

# In-Home Family Services Program

**S-FY2005**

Effective date 09/01/2004, S-FY2005

Latest Revision 09/01/2004, S-FY2005

**I. GRANT DESCRIPTION.**

- A. The In-Home Family Services Program (IHFSP) grant is designed to provide in-home intensive therapeutic intervention to adjudicated juveniles at risk of substance abuse and removal from the home. The funds to be distributed under the terms of this grant originate with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) as the federal department administering the Catalog of Federal Domestic Assistance (CFDA) #16.523. The funds are passed through the Criminal Justice Division (CJD) of the Governor's Office to the Commission for allocation.

**II. SPECIFIC DEFINITIONS.**

- A. **Case Plan.** A case plan is a document which outlines the goals that will be the focus of the treatment for the duration of the program and outlines services that will be provided to the juvenile and family upon a juvenile's enrollment in the IHFSP. This document may also be called a plan of service, treatment plan, etc., according to the individual site's preference.
- B. **Crisis Intervention.** Crisis intervention is a short-term service to intervene in situations with participants that may or may not involve alcohol and drug abuse, which may result in a crisis if immediate attention is not provided. Examples of these services include face-to-face interviews, telephone contacts, information and referral services to appropriate community resources and short-term crisis counseling when appropriate.
- C. **Crisis Plan.** A crisis plan is an action plan developed before an actual crisis occurs and outlines ways in which the family can deal with a potential crisis. This may be included as a section of the case plan or an addendum to the case plan.
- D. **Discharge Plan.** The discharge plan is the plan that outlines the goals and interventions for the juvenile and family following their exit from the program. The discharge plan may also be called exit plan or aftercare plan according to the individual site's preference.
- E. **End Date.** The end date is the date that IHFSP services are terminated by the intervention team.
- F. **Formal Community Supports.** Formal community supports are services provided by local service agencies available in the community in which the family lives. Examples include counseling services, local mental health services and other agencies.
- G. **Informal Community Supports.** Informal community supports are persons, entities or organizations in the community that provide support services to the family to achieve the goals and objectives of the program. Examples include neighbors, relatives, church organizations, etc.
- H. **Intervention Team.** The intervention team is the IHFSP staff directly involved with the juvenile and family enrolled in the program who have been actively involved in all the phases of the case planning process. The team shall include a Licensed/Authorized Professional; other members may include juvenile probation officers, case managers or case management aides.
- I. **Licensed/Authorized Professional.** An individual who is licensed by the state of Texas or authorized by a local mental health and/or substance abuse provider to diagnose, evaluate, assess or treat any mental health disorder and/or substance use/abuse issues including but not limited to a psychiatrist, psychologist, licensed social worker, licensed professional counselor, marriage and family therapist and licensed chemical dependency counselor.
- J. **Program Contacts.** Program contacts are contacts between the juvenile, family and service providers who are authorized to provide services to the juvenile and family through this program. Program contacts involve two-way communication between the service provider and the juvenile and/or family. Program contacts may be in person or by telephone. Letters, facsimiles, emails or other web-based communication will not be accepted as program contacts.
- K.. **Substance Abuse Screening and Assessment Instrument.** A substance abuse screening and assessment instrument shall be used in determining the juvenile's eligibility for services. Screening is a process that

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identifies indicators for further assessment and needs for referral to necessary services. Screening shall be conducted in-person by an individual trained to administer it. Examples include the SASSI-A2 or CASI.

- L. **Start Date.** The start date is the date that IHFSP services to the juvenile and family are initiated by the intervention team.
- M. **Transition Planning.** Transition planning is a process that links the juvenile and family to resources and support services in their community.

### III. PERFORMANCE MEASURES.

- A. **Goal.** The goal of the IHFSP is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system.
- B. **Program Objectives.** The objectives of the IHFSP shall be to reduce recidivism and out-of-home placement of juveniles by strengthening families and promoting their use of community support systems.
- C. **Program Performance.** Grantee performance under the grant shall be determined using the following measures:
  1. At least 70% of participants (juveniles and families) enrolled in the program shall be referred to at least one community resource (e.g., STAR, faith-based programs, Communities-In-Schools, marriage counseling, Alcoholics Anonymous, etc.);
  2. At least 65% of the juveniles enrolled in the program will successfully complete the program; and
  3. No more than 6% of the juveniles enrolled in the program will be placed outside of the home or be committed to the Texas Youth Commission within one year of exit from the program.

### IV. PROGRAMMATIC COMPONENTS.

- A. **General Program Requirements.** The Grantee shall provide services as established within the grant requirements and their respective proposals.
  1. **Eligibility and Target Population.** Priority shall be given to minority juveniles. The Grantee shall ensure that all juveniles targeted for this program:
    - a. Have been adjudicated, placed on probation by the juvenile court and are being supervised in the community;
    - b. Have completed a substance abuse screening and assessment instrument approved by the Texas Commission on Alcohol and Drug Abuse (TCADA) upon enrollment in the IHFSP and have been determined to be at risk of using drugs or showing early warning signs of substance use or abuse;
    - c. Are at risk of out-of-home placement; and
    - d. Have at least one adult living in the residence that is able and willing to participate in services with the IHFSP intervention team.
  2. **Services.** Programs shall include intensive in-home therapy services and one or more of the following:
    - a. Youth skills development/behavior modification;
    - b. Parenting education/instruction (through skills and resources);
    - c. Experiential education;
    - d. Vocational training;
    - e. Crisis intervention;

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- f. Substance abuse prevention education; or
  - g. Other services outlined in the case plan or plan of service developed with the juvenile and family.
3. **Caseload Size.** The IHFSP intervention team shall serve a minimum of five (5) and a maximum of seven (7) juveniles at any given time.
4. **Duration of Services.** The duration of services to each participant shall be no less than three (3) months and no longer than five (5) months from the date of the youth's enrollment into the program.
5. **Program Contacts.** The IHFSP program staff shall comply with the following contact standard requirements:
- a. Program contacts shall occur with the juvenile a minimum of three (3) times per week by at least one (1) member of the intervention team;
  - b. Weekly contacts shall be in the juvenile's home at least one (1) time per week with the duration being no less than one (1) hour per session;
  - c. Additionally, a minimum of two (2) contacts per week shall occur in the community or in the juvenile's home with both the juvenile and an involved family member participating. These may consist of family education programs, skill building groups, experiential groups, YMCA outings, family church functions, etc.;
  - d. Joint contacts will only be counted as one (1) visit (e.g., a juvenile probation officer and therapist may not jointly conduct a home visit and count the home visit as two (2) separate visits);
  - e. Counseling may not occur at the school during regular school hours (e.g., removing a juvenile from his/her class to conduct a therapy session); and
  - f. All contacts for the program shall be documented in individual case files.
6. **Case Plans.** Case plans shall adhere to all case management standards outlined in Title 37, Texas Administrative Code Chapter 341, as well as the following:
- a. The case plan shall be created with the participation of the juvenile, family and intervention team within ten (10) calendar days of the juvenile's enrollment into the program. Case plans shall contain signatures of the juvenile, family and all members of the intervention team.
  - b. The case plan shall outline the services offered and provided to the juvenile and family while in the program and what those services are designed to accomplish.
  - c. Community resources shall be incorporated into the case plan to provide a full continuum of services based on family need.
  - d. The juvenile, family and supervising juvenile probation officer shall receive copies of the case plan. Case file documentation shall reflect that the juvenile, family and supervising juvenile probation officer received copies of the case plan.
7. **Case Plan Reviews.**
- a. The intervention team shall review the case plan with the juvenile and family at least once every 30 calendar days. The case plan review shall contain signatures of the juvenile, family, supervising juvenile probation officer and other intervention team members.
  - b. Transitional services and the steps the juvenile and family may take to engage informal community supports shall be incorporated into the review no later than 45 calendar days prior to discharge.

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- c. Case file documentation shall reflect that the juvenile, family and supervising juvenile probation officer received copies of the case plan review.
8. **Crisis Plan.** Every juvenile shall have a crisis plan outlining steps a juvenile and family can take in the event of a crisis.
- a. A crisis plan shall be developed within 72 hours of admittance into the program and shall contain information on what actions to take in the event of a crisis, including whom the family should contact and a phone number at which the contact person may be reached at any time, 24 hours per day, seven (7) days per week.
- b. The crisis plan shall be developed with the juvenile and family during the initial case planning phase and shall be either a section of the initial case plan or an addendum to the plan.
- c. The crisis plan shall explain in detail the steps the juvenile and family have decided and agreed upon in order to effectively resolve a family crisis if one should occur.
- d. The crisis plan shall emphasize utilizing informal community supports available to the juvenile and family.
- e. The crisis plan shall include an assessment determining the juvenile and family strengths and needs completed at the intake phase of services.
- f. The crisis plan shall designate at least one intervention team member who shall be available by pager, office and/or cell phone to the family 24 hours a day, seven (7) days a week and 365 days a year for assistance with crisis resolution.
9. **Transition and Aftercare Services.** Every juvenile shall have a transition plan which outlines how the family will transition out of involvement with the IHFSP. The plan shall include:
- a. Juvenile and family involvement in the development of the plan including signatures; and
- b. Steps the juvenile and family may take in order to shift reliance onto the family or community supports.
10. **Program Policy and Procedures.**
- a. The Grantee shall have a written policy and procedure manual outlining the program's functions and services.
- b. The program policy shall include all policies that govern employees of the program.
- c. Each employee shall acknowledge in writing that they have received a copy or been provided access to all applicable policies and procedures prior to providing services under this grant.
11. **Criminal History Checks.**
- a. Prior to employment and/or contracting with a service provider and at least every 24 months thereafter, all staff who in the performance of their assigned duties have direct contact with children shall undergo a criminal background records check. The criminal background records check shall include:
- i. A Texas criminal history background search [Texas Crime Information Center (TCIC)].
- (-a-). Internet-based criminal background records searches shall not be used to conduct the TCIC background search;
- ii. A local law enforcement sex offender registration records check in the city or county where the applicant resides; and
- iii. A Federal Bureau of Investigation fingerprint based criminal history background search [National Crime Information Center (NCIC)].

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(-a-). Internet-based criminal background records searches shall not be used to conduct the NCIC background search.

b. The Grantee shall have a written policy detailing how criminal history information is used to identify and disqualify applicants for direct care positions from employment with the program.

12. **Licensing and Certification.** The Grantee shall ensure that all licensed and/or certified staff maintain a current license and/or certification as required by the licensing or certification agency.

**V. PROGRAMMATIC REPORTING.**

- A. **Annual Reports.** See General Grant Requirements.
- B. **Quarterly Reports.** None.
- C. **Monthly Reports.** The Grantee shall submit accurate program data via the TJPC Family Preservation Program System (FPS) database located on the Commission's website. The data are due to the Commission by the 10<sup>th</sup> of each month for the previous month's program/contact activities.
- D. **Other Periodic Reports.** See General Grant Requirements.

**VI. PROGRAMMATIC MONITORING.**

- A. **On-Site Monitoring Visits.** See General Grant Requirements.
- B. **Unannounced On-Site Monitoring Visits.** See General Grant Requirements.
- C. **Desk Audits.** See General Grant Requirements.
- D. **Other.** None.

**VII. APPLICABLE LAW.** The Grantee shall comply with the following applicable state and federal laws under this grant:

- A. **Applicable Standards.**
  - 1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.**
    - a. Chapter 341 – Texas Juvenile Probation Commission.
    - b. Chapter 349 – General Administrative Standards.
- B. **General Statutes.**
  - 1. **Federal Law.**
    - a. **Omnibus Crime Control and Safe Streets Act, as amended.**
      - i. Title 1 – Part R, Chapter 46 – Subchapter XII – F: Juvenile Accountability Block Grants.
    - b. **Office of Management and Budget (OMB) Circular A-87, as amended.**
      - i. 60 Federal Register 26484 -- Office of Management and Budget (OMB) Circular A-87 -- Cost Principles for State, Local, and Indian Tribal Governments.
    - c. **Office of Management and Budget (OMB) Circular A-102, as amended.**
      - i. 59 Federal Register 52224 - Office of Management and Budget (OMB) Circular A-102 - Grants and Cooperative Agreements with State and Local Governments.

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**2. State Law.**

- a. **General Appropriations Act, H.B. 1, R.S., 78<sup>th</sup> Legislature, 2003, Article V.**
- b. **Texas Government Code, Title 7, Uniform Grant and Contract Management.**
  - i. Chapter 783 - Uniform Grant and Contract Management Act.

**C. Policy.**

- 1. **Texas Juvenile Probation Compliance Resource Manual, Volumes 1 - 2, 2004.**

**VIII. FINANCIAL COMPONENTS.****A. Allowable Expenditure of Funds.** In addition to the General Grant Requirements the following costs are allowable under this grant:

- 1. IHFSP grant funds shall be expended in the following budget categories:
  - a. Salaries and fringe benefits;
    - i. Including personnel expenses;
  - b. Travel;
    - i. Including transportation, travel and training;
  - c. Operating expenses;
    - i. Including direct operating expenses, supplies and equipment; and
  - d. Non-residential;
    - i. Including professional and contractual services.

**B. Unallowable Expenditure of Funds.** In addition to the General Grant Requirements the following costs are unallowable under this grant:

- 1. Costs of preparing proposals for potential grants, unless that grant will expand the scope and/or effectiveness of the IHFSP;
- 2. Costs related to placement in any residential setting, including detention, secure pre-adjudication and post-adjudication;
- 3. Drug treatment and rehabilitation;
- 4. Transportation, lodging per diem, or any related costs for participants, when grant funds are used to develop and conduct trainings;
- 5. Membership dues for individuals;
- 6. Any expense or service that is readily available at no cost to the grant project or that is provided by other federal, state, or local funds;
- 7. Under-recovery of costs under grant agreements;
- 8. Equipment and supplies exceeding \$1,000 unless prior written permission from the Commission is granted;

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9. Medical services and payments to intended recipients of health services;
10. Costs of idle facilities;
11. Staff salary raises, overtime or bonuses;
12. Organization costs; and
13. Termination costs.

C. **Financial Match Requirements.** The Grantee shall expend a cash match that is at least 30% of the total grant amount authorized and allocated to the Grantee.

D. **Funding Adjustments.**

1. **Reduction of Grant Payments.** See General Grant Requirements.
2. **Unexpended Balances.** See General Grant Requirements.
3. **Overpayments.** See General Grant Requirements.
4. **Refunds Due.** See General Grant Requirements.

E. **Timely Expenditure of Grant Funds.** See General Grant Requirements.

F. **Audits.** See General Grant Requirements.

G. **Financial Assurances.** See General Grant Requirements.

H. **Service Provider.** See General Grant Requirements.

## IX. FINANCIAL REPORTING.

A. **Annual Reports.** The Grantee shall submit a completed *Annual Budget Application* [TJPC-FIS-01-05] concurrent with the submission of the executed State Financial Assistance Contract for the Commission's approval. The *Annual Budget Application* shall be submitted electronically as specified by the Commission.

B. **Quarterly Reports.** The Grantee shall report the expenditure of all funds received through this grant on the *Quarterly Expenditure Report* [TJPC-FIS-02-05]. Reports shall be received by the Commission no later than January 15, April 15, July 15 and October 15, of the fiscal year, respectively. Funds may be temporarily suspended if the *Quarterly Expenditure Reports* are not received by the due date.

C. **Monthly Reports.** None.

D. **Other Periodic Reports.**

1. **Budget Adjustments.** The Grantee shall submit the *Budget Adjustment Request* [TJPC-FIS-03-04] to the Commission and have received written approval from the Commission prior to expending the funds. All budget adjustments shall be pre-approved by the Commission's Contract Administrator for this grant.

## X. FINANCIAL MONITORING.

A. **Annual Monitoring.** See General Grant Requirements.

B. **Periodic Monitoring.** See General Grant Requirements.

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