

# 2010-11 County MFIP/CCSA Biennial Service Agreement

## Minnesota Family Investment Program and Children and Community Services Act

January 1, 2010, to December 31, 2011



Minnesota Department of **Human Services**

### Type of Service Agreement

Individual county submitting a:

Multi-county partnership submitting a:

- Combined MFIP/CCSA Agreement
- MFIP-only agreement
- CCSA-only agreement

- Combined MFIP/CCSA Agreement
- MFIP-only agreement
- CCSA-only agreement

County Name: **Otter Tail County**

County Names:

# County MFIP/CCSA Biennial Service Agreement

January 1, 2010, to December 31, 2011

## CONTACT

### Contact Information:

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Date:	September 10, 2009

\* \* \*

**Complete all applicable questions in the following sections. Provide brief but informative responses to the required questions. Information from responses will be shared with staff and other counties. Please ensure that responses are edited before submission to the department.**

\* \* \*

# Section I: Minnesota Family Investment Program (MFIP)

## A. Statement of Needs

**1. Describe the more persistent needs of participants that your county continues to address with MFIP funds. Discuss any unique needs of the MFIP and DWP participants, including participants in the Family Stabilization Services (FSS) track.**

Several issues in Otter Tail County continue to challenge the needs of MFIP, DWP and FSS participants. Most notably, these issues include lack of transportation and an increase in the number of participants lacking a high school diploma or GED. Mental health issues are also persistent needs of this population. Poverty and unemployment also remain issues in the county. Otter Tail County has seen unemployment rates jump to double digits for the first time since 1993. Last year the county saw unemployment rates as high as 10.8%.

Additional issues faced by this population in the County include low academic skills, limited job seeking skills and poor work histories. Many in this population lack the resources and skills necessary to obtain economic stability and self-sufficiency. They lack basic work skills such as reliability, problem solving, positive attitude, accepting criticism, initiative, teamwork, and interpersonal interaction. Many also lack job specific skills or have been unable to balance work and family. In addition, a portion of this population has additional issues that require more intensive services. These include chemical dependency, mental health, learning disabilities, literacy, and family violence.

Seasonal employment, a lack of a transportation infrastructure, rising transportation costs, and low wages remain issues for MFIP/DWP/FSS participants in Otter Tail County. Supportive services such as gas vouchers or vehicle repairs will remain high priorities to promote employability and retention success. Paid work experience, on-the-job training, job readiness and job seeking skills and supports are also high priority. Job skills training and prevocational training are high priorities to assist participants in gaining skills, knowledge and abilities for employment. This becomes increasingly important as the number of job seekers continues to increase for each job opening.

**2. For each of the categories listed below, specify what proportion of the MFIP, DWP and FSS participant caseloads will likely need these services in the 2010-11 biennium. A participant could be included in more than one category.**

Needs/Services	Caseloads		
	MFIP	DWP	FSS
Chemical/Substance	10%	5%	10%
Child Care	50%	30%	75%
Education	95%	80%	95%
Employment	90%	90%	90%
Housing	5%	2%	10%
Language	5%	1%	1%
Mental Health	25%	10%	90%
Support Services	95%	95%	95%
Transportation	80%	50%	85%
Other (state):	%	%	%
Other (state):	%	%	%

3. If you have additional comments regarding the needs of MFIP, DWP and FSS participants, use the space provided below.

## **B. Strengths and Resources to Address Needs**

1. Describe the strengths and resources available in your county to address the needs/services listed in Section I, Part A, Question 2 above.

The County will continue to utilize the services provided by Rural Minnesota CEP (RMCEP), which have been successful in increasing the Work Participation rate. Additionally the Self-Sufficiency Index is consistently above or within the expected range of performance. RMCEP has the expertise, strategies and contacts to address the needs of MFIP/DWP families in Otter Tail County. The focus of RMCEP services is to move individuals into employment that will ensure they meet participation requirements and increase income.

RMCEP provides:

- 1). DWP, FSS and MFIP services according to state regulations and procedures
- 2). Information to the county on client progress.
- 3). Trained staff to provide quality MFIP, DWP and FSS programs.

The provision of supportive services such as transportation costs, childcare assistance and work-related clothing to support low-income participants in their quest for employment remain key to removing barriers. Additionally, RMCEP continues to focus on Job Readiness Education, which allowed many participants to obtain their GED or receive other adult basic education, as well as support ESL activities. By using activities such as On-the-Job Training, Community/Volunteer work and Supported Work, many participants are able to increase their job skills. Activities in Career Planning, Job Search and Prevocational Skills Building are utilized to assist participants in employment exploration and employment attainment. Many participants also receive social services to assist them in addressing and overcoming barriers to employment. Vocational training is provided for participants to gain specific occupational skills, which enhance their employability.

Otter Tail County has contracted with RMCEP to utilize MFIP Supported Work Funds to augment the work training activity with significant progress. In addition, MFIP Innovative Funds have been used to address some of the transportation issues for participants. RMCEP staff will be participating in the Motivational Interviewing Training sponsored by DHS. A long-standing history of strong communication between the county financial supervisor and RMCEP enhances the quality of services provided to participants.

As a result of the focus on these areas, Otter Tail County was able to exceed the expectations in its range of performance for the Self-Support Index and increase the Work Participation Rate by 7.5% over last year.

2. For the more persistent needs of participants described in Section I, Part A, Question 1 above, describe the supports that may be needed to help resolve these persistent needs. Include actions/steps your county may be taking to prepare participants given current economic conditions.

Strategies taken to better prepare participants and resolve persistent needs include participation in FSS case management and try-out work, a focus on the use of Supported Work to attach individuals to the workforce; using short-term training to enhance skills; and close monitoring of working participants to ensure successful work habits. Additionally, a strong network of support service agencies collaborate

together to provide supports needed. For example, the offering of social services, employment and training activities, other wrap-around services (such as referrals for chemical dependency issues), case management and counseling, and conducting interventions to address barriers offer a holistic approach to support participants toward self-sufficiency efforts. The Employability Measure Training provides an additional method of identifying server barriers earlier in the case management process. RMCEP has expanded its workshops, career counseling and use of short-term training. Additionally, through a FastTRAC grant with ABE, additional pre-vocational skill building in healthcare will be available.

**3. How is your county working with the Workforce Centers, Community Action Partnerships, etc. to access data, funding and services available in the federal stimulus package?**

Employment and training is co-located at the Workforce Center. The County contracts with the Workforce Center (RMCEP) to leverage other program resources including ARRA funds and other Workforce Center partners and services. Examples include the referral of participants to the Community Action Agency ARRA weatherization resources or the RMCEP ARRA Youth and Adult programs.

**4. Family Stabilization Services**

*a. Contact information*

<b>Name of FSS staff contact:</b>	Cary Bergo, Rural MN CEP
<b>Contact phone:</b>	218-739-7675

*b. Service model*

Describe, in detail, the service model used by the county to provide FSS services, including how and by whom: (1) eligibility is determined and (2) cases are managed.

FSS is provided by utilizing an individualized case management service model. Eligibility is determined by the county financial worker, often in coordination with the RMCEP job counselor. FSS services include the following activities:

- Assessment resulting in Employment Plan
- Assist client with reasonable accommodations
- Multi-disciplinary teams to work with clients
- Identify and access a range of services designed to reduce barriers
- Utilize Employment and Training services to help people move toward self-sufficiency.

Services provided to individuals meeting FSS criteria include:

1. Assess individuals' physical and/or mental abilities.
2. Gather results of assessments to determine individual's ability to perform work.
3. Assist with determination of need for reasonable accommodations.
4. Provide personal case management.
5. Set up multi-discipline teams to work with clients.
6. Assist clients in developing Employment Plans.
7. Promote activities that coordinate a range of services, including volunteer work, education, mental health, etc.
8. Use Employment and Training Services to help people move from system dependency to self-sufficiency when possible.
9. Closely monitor participant's progress at job shadowing, paid work experience, volunteer or unsubsidized work sites.
10. Maintain close working relationship with County Financial Workers.

Additional Services Provided For New Immigrants:

1. Meet and develop a FSS plan. (arranging for interpreter services if necessary).
2. Refer clients to English As Second Language (ESL) or Functional Work Literacy (FWL) classes if necessary.
3. Review progress to determine if FSS is still appropriate.

*c. Challenges*

During the current biennium, what has been the greatest challenge faced in serving FSS participants? What steps has the county taken to address this challenge?

The greatest challenge finding work sites that match the unique needs of the FSS client. RMCEP continues to be proactive in developing work sites and working with accommodation possibilities.

**5. Provider Information**

List the name, address, contact person, phone number and programs administered for all current employment services (ES) providers in your county. Check the respective box if MFIP ES, DWP ES or FSS services are provided. *(Insert more rows if needed)*

Name and address	Contact person	Phone	Service provided?		
			MFIP ES	DWP ES	FSS
RMCEP 125 Lincoln Ave W. Fergus Falls, MN 56538	Cary Bergo	218-739-7675	X	X	X

**C. Outcomes and Measures**

**Three-year MFIP Self-support Index (S-SI)**

**Measure:** Percent of MFIP/DWP cases off cash assistance or working 30 or more hours per week three years after a baseline quarter.

Review the statistics provided below for your county’s performance on the S-SI beginning April 2008 and ending March 2009.

- [Performance Data on the S-SI \[April 2008-March 2009\]](#)

**1. Counties “within” or “above” their expected range of performance**

If your county is ‘within’ or ‘above’ the expected range of performance on the annualized Self-support Index [April 2008-March 2009], provide a concise analysis of your county’s performance during this one-year period. Include an assessment of how well current strategies are working to improve your county’s current performance on this measure and discuss any new strategies your county will implement in the 2010-11 biennium. Using the data provided, enter in the response box below whether your county is ‘above’ or ‘within’ the expected range, your county’s annualized performance percentage, and targets your county hopes to achieve by the end of each year of the biennium.

Analysis/assessment of current strategies/identification of new strategies:

Supported Work and the Job Search System have been strong strategies and resources that have contributed to exceeding the expected range of performance for the S-SI measure. The services of RMCEP are designed to enhance the earning and employment potential of participants. If individuals can become engaged in work activities early, their likelihood for success increases. Staff look for Supported Work sites for participants with barriers that inhibit or prevent them from job searching. While on Supported Work, soft skills and work ethics are addressed by staff and resources are identified and/or provided to assist with daycare, transportation and other work issues. In addition, RMCEP address basic education, licensure and mental health issues early on during the process and continues to monitor and assist progress with these areas.

In the Job Search System, individuals learn the skills necessary to find employment. This enhances their ability to find new jobs if necessary. Paid and unpaid employment allows participants to become accustomed to work and learn basic job skills. On-the-job training is available for new jobs and to upgrade skills. As participants increase their skills, pay and job security improves. Participants also enhance their employability and promotability by working toward a diploma or GED. RMCEP provides information on basic job retention issues such as teamwork, employer expectations, balancing work and family, problem solving, communication, time management, and how to get promoted.

All of these strategies, with the emphasis on work training, have been successful strategies as evidenced by the positive outcomes in the SSI measurement.

From the Apr. 08-Mar. 09 annualized data, check if your county is 'above' or 'within' its expected range and the percentage performance	<input type="checkbox"/>	Above	76.9%
	<input checked="" type="checkbox"/>	Within	
Enter annualized targets your county hopes to achieve for the periods:		Apr. 09–Mar. 10	77%
		Apr. 10–Mar. 11	78%

## 2. Counties below the expected range of performance

If your county is 'below' the expected range of performance on the annualized three-year S-SI, your county will not receive the 2.5 percent performance bonus unless it submits a Performance Improvement Plan (PIP) that is approved by the department. If your county is planning to submit a PIP, access the link below for instructions on how to complete and submit the PIP. The PIP covers the two-year period 2010-11.

- [Performance Improvement Plan for the S-SI \[2010-11\]](#)

### TANF Work Participation Rate (WPR)

**Measure:** Percent of countable work eligible individuals who successfully meet the work requirements. The TANF work participation rate target is 50 percent less the caseload reduction credit (CRC) for the previous year. The CRC is calculated to be 10.6 percent for both 2010 and 2011; therefore, the adjusted TANF work participation rate target is set at 39.4 percent for CYs 2010 and 2011.

Review the statistics provided below for your county's performance on the WPR beginning April 2008 and ending March 2009.

- [Performance Data on the WPR \[April 2008-March 2009\]](#)

**1. Counties with a Work Participation Rate of 39.4 percent or more, or a 5 percent increase from the previous year**

If your county meets or exceeds 39.4 percent on the annualized Work Participation Rate target, or had a five percentage point increase from the year before (Apr. 07–Mar. 08), provide a concise analysis of your county’s performance during Apr. 08–Mar. 09, and include an assessment of how well current practices are working to improve your county’s current performance. Include any new strategies your county will implement in the 2010-11 biennium. At the bottom of the response box enter current annualized performance and anticipated targets your county will work to achieve each year of the 2010-11 biennium.

Analysis/evaluation of current strategies/identification of new strategies:		
The FSS program, Supported Work activity and close monitoring have been key contributing factors leading to a 7.5% increase from last year (07-08).		
Enter your county’s annualized Work Participation Rate target for Apr. 08 – Mar. 09		33.3%
Enter annualized targets your county hopes to achieve for the period	Apr. 09–Mar. 10	38.3%
	Apr. 10–Mar. 11	38.3%

**2. Counties with a TANF Work Participation Rate below 39.4 percent that did not achieve a five percentage point improvement from the previous year:**

If your county performance is below 39.4 percent on the annualized TANF Work Participation Rate for Apr. 08 – Mar. 09, and did not achieve a five percentage point increase from the previous year (Apr. 07 – Mar. 08), your county will not receive the 2.5 percent performance bonus unless it submits a performance improvement plan that is approved by the department. If your county is planning to submit a PIP, access the link below for instructions on how to complete and submit the PIP. The PIP covers the two-year period 2010-11.

- [Performance Improvement Plan for the WPR \[2010-11\]](#)

**Promoting Equity in MFIP Outcomes**

Performance data of subgroups on the S-SI and WPR over the four alternate quarters covering Jul. 2007 to Mar. 2009 (Jul.-Sep. 2007, Jan.-Mar. 2008, Jul.-Sep. 2008 and Jan.-Mar. 2008), are provided below. Performance gaps were calculated when a county subgroup performance was five percentage points or more below the performance of whites. [Only county and subgroup caseloads of 30 or more were used for this measure] Click on the link below to review a summary of subgroup performance data for S-SI and WPR within your county (note: there are two sheets in the Excel file):

- Two-year Performance Trend of Racial/Ethnic and Immigrant Sub-groups (Available at the end of July.)

[Two-year Performance Trend of Racial/Ethnic and Immigrant Sub-groups](#)

**Counties with a performance gap in one or more subgroups**

If your county has one or more subgroups with a performance gap in both the last quarter (Jan.-Mar. 2009) and the average of the four quarters, list the subgroup(s), provide the required data in the table and respond to the questions that follow for each of the subgroup(s) listed.

**1. Self-support Index**

Racial/ethnic subgroup	S-SI for whites	S-SI for sub-group	Percentage difference (gap)	Number of participants needed to eliminate gap
N/A				
Explain why the performance gap exists for each subgroup above:				
What existing and new strategies will your county use to eliminate or reduce the performance gaps?				
What action steps will your county take to implement strategies in the next biennium?				

**2. TANF Work Participation Rate**

Racial/ethnic subgroup	WPR for whites	WPR for sub-group	Percentage difference (gap)	Number of participants needed to eliminate gap
N/A				
Explain why the performance gap exists for each subgroup above:				
What existing and new strategies will your county use to eliminate or reduce the performance gaps?				
What action steps will your county take to implement strategies in the next biennium?				

## **Section II: Children and Community Services Act (CCSA)**

### **A. Statement of Needs**

**1.** For each of the program areas listed below, what needs and priorities will be addressed during the 2010-11 biennium?

#### **Children's mental health:**

1. In 2009, a minimum of 60% of children served will demonstrate improvement in functioning as measured by the CASII.
2. In 2010, a minimum of 65% of children served will demonstrate improvement in functioning as measured by the CASII.
3. In 2011, a minimum of 70% of children served will demonstrate improvement in functioning as measured by the CASII.
4. Implementation of a mobile crisis team to provide services to children and families in crisis with the desired outcome of maintaining safety of the child and family as well as reduced out-of-home placements and inpatient psychiatric hospitalizations.

The delivery of school-based mental health services to provide mental health services in school settings with the focus of the reduction of stigma, increased accessibility of mental health services, increased coordination of mental health services with the schools and the provision of the opportunity to provide mental health support and skills training to children in the most "natural environment".

#### **Child safety:**

The need that Otter Tail County has is to reduce the recurrence of maltreatment.

Our goals for 2010/2011 CCSA plan are to develop the signs of safety approach in working with families in child protection. Otter Tail County Human Services is working with our regional supervisors developing strategies to integrate the signs of safety practice approach with our staff. We will be planning regional meetings for staff and educational opportunities for the providers so they will all be on board.

We will also look at continuing to increase the percentage of cases that use the family assessment approach with reports of maltreatment. In 2008 our percentage was 66% and through August, 2009, it was 69%.

#### **Child permanency:**

Our need is develop is to develop networks for families to be able to ensure the permanency of their children.

Our goals for the 2010/2011 CCSA plan are to identify fathers sooner, offer them services and use them as an option if they are appropriate. We have developed a procedure to identify fathers as a result of our County CFSR and it is attached. We will continue to use our 20 day staffing, family group decision making and pre-placement review teams to identify individuals who may be options to support the parents in the reunification, or if that is not possible, be available to care for the children.

#### **Child well-being:**

This is a challenging area to improve upon considering the reduction of financial support from the State through unallotments and reductions in grants. Counties are continuing to have to meet the needs using local funds and resources.

Our goal for 2010/2011 CCSA plan is to complete children's mental health screenings on all children eligible to identify concerns early. We will then determine if there are resources available to address any needs identified. We will also continue to use our family dependency treatment court that is funded by the Office of Justice Programs for families who are involved in the child welfare system that struggle with chemicals and if affects their ability to meet the needs of their children.

2. For adults with developmental disabilities and other vulnerable populations, what needs will your county be addressing in the 2010-11 biennium?

## **B. Strengths and Resources to Address CCSA Needs**

1. Based on the strengths and resources available to your county in the 2010-11 biennium, discuss its position to adequately address the needs narrated in Part A?

**Children's MH:**

- Increased referrals for children's mental health case management services will create challenges in providing case management services in an intensive manner needed for children with high levels of care as demonstrated by the CASII. Otter Tail County will work in collaboration with mental health agencies to serve children and families including directing some referrals to school-based mental health case managers, if agreed upon by the family.
- Otter Tail, Clay and Wilkin counties received Children's Mental Health Crisis grant funds to develop a mobile crisis team to support children and families in the three counties. This project will work in collaboration with the Becker, Clay, Otter Tail and Wilkin county adult mental health initiative to share resources to develop a mobile crisis program that provides crisis assessment, intervention and stabilization services for children and adults.

**Children's Services:**

- Given the funding concerns presented by unallotments and reductions, it will be a challenge to adequately address the needs and goals addressed above. Our staff is committed to the clients and providing good services to meet their needs. Our County is currently using a hard hiring freeze to address the funding concerns and so there are positions that could go unfilled and current staff will have to pick up those extra duties. This could be a significant barrier to addressing the needs above.

2. What strategies will your county use to maximize resources to address the needs discussed in Part A in the 2010-11 biennium?

**Children's MH:**

- Otter Tail County will continue to maintain partnerships with schools in the provision of school-based mental health services. These partnerships have facilitated increased collaboration that has included co-location of mental health services including psychiatric.
- Collaboration with Becker, Clay and Wilkin counties in the development of a mobile crisis program serving both children and adults.

**Children's Services:**

- Otter Tail County work with other Counties to develop the signs of safety approach in our work with families. The Directors and Supervisors will have discussions on ways our Counties can integrate services through the State-County Results Initiative to promote greater accountability, productivity and results in our region's human services system. We will also continue to participate the Otter Tail County Family Services Collaborative. This will provide a forum to identify needs within the County and identify if any partners are able to address them.

## **C. CCSA Outcomes and Measures**

*Keeping children safe and improving their well-being* is the overall goal for CCSA. In 2005, the department began issuing annual performance reports on CCSA measures starting with CY 2004 data. As noted in the instructions, the department is now transitioning to new and revised federal measures. Currently, a variety of strategies are being used to transition counties to these measures and to understand and monitor ongoing performance. This includes the addition of revised outcome measures in the Charting and Analysis tool in SSIS, developing a dashboard tool, integrating new

measures into CFSRs, and adopting comparable measures into CCSA. As such, the “CCSA Annual Performance Report: CY 2008 Data” will transition counties to the revised federal measures. Follow the link below to access the CCSA Annual Performance Report.

- CCSA Annual Performance Report: CY 2008 Data (Available at the end of July.)

### 1. County Performance

For each of the federal measures in the table below, enter your county’s 2008 performance (from the data provided), state if your county performance is above or below the standard and anticipated targets for each year of the 2010-11 biennium.

For each of the state measures, enter your county’s 2008 performance, state if your county performance is above or below the standard and enter anticipated targets for each year of the 2010-11 biennium.

#### Federal Measures

Measures (abbreviated)	Standard	State/county Performance			Anticipated targets	
		State	County	Above/ Below	2010	2011
1. No repeat maltreatment within six months	94.6 % ↑	<b>94.9%</b>	%		%	%
2. Re-entered foster care within 12 months	9.9 % ↓	<b>26.1%</b>	%		%	%
3. Reunified within 12 months	75.2 % ↑	<b>86.1%</b>	%		%	%
4. Adopted within 24 months	36.6 % ↑	<b>50.3%</b>	%		%	%
5. Two or fewer placement settings	86.0 % ↑	<b>86.1%</b>	%		%	%

A **blue** font indicates that state performance exceeds the federal standard for that measure. **Red** means the state performance is below.

#### State Measures

Measures (abbreviated)	Standard	State/county Performance			Anticipated targets	
		State	County	Above/ Below	2010	2011
6. No repeat maltreatment within 12 months	100% ↑	<b>91.5%</b>	%	%	%	%
7. Showed improved mental health *	**	<b>40.7%</b>	%	%	%	%
8. Received health exam within one year	63.2% ↑	<b>55.7%</b>	%	%	%	%
9. Received mental health screening	**	<b>43.6%</b>	%	%	%	%

\* Only counties for whom CASII data are available are required to respond to question 2 below on this measure. The remaining counties can enter N/A in the box above. \*\* For state Measures 6 and 8, standards were set at the 75th percentile using county 2008 performance data. For Measures 7 and 9, the following standards were established by the department’s Children’s Mental Health division. **Improved Mental Health** [55% for CY 2008, 60% for CY 2009, 65% for 2010, 70% for 2011] and **Mental Health Screening** [50% for CY 2008, 60% for CY 2009, 70% for 2010, 80% for 2011]. Use these standards when establishing anticipated targets above.

### 2. Counties not meeting the federal or state standards for CY 2008

For any measure for which your county is not meeting the federal standard or state standard for CY 2008, enter the measure number and briefly discuss strategies that will

be continued, changed or done differently to ensure it improves, reaches or exceeds the targets set for 2010 and 2011. If a Minnesota Child and Family Service Review was recently conducted in your county and it is currently working under a program improvement plan for that measure, reference the PIP, and briefly describe the strategies. *(One response box is provided below; copy and paste as needed).*

Measure #: 1 No Repeat Maltreatment within six months	
Steps to improve performance: Otter Tail County Human Services will work to integrate the signs of safety approach in our casework with families. Olmstead and Carver have used this approach and have seen a decrease in families coming back in for services. We will also increase our use of the family assessment approach with reports screened in for assessment or investigation.	

Measure #: 2 Re-entered foster care within 12 months	
Steps to improve performance: Otter Tail County Human Services will remove corrections placements from SSIS. In reviewing the data from 2008, of 14 children who re-entered care, 10 of them were corrections placement. They account for less than half our placements, but yet are 71% of our re-entries. In reviewing 2009 data up to August 31, 2009, 10 of 11 re-entries to date are corrections placements.	

Measure #: 6 No repeat maltreatment within 12 months	
Steps to improve performance: Otter Tail County Human Services will work to integrate the signs of safety approach in our casework with families. Olmstead and Carver have used this approach and have seen a decrease in families coming back in for services. We will also increase our use of the family assessment approach with reports screened in for assessment or investigation.	

### 3. All Counties (optional)

The department encourages the sharing of good practices and approaches that are working well across the state. If your county has identified one or more practices that are indicating positive outcomes for children in a particular measure, identify the measure number below and briefly summarize the practice/approach. *(One response box is provided below; copy and paste as needed).*

Measure #:	
Approaches and steps that are leading to positive outcomes:	

### 4. Performance by racial/ethnic subgroups

CCSA 2008 data by racial/ethnic subgroups (using Bureau of Census categories) are provided for three measures: re-entry into foster care, reunification with family, and two or fewer placement settings.

Counties with racial/ethnic subgroups having 10 or more individuals in a numerator were examined to determine if a performance gap of five percentage points or more exist when comparing subgroup performance from that of whites. Access the link below and review the data provided for the three measures. [Note: three spreadsheets—one for each measure—are included in this excel document]

- [CCSA Performance Data by Racial/Ethnic Subgroups for CY 2008](#)

If your county has a racial/ethnic subgroup with a performance rate that is five percentage points or more below the rate for whites on any measure (shaded cell), briefly described what issues may have led to these differences in outcomes, and steps that will be taken to improve the outcome for each subgroup for the 2010-11 biennium.

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## Section III: Integrating Services for Child Welfare and MFIP Families

In the past several years, a number of Minnesota counties have worked towards integrating services for families who are in need of a variety of services, such as financial assistance and child welfare. Some have also integrated their child support and public health departments. Many counties report that clients with multiple needs drive the need to coordinate and integrate service delivery. While counties are at different levels of coordination and integration, some responded that such efforts lead to a continuum of seamless service access for families, improved communication, and better coordination across program staff.

The department would like to share with counties and tribes efforts and strategies counties are using to coordinate and integrate services. Respond to the following questions regarding the type and level of service coordination and integration at your county. These responses will supplement responses from the 2008-09 service agreement to get a clearer picture of county service delivery systems.

**County Size**

Small
  Medium
  Large

**Type of coordination/integration**

	Coordinated	Integrated
Referrals	<input type="checkbox"/>	<input type="checkbox"/>
Joint case planning	<input type="checkbox"/>	<input type="checkbox"/>
Joint staff meetings	<input type="checkbox"/>	<input type="checkbox"/>
Communication between financial and social worker	<input type="checkbox"/>	<input type="checkbox"/>
Interdivisional teams	<input type="checkbox"/>	<input type="checkbox"/>
Interdivisional services	<input type="checkbox"/>	<input type="checkbox"/>
Central intake	<input type="checkbox"/>	<input type="checkbox"/>

If your county has already integrated services and departments, or working toward integration, check the boxes below that describe the characteristics of your county's integrated services. *Mark all that apply and use the space provided to briefly explain or comment, if needed.*

**1. Departments/services integrated**

<input type="checkbox"/> Financial/food assistance	<input type="checkbox"/> Child welfare	<input type="checkbox"/> Child support
<input type="checkbox"/> Employment/training	<input type="checkbox"/> Public health	<input type="checkbox"/> Chemical dependency
<input type="checkbox"/> Mental health	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Adult supports
<input type="checkbox"/> Housing assistance	<input type="checkbox"/> Domestic violence	<input type="checkbox"/> Child care
<input type="checkbox"/> Community corrections	<input type="checkbox"/> Public transit	<input type="checkbox"/> Energy assistance

*Explanation/comments:*

**2. Location**

Same building

Different locations

*Describe how location of different departments/services impacts service coordination/ integration efforts:*

**3. Data sharing**

Same data system across multiple departments/services making data sharing easier

Different data systems are making data sharing difficult

Current data system is adequate to address the multiple needs of clients

Current data system is inadequate to address the multiple needs of clients

*Other data-related issues/comments:*

**4. Limitations/constraints**

Short staff/workload

Assets and resources

More reactive than proactive

Data privacy

*Other limitations/constraints or comments:*

**5. Strengths and Benefits**

Check the boxes below that describe your service coordination and integration experience in working with families: *[For each box checked, briefly explain in the text box provided]*

Holistic model of care adds to the potential for success for families

Early identification and intervention leads to better results for families

Integrated approach to service delivery benefits both county and clients

Excellent interdivisional relationships/communication

Staff commitment and knowledge of financial and social services

Other (state below)

*Describe other benefits/impact your coordination/integration efforts are having on service delivery and clients:*

**6. Counties with Indian Reservations**

If your county has an American Indian Reservation, explain the level of service coordination with the tribes, and how these efforts are leading to equitable service delivery to American Indian residents:

## Section IV: Public Input

Counties must specify that the public was informed and input was sought for the use of funds as required by laws provided through this agreement.

1. From the list below, select how the public was informed in development of the service agreement:

<input type="checkbox"/>	Public hearing
<input checked="" type="checkbox"/>	Newspapers
<input checked="" type="checkbox"/>	Community meetings
<input type="checkbox"/>	Radio announcements
<input checked="" type="checkbox"/>	County Web site
<input type="checkbox"/>	Others (specify):

2. Prior to submitting the service agreement to the Minnesota Department of Human Services, did your county allow at least 30 days for soliciting of comments from the public on the content of the agreement?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. Describe the public input received and how it impacted your county's planning process or the service agreement by selecting one of the following two options:

<input checked="" type="checkbox"/>	Public input was received ( <i>continue with the questions below</i> )
<input type="checkbox"/>	Did not impact the planning process/service agreement
<input type="checkbox"/>	Did impact the planning process/service agreement, particularly the:
<input type="checkbox"/>	Needs Statement section
<input type="checkbox"/>	Strategies and Outcomes section
<input type="checkbox"/>	Budget section
<input type="checkbox"/>	Other (specify):
	Briefly describe the changes made to the service agreement:

<input type="checkbox"/>	No public input was received
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## Section V: County Budget

In the budget table below, indicate county name, amount, and percentage for each item listed with the specific MFIP or CCSA Consolidated Fund for CYs 2010-11. Also note:

- Total percent must equal 100.
- MFIP administration is capped at 7.5 percent unless your county is applying for an administrative cap waiver. To apply for the administrative cap waiver, respond to the questions following this budget page
- If “other” is used, please specify.

<b>COUNTY:</b> Otter Tail					
<b>2010 MFIP</b>	<b>Budgeted Amount</b>	<b>Percent</b>	<b>2010 CCSA</b>	<b>Budgeted Amount</b>	<b>Percent</b>
Employment services (DWP)	\$110,583	17%	Children’s mental health	\$388,840	40%
Employment services (MFIP)	\$251,101	39%	Child and family services	\$486,051	50%
Emergency services <sup>1</sup>	\$120,289	19%	Adult services	\$97,210	10%
Administration (RMCEP)	\$40,186	6%	Other 1:	\$	%
Income maintenance administration	\$114,785	18%	Other 2:	\$	%
Other 1:	\$	%	Other 3:	\$	%
Other 2:	\$	%	Other 4:	\$	%
<b>2010 MFIP budget</b>	<b>\$636,944</b>	<b>99%</b>	<b>2010 CCSA budget</b>	<b>\$972,101</b>	<b>100%</b>
<b>2011 MFIP</b>	<b>Budgeted Amount</b>	<b>Percent</b>	<b>2011 CCSA</b>	<b>Budgeted Amount</b>	<b>Percent</b>
Employment services (DWP)	\$110,583	17%	Children’s mental health	\$503,072	40%
Employment services (MFIP)	\$251,101	39%	Child and family services	\$628,865	50%
Emergency services <sup>1</sup>	\$120,289	19%	Adult services	\$125,745	10%
Administration (RMCEP)	\$40,186	6%	Other 1:	\$	%
Income maintenance administration	\$114,785	18%	Other 2:	\$	%
Other 1:	\$	%	Other 3:	\$	%
Other 2:	\$	%	Other 4:	\$	%
<b>2011 MFIP budget</b>	<b>\$636,944</b>	<b>100 %</b>	<b>2011 CCSA budget</b>	<b>\$1,257,682</b>	<b>100%</b>

<sup>1</sup> If dollars are budgeted for emergency services, ensure that the department has a copy of the county’s most current emergency services policies. A copy of your county’s emergency services policies can be e-mailed as an attachment to: [mayjoua.ly@state.mn.us](mailto:mayjoua.ly@state.mn.us). Notify the department of any changes to emergency services policies during the 2010-11 biennium.

**Administrative Cap Waiver**

Is your county requesting a waiver of the MFIP administrative cap for the 2010-11 biennium?

- Yes      If yes, provide a concise response to the following three questions.
- No        If no, skip this section.

1. Describe the budget change (include any staff changes)

Not applicable.

2. What new activities or services will be provided?

Not applicable.

3. Describe the targeted population and number of people expected to be served?

Not applicable.

**Emergency Services in Counties with American Indian Reservations**

Briefly describe how your county consulted with the tribes on the county emergency services and policies governing all residents of the county.

Not applicable

## Section VI: Assurances

It is understood and agreed by the county board that any funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes, section 256J and 256M. It is understood and agreed by the county board that the commissioner of the Minnesota Department of Human Services has the authority to review and monitor compliance with the service agreement and that documentation of compliance will be available for audit.

The counties shall make reasonable efforts to comply with all Children and Community Services Act requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding.

Acceptance and use of state and federal funds through the MFIP Consolidated Fund means the county agrees to operate the MFIP program in accordance with state law and guidance from the Minnesota Department of Human Services.

### **Contingency Planning**

As required under the Child and Family Services Improvement Act of 2006 and under state guidance, counties and subcontractors should have a contingency plan in place to address specific federal criteria on how programs funded through Title IV-B, part 2, and Title IV-E would respond to a natural or man-made disaster. The federal criteria of the county and subcontractor's disaster preparedness plan would include the following:

- Identify, locate, and continue availability of services for children under state care or supervision who are displaced or adversely affected by a disaster;
- Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases;
- Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- Preserve essential program records; and coordinate services and share information with other states.

Instructions and other details on the development of this plan were published in [Bulletin #07-68-10, titled "Child Welfare Disaster Preparedness Plans"](#) dated July 19, 2007. For questions or clarification, contact Jean Thompson at (651) 431-3856m or e-mail: [jean.thompson@state.mn.us](mailto:jean.thompson@state.mn.us).

**Section VII: Certification for Submission**

Checking this box certifies that this 2010-11 MFIP/CCSA Biennial Service Agreement has been prepared as required and approved by the county board(s) under the provisions of Minnesota Statutes, section 256M (Children and Community Services Act) and 256J (Minnesota Family Investment Program).

**Chair, county board of commissioners or authorized designee**  
 (state the name of the chair or designee, their mailing address and the name of the county)

Name (chair or designee)	Mailing Address	County
<b>Everett P. Erickson, Second District Commissioner</b>	<b>21327 – 430<sup>th</sup> Street Pelican Rapids, MN 56572</b>	<b>Otter Tail County</b>

**Date of Submission**

Date:	October 13, 2009
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