial of a request for Family Crisis Assistance

3) ELIGIBILITY

To be eligible, a household must meet all of the following conditions:

- i) Family Crisis Assistance may be issued only after all other available means, including community resources, have been accessed.
- ii) The household must have experienced one of the following, documented, verifiable changes in circumstances that resulted in a financial crisis:

- Loss or decrease in income or program benefit

- An event which prevents an household member from obtaining or retaining employment – including a change in health of a unit member

- An uninsured disaster – a disaster that threatens the primary residence, health, safety or employment of a household member.
- iii) A family member³ must meet the 30-day state residency requirement and applicable citizenship requirements for federal funding.
- iv) A child under the age of 18 must reside with the caregiver on date of application and for the previous 6 months before application.
- v) In the month of application, the gross income of the household must not be in excess of 200% of Federal Poverty Guideline.
- vi) The household must not be enrolled I the Diversional Work Program (DWP) or the Minnesota Family Investment Program (MFIP)/Employment Services.
- vii) The emergency must not be caused by the household being in a disqualification or sanction status from either DWP or MFIP.
- viii) The household must not have used, without good cause, more than 50% of its income and liquid assets for purpose other than basic needs⁴ during the 60 days before application.
- ix) The household must be able to resolve its emergency by combining liquid assets and assets they can liquidate in time to help, income they will receive in time to help, and other funds for which they are eligible.

4) AMOUNT OF FAMILY CRISIS ASSISTANCE

General Requirements & Verifications

- i) Verification of all factors needed to determine eligibility and emergency circumstances is required prior to issuance of Family Crisis Assistance.
- ii) Family Crisis Assistance must not exceed an amount equal to 4 times the monthly MFIP cash assistance standard.
- iii) Coordination with other local resources that may meet the emergency need, either fully or in part, is expected (E.G: Energy Assistance Program, HPAP, RHASP, Salvation Army, etc.). Denial of eligibility from such local resources, or verification that funds are

³ Household must include at least one adult caregiver and a minor child who live together. Further clarification reference DHS Policy Manual definition.

⁴ Basic needs: the minimum personal requirements of subsistence, restricted to shelter, utilities, food, clothing, and necessary transportation expenses including: loan payment, fuel maintenance, and insurance – if a vehicle is necessary for employment purposes and public transportation is not available. Vehicle expenses are allowable up to 25% of ongoing monthly net income.

not available to assist with the emergency, may be required prior to issuance of Family Crisis Assistance if it appears that the family may qualify for other help.

Housing

- i) Housing Assistance is limited to occupancy payments (rent/mortgage) and does not include repairs of any kind.
- ii) Verification of pending eviction or mortgage foreclosure is required.
- iii) Housing Assistance is limited to dwellings with a current rental certificate as required by the local jurisdiction, or if a dwelling is not required by local ordinance to have such a certificate, verification of landlord-tenant relationship must be provided. Verification may be proof of application or receipt of the Minnesota Renter Rebate/Rent Credit.
- iv) If the immediate emergency includes past due rent/mortgage payments, no more than 2 months of previous unpaid housing costs is permitted.
- v) Aid for rental deposits is limited to an amount equal to one month's rent.

Utilities

- i) Verification of pending utility shut-off is required.
- ii) Aid for utility deposits is limited to an amount equal to an average month's bill.