

Community Services Department - Social Service Contracts FY2018 Quarterly Report

Check one:

	Q1 (July-September)
	Q2 (October-December)
X	Q3 (January-March)
	Q4 (April-June)

Contractor: Juvenile Justice Advisory Board

Address: P.O. Box 4716, Los Alamos, NM 87547	Telephone: 505-709-8125
Hours of Operation: N/A	
Name and Title of Person completing this report form:	
Andrea Cunningham, RN, BSN, Coordinator 505-670-3334	

1. Contractor Services.

Early Intervention Services for At-Risk Elementary School Youth and Families

1. Contractor shall provide a mental health professional to identify, advocate, implement, coordinate, administrate, and evaluate services for elementary school-aged at-risk youth and their families on an ongoing basis. This professional will provide a broad spectrum of support services for these youth and their parents and will be expected to work with local organizations already involved or who can provide valuable services for these youth and families. Services are to be supported by clearly identified best practices and family development models – Areas of focus include, but are not limited to:
 - a.) Development of plans to support youth and families with positive behavioral management;
 - b.) Delinquency prevention, including truancy, vandalism, or other identified at-risk behaviors;
 - c.) Alcohol, tobacco and/or substance abuse assessment, prevention, deterrence, and treatment; and
 - d.) Healthy living and life skills building, guidance, mentoring, leadership development, and other support to improve self-esteem and decision-making.

2. Contractor shall provide facilities, equipment, and qualified personnel necessary to conduct comprehensive early intervention services for at-risk elementary school youth and their families, potentially requiring some work after-school, weekends and evenings, by:
 - a.) Networking within elementary schools – including students, teachers, counselors, nurses, administrators, and other stakeholders to identify at-risk youth and their families;
 - b.) Conducting outreach to at-risk elementary youth and their families, including those home-schooled, as well as social services, personnel and/or community providers who regularly interact with elementary school aged youth, such as pediatricians and hospital staff;
 - c.) Collaborating with social services and/or community providers to share information, coordinate existing services and programs, as well as avoid duplication of effort;

- d.) Identifying, assessing, implementing, coordinating and evaluating best practices for family development oriented services for elementary aged at-risk youth and their families on an ongoing basis;
- e.) Interacting regularly with other organizations and/or individuals also providing services to at-risk youth and families within Los Alamos to improve upon the continuum of care services – including, but not limited to: Assessment of elementary school-age youth needs and discussion of evidence-based family development models, and services;
- f.) Promoting services to parents and coordinating resources that enhance family support;
- g.) Managing care coordination for at-risk youth and families, including developing client-centered goals and plans, evaluating progress, and maintaining client files and record keeping in accordance with HIPAA guidelines; and
- h.) Attending community meetings and providing presentations as requested on an ad hoc basis.

2. Deliverables.

1. Contractor will provide quarterly progress reports covering services provided to Los Alamos County Community Services Department. These reports shall include, but not be limited to:

- (1) The number of programs and services plus the participation or attendance levels for those programs and services;
- (2) Evidence of efforts to develop and market events, programs, and services;
- (3) Details on outcome-based results for the scope of work (above);
- (4) A narrative account of all services, displays, exhibits, programs or other activities conducted which relate to the scope of work;
- (5) A description of the collaborative efforts developed in relation to the scope of work (above);
- (6) Financial information regarding the use of County funding plus an annual financial review or audit, if applicable;
- (7) A description of the opportunities for youth and adult feedback and input regarding programs and services, as well as how this information will be incorporated into the design and implementation of new and existing programs and services; and
- (8) A report on efforts to coordinate programs/events/activities with other local organizations;

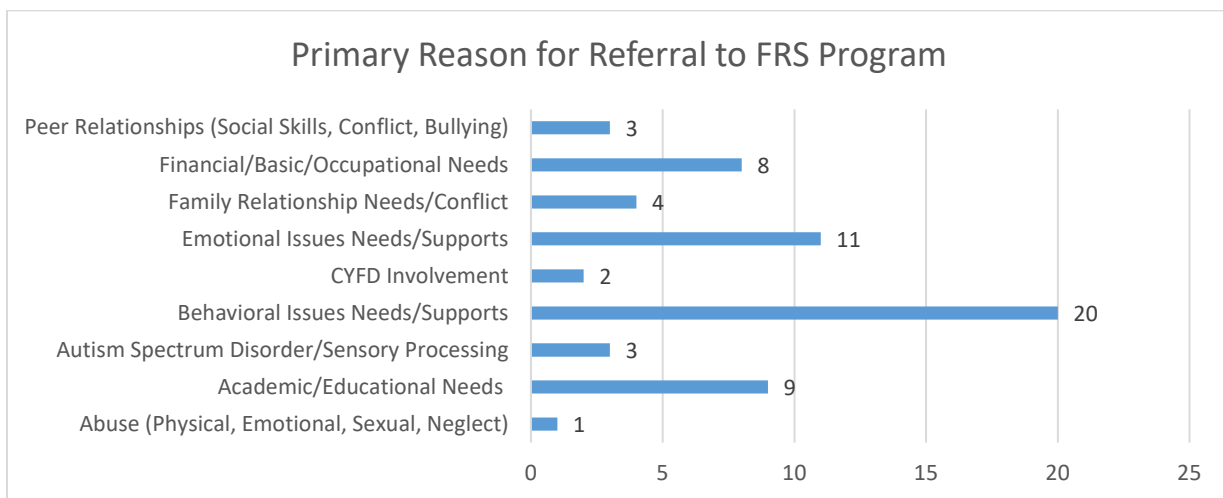
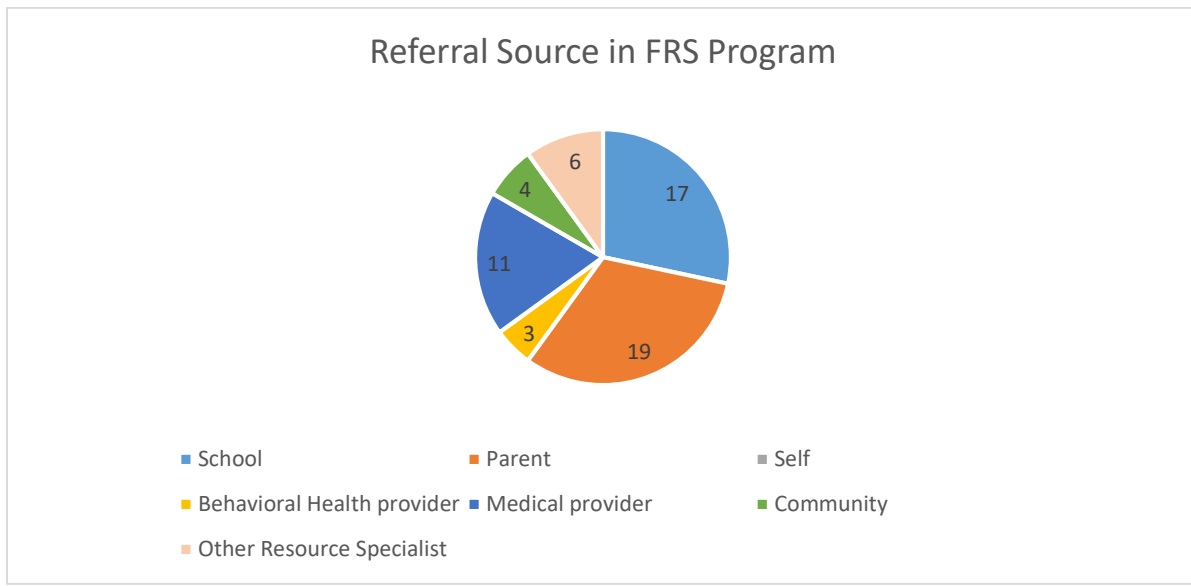
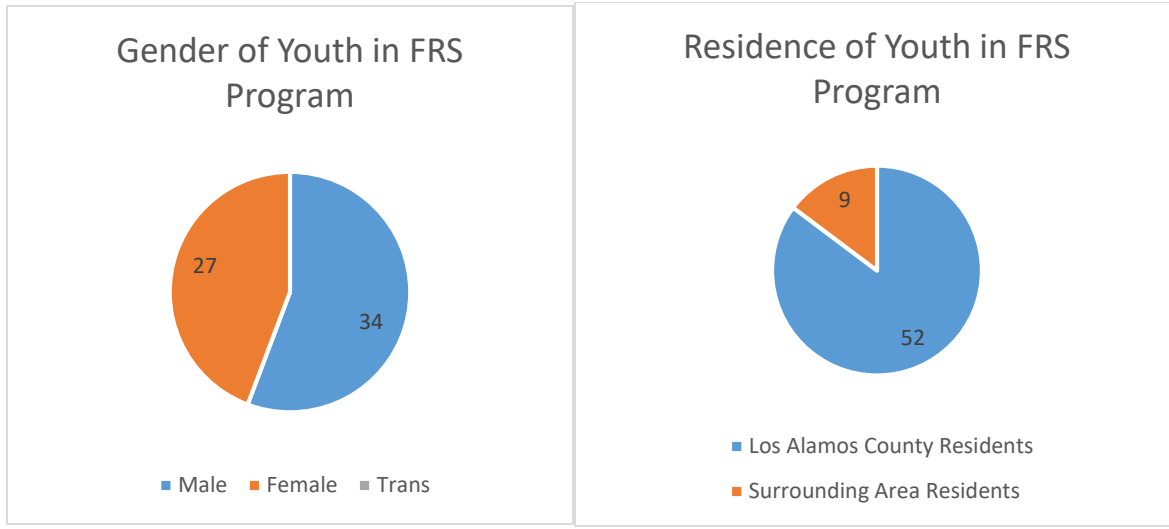
Contractor shall furnish these reports to County within thirty (30) days after the end of each reporting period.

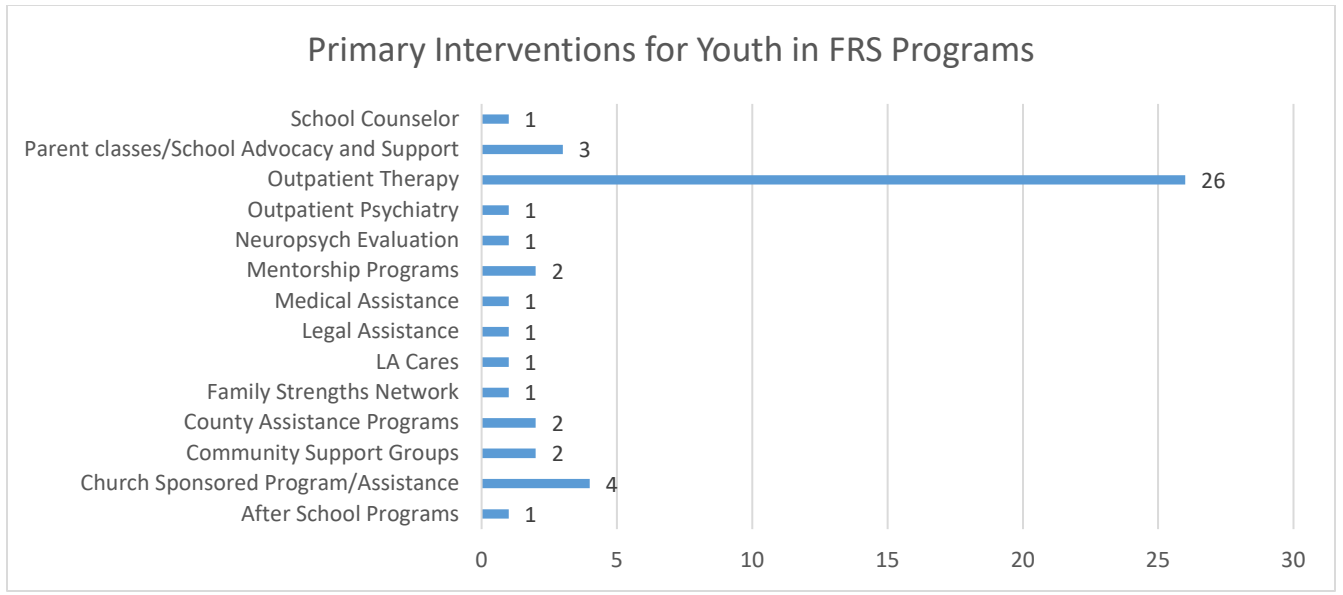
Quarterly Report on Deliverables Above:

Family Resource Specialist (FRS):

The Family Resource Specialist (FRS) program provides case management and community support services to elementary school age children and their families. They help families find support and connect to services and resources. Currently, resource specialists are serving all five elementary schools in Los Alamos and White Rock. Additional funding: CYFD Additional Collaboration: LAPS, community resources and providers.

	FRS
Number of Non-Duplicated Youth served this quarter	61
Number of Youth/Family interactions	287
Number of Youth exiting program Awaiting exit surveys from 4 families	5





Community Outreach:

FRS’s hosted 2 community playdates in conjunction with LAC Library and held multiple coffee sessions at Aspen and Pinon Elementary Schools.

FY2018 Financial Information:

Funding: \$49,900	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Type of Expense				
Program Services	\$1,415.99	\$1,462.67	\$1,766.61	
(Subtotal \$5,990)				
Personnel Costs	\$13,213.45	\$6,190.18	\$10,226.66	
(Subtotal \$43,910)				
Total Expenses	\$14,629.44	\$7,652.85	\$11,993.27	