

Subsidy Monitoring Visits

Tony Turner

Purpose:

- Ensure compliance with grant rules and approved application
- Provide technical and programmatic assistance to the court
- OAC 5139-67-04

History

- Prior to FY 04 county's planners conducted monitoring visits for their own counties
- Currently using a rotating schedule so staff can monitor different counties each year over a three year cycle
- For FY 16, the county planner that approved your grant application is also conducting the monitoring visit in your county this fiscal year

Scheduling

- Two weeks to a month in advance
- Juvenile court develops a tentative schedule for:
 - When the monitor will arrive
 - Amount of time per program or activity
 - Number of youth interviews
- Monitor emails the following prior to the visit:
 - Current Fiscal Year Court Funding and Demographics Form
 - Tentative Monitoring Schedule Form
- Monitor will request specific information
 - Monitoring schedule
 - Sites to visit
 - Information on demographics and funds spent
 - Licenses
 - Contractual agreements funded through the subsidy grant

Current Fiscal Year Court Funding and Demographics Form

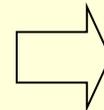
CURRENT FISCAL YEAR COURT FUNDING AND DEMOGRAPHICS FORM

as 8/31/2015 (example)

Program #	Program Area	Program Type	Allocation	Funds Expended	Youth Served	Minorities	Females
0	Program Administrator	PA	\$ 27,240.00				
101	Probation	CC	\$ 118,466.60				
107	Substance Abuse	BC	\$ 69,014.56				
201	Monitoring/ Surveillance	CC	\$ 9,000.00				
209	Work Detail	SK	\$ 28,715.80				
216	Volunteer	S	\$ 39,984.80				
220	Parental Support/Guidance	S	\$ 7,660.00				
304	Alternative to Secure Detention	CC	\$ 3,510.00				

Scheduling

- Any special parking or logistical arrangements
- Youth interviews. Monitor will go to schools, detention centers, etc.
- Monitor will call to confirm visit prior to monitoring
- Checklist can be found on your subsidy grant disc under “FY 2016 FORMS AND INSTRUCTIONS, Chapter I.”



Visit:

- Schedule is flexible during the visit
- Interview program coordinators and staff
- Interview youth involved in the programs
- Review
 - Invoices
 - Payroll documents
 - Contracts/ Licensures
 - Court ledgers
 - County auditor ledgers
 - Program files and materials

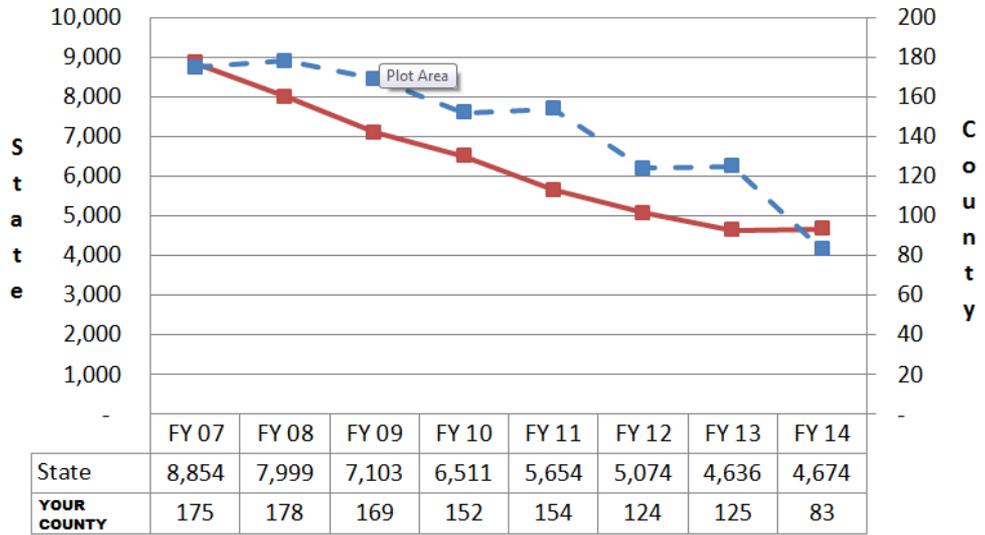
Follow-ups

- Clarification of information from the visit
- Clarification of staff names and positions
- Verify any missing data
- Contact county when report is completed

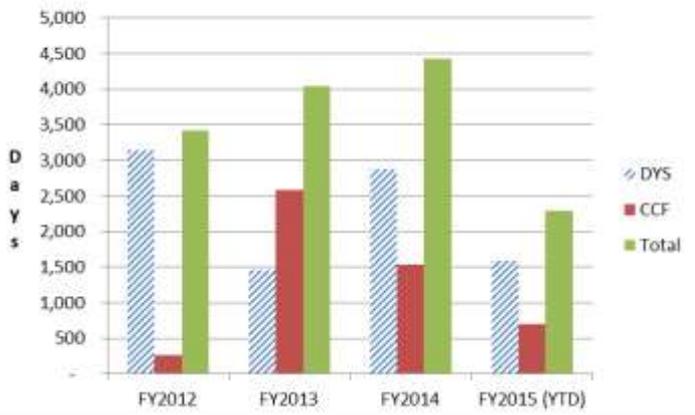
Report

- Summary of youth interviews
- Graphs on felony adjudications, bed day usage & bed day credits
- Recommendations and required actions
- Completed monitoring checklists that includes summary of program areas

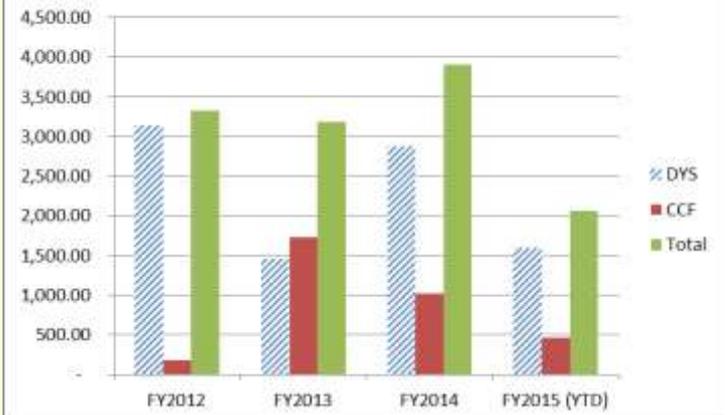
Felony Adjudications



Bed Day Usage



Bed Day Credits



CHECKLISTS

PROGRAM ADMINISTRATION

County			Date	
Program		Program Administration		
Yes	No	Summary of Administrative Review	Description	
		Was a program staff member interviewed?		
		Were grant and fiscal records reviewed?		
Yes	No	Administrative and Fiscal Elements	Description or Details	
		Is spending projected to be within budget?		
		Are programs meeting projected # of youth to be served?		
		Are fiscal ledgers maintained?		
		Are invoices on file?		
		Are grant funds commingled?		
		Does the court maintain an internal ledger?		
		Is the court ledger regularly reconciled to auditor's reports?		
		Are there any contracts funded by the grant?		
		Is there a segregated process for approving invoices?		
		Are there procedures to document staff hours & payroll?		
		Is the FDCC structured in compliance with the ORC?		
		Does the court have OYAS certified staff?		
		Does the court have an OYAS/RECLAIM administrator?		
		Is a process in place to track program outcome measures?		
		Is the court Title IV-E eligible?		
		Does the court have a secure holding area?		
		Do program records meet reporting requirements?		
		Are all tracking forms up to date?		
		Are all quarterly reports up to date?		
		Do programs meet ORC/OAC requirements?		
		Does the application meet grant guidelines?		
		Do programs follow approved funding application?		
		Are there any required actions?		
		Are there any recommendations?		

CHECKLISTS

BEHAVIOR CHANGE

County			Date
Program		Behavior Change	
Yes	No	Summary of Program Review	Description
		Was the program site visited?	
		Was a youth participant interviewed?	
		Was a program staff member interviewed?	
		Were youth files and program materials reviewed?	
Yes	No	Programmatic Elements	Description or Details
		Does the program target a criminogenic need?	
		Does the program target substance abuse or mental health issues?	
		Does the program utilize an evidence based model?	
		Does the program use a designed curriculum?	
		Are staff certified or trained in the curriculum?	
		Is a risk to reoffend assessment conducted on each youth?	
		Are activities gender specific?	
		Is the group size appropriate (i.e. no more than 10)?	
		Is the level of contact & length of intervention appropriate?	
		Does the program assign homework to the participants?	
		Are risk plans used to address anti-social thinking?	
		Do activities include skill practicing and role playing?	
		Are case plans developed for each youth?	
		Are family members involved in the program?	
		Do youth have input into program activities?	
		Are program incentives linked to youth progress?	
		Are program sanctions linked to lack of youth progress?	
		Does the program develop a discharge/termination report?	
Yes	No	Outcome/Evaluative Elements	Description or Details
		Are youth re-assessed at or after program completion?	
		Does the program follow a designed fidelity process?	
		Does the program utilize relevant QA processes?	
		Does the program measure post completion behavior/recidivism?	
		Do youth and/or parents complete an exit survey/interview?	
		Does the program update the court regarding youth progress?	
Yes	No	Administrative Elements	Comments
		Does the program meet ORC/OAC requirements?	
		Does the application meet grant guidelines for this area?	
		Does the program reflect the approved funding application?	
		Are program activities safe, humane, and productive?	
		Are the rights and dignity of youth maintained?	
		Are program records adequate to document activities?	

SKILLS/KNOWLEDGE

County			Date
Program		Skills & Knowledge	
Yes	No	Summary of Program Review	Description
		Was the program site visited?	
		Was a youth participant interviewed?	
		Was a program staff member interviewed?	
		Were youth files and/or program materials reviewed?	
Yes	No	Programmatic Elements	Description or Details
		Does the program target a criminogenic need?	
		Does the program target substance abuse or mental health issues?	
		Is the program based on a model?	
		Does the program use a designed curriculum?	
		Is a risk/needs assessment conducted on each youth?	
		Are activities gender specific?	
		Is the group size appropriate?	
		Is the level of contact & length of intervention appropriate?	
		Does the program assign homework to the participants?	
		Are family members involved in the program?	
		Do youth have input into program activities?	
		Are program incentives linked to youth progress?	
		Are program sanctions linked to lack of youth progress?	
		Does the program notify the court of youth completion?	
Yes	No	Outcome/Evaluative Elements	Description or Details
		Does the program update the court regarding youth progress?	
		Does the program utilize appropriate quality assurance processes?	
		Does the program utilize a pre- and post-test?	
		Do youth and/or parents complete an exit survey/interview?	
Yes	No	Administrative Elements	Comments
		Does the program meet ORC/OAC requirements?	
		Does the application meet grant guidelines for this area?	
		Does the program reflect the approved funding application?	
		Are program activities safe, humane, and productive?	
		Are the rights and dignity of youth maintained?	
		Are program records adequate to document activities?	

CHECKLISTS

COMMUNITY CONTROL

County			Date
Program	Community Control		
Yes	No	Summary of Program Review	Description
		Was the program site visited?	
		Was a youth participant interviewed?	
		Was a program staff member interviewed?	
		Were youth files and program materials reviewed?	
Yes	No	Programmatic Elements	Description or Details
		Does the program target a criminogenic need?	
		Does the program target substance abuse or mental health issues?	
		Is the program based on a model?	
		Is a risk/needs assessment conducted on each youth?	
		Are activities gender specific?	
		Are family members involved in the program?	
		Do youth have input into program activities?	
		Does the program utilize specified supervision levels?	
		Does the program have designed minimum contacts?	
		Do youth receive written rules, terms, or conditions?	
		Are case plans developed and updated for each youth?	
		Are field or contact notes maintained by staff?	
		Is the expected duration of the program appropriate?	
		Are appropriate youth referred to community-based programs?	
		Do staff conduct school and/or home visits?	
		Are program incentives linked to youth progress?	
		Are program sanctions linked to lack of youth progress?	
Yes	No	Outcome/Evaluative Elements	Description or Details
		Are youth reassessed?	
		Does the program utilize appropriate quality assurance processes?	
		Do youth and/or parents complete an exit survey/interview?	
Yes	No	Administrative Elements	Comment
		Does the program meet ORC/OAC requirements?	
		Does the application meet grant guidelines for this area?	
		Does the program reflect the approved funding application?	
		Are program activities safe, humane, and productive?	
		Are the rights and dignity of youth maintained?	
		Are program records adequate to document activities?	

SUPPORT

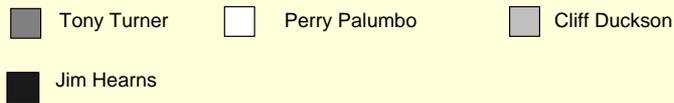
County			Date
Program	Service		
Yes	No	Summary of Program Review	Description
		Was the program site visited?	
		Was a youth participant interviewed?	
		Was a program staff member interviewed?	
		Were youth files and program materials reviewed?	
Yes	No	Programmatic Elements	Description or Details
		Is the program based on a model?	
		Is a risk/needs assessment conducted on each youth?	
		Is the level of contact appropriate for the service?	
		Do youth have input into program activities?	
		Does the program utilize appropriate quality assurance processes?	
Yes	No	Administrative Elements	Comments
		Does the program meet ORC/OAC requirements?	
		Does the application meet grant guidelines for this area?	
		Does the program reflect the approved funding application?	
		Are program activities safe, humane, and productive?	
		Are the rights and dignity of youth maintained?	
		Are program records adequate to document activities?	

FY 16 Assignments



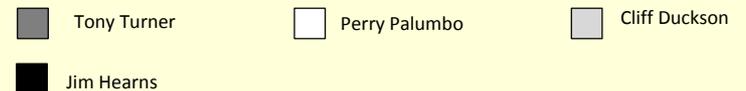
FY 2016 Subsidy Grant Monitoring Assignments

Bureau of Subsidies and Grants



OHIO DEPARTMENT OF YOUTH SERVICES

Bureau of Subsidies and Grants – Subsidy Grant County Assignments



Questions

