

How to Fund JJSES using the Needs Based Plan and Budget

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JCJC Conference November 6th 2014

Funding Basics

- ▶ All C&Y Expenses & all JPO Purchased Services are funded with:
 - Federal Dollars
 - State Dollars
 - Local Dollars
- ▶ My job at the County is to:
 - Maximize Federal and State Dollars
 - Minimize County Dollars
- ▶ You cannot get Federal and State Dollars without spending County Dollars

Needs Based Plan and Budget

- ▶ The Process the County uses to gain access to State Dollars
- ▶ Has two major components
 - Revenue
 - Expenses

Revenue

- ▶ Federal Funds
 - Title IV-E
 - Title XX & Title IV-B
 - Title IV-A / TANF
- ▶ State Act 148 Funds
- ▶ County Funds
 - County Share
 - Unallowable Costs
- ▶ Program Income
 - Child Support Payments
 - Fees

Expenses

- ▶ Categories (Cost Centers)
 - **System**
 - Dependent
 - Delinquent
 - **Service Type**
 - In Home
 - Community Based Placement
 - Institutional Placement
 - Administration (C&Y)

In Home

- ▶ Adoption (C&Y Only)
- ▶ Day Treatment
- ▶ Counseling
- ▶ Life Skills
- ▶ Child Protective Services (C&Y Only)
- ▶ General Protective Services (C&Y Only)
- ▶ Juvenile Court Proceedings
- ▶ All at 80% Reimbursement except Adoption at 100%

In Home Expenses

IN-HOME
ADOPTION SERVICE
ADOPTION ASSISTANCE
SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP
COUNSELING - DEPENDENT
COUNSELING - DELINQUENT
DAY CARE
DAY TREATMENT - DEPENDENT
DAY TREATMENT - DELINQUENT
HOMEMAKER SERVICE
INTAKE & REFERRAL
LIFE SKILLS - DEPENDENT
LIFE SKILLS - DELINQUENT
PROTECTIVE SERVICE - CHILD ABUSE
PROTECTIVE SERVICE - GENERAL
SERVICE PLANNING
JUVENILE ACT PROCEEDINGS - DEPENDENT
JUVENILE ACT PROCEEDINGS - DELINQUENT

Placement Expenses

- ▶ Community Based
 - Shelter (90% for first 30 days)
 - Group Home (80%)
 - Alternative (80%)
- ▶ Non Secure Residential (60%)
- ▶ Secure Residential (60%)
- ▶ State YDC / YFC (*60%)
- ▶ Detention (50%)

Placement Expenses

COMMUNITY BASED PLACEMENT
ALTERNATIVE TREATMENT - DEPENDENT
ALTERNATIVE TREATMENT - DELINQUENT
COMMUNITY RESIDENTIAL - DEPENDENT
COMMUNITY RESIDENTIAL - DELINQUENT
EMERGENCY SHELTER - DEPENDENT
EMERGENCY SHELTER - DELINQUENT
FOSTER FAMILY - DEPENDENT
FOSTER FAMILY - DELINQUENT
SUPERVISED INDEPENDENT LIVING - DEPENDENT
SUPERVISED INDEPENDENT LIVING - DELINQUENT

Placement Expenses

INSTITUTIONAL PLACEMENT
JUVENILE DETENTION SERVICE
RESIDENTIAL SERVICE - DEPENDENT
RESIDENTIAL SERVICE - DELINQUENT (Except YDC)
SECURE RESIDENTIAL SERVICE (Except YDC)
YDC SECURE

Funding Combinations In-Home

- ▶ Sources
 - Federal
 - State
 - County
 - Program Income
- ▶ Program Income must come off the top
- ▶ If you use State then you must use County as match
- ▶ Federal Dollars and Program Income cannot be used as match

Funding Combinations Placement

- ▶ Sources
 - Federal IV-E (Youth must meet eligibility requirements)
 - State
 - County
 - Program Income
- ▶ Order of Dollars used
 - Program Income
 - Federal IV-E
 - State
 - County

Placement Example A

- ▶ Youth is IV-E Eligible
 - *Eligible and Reimbursable*
- ▶ Per Diem \$175 with \$160 IV-E Eligible
- ▶ Child Support received @ \$5 per day
- ▶ Location is Community Based Group Home (80%)

Placement Example A

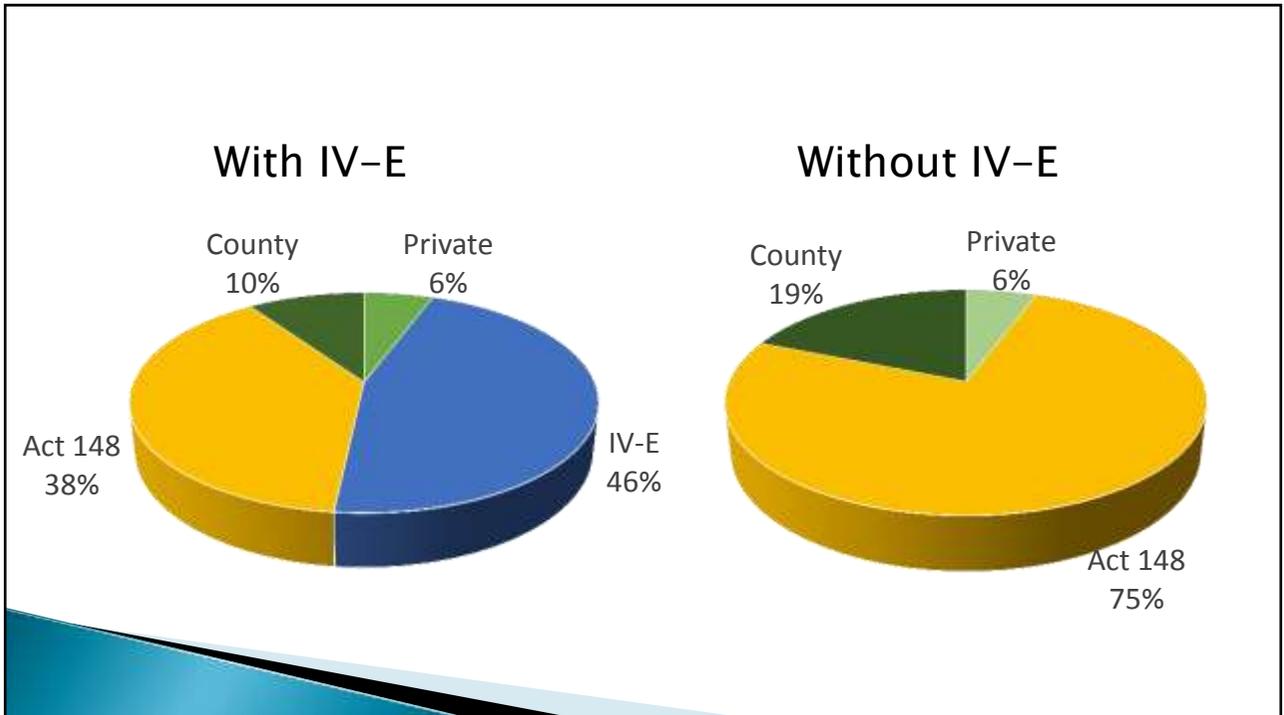
	IV E Reimbursable	IV-E Non Reimbursable	Balance
Per Diem (\$175)	\$160	\$16	\$176
Program Income	\$10	\$0	\$10
Balance:	\$150	\$15	\$171
IV-E @ 54%	\$81	\$0	\$81
Balance:	\$69	\$16	\$85
Act 148 80%			\$68
County \$			\$17

Placement Example B

- ▶ Youth is NOT IV-E Eligible
- ▶ Per Diem \$175 with \$160 IV-E Eligible
- ▶ Child Support received @ \$5 per day
- ▶ Location is Community Based Group Home (80%)

Placement Example B

	IV E Reimbursable	IV-E Non Reimbursable	Balance
Per Diem (\$175)	\$160	\$16	\$176
Program Income	\$10	\$0	\$10
Balance:	\$150	\$16	\$165
IV-E @ 54%	\$0	\$0	\$0
Balance:	\$150	\$16	\$166
Act 148 80%			\$132.80
County \$			\$33.20



Needs Based Plan and Budget (NBPB)

What is funded:

- ▶ **ALL C&Y Expenditures**
 - Staff
 - Operating Costs
 - Administration
 - Purchased Services
- ▶ **JPO**
 - Only Purchased Services

Needs Based Plan and Budget (NBPB)

- ▶ Covers two years
 - Implementation Year
 - Budget Year
- ▶ Submission Date August of each Year
- ▶ State Year runs July 1st thru June 30th

Date Submitted	August 2012	August 2013	August 2014
Implementation Year	2012–2013	2013–2014	2014–2015
Budget Year	2013–2014	2014–2015	2016–2017

NBPB Purpose

- ▶ **County Purpose**
 - Provide justification to the state regarding
 - Increased or Decreased Expenditures
 - Anticipated change in Revenue
 - Request to start new or increase services
- ▶ **State Purpose**
 - Have justification for legislature when preparing state budget request
 - This is why it is due 12 months early
 - Appropriate distribution of limited funds

Needs Based

- ▶ The Actual Expenditures for the prior fiscal year become the base for request **one year out**.
- ▶ For the NBPB submitted in August 2014
- ▶ The Expenditures for the period 7/1/13 – 6/30/14 were the base for the period 7/1/15–6/30/16
- ▶ The County must then justify any amount requested over the base
- ▶ Once you get and spend money you don't need to justify it again

Parts of NBPB

- ▶ **Narrative**
- ▶ **Access Database Request Details**
- ▶ **Budget Forms**
 - Revenue
 - Expenditures
- ▶ **C&Y Forms**
 - Personnel
 - IT
 - Etc.

NBPB Narrative

- ▶ Required part of the plan
- ▶ Can insert JPO Executive Summary
 - Describe County specific issues
 - Provide information regarding JJSES
- ▶ Respond to JPO trends
 - Will they continue and if not why not
- ▶ Provides background for the “ask” you will be making
 - Take advantage of this opportunity!

NBPB Narrative

- ▶ ASSURANCE OF COMPLIANCE/PARTICIPATION FORM
 - DOCUMENTATION OF PARTICIPATION BY THE JUVENILE COURT
- ▶ COMMON ASSURANCES
- ▶ Signatures
 - DHS Director
 - C&Y Administrator
 - Chief JPO
 - Juvenile Court Judge
 - County Executive or County Commissioners

NBPB Narrative

DOCUMENTATION OF PARTICIPATION BY THE JUDICIARY

In addition to the Common Assurances:

I/We assure that I/we had the opportunity to review, comment and/or participate to the level desired in the development of the Children, Youth and Families Needs Based Plan and Budget.

I/We assure that the plan accurately reflects the needs of children and youth served by the juvenile court.

I/We assure that the Juvenile Probation Office has actively participated in the development of the Children, Youth and Families Needs Based Plan and Budget.

Judicial Comments:

The ASK (Access Database)

- ▶ Critical that you write it
- ▶ Access database so send request to C&Y in a table (cut and paste)
- ▶ Covers Implementation and Budget Year
- ▶ Includes
 - Name
 - Description
 - Justification
 - Amount
 - Number of youth
 - Type of request

The ASK Description

- ▶ What is it
- ▶ Is it Evidenced Based
- ▶ How will it be delivered

The ASK Justification

- ▶ Why will it work
- ▶ If no cost savings in other areas then explain
- ▶ Why is it needed
- ▶ How was the cost determined
- ▶ Show and explain cost per unit of service
- ▶ If the new program will save costs in another category show that
- ▶ Since OCYF does not pay for PO's if the new program only reduces caseload (i.e. recidivism) then there is no cost savings in NBPB

Type of Request

- ▶ 12 months of Funding:
 - Expansion
 - Increased Utilization

- ▶ 6 months of Funding
 - New program
 - Annualization from prior year
 - If initially approved, make sure you claim Annualization the following year

Adjustments to Needs Based Plan and Budget Base - FY 15/16

Adjustment # 13 Adjustment Title Transportation Van

County Allegheny

Description of Service:

Classification: U

Lease a van to transport youth to competency development programs.

- A = Annualization
- E = Expansion of Existing Service/Program
- F = Fixed Asset
- M = Maintaining Existing Service
- N = New Program/Service
- U = Utilization Increase/Decrease

Justification Narrative:

As we continue to develop evidence-based competency development programs for youth residing at home, we struggle to keep youth participation at optimal levels. This funding would allow us to lease a van that would be used to transport youth to and from various programs (e.g., Aggression Replacement Training and Victim Awareness Curriculum). The van would also be used to transport judges to visit the various service providers throughout Pennsylvania.

Cost is calculated at \$800 per month for 12 months. We do not consider this to be a new program since we have been transporting juveniles for many years. Rather, we now need a van to allow more youth to be transported at one time.

Add'l Children/Units of Service: 80 youth

Projection of Cost:

\$9,600

Cost Center Adjustments:

Adj. #	Cost Center	Salaries/Wages	Benefits	Subsidies	Operating	Purch'd Svcs	Fixed Assets	Cost Center Total	NRNPSS	NRPSS
	13 Day Treatment-Delinquent	0	0	0	9,600	0	0	9,600	0	0
Adjustment Total:		0	0	0	9,600	0	0	9,600	0	0

Traditional JPO use of NBPB

- ▶ Placement Services
- ▶ Counseling and Day Treatment Services

Think Broadly

- ▶ Any supply expense related to services to youth
 - YLS Instrument
 - BITS Guides
 - Carey Guides
- ▶ Services delivered to youth
 - EHM / GPS services
 - Vocational Training
 - Educational Support Services
 - Day Reporting
 - Detention Alternatives
 - Assistance for Completion of Community Service or Restitution
 - Aggression Replacement Training / ART

Contracted Staff

- ▶ Staff that are not employees of the Court or County
- ▶ Are under the direct supervision of Court Staff
- ▶ **Do NOT perform the duties of a Probation Officer**
- ▶ Can appear on JPO Organizational Chart
- ▶ Examples:
 - Juvenile Justice Planner
 - Educational Specialists
 - YLS Interviewers

Act 148 Funds Cannot be Used For:

- ▶ Probation Officers
- ▶ JPO Operational Expenses
- ▶ Delinquency Related Attorney Expenses
- ▶ Traditionally cannot be used for Juvenile Court Staff but there have been exceptions with a waiver. If the service could be purchased from a private provider and the services have a separate budget then a request is appropriate
 - Electronic Home Monitoring
 - Day Treatment – Day Reporting

Still a Work in Process

- ▶ OCYF is interested in JPO – JJSES
- ▶ OCYF is learning about JPO – It is a learning process
 - Very few OCYF Regional staff have any JPO background
- ▶ Working together to have consistency throughout Pennsylvania regarding what is allowed/approved
- ▶ Working towards consistent classifications of JPO expenses

Budget Forms

- ▶ Usually completed by C&Y/County
- ▶ Ask C&Y/County for a copy of the completed budget file
- ▶ 17 different worksheets
- ▶ JPO should review and be knowledgeable regarding:
 - Actual Act 148 Invoice (shows what was invoiced 2013–14)
 - Schedule of Services (shows who you paid; how much and what for)
 - County IMP PLAN (shows what will be spent in 2014–15)
 - County NBPB (shows what has been requested for 2015–16)
 - **CCAnalysis** (shows 3 year breakdown by Cost Center)
 - **Budget Summary** (Expenditures and Revenue by General Cost Center)

Cost Center Analysis

MAJOR SERVICE CATEGORIES & COST CENTERS	County's Adjusted Estimated Actuals	County's Implementation Plan	County's Needs Based Budget
	FY: 2013-14	FY: 2014-15	FY: 2015-16
IN-HOME			
ADOPTION SERVICE	6,639,790	7,242,043	7,554,834
ADOPTION ASSISTANCE	21,362,768	21,362,768	23,721,220
SUBSIDIZED PERMANENT LEGAL CUSTODIANSHIP	4,215,615	4,215,615	4,726,377
COUNSELING - DEPENDENT	6,092,420	6,135,130	6,947,374
COUNSELING - DELINQUENT	6,879,673	6,879,673	6,879,673
DAY CARE	1,624,758	1,627,360	1,628,911
DAY TREATMENT - DEPENDENT	0	2,707	4,258
DAY TREATMENT - DELINQUENT	0	0	9,600
HOMEMAKER SERVICE	10,094	10,094	10,094
INTAKE & REFERRAL	6,436,633	7,001,575	7,329,360
LIFE SKILLS - DEPENDENT	7,087,790	9,489,917	10,096,723
LIFE SKILLS - DELINQUENT	7,314,696	7,314,696	7,557,196

Budget Summary

	FY 2013-14	FY 2014-15	FY 2015-16
IN-HOME AND INTAKE	117,519,561	124,695,142	132,248,360
Dependent	101,975,025	109,150,606	116,451,724
Delinquent	15,544,536	15,544,536	15,796,636
COMMUNITY BASED PLACEMENT	49,819,673	53,902,437	54,227,138
Dependent	43,979,355	48,062,119	48,356,820
Delinquent	5,840,318	5,840,318	5,870,318
INSTITUTIONAL PLACEMENT	27,400,535	27,650,642	27,688,915
Dependent	2,560,859	2,810,966	2,819,239
Delinquent	24,839,676	24,839,676	24,869,676
ADMINISTRATION	5,691,800	5,687,980	5,687,980
TOTAL EXPENDITURES	200,431,569	211,936,201	219,852,393

Budget Summary

REVENUES			
State Act 148	112,170,566	119,687,480	132,526,908
State Share YDC	1,462,655	1,462,655	1,462,655
SUBTOTAL STATE FUNDS	113,633,221	121,150,135	133,989,563
Title XX	1,181,711	1,181,711	1,181,711
Title IV-E	12,431,664	11,995,580	13,156,635
Title IV-B	874,095	874,095	874,095
Title IV-E - CWDP - NON-Traditional Funds	23,031,483	21,063,632	20,357,126
IV-A/TANF	7,373,893	7,373,893	7,373,893
Medical Assistance	79,919	86,208	89,811
SUBTOTAL FEDERAL FUNDS	44,972,765	42,575,119	43,033,271

Budget Summary

PROGRAM INCOME	916,607	997,511	1,003,407
County Program (Reimbursable)	36,659,940	39,373,256	40,851,048
County Share YDC	975,104	975,104	975,104
County Program (NON-Reimb.)	3,273,932	6,865,076	0
SUBTOTAL COUNTY FUNDS	40,908,976	47,213,436	41,826,152
TOTAL REVENUES	200,431,569	211,936,201	219,852,393

Response to Questions

- ▶ OCYF may ask questions about all three parts of the submission
- ▶ County must respond within five business days
- ▶ Help OCYF justify the local request to the state level
- ▶ JPO must respond to questions regarding JPO issues

Meetings

- ▶ Pre Submission – ~ June
 - Pre-sell (what you will be asking for)
 - OCYF can tell you what they will want to know
- ▶ Post Submission – ~ August
 - Provide details and answer questions regarding your ask
 - Get a printout of the “ask”
- ▶ Final Allocation – ~ April
 - Explanation from OCYF regarding what you got
- ▶ OCYF typically schedules with C&Y and expects them to invite JPO
- ▶ **JPO must be Present and Prepared**

Financial Reform Implications

- ▶ New process to pay providers based on actual costs of delivering service.
- ▶ Could affect per diem rates effective 7/1/2016
- ▶ We need discussions **now** to compare current per diem to actual cost of service.
- ▶ August 2014 we will submit our request for increased expenditures beginning 7/1/2016
- ▶ Providers need to begin to calculate reliable/defensible numbers

Questions

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