

INTERDEPARTMENTAL AGREEMENT
BETWEEN THE
ALBANY COUNTY DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
AND THE ALBANY COUNTY PROBATION DEPARTMENT
JUVENILE JUSTICE PREVENTION SERVICES FOR CHILDREN
RESOLUTION NO. 378, ADOPTED SEPTEMBER 9, 2019

This is an Agreement by and between the Albany County Department for Children, Youth and Families, (hereinafter referred to as the “ACDCYF”) and the Albany County Probation Department (hereinafter referred to as “PROBATION”) regarding Preventive Services for Children.

WITNESSETH:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with the Albany County Probation Department regarding preventive services and supervision and treatment services for juveniles, and

WHEREAS, ACDCYF is charged with the authority to promote or provide public child welfare programs, and PROBATION, a qualified service provider, is willing and able to deliver services required by ACDCYF to ensure the aforementioned services are met efficiently and effectively, and

WHEREAS, ACDCYF has accepted PROBATION’s offer to deliver the necessary services to meet the needs of Albany County and to meet the needs of the aforementioned individuals residing in Albany County, and

WHEREAS, the Albany County Legislature has authorized an Interdepartmental agreement regarding preventive services and supervision and treatment services for juveniles for the term commencing January 1, 2020 and ending December 31, 2020 in the amount of \$676,606.00, pursuant to Resolution No. 378, adopted September 9, 2019, and

WHEREAS, this agreement sets forth the understanding between the parties:

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY COVENANT AND AGREE AS FOLLOWS:

ARTICLE I. SCOPE OF SERVICES TO BE PERFORMED

Juvenile Justice Prevention Services—The Parent Project:

The Parent Project is a nationally recognized program, which provides parents with the tools to regain control and effectively apply strategies that produce change in their adolescent's behaviors. PROBATION has contracted with ACDCYF to provide this service to three to four (3-4) groups per year to parents of youth who are at risk of foster care placement by virtue of contact with PROBATION.

Two (2) PROBATION Supervisors and four (4) PROBATION Officers will be responsible for managing the Parent Project to deal with Persons in Need of Supervision (PINS) and Juveniles Released Under Supervision (JRUS).

The Probation Intake Division Supervisor, along with the Probation Assistant, will maintain a list of all PINS / ungovernable cases received so that a list is maintained of all parents for whom the Parent Project is mandated. However, should there be additional openings at the time a class is offered, the class will be opened up to parents of youth involved with Juvenile Delinquent (JD) Intake Diversion, as well as parents of youth on Formal Probation as per Family Court order. The class will also be opened up to families involved with Child Protective Services should maximum class size not be achieved.

Upon the filing of the PINS/ungovernable complaint, the parent(s)/guardian(s) will be informed of the program and their mandatory participation by the Probation Duty Officer processing the complaint. The Duty Officer will be responsible for completing a standard ACDCYF Prevention referral form, the ACDCYF prevention services application form (green book) and have a Release of Information signed by the parent for ACDCYF.

The assigned supervising Probation Officer will reinforce this mandate with the parent and further explain the Parent Project and the anticipated start date for the group. A letter will be sent to each parent by PROBATION reminding them of the mandatory program and attendance dates. The Parent Partner Contractor will also be requested to contact all enrolled parents to help facilitate engagement and attendance.

Performance Targets:

- 90% of the PROBATION targeted youth will not come into COUNTY custody through the Juvenile Justice system while the parent/guardian is enrolled in the Parent Project.

- 75% of all parents/guardians enrolled in the Parent Project will successfully complete the Parent Project.

Reporting:

PROBATION will report the above targets and maintain attendance data for the Parent Project groups, as well as successful completion of the Parent Project and unsuccessful discharges from the program. The PROBATION Assistant and the Supervisor will be responsible for the review of such and enter the data through the shared ACDCYF/PROBATION database. This information will be shared with an ACDCYF Prevention designee. PROBATION will report to ACDCYF on a six (6) month basis the outcomes of the Performance Targets.

Juvenile Under Release Supervision Program (JRUS)

The purpose of this program is to provide intensive supervision and services to a select group of youth and their families, in an effort to maintain the youth safely in the home and community, thereby minimizing the need to remand the youth to detention.

The release under supervision option will be short term and appropriate to the level of risk posed by the youth, as determined by the Detention Risk Assessment Instrument (DRAI) or Youth Assessment and Screening Instrument (YASI) prescreen. Further, the program is designed to ensure the youth's appearance at Family Court proceedings. Emphasis will be on the identification of the youth's risk and needs and work will be done with all family members to ensure participation in identified services pending court disposition.

The JRUS Program will have a Probation Supervisor and a Probation Officer assigned to it. The Supervisor will be responsible for the day-to-day oversight of the unit function and operation of the program. The Probation Officer will be responsible for the supervision of the youth and link to services as needed. The Probation Assistant located in Family Court will provide information to the court and receive it back regarding cases eligible and/or referred to the program, and will work with other agencies within the Court to insure timely information exchange and proper handling of appropriate cases.

The Probation Assistant will complete the Detention Risk Assessment Instrument (DRAI) on JD's to determine the eligibility of the youth for the program. The DRAI information on the youth and the recommendation to the Court regarding his/her release back into the community without supervision, release back into the community under the supervision of the Albany County Probation Department (in the JRUS or JRFC program), or remand to detention will be taken to the Albany County Family Court, to be given to the appropriate Family Court Judge for consideration. The Probation Assistant in the Family Court will make sure the proper Judge gets the information and will be available should there be any questions regarding the recommendation for release or detention. The paperwork to the court shall include a copy of the completed Release Under Supervision Screening instrument, and a copy of the conditions of release, if the JRUS Program is the recommendation to the court.

Performance Targets:

- 85% of youth supervised under Juvenile Release Under Supervision will return to Family Court for any and all adjourned Court dates while engaged in the JRUS program.
- 80% of youth served will not enter detention while supervised by the Juvenile Release Under Supervision Program.

Reporting:

Data will be shared with the DCYF Prevention designee, both through emails and the shared JRUS ACDCYF/PROBATION database. Responsibility for entry of data into this system will be the joint responsibility of the Probation Supervisor and the ACDCYF Prevention designee. Probation will report to ACDCYF on a six (6) month basis and any other data required by NYS.

Juvenile Reporting and Family Centers (JRFC)

Juvenile Reporting and Family Centers are a joint alternative to detention project between community agencies and PROBATION, funded by ACDCYF. The JRFCs target youth who are considered Juvenile Delinquents and PINS that reside in Albany County. The programs consist of recreational, educational and therapeutic activities.

Two Probation Officers are working directly with the JRFC. The Officers supervise juveniles attending JRFC and have personal contact with the youth under supervision at least one time per week in school and/or at JRFC program. The JRFC Officers will be present at the LaSalle JRFC program at least two times a week. Officer presence at the St Catherine's JRFC will be at the same level, dependent on the youth enrolled in the program being under Probation supervision. Monthly Home Visits will be conducted and documented in Caseload Explorer. The Probation Officers will make every reasonable effort to attend Parent's Night as scheduled by the JRFCs (St Catherine's dependent on there being enrolled youth under Probation supervision). These officers also act as a liaison between the juvenile's school and the JRFC, assisting in homework procurement, other academic needs, and behavioral issues. The Officers work with JRFC staff in addressing behavioral issues of youth under supervision while at the program. The JRFC Officer is expected to be part of the referral and engagement process to help the youth under supervision and his family to begin establishing a bond with the JRFC program and to make sure initial attendance at the program begins. Upon acceptance into the Program, the JRFC Officer becomes the primary Probation Officer while the youth is involved with the program. The initial assigned Officer, however, is encouraged to remain involved and aware of the case in a secondary role as the case may return to their supervision after termination from the JRFC program.

The referral process for juveniles to the JRFC is as follows:

If the referral to the JRFC program is initiated by a Probation Intake Diversion

Officer or a Probation Family Court Supervision Officer, the Probation Supervisor would contact the AGENCY Prevention designee for preapproval for JRFC services. Upon this approval, all candidates and the parent(s)/ guardian will be familiarized with JRFC by the initially assigned Probation Officer. This Officer, or in his/or her absence, a Supervisor, will then complete a standard the COUNTY Prevention Referral form, the AGENCY application form (the green form) and have a Release of Information signed for AGENCY and the JRFC Program. The Supervisor will then process the referral paperwork to the AGENCY Prevention designee. The Probation Officer should consult with either the Supervisor or the JRFC Officer if any questions exist and advise the JRFC candidate that they will be contacted either by a Supervisor or JRFC Officer. The JRFC Officer will, within 48 hours of the referral to the JRFC, contact the candidate's parent(s)/guardian, again explain the program, answer any questions, and seek the responsible adult's cooperation with the JRFC program. The JRFC Officer will make every attempt to attend the interview between the candidate and the JRFC program.

If JRFC is ordered by the Court, the JRFC program is contacted directly by the AGENCY representatives in Court and the referral paperwork is initiated and completed by the referring AGENCY person. Once notified that JRFC has been ordered in Family Court, the case is immediately assigned to the JRFC Officer in Caseload Explorer. The JRFC Officer will meet with the youth within 48 hours, and also make contact with the parent or guardian within 48 hours of case assignment. The Court Order for JRFC will be reviewed and explained with the youth and the parent(s)/ guardian. As previously indicated, the JRFC Officer is expected to be part of the referral and engagement process to help the youth and his family to begin establishing a bond with the JRFC program and to make sure initial attendance at the program begins.

JRFC participants may be considered for an additional 30 Days of JRFC on a step-down or part-time basis. This decision shall be made by the JRFC program after consultation with the JRFC Officer or Supervisor and approval by the AGENCY Supervisor. The JRFC Officer shall discuss this with the JRFC participant and their parent(s)/ guardian prior to the extension being undertaken.

The Supervisor shall be responsible for ensuring the tracking and entering information relative to JRFC participants, in coordination with the AGENCY representative, into the AGENCY-Probation JRFC spreadsheet.

Juvenile Community Accountability board (JCAB)

The Juvenile Community Accountability Board (JCAB) is a program coordinated by the Albany County Probation Department that seeks to divert juveniles accused of an act of delinquency from the Family Court system, hence avoiding possible detention, adjudication and possible placement. The JCAB program operates on the principles of balanced and restorative justice while focusing on juvenile accountability. It seeks to help juveniles understand the impact their crime has on their community, while holding them accountable for their acts and allowing them the opportunity to repair the harm that was caused. The process allows the juvenile to understand the impact of delinquency behavior, while learning ways to avoid

reoffending. The program allows for successful resolution of the case, avoiding further entry into the juvenile justice system, possible detention and placement outside of the youth's home.

The Albany County Probation Department trains volunteers as Board Members and then assists the Accountability Board in facilitating meetings with the juvenile, their parents and the victim. These volunteers are members of the community from which the youth resides. The Board, facilitated by a Probation Officer, focuses the youth on the harm caused by the delinquency, how the harm can be repaired and then develops a specific, individualized contract/plan that requires the youth to complete certain activities or engage in certain programs designed to repair the harm.

The youth have up to 60-90 days to complete the contract/plan. The Board periodically meets with the youth to monitor his/her progress in completing the set tasks within the contract/plan and will assist the youth in making referrals to programs where necessary. Once all tasks have been successfully completed, an exit interview is completed. The case will be considered successfully adjusted and will be closed as such, with no further action taken.

Performance Targets:

- 75% of youths will be diverted from Family Court and possible detention or placement.

Reporting:

Data will be shared with the DCYF Prevention designee. Probation will report to ACDCYF on a six (6) month basis and any other data required by NYS.

PINS 18

The goal of Diversion on PINS 18 cases focuses on the balance between parental control and juvenile independence. The majority of PINS to 18 cases are filed by parents for ungovernable behavior. Also filed are cases for running away behaviors. Significant PINS 18, behaviors include alcohol/drug use, curfew violations, and violence in the home. Truancy complaints filed by schools are limited and are only accepted for Diversion if the juvenile is compulsory. Schools may also be able to file Ungovernable complaints on these juveniles.

Whenever possible and appropriate, PINS to 18 cases are referred for Mediation services. This service has been very successful in helping both sides come to a compromise thereby eliminating the need for further Diversion involvement. While utilizing standard Diversion services such as reporting and Home Visits, and in conjunction with the YASI, Diversion works with the juvenile/family to come up with a case plan working towards the needs/challenges of this older population. It may also include referrals to Independent living programs and vocational/educational (GED) programs.

Performance Targets:

- 75% of all parents/guardians enrolled in the Parent Project will successfully complete the Parent Project.

- 75% of youths will be diverted from Family Court and possible detention or placement.
- 90% of youth and families will be linked to community-based services

Reporting:

Data will be shared with the DCYF Prevention designee. Probation will report to ACDCYF on a six (6) month basis and any other data as required by NYS.

ARTICLE II – FEES

In consideration of the terms and obligations of the Agreement, ACDCY agrees to pay and PROBATION agrees to accept an amount not to exceed SIX HUNDRED SEVENTY SIX THOUSAND SIX HUNDRED SIX and 00/100 DOLLARS (\$676,606.00) for all services described under this Agreement, including all payments authorized under this Article.

Payment shall be made upon PROBATION’S submission of an Albany County Claim Form to the ACDCYF, which shall detail services rendered, including disbursements, and which shall be supported by receipts when applicable. Upon acceptance of the PROBATION’S Claim Form, it shall be submitted to the Albany County Comptroller and payment rendered.

ARTICLE III. TERM OF AGREEMENT

The services to be performed herein shall commence on January 1, 2020 and shall continue in effect through December 31, 2020, provided however, that either party shall have the right to terminate this AGREEMENT upon thirty (30) days written notice of such termination. In the event of termination of this AGREEMENT, PROBATION shall be entitled to compensation for any services previously accepted by ACDCYF.

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IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year opposite their respective names.

COUNTY OF ALBANY

Dated: _____

By: _____

Daniel P. McCoy

Albany County Executive

or

Philip F. Calderone

Deputy County Executive

Dated: _____

By: _____

William Connors, Director

Albany County Probation Department

Dated: _____

By: _____

Gail Geohagen-Pratt, Commissioner

Albany County Department for

Children, Youth and Families