

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C12-7-030

APPLICANT: Youth Service Bureau Of St. Tammany

PROJECT TITLE: CASA Program

PROJECT FUNDS :

FUND:	\$ <u>18,500</u>	<u>80.00%</u>
MATCH:	\$ <u>4,625</u>	<u>20.00%</u>
TOTAL:	\$ <u>23,125</u>	<u>100.00%</u>

PROJECT DURATION: 12 months

START DATE: 07/01/2012

END DATE: 06/30/2013

Continuation of C90-7-001

PROJECT SUMMARY:

The Youth Service Bureau of St. Tammany CASA Program recruits, screens, trains, and closely supervises caring, concerned area citizens to serve as volunteer advocates for child victims of abuse and neglect taken into the custody of the State for protection from their alleged abusers. The CASA Volunteer is appointed by the Court to research the case, interview the parties, get to know the child and his/her situation, monitor progress toward goals, monitor the Court's orders, advocate for quality treatment and services, and testify in Court as a voice in the child's life, making independent recommendations to the Court in the child's best interest. We are requesting pre-award costs back to July 1, 2012.

RECOMMENDATION : FUND X DENY

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.



LOUISIANA COMMISSION
ON LAW ENFORCEMENT
AND THE ADMINISTRATION
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: **C12-7-030**

CVA Purpose Area: **3**

1. TITLE OF PROJECT Court Appointed Special Advocates (CASA) Program	2. <input type="checkbox"/> NEW PROJECT <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: C11-7-030
3. PROJECT DURATION Total Length: 12 Months (<i>Not to exceed 12 Months</i>) Desired Start Date: 7/1/2012 Desired End Date: 6/30/2013	4. PROJECT FUNDS Federal Funds: \$18,500 Cash Match: \$0 In-Kind Match: \$4,625 Total Project: \$23,125
5A. APPLICANT AGENCY INFORMATION Agency Name: Youth Service Bureau of St. Tammany Physical Address: 430 N. New Hampshire St. City: Covington, LA Zip: 70433-2830 Mailing Address: 430 N. New Hampshire St. City: Covington, LA Zip: 70433-2830 Phone: (985) 893-2570 FAX: (985) 893-2758 Email: idieterich@ysbworks.com	5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY Authorized Official: Ila Dieterich Title: President & CEO Agency Name: Youth Service Bureau of St. Tammany Address: 430 N. New Hampshire St. City: Covington, LA Zip: 70433-2830 Phone: (985) 893-2570 FAX: (985) 893-2758 Email: idieterich@ysbworks.com

Fed Employer Tax Id: 72 - 0933867. DUNS: 966597429 - CCR CAGE/NCAGE: 5DTN7 CCR Expiration Date: 12/6/2012

6. IMPLEMENTING AGENCY Name: Ila Dieterich Title: President & CEO Agency: Youth Service Bureau of St. Tamm Address: 430 N. New Hampshire St. City: Covington, LA Zip: 70433-2830 Phone: (985) 893-2570 FAX: (985) 879-2758 Email: idieterich@ysbworks.com	7. PROJECT DIRECTOR Name: Mary Slazer Title: CASA Director Agency: Youth Service Bureau of St. Tammany Address: 150 Cleveland Avenue City: Slidell, LA Zip: 70458-3920 Phone: (985) 649-4092 FAX: (985) 649-4101 Email: msslazer@ysbworks.com	8. FINANCIAL OFFICER Name: Lisa Gilberti Title: Administration Manager Agency: Youth Service Bureau of St. Tammany Address: 430 N. New Hampshire St. City: Covington, LA Zip: 70433-2830 Phone: (985) 893-2570 FAX: (985) 893-2758 Email: lgilberti@ysbworks.com
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9. BRIEF PROJECT DESCRIPTION: (*Please do not exceed space provided below.*)

The Youth Service Bureau of St. Tammany CASA Program recruits, screens, trains, and closely supervises caring, concerned area citizens to serve as volunteer advocates for child victims of abuse and neglect taken into the custody of the State for protection from their alleged abusers. The CASA Volunteer is appointed by the Court to research the case, interview the parties, get to know the child and his situation, monitor progress toward goals, monitor the Court's orders, advocate for quality treatment and services, and testify in Court as a voice in the child's life, making independent recommendations to the Court in the child's best interest.

We are requesting pre-award costs back to July 1, 2012.

LA COMMISSION
LAW ENFORCEMENT
2012 SEP 24 PM 2:14

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):	
<input type="checkbox"/>	Sexual Assault
<input type="checkbox"/>	Domestic Abuse
<input checked="" type="checkbox"/>	Child Abuse
<input type="checkbox"/>	Previously Underserved
State Type of Previously Underserved:	

PROJECT BUDGET SUMMARY

INSTRUCTIONS: The Checklist is self-explanatory. In Project Summary, applicable budget category totals will be automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and/or In-Kind Match. In last table, check the type of victimization types that this project will address.

CHECKLIST:

	YES:	NO:
Are all budgeted items allowable per Program Guidelines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were instructions followed to determine allowable personnel/contractual costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all line item computations correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do line items add to category totals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have category totals been rounded to nearest dollar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.

Person Completing Budget Section: Lisa Gilberti

Title: Administration Manager

Phone: (985) 893-2570

Fax: (985) 893-2758

E-Mail: lgilberti@ysbworks.com

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$14,150	\$0	\$4,625	\$18,775
SECTION 200. FRINGE BENEFITS	\$2,125	\$0	N/A	\$2,125
SECTION 300. TRAVEL	\$0	\$0	\$0	\$0
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$0	\$0	\$0	\$0
SECTION 600. CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 700. RENOVATION COSTS	\$0	\$0	\$0	\$0
SECTION 800. OTHER DIRECT COSTS	\$2,225	\$0	\$0	\$2,225
TOTAL:	\$18,500	\$0	\$4,625	\$23,125

Provide Source of Cash Match:

Provide Source of In-Kind Match: CASA Volunteers

SECTION 100. PERSONNEL

Enter Position Titles and Names of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

FULL-TIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
Program Director	Mary Slazer	FT	\$4,388.00	3.89%	12.00	\$2,048.31	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lead CASA Supervisor	Ramona Case	FT	\$3,185.00	2.03%	12.00	\$775.86	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$2,824.17	F = Fed Funds	C = Cash Match

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
CASA Recruiter/Trainer	Dana Wolcott	PT	\$19.13	28.75	11.80%	52.00	\$3,374.72	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CASA Program Assistant	Gina Snyder	PT	\$11.89	12.00	99.07%	52.00	\$7,350.36	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CASA Supervisor	Kim Eddy	PT	\$15.47	30.00	2.49%	52.00	\$600.91	<input checked="" type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$11,325.99	F = Fed Funds	C = Cash Match

VOLUNTEERS:

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Investigating & Monitoring; Child Visitation	322.50	\$10.00	\$3,225.00
Court Appearances	140.00	\$10.00	\$1,400.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$4,625.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$14,150
CASH MATCH	\$0
IN-KIND MATCH	\$4,625
PERSONNEL TOTAL	\$18,775

SECTION 100. PERSONNEL (Continued) – BRIEFLY EXPLAIN

Yes No Are job descriptions for each position attached? If not, explain:

Yes No Are resumes for each position attached? If not, explain:

A) Need for each position shown above; justify need for overtime:

The Lead CASA Supervisor, in an effort to see that the Court is provided with the highest quality volunteer child advocacy, supervises and carefully monitors the work and advocacy efforts of our CASA Supervisors and Volunteers. With advocacy for children in foster care requiring diplomacy and focus in order to be effective and successful for the children, this sensitive and skillful process is closely guided by CASA supervisors. The CASA Recruiter/Trainer presents information to the community about child abuse and neglect and the need for CASA Volunteers, interviews CASA applicants, and coordinates and presents pre-service training and in-service training for CASA Volunteers. The CASA Program Assistant assists advocates with Court report preparation and general case management, ensures CASA Volunteers remain up to date on case parties' progress with case plan compliance. The CASA Director ensures accurate recordation of grant personnel (staff and volunteers) LCLE VOCA CASA work performed, and ensures timely reporting of monthly LCLE VOCA expenditures and quarterly reporting. The CASA Director oversees the screening of CASA Volunteers, ensuring that proper criminal background and other reference checks are performed for each CASA Volunteer applicant.

B) The basis for determining the salary of each position:

Each salary was determined by review of local salary surveys for like positions in the community.

C) Project duties of each position requested:

The CASA Program Director oversees dissemination of general program information to the public, participates in CASA Training, participates in pre-service training evaluation and needs assessment, and is responsible for accurate recordkeeping and timely reporting of all program reports. The CASA Program Director oversees the CASA Volunteer screening, including reference checks and criminal background checks so that all CASA Volunteers are properly screened before beginning their volunteer activities. The CASA Recruiter/Trainer recruits new volunteers, initiates the applicant screening process, works with the CASA Director to coordinate and present pre-service and in-service training, and works with the CASA Director to evaluate training programs and assess ongoing program needs. The CASA Program Assistant maintains direct communication with CASA Advocates throughout their association with the program, and assists with Court report preparation and general case management. The Lead CASA Supervisor and CASA Supervisor assign carefully screened and trained CASA volunteers to cases where CASA is appointed by the Court, provide guidance in appropriate volunteer child advocacy and CASA duties, as outlined in the Louisiana Children's Code, Article 424, CASA Training Manual, & YSB policy; attend all Court hearings, providing staff representation as well as leadership and support to CASA volunteers, while serving as the liaison between the individual CASA volunteer and the Judge; and serve as a liaison between CASA volunteers and DCFS as well as other involved agencies, helping to ensure and maintain a healthy, positive working relationship; and maintain properly dated, complete, accurate, and up-to-date case files, including supervisory directives and outcomes as well as rulings of the Court.

D) Indicate if personnel will be new or existing personnel. If existing, indicate if position has been backfilled. If this is a continuation application, indicate the personnel's original status. [Existing personnel is an employee that currently works for the agency, but will now be working on grant activities. If so, the position from which the employee was moved must be filled. If employee is same from the previous grant, indicate if the employee was originally hired for that position.]

This is a continuation application for partial salary funding of existing personnel previously funded by this grant.

SECTION 200. FRINGE BENEFITS (Employer's Share Only)

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight employees. For further information and direction, please refer to the application instructions.

Check: All Fringe Benefits Will Be Paid by Applicant Agency

Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Ramona Case	.062		\$776	\$48	5. Dana Wolcott	.062		\$3,375	\$209
2. Kim Eddy	.062		\$601	\$37	6.	.062			\$0
3. Mary Slazer	.062		\$2,048	\$126	7.	.062			\$0
4. Gina Snyder	.062		\$7,350	\$455	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Ramona Case	.0145		\$776	\$11	5. Dana Wolcott	.0145		\$3,375	\$48
2. Kim Eddy	.0145		\$601	\$8	6.	.0145			\$0
3. Mary Slazer	.0145		\$2,048	\$29	7.	.0145			\$0
4. Gina Snyder	.0145		\$7,350	\$106	8.	.0145			\$0
HEALTH/LIFE INSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. Ramona Case	0.009		\$776	\$6	5. Dana Wolcott	0.009		\$3,375	\$30
2. Kim Eddy	0.009		\$601	\$5	6.				\$0
3. Mary Slazer	0.009		\$2,048	\$18	7.				\$0
4. Gina Snyder	0.009		\$7,350	\$66	8.				\$0
UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL
1. Ramona Case	0.136	CHECK TYPE:	\$776	\$105	5. Dana Wolcott	0.136	CHECK TYPE:	\$3,375	\$459
2. Kim Eddy	0.136		\$601	\$81	6.				\$0
3. Mary Slazer	0.136	<input type="checkbox"/> FUTA	\$2,048	\$278	7.		<input type="checkbox"/> FUTA		\$0
4.		<input checked="" type="checkbox"/> SUTA		\$0	8.		<input type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
FRINGE BENEFITS TOTAL (A):				\$1,379	FRINGE BENEFITS TOTAL (B):				\$746

PLEASE NOTE: IF MORE THAN EIGHT EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

Fringe Benefits Total (A+B): \$2,125

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$2,125
CASH MATCH	\$0
TOTAL FRINGE BENEFITS	\$2,125

SECTION 800. OTHER DIRECT COSTS

Itemize each type: e.g., audit, rent (show square footage and cost per square foot), phone charges, utilities, printing, duplicating, registration fees for conferences/workshops, etc. Prorate telephone and utility bills. Show method of determining cost. Please refer to application instructions for direction.

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
					F	C	IK
Prof. Liab. Insurance	16.89% of CASA's \$13,175 cost	1.00	\$2,225.00	\$2,225.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF OTHER DIRECT COSTS:				\$2,225.00			

F = Federal Funds
C = Cash Match
IK = In-Kind Match

BRIEFLY EXPLAIN:

A) Need for each type listed; and

Professional liability insurance provides coverage for CASA staff and CASA volunteers in the event of a law suit or other legal proceedings that may arise during the performance of CASA program services for abused and neglected children.

B) Its relationship to project.

Professional liability insurance protects CASA program staff and volunteers as they serve in the best interests of abused and neglected children whom the courts have assigned to YSB CASA volunteers for advocacy in the children's best interest.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	\$2,225
CASH MATCH	\$0
IN-KIND MATCH	\$0
OTHER DIRECT COSTS TOTAL	\$2,225

PROGRAM NARRATIVE

A. PROBLEM DEFINITION

1. Identify the nature and magnitude of the specific problem existing in your particular community that needs to be addressed through this proposed project. **Document the need, not the symptoms or solutions.** Be sure to include current **valid local data** to support the justification. Give the source and date of your information. State the needs of your agency and the needs of the victims in your area as related to this problem and justify the need for the proposed project.

NATURE AND MAGNITUDE OF PROBLEM:

According to the January 2012 statistical data released by the Department of Children and Family Services, Covington Region, 131 new children entered foster care in St. Tammany Parish in calendar year 2011, and a total of 288 children spent some time in foster care that year. Youth Service Bureau CASA provided CASA Volunteers for 180, or about 63%, of the abused and neglected children in St. Tammany Parish whose cases were referred to the Court for judicial supervision. This left 108 children in foster care in our parish without the special services of an independent, court appointed child advocate to focus on their needs and draw attention to their individual situations. The risk exists that without CASA services, these unserved children would be left to possibly age out of the system without benefit of an advocate for services and the critical permanence every child deserves.

Struggling to meet the needs of the hundreds of children in foster care, child protection case workers are overwhelmed by the investigation, monitoring, paperwork, service arrangements, and compliance with Court orders involved in each and every case they work, often managing more cases at one time than humanly reasonable. Case worker turnover rate is high, providing little continuity and little in-depth involvement for the children and a lack of consistent information to the Court as the Judges make decisions about the children's future in the areas of placement, services, goals, and permanence.

With this large number of children in State's care due to abuse and neglect - each child needing individual attention to their many needs - CASA services are vital.

NEEDS OF VICTIMS:

In addition to the abuse itself, these child victims further suffer by the separation from their families, while entangled in the maze of legal and social service systems. They are the innocent victims removed from their homes, while the perpetrator of the abuse frequently remains in the home. The children feel frightened, lonely, confused, anxious, angry, desensitized, and tremendously guilty. Their acting-out behavior may cause them to be moved frequently, enduring the tragic cycle of the grief process with each loss. The suffering these innocent victims endure is unimaginable and lasts a lifetime.

Each of these children need a Court Appointed Special Advocate (CASA) - an independent, objective, trained, and closely-supervised citizen volunteer to advocate in their behalf, to review and monitor all that pertains to their cases, investigate alternative placements, report delays or barriers to permanent placement, assist the courts in making timely and sound decisions about permanent home placements, and ensure that the system serves their best interests.

2. Describe gap in community resources and how the gap was identified. Explain what need is created by this gap in services/programs.

The 2009-2010 edition of the Louisiana Children's Code Handbook, Article 424, states that "the purpose of CASA is to advocate for timely placement of children in permanent, safe, and stable homes." CASA can only be appointed by the Court, and only in cases developing from allegations that a child is in need of care, i.e., the child has been abused and/or neglected. While there is a network of CASA programs throughout the State of Louisiana, the Youth Service Bureau CASA program is the only program that is appointed by the juvenile Courts in St. Tammany Parish - the 22nd Judicial District Court in Covington and the Slidell City Court. Without the Youth Service Bureau CASA Program, children in need of care in St. Tammany Parish would not have the benefit of a caring advocate from their own local community, and advocates from other communities would be required to travel long distances in order to present their written reports and testify in Court in behalf of the children's needs.

B. GOALS

GOALS: The primary mission of all projects is to have a positive impact on the victims, not just to accumulate statistics on how many are served. Based on the problem identified, BRIEFY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

- Goal: To increase the services and quality of treatment to 150 abused and neglected St. Tammany Parish children
- Goal: Judges will report that they are able to make better decisions in St. Tammany Parish Child in Need of Care cases with the help of CASA

C. OBJECTIVES

OBJECTIVES: Provide at least TWO (2) measurable objectives for EACH goal. Objectives need to be measurable, observable aspects of the program. Identify who, what will change and by how much. Use absolute numbers, not percentages and be sure to include a baseline number.

- Goal: To increase the services and quality of treatment to 150 abused and neglected St. Tammany Parish children
- Objective 1: CASA Volunteers will be assigned as advocates for 150 abused and neglected St. Tammany Parish children in 2012-2013
- Baseline: On the first day of the fiscal year, July 1, 2012, YSB CASA Volunteers were assigned to 97 abused and neglected St. Tammany Parish children
- Objective 2: 150 St. Tammany Parish abused and neglected children served by CASA will have thorough written case plans, with 120 of the children (80%) having frequent case plan reviews
- Baseline: In July 2012, 97 children served by CASA Volunteers had thorough, written case plans. In that same month, the case plans were reviewed for 30 of those children.
- Goal: Judges will report that they are able to make better decisions in St. Tammany Parish Child in Need of Care cases with the help of CASA
- Objective 1: CASA Volunteers will write detailed, thorough written reports on 150 children served by CASA for the Judges hearing Child In Need of Care cases in St. Tammany Parish
- Baseline: In July 2012, CASA Volunteers submitted written reports to the Court on 30 children
- Objective 2: CASA Volunteers will testify in Court on behalf of 150 St. Tammany Parish abused and neglected children, making independent recommendations in the children's best interest
- Baseline: In July 2012, CASA Volunteers appeared in Court, making independent recommendations in the best interest of 32 St. Tammany Parish children

D. ACTIVITIES / METHODS

List the specific activities and/or services to be provided that will accomplish the objectives. Must include a timetable for achieving the various components of your project. Timetable must cover entire grant period. This must relate back to the Goals and Objectives. If this is a training project, omit this page and complete D-2 Training Programs.

(Goal 1-- To increase services and quality of treatment to 150 abused and neglected St. Tammany Parish children)

ACTIVITIES:

--Volunteer advocates will be recruited, screened, trained, assigned to individual cases, and be closely supervised as cases are referred to the CASA program by the St. Tammany Parish Courts, throughout the entire grant period

-- Volunteers will be trained and diligently supervised to advocate for development of comprehensive written case plans to meet the children's needs and ensure that case plan reviews are held at least once every six months, throughout the entire grant period. CASA Supervisors and the CASA Program Specialist will track the number of children who are provided comprehensive written case plans and whose cases are reviewed during the grant period.

TIMELINE:

As this is a continuation project, recruitment, screening, case assignments, and case supervision, as well as advocacy for comprehensive written case plans, will be ongoing each month throughout the project from 7/1/2012 until 6/30/2013. Pre-service training for new Volunteer Advocates will be offered in September and November 2012 and March 2013.

(Goal 2 --Judges will report that they are able to make better decisions in St. Tammany Parish Child In Need of Care cases with the help of CASA.)

ACTIVITIES:

-- For each Court hearing, the CASA Volunteer will prepare and present a thorough written report to the Court regarding the child's situation. This activity will be ongoing throughout the grant period. The CASA Volunteer's report will provide the Court with unbiased, independently gathered information, and make independent recommendations in the child's best interest. This activity will be ongoing throughout the grant period.

-- In May 2013, the CASA Director will submit a survey to the Juvenile Court Judges in St. Tammany Parish, requesting feedback as to their ability to make better decisions with the help of CASA.

TIMELINE:

Court review hearings are scheduled each month throughout the project in both the City Court of Slidell and the 22nd Judicial District Court in Covington. As this is a continuation project, the CASA volunteers will continue to prepare and present written reports each month as cases are scheduled throughout the project from 7/1/2012 through 6/30/2013. The feedback survey to the Judges will be submitted in May 2013.

D-2. TRAINING PROJECTS

Complete this page in lieu of Section D – Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this for in-house training.

1. Training Curriculum (topics to be included):

2. Type of personnel to be trained:

3. Number of personnel to be trained:

4. Geographical locations of trainees (who will be invited):

5. Dates and hours of training:

6. Location of training:

7. Explanation supporting the effectiveness of the training program including how the program will meet the identified need.

H. MAJOR RESULTS (For Continuation Projects Only)

1. Based on the objectives of the previous application, what were the measurable outcomes? (Refer to the previous project's performance stated in the quarterly progress reports and other additional information.)

The Goals and Objectives of the previous application were as follows:

- Goal: To increase the services and quality of treatment to 180 abused and neglected St. Tammany Parish children
- Objective 1: 180 abused and neglected St. Tammany Parish children will be provided with a CASA Volunteer in 2011-12
- Objective 2: 180 St. Tammany Parish abused and neglected children served by CASA will have thorough written case plans, with 80% of the children having frequent case plan reviews
- Goal: Judges will report that they are able to make better decisions in St. Tammany Parish Child in Need of Care cases with the help of CASA
- Objective 1: Judges hearing Child In Need of Care cases in St. Tammany Parish will be provided detailed, thorough written reports on 180 children by CASA Volunteers
- Objective 2: CASA Volunteers will testify in Court on behalf of 180 St. Tammany Parish abused and neglected children, making independent recommendations in the children's best interest

The objectives for Goal 1 were substantially met as 180 abused and neglected St. Tammany Parish children were served by CASA Volunteers. Of those children, 97% (174) had thorough written case plans.

The objectives for Goal 2 were substantially met as CASA Volunteers submitted reports for 80% (144) of the children served, and attended court hearings for 82% (147) of the children served. NOTE: Child In Need of Care cases are typically reviewed by the juvenile court every 6 months. Some cases - those that opened late in the grant period or closed early in the grant period - were not set by the court for review during this grant period.

2. Did the project work as expected? Explain.

The project did work as expected. The Judges hearing Child In Need of Care cases in St. Tammany Parish in 2011-2012 reported satisfaction with the service of the CASA Volunteers, indicating that they "Strongly Agree" that :

- CASA Volunteers are helpful in their most difficult cases
- CASA Volunteers are effective in monitoring their cases
- CASA Volunteers have an understanding of the needs of children
- the Judge is better able to make an informed decision regarding abuse and neglect cases by having a CASA Volunteer involved

One Judge also commented that CASA Volunteers make a difference in the lives of the children they serve, stating: "The children seem to like having someone who helps them communicate with the judge. It is helpful to have the opinion of a person who only has the welfare of the child to consider."

3. Have the original goals and objectives been revised? Yes No

If Yes, explain what changes will be made in the continuation of this project and why?

The number of youth served has been reduced to more accurately reflect the number of youth served during this grant period.

I. EVALUATION AND DISSEMINATION OF REPORTING

A COPY OF YOUR EVALUATION FORMS USED FOR THIS PROJECT MUST BE INCLUDED.

1. From who will the data be collected – what is the source?

The CASA Supervisors will collect demographic data regarding the children from the Department of Children and Family Services and provide it to the CASA Program Specialist. The CASA Program Specialist will collect data regarding number of children served, number of written case plans, and number of Court review hearings from the CASA Supervisors.

2. When will the data be collected?

Data will be collected each month on an ongoing basis throughout the funding period as cases are opened, written CASA reports are prepared and submitted for Court hearings, and CASA Volunteers attend Court hearings in behalf of the children.

3. Who will collect and analyze the data?

The CASA Program Specialist collects and tabulates the data, which is then analyzed by the CASA Director in the preparation of the Quarterly Progress Report.

4. Who will be responsible for submitting the data for the Quarterly Progress Reports: State name and contact information.

Name: Mary Slazer, CASA Director

Phone: (985) 649-4092

Email: mslazer@ysbworks.com

5. Following evaluation, who and how will updating or revising of the project's strategy be accomplished?

The CASA Director, CASA Program Specialist, CASA Supervisors, and CASA Recruiter/Trainer will meet to review progress toward meeting the project's goals and objectives. The CASA Director will determine if any update or revision to the project's strategy is needed in order to achieve the desired outcomes, and then project staff and volunteers will be instructed as to how changes are to be implemented.

6. Name the recipients who will receive the project's results and the schedule of reporting (i.e. monthly, quarterly, yearly). Recipients MUST state the Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports quarterly/monthly as specified at award time. Recipients should also include, if applicable, board of directors, applicant agency (if different from implementing agency), courts with jurisdiction, etc.

Quarterly Progress Reports will be submitted to the Louisiana Commission on Law Enforcement, indicating project results, and expenditure reports will be submitted monthly. Quarterly statistical data will be reported to the Youth Service Bureau President/CEO, the Youth Service Bureau Administration Manager/Financial Officer, and the Youth Service Bureau Board of Directors. Results will be reported to the Louisiana Supreme Court's CASA Assistance Program and the Judges overseeing child abuse cases on a monthly basis, and to the United Way on a semi-annual basis.

J. CONTINUATION

- Yes No Do you plan to continue this project at the conclusion of federal support?
Since continued VOCA funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

The Youth Service Bureau will seek continued funding from private foundations and fundraising events.

K. RESOURCES

Describe the facilities and additional resources available to this project. Include the physical facility where services are provided. If applicable, list other resources available to this project, i.e. equipment, supplies, staff, etc.

YSB CASA has well appointed and adequately furnished offices in Covington and Slidell. Three full-time staff persons and five part-time staff members coordinate the CASA Volunteers' activities and training, and maintain confidential files and CASA program databases at these facilities. Services are provided at the Youth Service Bureau of St. Tammany, 430 N. New Hampshire St. in Covington, LA and at the Youth Service Bureau of St. Tammany, 150 Cleveland Avenue in Slidell, LA.

L. AUDIT REQUIREMENTS

All applications must check one:

- This organization/agency expends \$500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) **AND MUST SUBMIT THE FOLLOWING INFORMATION:**
- | | |
|---|--------------------|
| 1. Date of last audit | 10/30/10 |
| 2. Dates covered by last audit: | 7/1/2010-6/30/2011 |
| 3. Date of next audit: | 9/12/2012 |
| 4. Dates to be covered by next audit: | 7/1/2011-6/30/2012 |
| 5. Date next audit will be forwarded to LCLE: | 1/31/2013 |
- This organization/agency expends less than \$500,000 in federal funds from all sources during the fiscal year of the organization/agency.

M. VOLUNTEERS

- Yes No Are you using volunteers as match?
If yes, describe the duties and functions performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). Volunteers' duties must directly relate to the focus of this project and information stated in Section 100 Personnel.

- Yes No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

CASA Volunteers investigate and monitor the progress of the children to whom they are appointed by the Court. The estimated number of hours for these duties is 463.

CASA Volunteers will use 140 hours for Court appearances.

CASA volunteers will use 323 hours for visitation with their assigned children.

N. REQUIRED COMPONENTS

1. Subgrantees are required to help victims apply for victim compensation. Describe a specific plan on how applicant has or will interface with the Louisiana Crime Victims Reparations Program.

As volunteer child advocates, CASA Volunteers do not have the legal standing to assist child victims of abuse and neglect in applying for victim compensation. There are many laws governing children in foster care, so these matters would be handled legally through the attorney appointed to represent the child and the child's legal guardian, which in this case is the State of Louisiana through the Department of Children and Family Services (DCFS). Although CASA Volunteers are not involved in other Courts where victim compensation matters are handled, our program would not hesitate to bring any problem or delay to the attention of the Court presiding over the Child In Need of Care case and advocate for appropriate victim compensation application.

2. Describe how applicant has/will coordinate activities with other criminal justice system/private service providers in the community. If you have obtained cooperative agreements, a copy may be attached to the application in addition to the brief description.

In helping ensure that the best interests of abused and neglected children are served, CASA works closely with the Court and the Office of the Indigent Defender, Mental Health Advocacy Services, and its Child Advocacy Program, who provide attorney representation for our area's children in need of care. We also work closely with the District Attorney's Office; the 22nd Judicial District Court in Covington and the Slidell City Court Personnel; the judiciary; private attorneys; mental health providers; many levels of the school system including teachers, school counselors, and school principals; in-home counseling agencies such as Pathways and Positive Steps; Families in Need of Services (FINS); and parenting instructors. We are in daily contact with the dedicated foster families located in our district as well as with respite families. Our membership in and association with the National CASA and Louisiana CASA Associations is vital in maintaining our work quality and standards.

3. Indicate how the applicant will address the issue of encouraging the victims to report to law enforcement. Policies and procedures may be attached to the application in addition to the brief description.

CASA is appointed to cases of children who have already come to the attention of Child Protection, law enforcement, the District Attorney's Office, and the Juvenile Court. However, in working closely with children, CASA Volunteers are considered mandated reporters, and should a child already in State's custody reveal an incident of abuse to a CASA Volunteer, either previously or newly revealed, it is the duty of the CASA to report the information immediately to Child Protection. It is Child Protection, the legal guardian of any child in State's custody, who then reports the information to law enforcement.

4. State that the applicant will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate. The Louisiana Child Protection Act refers to screening prospective employees, **NOT** reporting instances of child abuse.

Youth Service Bureau and its CASA Program screen all prospective employees and volunteers for any history of criminal records. In addition to in-depth personal interviews and reference checks, further screening is accomplished via clearance by the Department of Social Services Central Child Abuse Registry, complete police multi-state criminal background and sex offender registry checks, and fingerprints are processed and cleared through the Louisiana State Police.