

ATTACHMENT E
SERVICE NARRATIVE
Youth Advisory Board

SERVICE NARRATIVE FY 2016-2018

Respondents should provide one service narrative in the proposal. Each service narrative must address the following topics:

A. PROGRAM NAME and INTAKE/REFERRAL PROCESS

(Maximum-3 paragraphs and no longer than one page)

The Service Narrative should provide the program name, describe the intake and referral process to be utilized in the program including respondent's procedure/methods for engaging youth interested in board participation.

B. PRACTICE MODEL (Maximum-2 pages)

Describe model to be utilized in delivering the program as well as Respondent's experience and training related to the service delivery model. The method or model utilized must be consistent with the DCS Service Principles and the Service Standards.

C. PROGRAM EVALUATION AND REPORTING (Maximum 1 page)

Identify outcomes consistent with the corresponding service standard. If the program measures outcomes in addition to those described in the Service Standards, please identify those outcomes and the measurement process are described.

D. RECRUITMENT/RETENTION

Describe strategic recruitment and retention plan and process that focuses on activities, communication and utilization of YAB members. Describe capacity to engage youth statewide.

E. STAFFING QUALIFICATIONS

Proposals should address providers plan to meet staffing qualifications. Include Job Descriptions for positions associated with this RFP: Older Youth Services.

F. YOUTH ENGAGEMENT

In recent years, more attention is being paid to authentic youth engagement. Resources for engaging youth can be found within this RFP. Proposals should document existing or planned practices for authentic youth engagement for youth of varying ages and development levels. Youth voice should be present in all aspects of the youth's life while in foster care. Proposals should document how bidder will incorporate youth voice in all activities and decision points in the life of the case.

G. LEADERSHIP

Describe your agency's ability to develop and promote leadership opportunities and activities that are designed to increase the personal growth and well-being of youth. Identify activities that will increase youth empowerment and advocacy. The leadership opportunities must promote healthy risk taking and provide teachable moment.