

Policy and Procedures For YSB FOUR CORE ROLES (IYSA)

The Youth Service Bureau of Jay County, Inc. provides programs that address the four core roles as detailed in the contract requirements set forth by the Indiana Department of Child Services – 1503 funding.

They are as follows:

- 1) **Prevent juvenile delinquency and/or diversion of young people from the criminal justice system.**

Identified Programs:

- Keeping At Risk Students in School (KARSS)
- Behavioral Academic & Social Education (BASE)
- Day Treatment and Tutoring
- Home Based/Community Based Services
- Emergency Shelter and Residential Treatment

Procedural aspects are driven by the Service Standard/service description per identified program. Such aspects include:

- Target population and eligibility criteria
- Service Delivery and Service Access
- Minimum educational requirements of direct service workers and supervisors
- Requirements of supervision
- Written reports
- Goals and outcomes
- Billing units and DCS payment process

- Adherence to Indiana Practice Model
- Programs focused on prevention of juvenile delinquency provide the following types of activities: providing community service opportunities and alternatives to expulsion through suspension and working with family unit, individualized counseling and mentoring in a school based setting, behavioral modification with educational emphasis, home visitation wherein therapy and casework focuses on all members within family unit, individual, family and group counseling/therapy to work toward successful reunification and prevention of future out of home placements

2) Support, represent, and protect the rights of young people.

All YSB programs are required and designed to respond to this core role. Staff members are trained per program requirements and through annual mandatory training the expectation and the procedural requirements in completing this task. Examples include: representation in court, representing child's rights and concerns during a case conference at school, supporting and advocating for a youth in a work setting, safety for individual and family through crisis intervention, safety steps related to emergency preparedness in office and home situation, reporting neglect and abuse, meeting with legislators

3) Educate the community about youth issues and youth services.

The CEO or his/her designee is directly responsible for completing presentations to public and private entities to assist others in understanding the mission, value and work of the YSB. Per program, applicable staff also represents the activities of the specific program and other YSB programs/services through presentations, membership in philanthropic organizations, member of community boards and coalitions. This provides public awareness, an opportunity to educate others regarding the work of the YSB and clients served, an opportunity to share resources and learn of new resources, and increases the base of funders as well as increasing knowledge of the public regarding specific concerns such as domestic violence, abuse, substance use, and other social, mental and emotional concerns

Staff members represent the agency in the following: Drug Coalition, Wraparound Systems in multiple counties, Delta Theta Tau, Rotary Clubs, Board of John Jay Center for Learning, Optimist and other philanthropic clubs, Psi Iota, Tri Kappa, special meetings such as forum for substance use, IYSA Board and committee, IARCA Board and several committees of IARCA, volunteer fireman (Pennville, Portland), sub-committee for establishment of community pool, coach for little league, soccer

and other extra-curricular activities, church membership, sub-committee of The Portland Foundation, committee activity related to city, county, and chambers

4) Maintain a referral system for youth.

All YSB personnel throughout the varied programs provide information to clients and the community at large. All programs have an applicable system for tracking referrals, follow up, and outcomes. Documentation of referral is required and maintained in the individual client files. Examples of such referral include: Community Partners assisting families with accessing needed resources such as employment, WIC; Healthy Families completing development assessments that provide the family with information related to developmental milestones and making appropriate referrals to such applicable resources as First Steps and Child Care vouchers

Programs and applicable data systems for tracking referrals and outcomes are as follows:

- KARSS – IYSA web based system
- Community Partners for Child Safety – Partnertude
- Healthy Families – Datatude
- Residential programs – IARCA/ EON and KidsTrak
- Home Based /Community Based – KidsTrak & IARCA/EON
- Born To Learn - YSB
- BASE - YSB
- Children In The Middle – YSB