



## Completing the Supervision and Treatment Services for Juveniles Program (STSJP) Annual Plan Tip Sheet

<b>General Resources and Reminders</b>
It is helpful for the person completing the municipality's STSJP Annual Plan to attend the STSJP webinar: Completing the Annual Plan. Regional technical assistance meetings will also be offered.
The STSJP website contains information to assist in completing the STSJP Annual Plan, including a <i>new</i> STSJP Annual Plan example ( <a href="https://ocfs.ny.gov/programs/youth/stsjp/annual-plan.php">https://ocfs.ny.gov/programs/youth/stsjp/annual-plan.php</a> ).
It is recommended that municipalities draft narratives for the STSJP Annual Plan in Microsoft® Word, use spellcheck, and then paste them into the STSJP Annual Plan form, are available.
The STSJP-RTA funded programs in the STSJP Annual Plan need to match the municipality's comprehensive Raise the Age (RTA) plan for STSJP-RTA programming for program year 2021-2022. Information that must be consistent include the program name, total program expenses, the service domains, and the projected number of youth to be served.
The naming convention for saving and submitting the STSJP Annual Plan is <b>STSJP 2021-2022 Annual Plan – Municipality Name</b> .
STSJP's mailbox to reach OCFS staff is <a href="mailto:stsjp@ocfs.ny.gov">stsjp@ocfs.ny.gov</a> .
<b>Part I—Municipality Level Details</b>
<b>A. Municipality Level Analysis</b>
<ol style="list-style-type: none"><li>1. Include a clear analysis of neighborhoods, by ZIP codes, to be served by STSJP funding, including data about youth entry to detention and placement and the factors contributing to the detention and placement data.</li><li>2. The most recent data charts and all of the data needed are located on the STSJP Municipal Planning Resources webpage: <a href="https://ocfs.ny.gov/programs/youth/stsjp/planning.php">https://ocfs.ny.gov/programs/youth/stsjp/planning.php</a>.</li></ol>
If disparities are noted, explain <u>how</u> the STSJP funds will be used to help reduce the identified disparities.
<b>B. Local Collaboration</b>
Please include not only a list of your local stakeholders but also the collaborative efforts to develop the STSJP Annual Plan. Please note that questions 2 and 3 in this section are new.
<b>Part II—Program Details</b>
<b>B. Program Description and Target Population</b>
<ol style="list-style-type: none"><li>1. If a program is designated as a Family Support Services (FSS) program, please ensure it meets the legislative criteria referenced here: <a href="https://ocfs.ny.gov/programs/youth/stsjp/assets/docs/Family-Support-Services-Programs.pdf">https://ocfs.ny.gov/programs/youth/stsjp/assets/docs/Family-Support-Services-Programs.pdf</a>.</li></ol>
FSS programs can <b>ONLY</b> serve youth at risk of, alleged to be or adjudicated as persons in need of supervision (PINS).

2. Please check all domains the program will serve for both STSJ and STSJ-RTA funding. If the program will operate as an FSS program, it cannot provide services under STSJ-RTA.

Remember that the domains checked here need to align with the program description narrative (B.4), the projected youth to be served (D.1), Part III—Goals, and Part IV—Funding.

3. The ZIP codes served by programs listed in the STSJ Annual Plan should align with those identified in the Municipal Level Analysis section.

4. For any designated FSS program, ensure the narrative includes each legislatively required element of an FSS program, explains how the program meets each requirement, and states that it will serve only youth at risk of, alleged to be or adjudicated as a PINS.

If a program is serving youth at multiple points along the services continuum, the program description narrative must clearly outline the specific services that align with each service domain and the types of youth the program will serve. If the program is serving youth under both STSJ and STSJ-RTA funding, please ensure the narrative is clear that both non-RTA and RTA-eligible youth will be served.

### **C. Program Performance History**

If you are funding the same program(s) as you did in program year 2020-2021, refer to your municipality's provider roster(s) for assistance in completing this section of the plan. Specifically, the Youth Served Summary tab and the Outcomes Summary tabs for each provider roster will contain data to assist you.

When completing the tables, please align the number of youth served as well as the Average Length of Service (ALOS) days in the corresponding service domain column and row for which the program was funded in PY 2020-2021.

1. If the program was not funded under STSJ or STSJ-RTA in PY 2020-2021, please choose *None* and skip to Section D.

If funding was approved, but the program was not implemented or is not anticipated to serve youth, please choose *None* and skip to Section D.

2. You will have this information from your data collection. The specified time frame aligns with Period 1 of the data submission and the Youth Served Summary Tables in the provider roster.

3. Is the program on target for the projected youth to be served for PY 2020-2021? If not, what factors are contributing to the change?

4. The ALOS will be calculated in the provider rosters for youth at their time of discharge. This information can be found in Table 2 of each of the Outcome Summary tabs in the provider rosters. If the program serves multiple domains, please look at each corresponding summary table for that information.

5. If the program is an ATD or ATP program, outline how the program's ALOS compares to the ALOS of youth in detention or placement in your municipality.

6. If question 6 is answered *Yes*, skip to section D. If answered *Partially* or *No*, questions 7-9 must be completed.

### **D. Program Service Projections**

1. Remember that the projected youth to be served at each service domain indicated in this answer must align with the service domains the program will serve (B.2), the program description narrative (B.4), and Part IV—Funding.

### Part III—Goals for PY 2021-2022

Check the box(es) for all programs that will serve youth at the specified service domain. Provide a projected percentage of youth anticipated to reach each outcome within each service domain in the plan that will serve youth under STSJP and/or STSJP-RTA funding.

Include an explanation for any goal set below 70%.

### Part IV—Funding

Use the funding calculator to assist with the accurate completion of this section (<https://ocfs.ny.gov/programs/youth/stsjp/annual-plan.php>).

#### A. Anticipated Program Expenses and Funding Distribution

Round STSJP funding to the nearest penny and STSJP-RTA funding to the nearest dollar.

Ensure the program's total lines and the service domains that the program will serve have allocated funding.

Remember that the funding outlined in this section needs to align with the service domains that the program will serve (B.2), the program description narrative (B.4), the projected youth to be served at each service domain (D.1), and Part III—Goals for PY 2021-2022.

Complete the Sum of Program Totals on the last line of the funding chart in A. Each column needs a total in this row.

To recheck the STSJP calculations, remember:

- Total Expenses = Local Share + State Share
- Local Share can be calculated by Total Expenses x .38
- State Share can be calculated by Total Expenses x .62
- State Share = STSJP Allocation + Detention Allocation Shifted + Approved Rollover
- Total Expenses can be calculated by State Share / .62

#### B. STSJP Reimbursement Summary

Locally Approved Amount of PY 2021-2022 STSJP Allocation is the State Share amount that the municipality would like to claim up to. This can be equal to or less than the municipality's STSJP allocation amount.

Approved Detention Allocation Shifted is a local decision for the initial STSJP Annual Plan submission.

Approved Rollover Amount is the amount that must be preapproved by OCFS for the municipality to include such funding in the STSJP Annual Plan. Please see the *STSJP Annual Plan Development Guide* for further instructions on the process to request a rollover from the preceding year STSJP allocation (<https://ocfs.ny.gov/programs/youth/stsjp/annual-plan.php>).

Recheck the Total Approved for State Reimbursement to ensure that it equals the State Share in the Sum of Program Totals line in section A.

#### C. STSJP-RTA Reimbursement Summary

STSJP-RTA Approved Plan amount should be the total requested by the municipality for STSJP-RTA funding.

Recheck the Total Approved for State Reimbursement to ensure that it equals the STSJP-RTA State Share in the Sum of Program Totals line in section A.

Round STSJP-RTA funding to the nearest dollar.

### Part V—Plan Approval

#### A. Municipality Level Approval – Chief Executive/Administrative Official

Please remember to include the municipality name and the name and title of the chief executive/administrative official.

Please remember to update the date for municipal approval when an updated STSJP Annual Plan is submitted to OCFS.