

**Sullivan County NH**  
**Request For Proposal**

Sullivan County is requesting proposals for a vendor to provide case management services with some clinical services for youths who are at risk of needing residential treatment services. The following are the program goals:

- An improved community-based service delivery system that is less reliant on residential beds;
- An ongoing system of regular communication between key system stakeholders;
- Development of a case management program to service high risk and special needs clients and their families;
- Coordination of substance and mental health services;
- Recommend options to enhance these programs with means to secure funding for such; and
- An improved data system to help coordinate efforts of key agencies.

The following items will be submitted with the proposal:

- Annual Budget
- Schedule of Implementation
- Manpower Protection and Job Descriptions
- How collaboration with other agencies will be established
- Outline of proposed program including rules and regulations
- Three references from sites that have operated similar facilities
- Submit one (1) original and four (4) copies of the proposal

Sullivan County is looking for the following services for a targeted group of 7-8 at risk youth and their families.

**Goals and Outcome Measures**

**Goal # 1      An improved community based service delivery system that is less reliant on residential beds.**

The Case Management program will allow additional clients to be served while in the community. The probation officer, the case management staff, the judge, and other key officials will meet regularly to review clients who have been ordered into the program. The program will serve 7-8 clients and their families per day, with the hopes of serving 9-12 over the first year of program operation. The reduction of one residential placement through the course of the year would pay for the program costs. The Juvenile Justice Coordinating Committee agreed that providing the case management program through an agency that already offers a wide variety of services would be more efficient and cost effective than hiring a County employee.

**Goal # 2 Sullivan County is planning to continue with the Juvenile Justice Coordinating Committee as an ongoing means to oversee the project. See page two for the names of committee members**

The Committee will focus on the following areas for training:

- Effective case management systems;
- Key areas of need - which will be determined by the Juvenile Justice Coordinating Committee and through collaboration with other funded counties focused on these issues;
- Family and cognitive group facilitation; and
- Program staffing needs - as determined throughout the development of this program.

**Goal # 3 Development of a case management program to service high-risk and special needs clients and their families.**

#### **Sullivan County Case Management Program - Key Components**

With this proposal, the County would hire community-based agencies to provide the following:

- Case Management and tracking services for all clients in the program;

- Coordination between the assigned Juvenile Probation and Parole, the judge and community providers;
- Case management and assessment of mental health and substance services for clients and their families; and
- A clinician to develop and facilitate programs for the youth and their parents.

### **Prescreening and Assessment**

There will be a pre-screening of all potential participants considered for entrance into the program.

The following are the targeted **treatment components**:

### **Family Visits at the Client's Home**

The Committee felt that meetings in the client's home would be critical to the process. Initial visits will assess environmental needs to be addressed in the treatment plan. Regular meetings would be needed, either bi-weekly or monthly. This would be done by case management staff.

### **Weekly Parent/Youth Treatment**

Three types of group interventions will be offered – youth only, parents only, followed by joint parent/youth groups.

1. **Treatment for Parents** - Treatment for parents would focus on:
  - Communication skills
  - Decision-making
  - Limit setting with their children
  - Role Modeling
2. **Treatment for Clients** - The client group would focus on life skills as well as cognitive behavioral skills.
3. **Parent/Youth Group** - The joint parent/youth group would provide opportunities for clients to work together on improving communication and tackling other issues. This group would also provide for social time together. Food would be provided during these weekly meetings.

### **Additional Groups**

Discussion brought forth the option of offering an after school group for clients. The clients would be referred to the SCYIP, an organization that provides drug and alcohol treatment and other services. It is estimated this group would serve 7-8 people per day and 9-12 per year. SCYIP would work closely with existing community-based resources to offer youth in the after school group coordinated services.

## **Case Management**

There would be both case management and tracking services for clients' referrals to additional services provided by the contracted agency. For example, the program would work with 21C, which keeps schools open beyond school hours to provide a safe place for homework help, enrichment activities, before- and after-school child care, family activities, mentoring and childcare resource and referral for all children, youth, and families in the community. We will model our family component in collaboration with the University of New Hampshire Cooperative Extension Program. This program provides New Hampshire citizens with research-based education and information, enhancing their ability to make informed decisions that strengthen youth, families and communities, sustain natural resources, and improve the economy.

## **Supervision**

A Juvenile Probation and Parole Officer will be assigned to the project. The assigned Officer would work directly with program staff. These cases would be assigned to the program by one judge from the Newport Family Division. This Judge would maintain regular contact and accountability with these the families.

## **Level System**

The program would be incentive-based, perhaps a level system where clients/families earn additional incentives based on performance.

## **Outcomes**

The following were some of the potential outcomes:

- Fewer residential placements;
- Parents/children more involved in school;
- Fewer positive drug tests;
- Engaged in treatment services; and
- Improved communication among families.

## **Sullivan County Case Management Program**

### **Eligibility**

In order to be eligible for this program, the minor has to have more than one adjudication, or has been adjudicated once and then was found to be in violation of a court order or conditions of release.

Exceptions could be made for special circumstances.

### **Key Target Population**

- Adjudicated delinquent or CHINS;
- At-risk families of domestic violence, substance abuse or other key areas of need;
- Identified family/parent needs;
- Low Protective Factors (High Risk); and
- At-risk of being placed in a residential setting.

### **Assessment Process**

The Police Department, Defense Attorney, JPPO, or the school can make referrals. Initial screening is completed by the JPPO assigned to the project. The GAIN SS is recommended. The target populations are high risk, high need clients and their families that may be better served in the community.

**Goal # 4      Recommend options that will enhance these programs, and means to secure funding for such**

One of the key tasks for the Committee will be to identify program enhancements and to work towards securing funds to make those improvements. Funding for continuation of the existing program and additional funding venues will be researched and solicited.

#### **Section D      Outcomes**

- To reduce the number of Sullivan County youth placed in residential placements;
- Success for the individual, which includes reduced recidivism, and reduced risk factors and issues as shown above. Furthermore, many of these families have more than one child in the system. It is hoped this family-oriented approach to rehabilitation may reduce the need for court involvement of other youth within the family;
- To increase regular communication among stakeholders by providing a forum for regular meetings of all key stakeholders (who work with juvenile justice clients and at-risk youth) via the Juvenile Justice Coordinating Committee;
- To service 7-8 clients per day and up to 12 clients during the first year; and
- To recommend target areas of need, and pursue additional funding to assist Sullivan County in reaching these goals.

#### **Section E      Evaluation:**

The planning group will evaluate the progress on a quarterly basis at regular meetings. The data collected during each quarter and throughout the year will help the advisory committee and program staff members assess the program. Responsibility for the coordination of data collection and scheduling of the strategic planning sessions will be assumed by the project coordinator. The program staff will collect the data based on what is approved by the advisory committee prior to the commencement of program operations. They will be based on the outcomes listed above.

**Scope of Services:**

The following items will be submitted with the proposal:

- Annual Budget
- Schedule of Implementation
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A Juvenile Probation and Parole Officer will be assigned to the project. The assigned Officer would work directly with program staff. These cases would be assigned to the program by one judge from the

Newport Family Division. This Judge would maintain regular contact and accountability with these the families.

The vendor would need to provide a full time case management staff member to work with all aspects of the program.

### **Clinical Services**

#### **Weekly Parent/Youth Treatment**

Three types of group interventions will be offered – youth only, parents only, followed by joint parent/youth groups.

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The vendor would be responsible to provide for six hours per week of group work services at the program,

#### **7.0 AWARD CRITERIA**

- Price
- Reference confirmation and evaluation of response
- Prior experience of contractor with similar proposal
- Financial status via outside professional credit rating agency
- Quality and scope of proposed program including rules and regulations

Proposals are due by February 13, 2009, 3 PM, at:

Sullivan County Commissioners Office

Attn: RFP JJHRY&FIP

14 Main Street

Newport NH 03773

Sullivan County reserves the right to reject any or all proposals. The Juvenile Justice High Risk Youth & Family Intervention Program (JJHRY&FIP) is a grant-funded program through the NH State Division for Juvenile Justice Services, under the fiscal oversight of the County. Contact Sharon at 603.863-2560 should you have questions.