

I. Administrative Requirements

a) Youth Bureau Role and Structure within County Government

The Rochester-Monroe County Youth Bureau (RMCYB) is a joint city/county youth bureau. Since 1969 the RMCYB has been a cooperative effort between the City of Rochester and the County of Monroe. Charged as a city/county youth services planning, funding and coordinating agency, it is dedicated to developing, implementing and evaluating a comprehensive system of services for youth and their families in the Rochester and Monroe County community. The RMCYB administers state, local and federal dollars that support the development, protection and improvement of Monroe County children and their families. The RMCYB funds and supports both prevention and intervention services including: youth development, delinquency prevention, juvenile justice diversion, Runaway Homeless youth services, and recreation programs that address the needs of positive youth development for all City and County youth. The RMCYB is responsible for the assessing, planning and coordinating of youth services in the City and County. Programs funded through the RMCYB are monitored and evaluated by Youth Bureau staff. The RMCYB collaborates with the City of Rochester's Bureau of Human Services to fund and administer the City's YDDP youth service and recreation programs.

The RMCYB is a member of multiple groups including the Association of New York State Youth Bureaus (ANYSYB), Youth Services Quality Council (YSQC), the Community Asset Partnership Network (CAPN), School/Community Partnership Network, Monroe County Prevention Coalition, Greater Rochester After-School Alliance and the Empire Coalition for Youth & Family Services. (See section I. F for a complete list of partnerships and collaborative and/or cooperative efforts.) It is through these partnerships that the RMCYB advocates, collaborates and coordinates a multitude of youth service issues and initiatives.

Youth Bureau contracts and grant awards are accepted through the Monroe County Legislature. The Youth Bureau is responsible for reporting to the Legislature and its subcommittees, as required. The RMCYB's Executive Director, reports to the Director of the Department of Human and Health Services and to the Deputy County Executive, Richard Mackey. See Appendix C "Organizational Chart".

b) Youth Bureau Organization and Staffing

The Youth Bureau employs five professional, administrative and support staff to plan, coordinate, facilitate, monitor, and administer a spectrum of youth service, asset development and risk prevention programs throughout the County of Monroe and the City of Rochester. Three staff vacancies currently exist. Additionally, the Youth Bureau has fiscal support and houses a United Way Services Corporation Program Monitor, Integrated Community Youth Development Program Assistant, and part-time Youth Action Project Staff. The Youth Bureau also houses a Reality Check Coordinator through a contractual agreement between The Center for Youth Services and Coordinated Care Services Inc. via a NYS Department of Health grant. Currently the Bureau funds 22 programs and provides technical assistance and fiscal oversight to 28 municipal youth service programs and recreation departments.

See attachment B "RMCYB Personnel Organization Chart". Please note: the RMCYB (either directly or through its fiduciary, United Way Services Corp.) has 2 part-time 0.5 FTE positions. The part-time positions; - YAP Coordinator and bookkeeper devote 100% of their respective .50 FTE time to Youth Bureau functions and programs. Costs are not shared with any other departments.

c) Youth Board

The RMCYB Youth Board is a citizen advisory group for the purpose of guiding and advising the Youth Bureau in fulfilling its purpose. The Board is appointed jointly by the Mayor of the City of Rochester and the Monroe County Executive. The Board has four major areas of responsibility: planning, advocacy, allocation and administration. There are six committees within the Youth Board structure: Future Directions, Allocations, Advocacy, Nominating, Planning and Executive. The Future Directions Committee develops the long-range plan and conducts such planning efforts as requested by the Chairperson. The Allocations Committee reviews all applications and recommends application for funding. The Advocacy Committee is responsible for positive communication with legislative and policy-making groups and individuals as a way of promoting the effective and positive development of children and youth. The Nominating Committee recruits, screens and recommends persons to be nominated to the Youth Board. The Planning Committee is responsible in guiding the development and recommendation to the Youth Board of the three-year plan and annual up-dates. The Executive Committee helps to coordinate the activities of the Board, serves as a "sounding board" for the executive director of the RMCYB and acts upon evaluations and project reviews of funded programs.

Coordinating appointments by both the city and county has proved to be a challenge that requires regular vigilance. The youth Board has recently drafted revised by-laws and a conflict of interest policy. These have been submitted to County and City attorneys for review. The revisions are based on recommendations of an OCFS audit. The Board is hopeful the process will move quickly so the respective governing bodies can vote on the new by-laws and thus address state concerns, See Appendix B for a listing of Youth Board members.

d) Youth Bureau Program Operations

Youth Action Project (YAP) (formerly Youth Participation Project)

YAP is a youth empowerment/youth civic engagement program funded through the Office of Children and Family Services (OCFS). Its primary is to integrate youth and young adults into all spheres of community life and to ensure that their voices and action are valued and utilized in efforts aimed at social and community change. At the organizational level, an institution is 'infused' when youth are valued as effective partners and when structures are created at multiple levels to ensure that the voice of young people is represented in decision-making. state of the art technical assistance and training in youth/adult partnerships. The RMCYB utilizes YAP as one method to train youth for participation on youth service provider's boards. The foundation of YAP is to promote youth voice and action in the planning and implementation of youth services in Monroe County. This program also addresses youth/adult partnerships via its "Youth As Resources" (YAR) philanthropic functions. YAR is a joint venture of the YPP program and the City/County Youth Council (CCYC). YAR is empowered to

fund local community-based civic service projects via endowments funded by the Rochester Area Community Foundation (RACF) and the Daisy Marquis Jones Foundation (DMJF). The Youth Action Project actively involves County youth between the ages of 13-21 in positive youth-adult partnerships that promote youth action and voice. Youth receive training, including communication skills, advocacy, public speaking, grant making and board participation skills. A strong focal point is to provide networking support to all youth empowerment groups throughout Monroe County and participation in City-County Youth Council.

Building Capacity: Youth, Family, Communities (formerly Best Practices Partnership)

This program combines support from the New York State Office For Children and Family Services and the Rochester Area Community Foundation to provide skills training workshops and consultation services to Youth Bureau funded programs, non-funded service providers and municipalities to enhance the management, practice and programmatic aspects of their services. This has been an ongoing capacity-building youth service provider project. The training, seminars, and workshops are offered to all youth service providers at no cost to enhance staff development, organization development and knowledge concerning effective evidence/research based program models. This capacity building is connected with the Integrated County Plan. The RMCYB believes that by the continuation of these trainings, youth services in the City of Rochester and Monroe County will improve positive youth development practice, premise and outcomes. See *Capacity Building for Organizations* that addresses the next tier of the RMCYB's capacity building initiative.

Capacity Building for Organizations

This grant is offering opportunities to 3 youth-serving organizations to build and/or enhance their youth development framework. These organizations will infuse youth development throughout their organizational structure through an intentional process that assists them to do principle-based organizational assessment and planning; and review and enhance the critical organizational components that support service delivery. A competitive RFP selected the organizations utilizing the following criteria:

- 1) Meets the eligibility criteria as identified in the RACF application,
- 2) Board of Directors is clearly committed to the 2-year process,
- 3) Organization has a desire to implement the premises and principles of youth development throughout the organizational structure and incorporate within its mission the developmental potential of all youth and families,
- 4) Agency is willing to close the agency for "all staff" meetings at least 3 to 4 days per year to step back, reflect, and build for the future,
- 5) Agency is willing to involve youth in the process, as appropriate, and
- 6) Agency is willing to participate in a 2-year process engaging the commitment of all staff as well as volunteers where they are an integral part of the organization accomplishing its work.

The Rochester Area Community Foundation and OCFS via the RMCYB fund this project. This is a two-year process per organization involving 4 phases.

Community Asset Partnership Network (CAPN)

The CAPN is a community-based *Search Institute* "Healthy Communities /Healthy Youth" initiative to address positive youth development. Monroe County is committed to the principle that building strengths and assets in our youth is the best way to protect youth from negative outcomes. Additionally, a community-wide approach to asset building reduces risk factors for children, youth, families and their communities. CAPN is the County's vehicle to partner outside of its direct funding in regards to: school districts, community-based organizations, faith-based organizations, etc. in positive youth-adult partnerships that promote youth leadership development, community service, and youth asset development. Monroe County communities and school districts receive technical assistance, consultation, training, and resources in the planning and implementation of asset building initiatives within their communities. OCFS and Monroe County fund CAPN.

Youth Services Quality Council (YSQC)

The RMCYB has always been committed to its partners in building positive youth development capacity through training and technical assistance to its youth service providers. The YSQC is a collaborative effort of a multitude of member organizations (both non-profit and municipal). The premise of the YSQC is to network and continually improve the capacity of youth services in Monroe County and the City of Rochester. YSQC is collaborating with the Ad Council of Rochester to design and implement a positive youth development multi-media campaign. It will include the "asset" approach targeted to local communities and individuals, along with the youth service providers. It also provides administrative services and financial oversight to the systems change activities and operations of the Youth Services Quality Council. Monroe County funds YSQC.

e.) Funding Administered

\$34,000 Rochester Area Community Foundation - Capacity Building for Organizations

This funding opportunity occurs in phases with 3 agencies that move from phase to phase at different times. The Coordinator of Youth Projects serves as the Project Coordinator for this initiative. The responsibilities and duties are as follows: selection of three youth service organizations through a competitive RFP process and coordination with the youth development consultants during all stages of the project. Other Youth Bureau staff (to be determined) will be responsible for the fiscal oversight of expenses in conjunction with the fiduciary agent, Coordinated Care Services, Inc. All Youth Bureau staff will participate in the administrative implementation through the Youth Bureau's Shared Management Team.

\$360,000 NYS Department of Health - "Reality Check" - Youth Empowerment Program Against Tobacco Use (ending 7/31/2004) with competitive renewal during first quarter 2004

The RMCYB is the coordinator of the NYS Department of Health's teen-led, adult-supported youth empowerment campaign that seeks to de-normalize and de-glamorize tobacco use among teens and empowers them to expose the tobacco industry's manipulative marketing practices, which targets youth to be replacement smokers.

Rochester-Monroe County Youth Bureau

A 3-year grant (\$120,000 per year) provides opportunities for Monroe County youth to "get the message out" regarding Big Tobacco Companies. The purpose of the New York State Youth Empowerment Program Against Tobacco Use is to build a youth development framework to empower teens to form and engage in partnerships with the goal of reducing tobacco use among teens. The 2004 year is the third year the County has received this grant. This project is implemented by the RMCYB through a fiduciary, Coordinated Care Services, Inc.

The Coordinator of Youth Projects serves as the grant administrator with total project oversight including budget and fiscal oversight concerning expenditure approval. Auditing of vouchers submitted by the fiduciary agent, Coordinated Care Services, Inc is done by the part-time bookkeeper. The Reality Check Coordinator provides evaluation and program reporting. Fiscal claiming to NYS DOH is the responsibility of the Fiscal Officer.

\$327,372 from the United States Department of Housing and Urban Development, Supportive Housing Program funds, for case management services for homeless youth and authorize a contract with Hillside Children's Center and an internal agreement (Memorandum of Understanding) between the Rochester-Monroe County Youth Bureau and Monroe County Department of Social Services for the period of April 1, 2002 through March 31, 2005.

The purpose of the Homeless Youth Project is to provide homeless youth 16 to 21 years of age or youth at risk of being homeless, with intensive case management services. Funds support two full time intensive case managers at Hillside Children's Center Alternatives for Independent Youth Program and partial funding for a Youth Emergency Housing Specialist located at the Monroe County Department of Social Services Emergency Housing Unit. Support services to youth include meeting the youth's basic needs, i.e. food, clothing, shelter, and transportation as well as casework and linkages to health care and mental health services. Outcomes of services include access to safe shelter, linkages to job training, employment, GED or high school completion and youth discharged to stable living. The Homeless Youth Project began in 1998 with a three-year grant from HUD and a one-year renewal grant in 2001-2002.

The RHY Services Coordinator serves as project coordinator with monitoring oversight and evaluation of the entire grant. The PT Bookkeeper and Fiscal Officer have fiscal oversight responsibilities of auditing county claims and vouchering HUD for reimbursement. The Youth Bureau will continue to apply for this funding as it becomes available per cycle.

I. f) Other Administrative Activities or Responsibilities

Rochester-Monroe County Youth Bureau staff also sit or co-chair on the following collaborations or committees:

<ul style="list-style-type: none"> ➤ Association of New York State Youth Bureaus ➤ Best Practices Partnership(Capacity Building) ➤ Continuum of Care Homeless Team ➤ Empire State Coalition Board ➤ Rochester Grantmakers Forum ➤ Greater Rochester After School Alliance ➤ Homeless Services Network ➤ Homeless Youth Focus ➤ ICP – Leadership Team ➤ ICP – Planning Team ➤ ICP – multiple work teams ➤ Monroe Council on Teen Potential (MCTP) ➤ MCTP Planning Committee ➤ Monroe County DSS Children’s Services Committee ➤ Monroe County Prevention Coalition ➤ National Network for Youth ➤ DHHS Safety Committee 	<ul style="list-style-type: none"> ➤ OCFS RHYA Advisory Board ➤ OMH Children’s Task Force ➤ PINS 18 ➤ RHY Providers ➤ School/Community Partnership Network ➤ United Way Kids on Track Committee ➤ United Way Community Profile Team ➤ Workforce Investment Act Youth Council ➤ Youth Development Outcomes Measurement Tool Project ➤ Youth Services Quality Council- (multiple committees) ➤ Monroe Co.Community Asset Partner Network ➤ FEMA ➤ City Emergency Shelter Grant ➤ Youth As Resources ➤ City-County Youth Council
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RMICYB staff meets monthly with youth bureau directors in the region to discuss local initiatives and issues.

II. Resource Allocation Procedures

The 2004-2007 Integrated County Plan provides direction for the Youth Bureau’s selection and investment in programs and strategic initiatives. The Plan focuses our resources within three priority areas: Youth Development, Family Development, and Community Development. It also continues the commitment to support three Monroe County community-wide outcomes: Children Succeeding in School, Youth Leading Healthy Lives, and Strengthening Families. The Plan also requires the incorporation of a youth development framework. See Funding Priority Guidelines, Appendix D.

Alignment, program model characteristics and performance are the cornerstones to investment decision making. All programs requesting funds are expected to submit program descriptions at the start of a three-year investment cycle. The program description review lays an important foundation for selection decisions for a new funding cycle. To receive funding each program must align with one or more of the community-wide outcomes and focus within one or more of the priority areas and be based on a youth development framework. The program model’s characteristics (fidelity or adherence to effective program elements) is then assessed, which is based on the description of the program design and how it supports effective practice and reaching outcomes. The program’s performance against the outcome objectives it has established is reviewed, and/or available past performance history is examined. Programs are expected to submit a logic model with their program description that delineates the assumptions,

inputs, activities and outputs that will lead to the outcomes. Research based/evidence based elements are to be incorporated into the program model. Also reviewed is the target population to be served, the basis used for selecting performance standards and the program's commitment to continuous program improvement.

The Youth Bureau recognizes that funds allocated to support a youth development program often make up a portion of the funds required to implement a program and that other funders are partners in this funding investment. Thus it is essential in resource allocation decisions to maximize input and feedback from all parties involved in the program investment. The current program budget of the Youth Bureau is 97% state funds and 3% county funds. The OCFS funding formula for YDDP/YI has gone from a high of \$6.50 per youth to \$4.72 per youth. A similar type decrease in SDPP funds and no increase in RN/HY funds has also contributed to the challenge of maintaining service levels and effective programming models. Decreases in state and county funds, as well as special member items requires that the Youth Bureau seek funding partnerships to support program models that are effective and can serve the many youth that could benefit from programming.

The ICP promotes a joint coordinated and collaborative approach to impacting youth and family outcomes. The Resource Allocation process will reinforce this strategy by recognizing opportunities to work closely with other funders and relevant parties to implement a joint investment approach whereby new funding decisions and requests for proposals are not conducted in isolation but as cooperative ventures.

Thus, selection decisions will be decided by Youth Bureau staff and Youth Board members with involvement of other relevant parties in the process including other funders, youth and family consumers, or other appropriate representatives as related to the nature of the investment opportunity (i.e., investments to support success in school may include school representatives or investments to improve neighborhoods may include neighborhood association representatives).

The Funding Priority Guidelines Plan is appended. This plan will be distributed to all interested in receiving Youth Bureau funds.

III. Monitoring and Evaluation Procedures

a) Youth Bureau Monitoring System

The Youth Bureau has responsibility to ensure that the programs receiving state aid from the Office of Children and Family Services (OCFS) channeled through the Youth Bureau, operate in accordance with all pertinent rules/regulations and policies of the OCFS, County of Monroe and the Rochester-Monroe County Youth Bureau as well as applicable state and federal laws. The Youth Bureau carries out this responsibility through its monitoring systems. The Youth Bureau developed monitoring standards, processes and procedures that are regularly updated; most recent was fall 2003. Monitoring standards and expectations are communicated through a written manual distributed to agencies. (See Appendix E)

The Youth Bureau incorporates five (5) components to fulfill its oversight responsibilities with direct contract agencies. These five components are (1) self-report, requiring agency submittal

of information; (2) on-site monitoring; (3) assessment/evaluation; (4) financial systems review; and (5) expenditure review. At minimum, site visits occur once per year.

The Youth Bureau fulfills its oversight responsibilities with municipalities via (1) self report; (2) specific review of contract objectives; (3) expenditure and financial systems review and (4) technical assistance/consultation. Site visits occur once per three year cycle, or as needed, to provide technical assistance or observe programming.

Results and findings obtained by the Youth Bureau staff through the monitoring processes are reviewed by all Youth Bureau monitors, planners and fiscal staff to identify areas of concern or focus and make recommendations for possible modifications or enhancements. The programs' Logic Model will be used as a tool by monitors to review inputs and activities and alignment to evidenced based/results based practice. Findings and recommendations are then shared with the Youth Board and other appropriate investment partners. Needs data program planning and development areas are forwarded to planners and other appropriate investment partners. The staff and Board use results from these monitoring processes in planning and funding decisions in a variety of ways including:

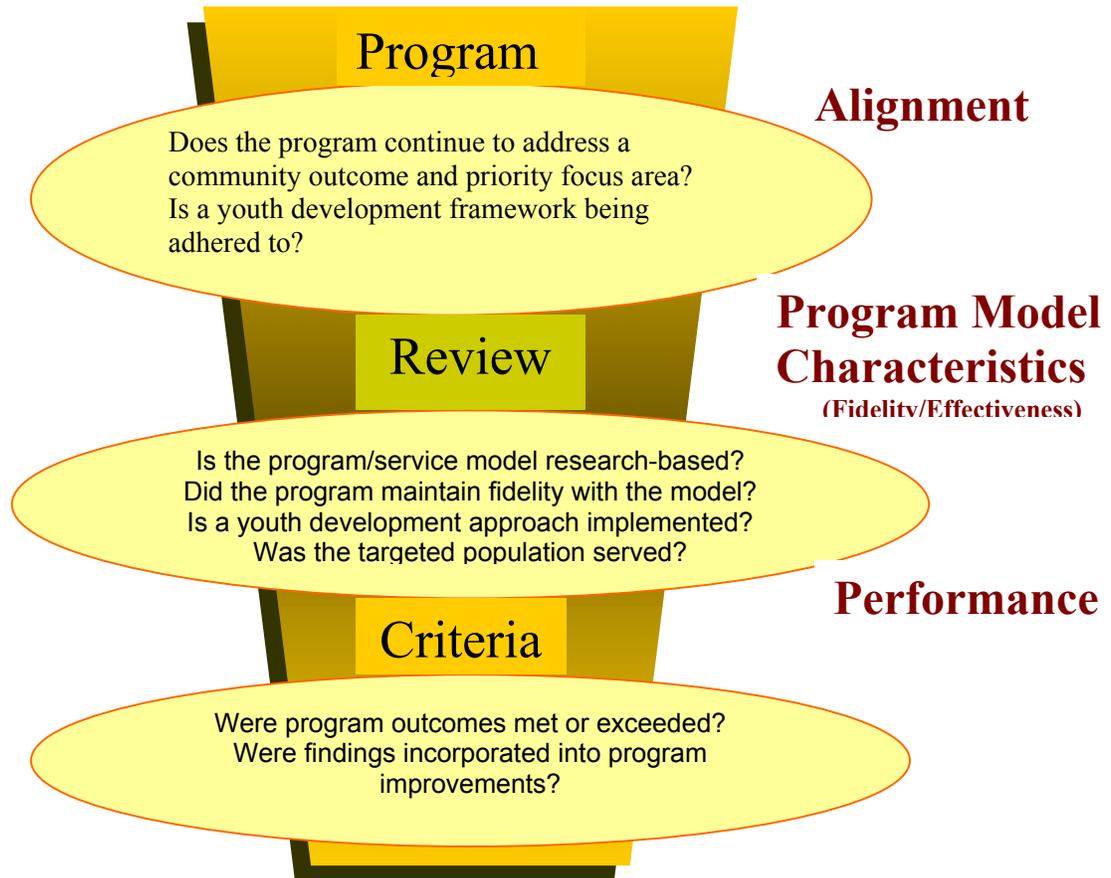
- Redesigning of program components and methodology due to identification of needs or issues not responsive to program model or effective in producing outcomes for participants.
- Increases or decreases in funding based on changes in alignment, priority or performance.
- Defunding vendors not in compliance with contract standards.
- Identifying roles for the Youth Bureau and Board to take on specific issues.
- Addressing training and technical assistance needs of line staff as well as supervisory/management staff.
- Discussions with joint investment partners regarding implications for changes or modifications.

The Youth Bureau and Board will continue to use the results of its monitoring activities to enhance and support its direction throughout 2004 – 2007.

b) Youth Bureau Evaluation System

A primary goal of the Youth Bureau's evaluation system is to assure that the investments made contribute to successfully impacting outcomes for youth and families. The three cornerstones to the investment decision process: alignment, program model characteristics, and performance form the basis for the program review filter for performance.

Assessment Process Criteria



Evaluation of direct contracts involves a formal analysis of program model and performance achievement based on the program logic model and performance standards at year-end. A mid-year assessment also occurs to assess whether a program appears to be on track to accomplish its intended outcomes. This evaluation format is included in the attached Monitoring and Evaluation Systems Procedures Manual.

The Youth Bureau/Board as part of the ongoing resource allocation and planning process uses the findings from evaluation activities. A program's ability to successfully meet the three program assessment criteria guides future funding and program direction.

The goal is to move as many programs funded to high priority, high performing status so outcomes are impacted. Collaboration with other joint funders on program assessment performance findings and joint actions to address issues, redirect resources to higher priority and/or enhance/expand to high performing and high priority programs will be essential to ensure a continuum of effective, quality services and programs.

Information obtained by the Youth Bureau staff, through the evaluation process, are reviewed by all Youth Bureau monitors, planners and fiscal staff to identify areas of concern or focus and make recommendations for possible modifications or enhancements. Findings and recommendations are then shared with the Youth Board and other appropriate investment partners. The staff and Board use results from the evaluation process in planning and funding decisions in a variety of ways including:

- Addressing identified systemic barriers that impact on the ability to achieve positive outcomes.
- Redirecting of investments to high priority/high performing programs.
- Developing and enhancing coordination and network linkages that impact outcome results.
- Negotiating with programs to shift their focus to high priority/high performing programs.
- Improved identification of program level outcomes that contribute to achieving community- wide outcomes and impacting risk areas.
- Informing and analyzing on best practice and evidence based programs that contribute to meeting outcomes and impacting risk areas.
- Provide technical assistance to improve program performance and/or improving or refining practice/methodology to produce more effective outcomes.
- Identify resources to assist providers in developing participatory program evaluation models.
- Identify shared program outcomes and performance standards for like programs.

IV. Runaway and Homeless Youth Act (RHYA)

a) Runaway and Homeless Youth Services Coordinator Role

The Youth Bureau is the lead planner and funder for Runaway and Homeless Services in Monroe County. The Youth Bureau has been funding Runaway and Homeless Youth Services since 1979. The Runaway Coordinator position is a full time professional civil service position that has been located at the Youth Bureau since 1979. The Youth Bureau has continually supported the existence of a viable continuum of runaway and homeless services that access the larger comprehensive youth service system within Monroe County. The RHY Coordinator is the lead planner & funder for RHY services in Monroe County. This position is involved in program development, contract management, program monitoring, grant writing and cross systems planning and advocacy for the population. The job description for the R/HY Coordinator position is on file with the NYS Office of Children & Family Services (OCFS) and is part of the annual funding application. Runaway and Homeless programs are incorporated into the Youth Bureau's planning and allocation processes. RHYS programs receive not only RHYA funds but also YDDP and SDDP funding. Currently the Runaway and Homeless Youth Services in Monroe County include a continuum of services that include crisis counseling, emergency shelter, counseling, homeless case management, and transitional living services. This continuum of services include funding beyond the Youth Bureau to include: United Way, private foundations, Federal Health & Human Services (HHS) Runaway Funds (Basic Center, Street Outreach & Transitional Living Program), HUD Supportive Housing Program (SHP) for the Continuum of

Care Homeless funds, Homeless Housing Assistance Program (HHAP), Monroe County Community Planning & Development funds

b) Systems for Reporting

The Runaway and Homeless Youth (RHY) shelters have 24-hour access, seven days a week. Each youth entering a youth shelter receives health care services and an individual service plan. A transportation plan is developed for each youth that is currently attending or planning to attend school. The Youth Bureau and the R/HY programs have an on-going 24-referral agreement that allows for these agencies to work cooperatively to best serve the needs of runaway/homeless youth. The Runaway Homeless Youth programs meet on a monthly basis with the R/HY Coordinator to monitor the 24-hour agreement share resources and address common issues. The meeting location rotates in order for program staff to be up to date on each other's services.

The R/HY Programs are designed to work within the existing comprehensive youth services system. Every youth who receives services from a R/HY program is assessed individually and each youth's needs are met by accessing and advocating for that particular youth among the broader youth services community. Each youth brings with her/him a set of circumstances that present a unique demand for services. For some youth that may mean the case manager contacting the Department of Social Services Child Protective Services; accessing alcohol and substance abuse services; contacting the youth advocacy program for an educational guardianship affidavit; or connecting the youth with mental health services or family counseling. In order for the programs to be successful at meeting youth needs, each program has to have connections with multiple services including DSS, schools, employment services, health providers, drug and alcohol treatment providers, law enforcement and other R/HY programs. As a result of the runaway services history in Monroe County, many of these relationships are long standing. All three agencies have formal linkages with the Rochester City School District through Chapter 1 funds, Monroe County Department of Social Services and health care providers. In order to address ongoing communication and access concerns for this population the RHY Coordinator & the RHY Providers are standing members on several cross system committees. These committees include Department of Social Services Children's Committee, Office of Mental Health Children's Services Committee, Monroe Council on Teen Potential (MCTP), Homeless Services Network (HSN) and Youth Services Quality Council.

c) The Runway and Homeless youth services in Monroe County include:

**The Center for Youth Services Center House
905 Monroe Avenue, Rochester, NY 14620**

A twelve bed coed shelter for youth ages 12 – 17; a 10 certified bed Host Home Program; Federal Health & Human Services (HHS) Runaway & Homeless Youth (RHY) Street Outreach Program; Federal HHS RHY Transitional Living Program which includes case management and 6 transitional beds for youth 16-20. The Center also receives HUD Supportive Housing Program (SHP) funds for independent Living skills services.

Salvation Army Genesis House Program

P.O. Box 41210, Rochester, NY 14604

A ten bed coed shelter for youth ages 16-20, with case management services. This program will expand to 14 co-ed beds in 2004. Genesis House also receives Federal HHS RHY Basic center funds, and Monroe County Community Development Block (CDBG) funds for aftercare services.

Hillside Children Alternatives for Youth (AIY)

1337 East Main Street, Rochester, NY 14609

An older homeless youth case management program for 16-20 year olds that provides both intensive case management services and individual advocacy services. The program includes crisis counseling to youth & their families to prevent out of home placement; intake and case management services to a supportive living apartment program which consists of ten coed beds for older homeless youth ages 16-20; AIY receives Federal HHS RHY Transitional Living Program that includes 5 coed beds for 16-20 that has the capacity for one teen parent & child. AIY operates a federal HHS RHY Street Outreach Program, which operates a Drop In Center three days a week.

Monroe County Dept. of Social Services (MCDSS) Youth Emergency Housing Specialist (YEHS)

111 Westfall Road, Rochester, NY 14620

A liaison position to link homeless youth (16-20) with the Dept. of Social Services and the RHY services which is housed at DSS who provides services to the youth shelters, AIY and to the Adult shelters who house older youth (16-20). This position has been funded through a contracted HUD SHP grant with RMCYB since 1997.

Profile of Runaway and Homeless Youth

The youth that request services from the Runaway and Homeless programs have continued to grow in numbers and demands for services. In 2002 the RHY programs served a total of 1,451 youth. The youth are from all the towns and the city of Rochester. They are both male and female and often are teen parents. In 2002, the RHY programs served a total of 518 youth (537 unduplicated) in the RHY shelters and 350 youth in transitional non-residential services funded through the contracted services of the RMCYB. In addition to youth shelters MC DHHS placed another 583 youth in adult shelters, hotels and an emergency shelter which house teen parents. The demographics of the youth have remained fairly consistent for the past five years. The most frequent problems reported to be faced by youth were conflict with parents, problems with school, substance abuse and mental health concerns. The most frequent concerns raised by shelters/services in the Runaway Providers meetings are behavior problems and ability to house youth safely given their aggressive behavior, potential violence and mental health concerns. The older the youth, the more likely the youth will not return home or to another relative. The Center who serves 12-17 year olds reports 47% returning home and 30 % to a relative or friend; only 3 %to independent living. Genesis House, who serves 16-20 year olds,

reports only 29% of the youth returning home and 18 % to a relative or friend 22% discharged to independent living.

The majority of the youth who request runaway and homeless services report concerns with safety as their primary concern along with a need for basic food, shelter, clothing and fear that they can't get along with their parents. Their concerns and needs paint a picture of the problems families are facing in Monroe County; single parent households; parental divorce/separation; lack of safe affordable housing, unemployment; and poverty. Though poorly reported, the youth present that the vast majority of their parents have serious problems with alcohol and substance abuse and seemingly unresolvable family stability issues.

The RHY services initial goal is family stability. Whenever possible, youth and their families receive services with the goal of the youth remaining at or returning to home. RHY services are formally linked to the larger comprehensive youth services system in order to most effectively accomplish this goal. RHY services have worked and continue to work within the collaboratives and initiatives in Monroe County, including YSQC, Monroe County on Teen Potential (MCTP) and the Homeless Services Network. When a service gap is identified, the services invite other service providers and systems to collectively address the need/concern. All of the RHY services outcomes are dependent on the program's ability to develop and maintain viable connections to the larger youth/adult service systems. Collaborative efforts to serve youth include formal referrals and providing whenever possible, on site services.

d) Current Services Expansion and New Services

In 1994, The Center for Youth Services purchased and renovated a city home that expanded the bed capacity from 9 to 12 beds. They have continued to improve this facility to meet the needs of the program. In 2002-2003 the kitchen was remodeled with all new appliances adding a breakfast nook, added third floor offices, a new driveway, new furnishings acquired new vehicles. These additions added up to over 100,000 dollars of donations. In October Home Depot donated and installed blinds and rugs. The Center has continued to maintain a Host Home program that successfully recruits and trains certified volunteer Host Home families. Since 1997 The Center for Youth Services have received Federal Health & Human (HHS) Runaway Street Outreach Program funds. This project works with ADS Rochester & Hillside Street outreach to reach out to "the disconnected youth- youth that will not access shelter services. The Center operates a "Docs" on board with their street outreach services providing street youth with medical services in collaboration with University of Rochester Adolescent Medicine. In September of 2002 the Center began a Federal HHS Runaway Transitional Living program which provides case management and six TLP beds to older homeless youth 16-20.

In June of 2001 the Genesis House program move to a new site. The plan is to expand this program to 14 beds by 2004. This new site provides space for individual rooms for youth, a first floor handicap accessible room, area for recreation, tutoring, counseling and medical services. Genesis House on site services include community health services, substance abuse assessments, Rochester City School District tutoring services and MC DHHS assessment for Temporary Assistance. Genesis House has also been a recipient of Monroe County Planning & Development funds since 2000 for additional 'aftercare' services to support homeless youth in permanent housing. This support service has significantly decreased the number of older youth who seek repeat request for shelter in the same calendar year.

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In 2001 the Hillside Emergency Services changed its service delivery to work in conjunction with the Alternatives for Independent Youth (AIY) program to align more closely with the existing RHY services in Monroe County. Since the mid-nineties Hillside's emergency residential services have focused on youth placed with MC DHHS & contracted OMH beds. The AIY and Emergency Services currently include:

- Crisis counseling is provided to youth and their families to prevent out of home placement
- An older homeless youth case management program for 16-20 year olds that provides both intensive case management services and individual advocacy services.
- Intake and ongoing case management to a supportive living apartment program (SSAP) ten coed beds ages 16-20.
- AIY receives Federal HHS RHY Transitional Living Program that includes 5 coed beds for 16-20 that has the capacity for one teen parent & child.(since 9-02)
- Hillside began providing additional intensive case management services to homeless youth in 1997 through a HUD Supportive Housing Program (SHP) Homeless Youth Project contracted through the RMCYB.
- In 1997 Hillside received a three-year Federal Health & Human (HHS) Runaway & Homeless Youth (RHY) Street Outreach grant. This project works with ADS Rochester & The Center Street outreach to reach out to "the disconnected youth- youth that will not access shelter services. AIY provides Drop In services three times a week at the 1337 East Main Street location and holiday meals to youth.

e) Education/ Transportation to RHY youth in shelters

An individual service plan is developed for each youth in shelter. Youth who are currently attending school have the option of returning to their home school or attending the school district in which the shelter is located. Whenever possible the program will ensure the youth attend school in their home school so there is the least disruption to the youth's attendance. Transportation is most often provided by the home school district to & from the shelter. If the youth decides to attend the Rochester City School District staff will attempt to enroll a youth as soon as possible. The City school district may also negotiate with the suburban school district & the RCSD Urban Suburban Program. Transportation for GED programs, employment programs, and vocational programs are often through city buses with tokens issued by the program or staff will provide transportation in some cases. In cases where re-entry to an appropriate educational program is a concern the Youth Advocacy Program at Legal Aid has proven to be an excellent resource the RHY shelters.

f. not applicable

V. Municipal Youth Bureaus

Not applicable

VI. Appendices

Appendix A: Youth Service Planning Agreement

Appendix B: Youth Board List

Appendix C: Organizational Chart

Appendix D: Funding Priority Guidelines

Appendix E: Monitoring & Evaluation Manual