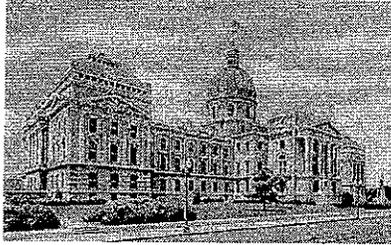




Regional Services Council Protocol Training 2008





Regional Services Council Protocol Training 2008

- Purpose of RSC
- Statutory Changes
 - Membership of the RSC
 - Meeting Requirements
 - Ethics Considerations
 - Confidentiality
 - Duties of the RSC
 - Meeting Protocol



Regional Services Council Protocol Training 2008

Purpose of the RSC

- Evaluate and address Regional services needs
- Manage Regional Expenditures
- Serve as a liaison to the community leaders, providers and residents of the Region



Regional Services Council Protocol Training 2008

RSC Non-Voting Membership Selection

Nominations for the Youth position should come from DCS staff, Probation Officers, Judges, Prosecutors and Providers from the Region.

The selection of the Parent of a youth who received services is NOT statutory, but is best practice, and should resemble the selection process used to select the youth member.

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Regional Services Council Protocol Training 2008

Ethics Training and Confidentiality

Most members of the RSC and all those serving as a Proxy for a voting member of the RSC must complete an on-line Ethics Training provided through the Office of the Inspector General prior to the member or proxy member's attendance in a voting role on the Council.

The link to the training is: <http://www.in.gov/ig/training.html>

The only members of the RSC who are exempt from completing the training are members of the judiciary and prosecuting attorneys.

It is important to remind all members of the RSC that confidentiality laws apply to the conversations held during the meetings, as often they may be exposed to privileged information. Non-case specific information should be utilized as often as possible.

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Use of Proxy

By statute, only members of the Judiciary, prosecuting attorneys, and department employees are provided proxy privileges.

The Regional Manager will approve all proxy requests.

Proxy requests will utilize the official state form, and approval of the proxy will be included in the minutes of the appropriate meeting.

Any person serving as a proxy to a member of the RSC must complete the state-mandated ethics training as provided on-line by the Office of the Inspector General. For this reason, it is suggested that members of the judiciary or prosecuting attorneys select a designated proxy. Chief Probation Officers are often selected as proxies for the juvenile judges.

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Membership and Voting

The Regional Manager shall serve as the Chair. At the first meeting possible after July 1st, a Vice Chair should be selected from the voting membership.

In order to transact official business at least FOUR members must be physically present to constitute a quorum. Other members may join telephonically or via videoconference, but would be unable to vote.

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Regional Services Council Protocol Training 2008

Meeting Protocol

Meetings must be held at least quarterly, but monthly meetings are recommended

Meetings should be centrally located and be handicap-accessible.

The agenda should be prepared at least one week before a scheduled meeting and sent to all members of the RSC. Any changes/modifications should be sent to the Regional Manager at least three days prior to the meeting. The finalized agenda must be sent to all members of the RSC and posted to the DCS website and at the location where the meeting will be held, pursuant to Indiana's Open Door Law.

Standard formats, provided by the Department shall be used. One person should be designated to take the minutes for each meeting. Minutes should be sent to all members of the RSC, posted to the DCS website, and sent to anyone requesting a copy.

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All meetings will follow Roberts Rules of Order



Regional Services Council Protocol Training 2008

Open Door Policy

Regional Service Council meetings fall under the Open Door Law as specified in IC 5-14-1.5-5.

In compliance with these requirements, all Regional Service Council meetings will:

1. Post the date, time and location of meetings at least 48 hours before the meeting. Once meeting schedules are established, annual posting of the regularly scheduled meetings will be placed on the Department of Child Services Web-Site. Updates regarding scheduling changes will be made as necessary.
2. Deliver a notice by regular mail, electronic mail or fax to all news media that request written notice.
3. Post the Agenda no less than 48 (forty eight) hours prior to the start of the meeting at the entrance of the meeting location.

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Regional Services Council Protocol Training 2008

Duties of the Regional Service Councils

- Child Protection Plan
- Early Intervention Plan
- Child Welfare Plan Approval
- Biennial Regional Services Strategic Plan

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Regional Services Council Protocol Training 2008

Child Protection Plan (CPP)

Each Local Office Director, under the Guidance of the Regional Manager, will fulfill all guidelines as directed under statute

Each plan will be Regional, but will address specific issues for each county in the Region.

RSC will establish a hearing on final CPP for each local office (can be done simultaneously)

The CPP will be included in the Biennial Plan and distributed according to statute.

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Regional Services Council Protocol Training 2008

Early Intervention Plan (EIP)

RSC now statutorily acting as the Early Intervention Team and will be led by the Vice Chair of the RSC

Focus on programs and services to prevent child abuse and neglect or to intervene early to prevent families from entering the child welfare or delinquency system

EIP Programs can be funded from Title IV-B, Part II funds, Child Welfare Services, Community Partners, or Healthy Families monies

Reports regarding the EIP must be presented to the RSC quarterly and will be included in the Biennial Plan.

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Regional Services Council Protocol Training 2008

Early Intervention Plan (EIP), cont.

RSCs' Role in Community Partner Process

1. CP Agencies act as "brokers" for programs outlined in the EIP
2. Until the Regional Strategic Plan is developed, the Regional Manager and the Local Office Directors propose an Interim Plan for the EIP to the RSC
3. CP Agencies subcontract for the services identified in the Plan
4. CP Agencies present quarterly reports on subcontractor outcomes to the RSC. These reports must include utilization.

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Regional Services Council Protocol Training 2008

Early Intervention Plan (EIP), cont.

Community Partners Role in Brokering Services

- Track the subcontracts
- Possibly enter reporting requirements in Partnertude
- Ensure compliance with terms of subcontract

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Regional Services Council Protocol Training 2008

Child Welfare Programs

New community-based programs may be established for children at risk of entering the child welfare or juvenile justice system, or those who may need preservation and family support services.

New program needs identified at the local or Regional level can apply through the RSC; if approved, the application then goes to the Director of DCS (or designee)

Extensions of existing programs can only be approved by the Director of DCS (or designee)

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Regional Services Council Protocol Training 2008

Biennial Regional Services Strategic Plan (Biennial Plan)

Each Regional Services Council shall develop a Biennial Regional Services Strategic Plan (Biennial Plan) that is tailored to provide services targeted to the individual needs of children who are CHINS, delinquent children or children identified as children at risk of becoming a CHINS or delinquent child.

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Regional Services Council Protocol Training 2008

Biennial Plan, Cont.

First plan due February, 2010

Should include an evaluation of local child welfare service needs and a determination of the appropriate delivery mechanisms

Service selection will be guided by each Region's allocated funds

Regional Financial Managers will assist the RSC by providing financial reporting regarding the fiscal expenditures and balances of the RSC allocations at each meeting.

The Regional Strategic Plan is a fact gathering process for input into the DCS biennial budget.

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Regional Services Council Protocol Training 2008

Biennial Plan, Cont.

The focus of the Biennial Plan is to develop a service array focused on:

- Prevention of child abuse/neglect, as reflected in the EIP, and
- Family preservation
- Permanency
- Placement, as indicated in the Child Welfare Services Plan

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Regional Services Council Protocol Training 2008

Biennial Plan, Cont.

Necessary Information:

- Determine service needs in the Region
- Project the cost of the services
- Develop draft service standards for any new services necessary to address the Region's needs

It is incumbent on the RSC to gather information for all appropriate services to control and manage all costs, including placement costs.

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Regional Services Council Protocol Training 2008

Biennial Plan, Cont.

Methods for Gathering Input:

- Public Testimony
- Council Membership
- Provider Input

Regional Managers must work to ensure that all providers in the Region have an opportunity to be included in this process

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Regional Services Council Protocol Training 2008

Biennial Plan, Cont.

State Contract Solicitation

- ↓ DCS publishes statewide services through a state solicitation process
- ↓ Service standards are drafted and approved by the Director
- ↓ Manage to allocations, broken down by account
- ↓ Purchase services identified in the Biennial Strategic Plan

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Regional Services Council Protocol Training 2008

Biennial Plan, Cont.

Regional Contract Solicitation

- ↓ State Prevention Plan – services determined by managing to the state funding allocation
- ↓ Regional Prevention Plan
- ↓ Services Contracted through Community Partners Agency
- ↓ Purchase Services Identified in EIP
- ↓ Regional Strategic Plan

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Regional Services Council Protocol Training 2008

Biennial Plan, Cont.

Plan Submission:

- Prepared as a formal document
Submitted to the Director of DCS
- Approved
 - Returned for Review
 - Rejected, request for new submission

Prior to the submission date, a format of the Biennial Plan will be distributed by the Director.

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Regional Services Council Protocol Training 2008

Participation in Public Meetings

1. Prior to the adjournment of each RSC meeting there will be an opportunity for questions from the community.
2. Those wishing to participate in this portion of the meeting must submit their interest in being placed on the agenda at least one week prior to the scheduled RSC meeting to the Regional Manager. This request must be in writing, either by e-mail or written correspondence.
3. The Regional Manager will notify those who requested time to speak at the RSC Meeting and advise them regarding the length of time they have to present. This time not to exceed five minutes (depending on the Agenda.)
4. The Regional Manager will also provide all speakers placed on the Agenda a copy of the protocol and the guidelines they must follow.

Participation by providers or members of the public is for purposes of the discussion of service delivery, quality or needs. At no time may participants utilize this time to promote a specific provider or service.

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Regional Services Council Protocol Training 2008

Marketing Services

RSC are encouraged to create opportunities for providers to market their services through Provider Fairs or other public forums.

Discussions of marketing services should never occur at an RSC meeting.

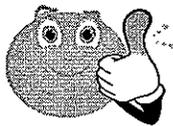
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Questions or Comments

Questions?

Contact Information:
Your name and number here



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