

AGENDA ITEM  
CONTAINS MORE THAN 50 PAGES  
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COUNTY ADMINISTRATION PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: October 20, 2009 ( X ) Consent ( ) Regular  
( ) Ordinance ( ) Public Hearing  
Department  
Submitted By: PUBLIC SAFETY  
Submitted For: DIVISION OF JUSTICE SERVICES  
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I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to A) Approve acceptance of the Office of Justice Programs FY 09 Family Drug Courts Program Grant (2009-DC-BX-0115) in the amount of \$484,907 for the period of October 01, 2009 to September 30, 2012; B) Authorize the County Administrator or his designee to execute all related documents and contracts related to this grant on behalf of the Board of County Commissioners; C) Approve a budget amendment of \$206,838 in the Family Drug Court Grant Fund to establish FY 2010 grant budget; and D) Approve the addition of a grant funded Family Drug Court Coordinator position pay grade (30) in the complement.

**Summary:** The Division of Justice Services, in conjunction with the Department of Children and Families (DCF) Substance Abuse and Mental Health Office applied for and was awarded a grant from the Office of Justice Programs in the amount of \$484,907 to develop a Family Drug Court program. The Family Drug Court, which will use the existing network of service providers, will address substance abuse and other issues affecting the parents and their children in new dependency petitions. It will offer a comprehensive and systematic approach to the treatment of substance abuse problems of parents while limiting the risk of physical and emotional harm to children with the ultimate goal of family reunification. Over the three years, grant funds will be used to pay for a Family Drug Court Coordinator position (\$183,547); training expenses (\$36,660); reimburse DCF in the development of the Service Internet Referral Portal (SIRP), a web based service referral system (\$50,000); enhance the Justice Services Information System (JSIS) to link with SIRP (\$10,000); reimburse Drug Abuse Foundation to link with SIRP and JSIS (\$10,000); psychological assessments of participants (\$67,500); random drug testing (\$69,300); incentive for participants (\$36,000); program review and evaluation (\$14,400); and office supplies (\$7,500). The grant funded position will be approved for the length of the grant and will be eliminated when the grant funding is discontinued. **The grant does not require any County cash match; however an in-kind match of 25% is required which will be met by The Center for Family Services, a partner agency. Countywide (GB).**

**Background and Policy Issues:** Child abuse and neglect and substance abuse are inextricably intertwined. An estimated 40%-80% of the 3 million children who come to the attention of the child welfare system each year live in families with alcohol or drug problems, according to numerous surveys of child welfare agencies nationwide. (Continued on Page 3)

- Attachments:**
- 1) Electronic Application Form
  - 2) Grant Assurances and Certifications
  - 3) Grant Proposal
  - 4) Grant Award Information
  - 5) Budget Amendment

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Recommended and Approved: [Signature] 9/28/09  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact**

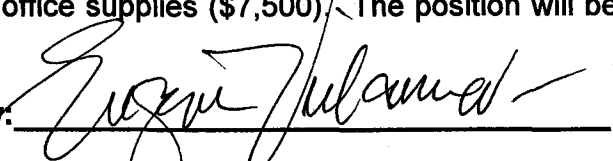
Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<b>Capital Expenditures</b>					
<b>Operating Costs</b>	206,838	138,120	139,949		
<b>External Revenues</b>	(206,838)	(138,120)	(139,949)		
<b>Program Income (County)</b>					
<b>In-Kind Match (County)</b>					
<b>Net Fiscal Impact</b>	<u>0</u>	<u>0</u>	<u>0</u>		
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	1	1	1	0	0

Is Item Included In Current Budget? Yes \_\_\_ No X

Budget Account Exp No: Fund \_\_\_ Department \_\_\_ Unit \_\_\_ Object \_\_\_  
 Rev No: Fund \_\_\_ Department \_\_\_ Unit \_\_\_ Source \_\_\_


**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

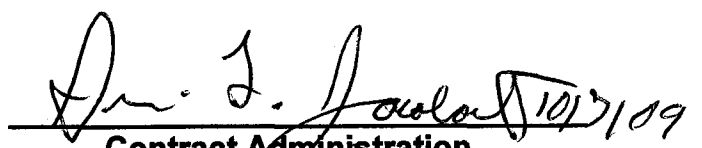
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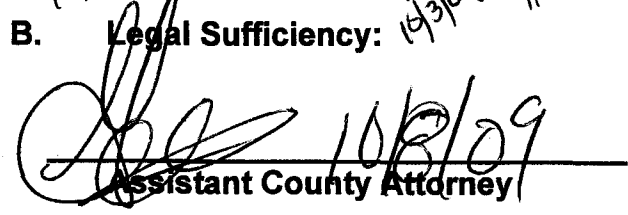
Departmental Fiscal Review: 

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

 10/16/09  
 OFMB 10/16/09  
 10/21/09  
 10/21/09  
 10/21/09

 10/17/09  
 Contract Administration  
 E. F. Jones 10/17/09

B. Legal Sufficiency:  10/13/09  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director  
 This summary is not to be used as a basis for payment.

# ATTACHMENT 1

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	<b>2. DATE SUBMITTED</b> June 15, 2009	Applicant Identifier
<b>1. TYPE OF SUBMISSION</b> Application Non-Construction	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>		
<b>Legal Name</b> Palm Beach County	<b>Organizational Unit</b> Department of Public Safety	
<b>Address</b> 301 North Olive Avenue West Palm Beach, Florida 33401-4705	<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Saunders, Nicole (561) 355-1723	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 59-6000789	<b>7. TYPE OF APPLICANT</b> County	
<b>8. TYPE OF APPLICATION</b> New	<b>9. NAME OF FEDERAL AGENCY</b>  Office of Juvenile Justice and Delinquency Prevention	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b>  NUMBER: 16.585 CFDA TITLE: Drug Court Discretionary Grant Program	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b>  Palm Beach County Family Drug Court Program	
<b>12. AREAS AFFECTED BY PROJECT</b> Palm Beach County, Florida		
<b>13. PROPOSED PROJECT</b> Start Date: October 01, 2009 End Date: September 29, 2012	<b>14. CONGRESSIONAL DISTRICTS OF</b>  a. Applicant  b. Project FL16 FL19 FL22 FL23	
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
Federal	\$484,907	
Applicant	\$0	

State	\$0	Program is not covered by E.O. 12372
Local	\$161,636	
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$646,543	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

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## ATTACHMENT 2



OMB APPROVAL  
NUMBER 1121-0140

EXPIRES 06/30/2009

### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
  - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

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h1>U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a):

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal,

<https://grants.ojp.usdoj.gov/gmsexternal/displayAssurancesTextAction.st?method=certify...> 9/22/2009



State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.



8

# ATTACHMENT 3

**Project Abstract**

Palm Beach County seeks to address their leading cause for children entering out-of-home care, child maltreatment linked to parental substance abuse, by the implementation of a Family Drug Court. The targeted population is identified as Palm Beach County residents who are the parent(s) of children in new dependency petitions wherein an evidenced-based screening tool has identified substance abuse as an issue. Activities that will be implemented to achieve the project's goals and objectives are provision of immediate and continuous court intervention that requires participants to participate in evidence based treatment, submit to frequent random drug testing, appear at regular court status hearings, and comply with other court conditions geared to accountability, rehabilitation, long-term sobriety and cessation of criminal activity. Palm Beach County will build upon an existing network of well established collaborations to ensure provision of wrap-around custom tailored services for parents and children, cross agency and interdisciplinary training for the Family Drug Court Team and ongoing data sharing and analysis. Progress toward reaching the project's goals will be measured by systematic data collection, an enhanced Management Information System, ongoing feedback from participants and stakeholders, pre-and post test surveys and well-developed outputs and outcomes.

**Statement of the Problem**

Child abuse and neglect and substance abuse are inextricably intertwined. An estimated 40%-80% of the 3 million children who come to the attention of the child welfare system each year live in families with AOD problems, according to numerous surveys of child welfare agencies nationwide.<sup>1</sup> Approximately 1 million of these children are confirmed to be abused or

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<sup>1</sup> Jeanne Reid, Peggy Macchetto, & Susan Foster. (1999). No Safe Haven: Children of Substance-Abusing Parents. New York: National Center on Addiction and Substance Abuse at Columbia University.

neglected. According to the National Child Abuse and Neglect Data System, more than three children die each day-more than 1,100 each year-as a result of abuse and neglect.

In Florida, during 2007/2008, the Department of Children and Families, Family Safety Office investigated 187,115 cases of suspected child maltreatment. On average more than one-fifth (20.45%) of the total allegations reported involved parental substance misuse. Substance misuse was substantiated 14,487 times statewide. Despite these numbers, only 10,120 parents involved in the Child Welfare System were admitted into substance abuse treatment services.

In Palm Beach County, during 2007/2008, 17.71% of reported cases involved substance misuse in a typical month, though certain months ranged as high as 20.77%. A review of Palm Beach County Child Welfare cases reveals that, upon completion of the investigation, 600 allegations (14.47%) were found to be confirmed cases of maltreatment due to alcohol and/or other drugs. Despite these numbers, only 283 cases resulted in referrals to substance abuse treatment and out of those, it is unknown how many actually complete treatment. Substance misuse was also the overriding reason for children entering out-of-home care (39.8% of those cases).

The Adoption Assistance and Child Welfare Act (AACWA) in 1980 and the Adoption and Safe Families Act (ASFA) in 1997, increased the emphasis on reducing lengths of stay for children in out-of-home care. Both AACWA and ASFA placed requirements for child welfare professionals to ensure timely permanency for children<sup>2</sup>. The most consistent factor in the literature is the impact of parental substance abuse on the likelihood of reunification. The child welfare system, as dictated by ASFA may not allow for sufficient time for substance abusing

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<sup>2</sup> Stein, T.J. (2000). The Adoption and Safe Families Act: Creating a false dichotomy between parents' and children's rights. *Families in Society*, 81(6), 586-592

parents to overcome their addictions. More collaboration between the child welfare system and substance abuse systems could result in more timely and aggressive treatment options for parents that may result in faster reunifications<sup>3</sup>. The presence of substance abuse creates an increased need for strong partnerships between the child welfare agency, the court, and other community service providers (CWLA 2001). Alliances with other agencies, especially substance abuse providers, must be formed to provide participants access to recovery, including the ability to link data systems to exchange information electronically.

In 2004, the Circuit 15 Department of Children and Families, Substance Abuse and Mental Health (SAMH) Program Office initiated steps to formalize relationships between substance abuse services and child welfare staff to address child maltreatment linked to substance abuse. In 2007, the Child Welfare Substance Abuse Network (CWSA) Network was formed with the ability to collect and analyze local data, allowing for individualized, culturally competent and evidence-based provision of services. The next logical step to reduce substance abuse related child maltreatment in Palm Beach County is to create a Family Drug Court (FDC) to further offer a comprehensive systemic approach to treating substance-abusing parents, while maintaining the goal of reunification and meeting the requirements of the AFSA. "Drug courts are a vital, essential element of our National Drug Control Strategy. While offering incentives to stay off drugs, they hold individuals accountable and simultaneously deal with the deadly disease of addiction. America is better off because of drug courts."<sup>4</sup> By affording substance-abusing parents an opportunity for family reunification with support and treatment, family dependency

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<sup>3</sup> Green, B.L., Rockhill, A., and Furrer, C. (2006). Does substance abuse treatment make a difference for child welfare case outcomes? A statewide longitudinal analysis. *Children and Youth Services Review*, 29(4), 460-473.

<sup>4</sup> John Walters Director, Office of National Drug Control Policy

treatment courts decrease the risk of physical and emotional harm to children, ultimately saving child welfare dollars. Our community is committed to taking the steps necessary to further integrate the services of substance abuse evaluation and treatment with child welfare professionals at a personal, organizational, and systems level. The Drug Abuse Foundation, as the lead agency, remains co-located with child investigations and supervision, to assess and refer individuals into an array of substance abuse services which have been designed to meet the needs of the demographic profile.

**Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

In an effort to decrease the incidence of childhood abuse and neglect, intervene in the family risk factors, and reduce the likelihood of negative outcomes for children by addressing the substance abuse of parents and providing services to their children, Palm Beach County proposes to develop and establish a Family Drug Court for parents with substance abuse problems in the child welfare system. The following goal and objectives have been identified:

<b>Goal:</b> To decrease the incidence of child abuse and neglect, intervene in the family risk factors, and reduce the likelihood of negative outcomes for the children by addressing the substance use of the parents and the service needs of the children.		
<b>Objective</b>	<b>Performance Measure</b>	<b>Data Collection</b>
Decrease time required for participants with substance abuse problems to access treatment	90% of participants will receive substance abuse services within 72 hours of referral	# of participants # of participants who receive services within 72 hours
Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	72% of participants will successfully complete the program or remain in treatment beyond 90 days	# of participants # of participants who exit the program during the reporting period # of participants who remain in treatment beyond 90 days # of participants who successfully complete the program
Increase the % of participants	90% of participants who	Comparison of Pre-evaluation

who exhibit a desired change in the targeted behavior	complete treatment will report improvements in desired change	and Post-Follow-Up surveys
Decrease the % of participants with a new drug-related offense	90% of participants will not re-offend within 6 months of program completion	# of participants # of participants who re-offend
Decrease the % of participants who have a new CPS referral	90% of participants completing treatment will not have a new CPS referral	# of participants completing treatment # of participants who do not have a new CPS referral
Decrease of participants who have a new substantiated child protection case	90% of participants completing treatment will not have a new substantiated child protection case	# of participants completing treatment # of participants who have a new substantiated child protection case
Increase the # of successful reunifications for participants with substance abuse problems	90% of participants completing treatment will have successful reunifications	# of families who have children removed # of families who are successfully reunified by 12 month follow-up
Increase the services provided to children of participants	90% of children will be provided services based on assessed needs	# of children receiving services # of service referrals

Through the implementation of the Palm Beach County Family Drug Court, designed to include the use of evidenced based practices and facilitate data collection, child abuse and neglect will be reduced among the program participants. The program goal, objectives and performance measures are inclusive of the grant's mandatory reporting requirements. In order to measure results, data will be collected and entered into the Management Information System by the Family Drug Court Coordinator and analyzed by the Program Evaluator.

**Project/Program Design and Implementation**

**Collaborative Planning**

Project planning was geared towards creating an interdisciplinary, coordinated, and systemic approach to working with youth and their families involved in Dependency Court



proceedings. The workgroup included representatives of state, county, local, and community-based agencies which would provide support for the program and/or be affected by its operation. Pursuant to a needs analysis, utilizing data from Child Welfare and the SAMH Office of the Department of Children and Families, the workgroup evolved into a Planning Team which sought to design the required components of a Family Drug Court (FDC).

Participants included in the Planning Team were: a representative from the Department of Children and Families Office of SAMH, the Palm Beach County Director of Justice Services, the Unified Family Court Operations Manager, the Delinquency Drug Court Coordinator, the Director of Child and Family Connections (Community Based Care Provider), community treatment representatives, a representative from the Health Care District of Palm Beach County, the Director of the Guardian Ad Litem's Office, attorneys for parents and children involved in the child welfare system, judges, the Housing Partnership of Palm Beach County, the Adult Drug Court Coordinator, faith based partners, the school district and an experienced independent evaluator of evidence based practices.

Significant milestones included identification of existing resources and partnerships, identification of need for program, formation of a consensus regarding program design, mission, target population, eligibility criteria, phases, treatment modalities, program evaluation, sustainability, data collection, identification of MIS, team members, expansion of planning team, formation of implementation committee and identification of advisory board membership.

The formulation of community partnerships has resulted in a long term commitment to this project. In order to promote effective collaboration, information sharing among team members will be endorsed by using consent waivers and Memoranda of Understanding among members,

and by defining roles and responsibilities of members to provide for ongoing broad-based interdisciplinary planning.

The expertise of the FDC team members is critical to the success of families entering the program. Cross-agency training will begin during the planning stage, continue through implementation and be on-going thereafter, as it is essential to this interdisciplinary approach. Local efforts are already underway as part of the Criminal Justice Mental Health and Substance Abuse Strategic Plan. Team members and interested stakeholders will attend National Association of Drug Court Professionals (NADCP) training events; take courses on subjects such as the child welfare system, child development, cultural competency, substance abuse treatment, dual diagnosis, pharmacology, ethics, confidentiality and the court process, which will be provided by local and national experts.

Substance misuse is the leading cause for child removal in Palm Beach County. The Department of Children and Families referred an average of 1758 parents for Substance Abuse Evaluation between the years of 2006 and 2008, with an average of 1226 individuals assessed. According to the DAF (Drug Abuse Foundation) of Palm Beach County, the specific drugs of choice in Palm Beach County are cocaine, alcohol, and marijuana. Sixty one percent of those referred for evaluation are identified as between the ages of 18 and 30. Over sixty-six percent are white females. Thirty-six percent have less than a twelfth grade education. Nineteen percent have a co-occurring disorder.

#### **Target Population, Screening, and Eligibility**

To define the target population, the planning team reviewed child welfare and substance abuse treatment data from Palm Beach County for patterns of substance use (including type of

substance abused) for parents involved in the child welfare system. In addition, workgroup members identified profiles of potential participants from within these data sets and focused on community problems (i.e. child maltreatment, entry into foster care system, juvenile delinquency, crime, etc.) associated with this population. The target population was ultimately defined as "Palm Beach County residents who are the parent(s) of children in new dependency petitions wherein an evidenced based screening tool has identified substance abuse as an issue." Further eligibility requires that the primary goal for the family must be reunification, the parent(s) must admit to the abuse/neglect allegation(s) and case jurisdiction must be in Palm Beach County. (Disqualifiers include parents who are alleged sexual perpetrators, are incompetent, suffer from an un-stabilized mental disorder (e.g., paranoia, hallucinations, delusions, mania, lack of medical stabilization, failure to follow medical regime, or other functional impairment that would inhibit effective program participation), have an advanced terminal illness, have a history of violent or criminal offenses, or are on methadone maintenance.)

Screening for Family Drug Court participants occurs early on in the process. Once a Child Protective Investigator responds to a suspected child abuse/neglect allegation, (s)he will begin the process of determining potential eligibility. The initial screening tool utilized is the "CAGE", an instrument developed for child welfare workers to identify alcohol or other drug involvement. If substance abuse/use is identified as an issue in the child maltreatment, the parent(s) will be referred to the Drug Abuse Foundation and will receive a substance abuse evaluation within 72 hours. Once it is determined that the abuse/neglect allegation warrants removal of the children and/or court involvement, the Department of Children and Families will hold a multi-disciplinary staffing wherein the case is discussed, needs identified, legal

sufficiency is determined and the case is prepared for a court hearing and for transfer to the Community Based Care Provider/Dependency Case Manager. The FDC Coordinator will be present at this staffing in order to identify participants. If it is decided that the family is appropriate, the FDC Coordinator and Dependency Case manager together will make contact with the family (within 48 hours) to further determine eligibility and interest.

The average length of time between the substantiation of the case by child welfare and the first appearance in court (shelter hearing) is twenty-four hours; Dependency Petitions must be filed within twenty one days. Within ten days of the Shelter Hearing, the parent(s) must attend mediation, wherein their initial case plan is developed and they have an opportunity to consent to or deny the allegations in the shelter petition. The Arraignment Hearing occurs within twenty eight days of the family's first appearance in court. This hearing allows the consent or denial of the abuse/neglect allegations to be officially entered with the court. The participant's first appearance in FDC will occur at the next FDC docket following the Arraignment, as legal consent to the allegations is necessary for participation in the Family Drug Court. At the initial FDC hearing, the participants will receive an orientation. They will already have received an initial substance abuse evaluation. Enrollment in treatment will occur prior to the next FDC Docket one week later, if it has not already occurred.

The FDC targeted capacity of 100 participants over a three year period was established following analysis of: the caseload for the two FDC dependency case managers (determined by utilizing the Child Welfare League of America's caseload ratios for workers in child welfare program areas); the FDC Coordinator's workload; the availability of the Judge and the Drug Court Team; available resources (such as treatment capacity and ancillary services).

**Clinical Assessment and Service Delivery**

Clinical assessment of participants will occur on various levels. When it is determined that substance abuse is an issue, Child Welfare clients are referred to the Drug Abuse Foundation (DAF) for a comprehensive substance abuse and mental health assessment (SAMHA). DAF will perform key activities including making contact with the participant: within 24 hours of the referral (Referral Facilitation); prior to the assessment appointment (Assessment Facilitation); after the assessment appointment (to increase the number of participants who will actually enroll in the treatment modality that was recommended at the time of their assessment, guided by ASAM (American Society of Addiction Medicine) placement criteria) (Enrollment Facilitation); upon enrollment in a specified treatment modality (to remove social barriers and obstacles that might otherwise impede or disrupt the treatment process thereby causing the participant to not enter treatment, to terminate treatment prematurely and/or to be discharged from treatment unsuccessfully) (Treatment Facilitation); post treatment which can last up to 90 days (to support the participant in reintegrating back into the community while supporting them in their recovery and assisting them in working to preventing future relapse)(Aftercare Facilitation). Further definition of the levels of care and treatment structure that FCD participants may receive are outlined in the chart below:

<b>ASAM PPC2-R Level of Care</b>	<b>FL Ch. 65D-30, FAC Level of Care</b>	<b><u>Minimum</u> # of therapy hours</b>	<b>Average length of stay</b>
Level 0.5 Early Intervention	Intervention	As Needed	Varies
Level I Outpatient Services	Outpatient	2 hrs per week	12 weeks
Level II.1 Intensive Outpatient	Day or Night Treatment Intensive Outpatient	Up to 15 hrs. per week	2-3 months
Level III.1		6 hrs. per week	

Low Intensity Res. Tx	Residential Level IV	24 hr. structure	Up to 6 months
Level III.5 Clinically Managed Medium Intensity Res. Tx.	Residential Level II	20 hrs. per week 24 hr. structure	1-3 months
Level I-D Ambulatory Detoxification W/O Extended On-Site Monitoring	Detoxification	Varies 24 hr. structure	3-15 days as Medically indicated

Once the participant has entered treatment abstained from the consuming alcohol and/or drugs for two weeks, a comprehensive battery of psychological assessment procedures may be administered by a psychologist in the Court Psychology Office (as determined by the Family Drug Court Team). The psychological assessment procedures include a review of available records, a clinical interview, and personality measures such as the Minnesota Multiphasic Personality Inventory- Second Edition (MMPI-2) or the Millon Clinical Multiaxial Inventory- Third Edition (MCMC-III), a child abuse risk assessment and parenting capacity measures. Data obtained from the evaluations will provide therapeutic direction in the development of individualized treatment plans and specific information regarding behavioral strengths and weaknesses, cognitive level, level of structure and supervision, identification of faulty coping mechanisms and underlying dysfunctional attitudes, beliefs and values. Court Psychology will also be available to perform assessment on the children in order to customize service referral.

Within 30 days of enrollment in treatment, the participant and family will complete a Social Needs Assessment, which will identify issues and setting focal priorities in order to remove social obstacles and barriers and ensure the participant's successful completion of treatment. Within 45 days, issues identified in the Social Needs Assessment will be addressed by

developing an Episode of Care Plan, which will detail the services that will be provided to the participant according to the identified needs.

Participants in need of medical/dental assistance will be referred to/served by the Palm Beach County Health Care District, who will assist in the application for Medicaid. Mental health needs of adults and children requiring psychiatric attention may be referred to/served by South County Mental Health Center, the Chrysalis Center, and Parent Child Center.

A science-based, educational program will be made available to families in the FDC, to assist parents in identifying realistic parenting expectations and positive parenting strategies.

Services for Parents:

The Child Welfare Substance Abuse (CWSA) Network is comprised of eight community-based substance abuse programs contracted by the Department of Children and Families to provide an array of substance abuse services to individuals and families involved in the Child Welfare System. Services provided by CWSA members are co-occurring capable according to the Comprehensive Continuous Integrated System of Care (CCISC) model developed by Dr. Kenneth Minkoff and Dr. Christie Cline, and referenced in the Policy Paper on Co-occurring Mental Health and Substance Abuse Disorders in 2002. Individualized treatment plans are developed on the comprehensive bio-psycho-social assessments conducted in accordance with Chapter 65D-30, Florida Administrative Code and will be gender-appropriate, culturally competent inclusive of evidence-based interventions. Oversight and compliance monitoring are conducted annually by the local Department of Children and Families Program Office. A Memorandum of Understanding (attached) formalized the partnership and outlines each agency's

commitment of service provision and cross-system training. Treatment providers that will be used to deliver services and the specific interventions utilized are as follows:

The Drug Abuse Foundation of Palm Beach County, Inc. (DAF): provides residential medical detoxification, residential and outpatient substance abuse services to individuals and families; provides evidence based substance abuse prevention services (Matrix Model, Strengthening Families, Children Program Kit and All Stars).

Center for Family Services, Inc.: provides an extensive array of substance abuse and mental health outpatient individual and group services. The agency has committed to provide additional family counseling services inclusive of early childhood development issues, as in-kind match for the Family Drug Court; utilizes Client-Directed, Outcome-Informed therapy, CBT, MET and Motivational Interviewing techniques.

Comprehensive Alcoholism Rehabilitation Programs, Inc.: operations include a total of 175 available beds in the medical detoxification and residential programs, a homeless assessment center and outpatient treatment services for individuals and families. The agency employs Cognitive Behavioral Therapy (CBT) and Motivational Enhancement Therapy (MET).

Drug Abuse Treatment Association, Inc.: provides residential and individual and group outpatient services for youth and their families; family-based, in-home substance abuse services and adolescent residential level II treatment; serves as a link to the school system through Project Success, an evidence based substance abuse intervention program.

Gratitude House, Inc.: is a non-profit, accredited, community-based substance abuse treatment center specializing in treating the chemically dependent female with a special focus on women with children. Their primary responsibility to the Network is the provision of residential and



outpatient services for women and infants, as well as educational and support for the entire family. The agency utilizes Motivational Interviewing techniques and the Stages of Change Model., in addition to CBT and MET interventions.

Housing Partnership, Inc: provides assistance obtaining and maintaining housing for first time homeowners, after-school programs, supportive housing for the mentally ill and individuals struggling with addictions; and family strengthening and empowerment services.

Oakwood Center of the Palm Beaches, Inc.: operates the "Panda Program", a long-term, Residential Level II substance abuse treatment facility for women and their children up to the age of five. Therapeutic interventions include Stages of Change Model, CBT, MET and Motivational Interviewing techniques.

Wayside House, Inc.: is a 23 bed professional residential and outpatient treatment center serving women with underlying mental health issues. The agency recently opened the Cocoon Center, an outpatient therapeutic environment providing individual and group therapy for children of addicted parents.

Family Preservation Services, Inc.: Individual and family therapeutic interventions, i.e., assessment, outpatient individual, group and family therapy, are available for primary mental health related issues. The agency's therapists are trained in CBT and MET models.

Services for Children:

A culturally competent, comprehensive case plan inclusive of all therapeutic and social support services identified through clinical assessment will be developed for children in the Family Drug Court. Services are available through the following agencies:

Center of Family Services: provides services through the Home Instruction Program for Preschool Youngsters (HIPPY) and the SAFE Kids Program, a specialized treatment program for child victims of sexual and other forms of abuse, and their families.

Federation of Families of Palm Beach County Inc.: provides parent advocate training, Strengthening Families programming and respite services.

Oakwood Center of the Palm Beaches, Inc.: has a comprehensive system of care for children with severe emotional disturbance and their families. Psychiatric assessment, medication monitoring, targeted case management, and outpatient individual, group and family counseling is available in addition to an in-patient crisis unit. Therapeutic interventions include\_CBT, MET, Motivational Interviewing and Trauma Focused approaches.

Parent Child Center: the largest, comprehensive therapeutic center for children and families in Palm Beach County. The agency will provide psychological and psychiatric assessments, mediation management, targeted case management, outpatient individual, group and family therapy. The agency utilizes a Trauma Focused approach and is currently implementing Triple P, an evidence-based parenting program for early prevention and intervention activities.

#### Services for Families

Recovery support services will be provided through collaboration with Workforce Development who will provide educational, vocational, job preparation and mentoring. Incidental funding will be used to assist with child care and transportation. Permanent, affordable housing will be provided through The Housing Partnership, Inc, a CWSA Network provider. As in-kind match for the FDC, the Center for Family Services will provide the

Families Achieving Solutions Together (FAST) program, home-based family therapy to families who are under stress and need prevention strategies and early intervention.

Child and Family Connections, Palm Beach County's community based care provider, will dedicate two Dependency Case Managers who will provide primary oversight of the case plan. In line with best practices, the FDC Dependency Case Managers will maintain a 1- 15 case load per the Child Welfare League of America's identified best practices.

Non-traditional, wrap-around services are available to support participants in their recovery and ultimately ensure the safety of the children. The SAMH Program Office has committed the CWSA Network to the success of the Family Drug Court. Through the CWSA Network, \$40,000 annually has been allocated to provide additional recovery support services to eliminate the barriers for participation in services.

#### **Program Design and Length**

The FDC, consisting of weekly dockets, will be structured around the post-adjudication stage. The anticipated average length of participation, which will commence upon the parent's agreement to participate, will be twelve months in an effort to comply with ASFA requirements.

Participants will be monitored in a five phase program for twelve months. Not all participants will enter in Phase I as phase assignment will be determined by the initial assessment(s) and treatment recommendations. Upon program graduation, participants continue with an aftercare program and the FDC will continue to monitor each participant for up to twelve months. Goals, expectations, and requirements for phase advancement are in the chart below:

<b>PHASE I (Choice): Goals</b>	<b>Expectations</b>	<b>Advancement Requirements</b>
<ul style="list-style-type: none"> <li>-Drug and alcohol assessments</li> <li>-Identification of treatment barriers</li> <li>-Assessment/referral for additional services</li> <li>-Assessment of children's special needs</li> <li>-Acquisition of entitlements</li> <li>-Detoxification and abstinence</li> <li>-Placement in community-based treatment</li> <li>-Development of parenting skills goals</li> <li>-Improved interaction with children</li> <li>-Psychological assessment</li> <li>-Outpatient: no more than two positive urinalysis results/Inpatient: no positive Urinalysis</li> </ul>	<ul style="list-style-type: none"> <li>-Outpatient: Weekly court appearances</li> <li>-Inpatient: Monthly court appearances</li> <li>-Urinalysis testing twice weekly</li> <li>-Attend treatment</li> <li>-Work toward service plan goals</li> <li>-Visitation with children (consistency/reliability)</li> <li>-Cooperate with Case Manager</li> <li>-Remain self sufficient</li> <li>-Attend 90 AA/NA meetings in 90 days, obtain a sponsor, start to work the 12 steps</li> <li>-Cooperate with FDC Team</li> </ul>	<ul style="list-style-type: none"> <li>-Regular court appearances</li> <li>-Regular visitation with children</li> <li>-Progress toward treatment plan goals</li> <li>-Submit goals summary</li> <li>-Team recommendation</li> <li>-Outpatient: No more than two positive urinalysis results</li> <li>-Inpatient: No positive urinalysis results</li> <li>-Compliance with sanctions</li> </ul>

<b>PHASE II (Challenge): Goals</b>	<b>Expectations</b>	<b>Advancement Requirements</b>
<ul style="list-style-type: none"> <li>-Continued Abstinence</li> <li>-Development of recovery tools</li> <li>-Development of education and vocational goals</li> <li>-Development of parenting skills</li> <li>-Improved interaction w/child(ren)</li> <li>-Begin other services as designated by assessments (e.g., domestic violence counseling, individual therapy)</li> <li>-Begin family and/or couples counseling</li> <li>-Assessment of job readiness</li> <li>-No more than 2 positive urinalysis results</li> </ul>	<ul style="list-style-type: none"> <li>-Outpatient: Bi-monthly court appearances</li> <li>-Inpatient: Weekly court appearances</li> <li>-Urinalysis twice weekly</li> <li>-Attend treatment, including support meetings (AA/NA)</li> <li>-Compliance with court order</li> <li>-Work toward plan goals</li> <li>-Visitation with children</li> <li>-Cooperate with case manager</li> <li>-Remain self sufficient</li> <li>-Outpatient: after 90 meetings in 90 days; continue to attend AA/NA 3-4 times per week</li> <li>-Inpatient: attend 90 AA/NA meetings in 90 days, obtain</li> </ul>	<ul style="list-style-type: none"> <li>-Regular court appearances</li> <li>-Regular visitation with children</li> <li>-Progress towards completion of treatment plan goals</li> <li>-Submit goals summary</li> <li>-Team recommendation</li> <li>-No more than 2 positive urinalysis results</li> <li>-Compliance with sanctions</li> </ul>

	a sponsor, start to work the 12 steps of AA/NA -Cooperate with FDC Team	
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<b>PHASE III (Commitment): Goals</b>	<b>Expectations</b>	<b>Advancement Requirements</b>
<ul style="list-style-type: none"> <li>-Continued abstinence</li> <li>-Internalization of recovery tools</li> <li>-Educational and vocational training</li> <li>-Attend parenting course(s)</li> <li>-Development of parenting skills</li> <li>-Increased visitation with children</li> <li>-Improved interaction with children (consistency and reliability)</li> <li>-No more than 1 positive urinalysis</li> </ul>	<ul style="list-style-type: none"> <li>-Outpatient: Monthly court appearances</li> <li>-Inpatient: Bi-monthly court appearances</li> <li>-Urinalysis testing twice weekly</li> <li>-Attend treatment/AA/NA</li> <li>-Work toward service plan goals</li> <li>-Visitation with children</li> <li>-Educational or vocational training</li> <li>-Cooperate with case manager</li> <li>-Remain self sufficient</li> <li>-Cooperate with FDC Team</li> </ul>	<ul style="list-style-type: none"> <li>-Regular court appearances</li> <li>-Regular visitation with children</li> <li>-Progress toward treatment plan goals</li> <li>-Submit goals summary</li> <li>-Team recommendation</li> <li>-No more than one positive urinalysis</li> <li>-Compliance with sanctions</li> </ul>

<b>PHASE IV (Commencement): Goals</b>	<b>Expectations</b>	<b>Advancement Requirements</b>
<ul style="list-style-type: none"> <li>-Continued abstinence and recovery</li> <li>-Develop aftercare plan (client to complete with treatment counselor, inclusive of relapse plan)</li> <li>-Educational and vocational training</li> <li>-Development of parenting skills</li> <li>-Achieve service plan goals</li> <li>-Reintegration into community</li> <li>-No positive urinalysis</li> </ul>	<ul style="list-style-type: none"> <li>-Monthly court appearances</li> <li>-Urinalysis testing twice weekly</li> <li>-Attend treatment</li> <li>-Work toward service plan goals</li> <li>-Visitation with children</li> <li>-Educational or vocational training</li> <li>-Remain self sufficient</li> <li>-Cooperate with FDC Team</li> </ul>	<ul style="list-style-type: none"> <li>-Regular court appearances</li> <li>-Regular visitation with children</li> <li>-Completion of parenting skills training</li> <li>-Completion of treatment program as court ordered</li> <li>-Significant progress toward service plan goals</li> <li>-No positive urinalysis</li> </ul>

<b>PHASE V (Self-Reliance): Goals</b>	<b>Expectations</b>	<b>Advancement Requirements</b>
<ul style="list-style-type: none"> <li>-Continued abstinence and recovery</li> <li>-Participate in aftercare program when available</li> <li>-Maintain stable housing</li> <li>-Maintain stable employment</li> <li>-Court approved permanency plan</li> <li>-Reintegration into community</li> <li>-No positive urinalysis</li> </ul>	<ul style="list-style-type: none"> <li>-Court appearance monthly</li> <li>-Weekly urinalysis testing</li> <li>-Attend treatment</li> <li>-Court approved permanency plan</li> <li>-Stable employment</li> <li>-Stable Housing</li> <li>-Remain self sufficient</li> <li>-Cooperate with FDC Team</li> </ul>	<ul style="list-style-type: none"> <li>-Regular court appearances</li> <li>-Custody of children</li> <li>-Completion of parenting skills training</li> <li>-Completion of treatment program</li> <li>-Completion of service plan goals</li> <li>-Maintain stable employment</li> <li>-Maintain safe and stable housing</li> <li>-No positive urinalysis results prior to graduation</li> </ul>

The requirements for successful program completion are: negative drug test results for ninety days, completion of all phases and requirements, consistent attendance at all court appearances and treatment team appointments, successful compliance with case plan tasks, and completion of all after care recommendations. Participant's withdrawal, non-compliance with FDC and/or their treatment facility or with requirements that comprise each phase warrants consideration for discharge.

The FDC will be integrated into the dependency court process by early identification and screening, provision of wrap around services for the participants and children, frequent judicial supervision and compliance with all requirements as mandated by Florida Statute 39. By working parallel with the family's case plan the program will promote timely efforts to move children toward their permanency plan and will be in full compliance with the Adoption and Safe Families Act (AFSA) timeframes. Additionally, the FDC Judge will preside over any other open

cases (criminal, juvenile delinquency, family, probate, etc.) involving the family in an attempt to provide just and timely resolution of all matters before the court.

### **Judicial Supervision**

Court appearance frequency is established at program commencement as determined by the initial assessment(s), treatment recommendations and Drug Court phases. Modifications may be made to the frequency of court appearances based on the progress of the participant. Exemplary participation and/or advancement to a subsequent phase may result in longer intervals between hearings, as agreed upon by the Drug Court team. Consequently, non-compliance with treatment and/or program regulations may result in an increase in scheduled appearances.

Court appearances will be specified by phase assignment. Participants receiving inpatient treatment will appear in court monthly during residential treatment (Phase I), weekly for 1 month (Phase II), bi-monthly for 1 month (Phase III), and once a month for 2 months (Phase IV). Participants receiving outpatient treatment appear in court weekly for two months (Phase I), bi-weekly for two months (Phase II), once a month for two months (Phase III), and once a month for three months (Phase IV). In Phase V, all participants appear once a month for three months.

The Family Drug Court team will convene weekly, prior to court hearings, to conduct staffings, wherein team members will report on and review the progress of participants. These staffings are an open forum to exchange detailed information and make decisions and/or recommendations regarding phase advancement and rewards and sanctions in preparation for Drug Court hearings. Information presented and discussed at the staffing will be maintained in the Drug Court database. Drug Court team members will be also be present at the FDC hearings.

## **Drug Testing**

Random urinalysis will be conducted by Drug Testing and Counseling Services, Inc. (DTCS), who provides urinalysis services throughout Palm Beach County, including at the Palm Beach County Courthouse, allowing for on-site testing. The agency utilizes the Simon Twin analyzer, from Dade-Behring Inc. The initial testing and confirmation incorporates the federally approved EMIT protocol. An observed chain of custody procedure is implemented with each sample collected and processed by gender specific trained collectors. To ensure the integrity of the test, each sample is collected in a leak proof container with the participant's information printed on the container and sealed with the participant's information including a bar code for identification. Each sample is placed in a secure refrigerator in a locked room with access granted to lab employees only.

The turnaround time for results varies between one and twenty four hours. Routine testing will include a multi-panel test including: Marijuana (THC), Cocaine, Amphetamines /Methamphetamines, Opiates, Benzodiazepines, but can be altered based on participant's history or local usage trends.

## **Incentives and Sanctions**

A range of sanctions or rewards based on program compliance will be utilized at each hearing. In developing these sanctions and rewards, consideration was given to research that demonstrates that these are effective for parents of children in dependency actions. The table below summarizes compliant and non-compliant behaviors and the corresponding rewards and sanctions.



<b>ACHIEVEMENTS</b>	<b>REWARDS</b>
<ul style="list-style-type: none"> <li>-Attending court appearances</li> <li>-Negative urinalysis results</li> <li>-Attendance/Participation in treatment</li> <li>-Attendance/Participation in AA/NA meetings</li> <li>-Attending approved visitation with child(ren)</li> <li>-Compliance with case plan</li> <li>-Graduation/completion from the program</li> </ul>	<ul style="list-style-type: none"> <li>-Acknowledgment by Judge</li> <li>-Applause</li> <li>-Honor Roll listing</li> <li>-Decreased court appearances</li> <li>-Decreased urinalysis testing</li> <li>-Increased visitation with child(ren)</li> <li>-Unsupervised visitation with children</li> <li>-Reunification with children</li> <li>-Phase advancement</li> <li>-Certificate of completion signed by Judge</li> <li>-Activity passes (zoo, movies, food)</li> </ul>
<b>INFRACTIONS</b>	<b>SANCTIONS</b>
<ul style="list-style-type: none"> <li>-Violation of Order</li> <li>-Dishonest statement</li> <li>-Failure to perform sanctions</li> <li>-Non-compliance with case plan</li> <li>-Establishment of new charge/case</li> <li>-Failure to attend visitation</li> <li>-Unauthorized visitation</li> <li>-Leaving treatment</li> <li>-Treatment non-attendance</li> <li>-Treatment termination for infractions</li> <li>-Positive/Missed urinalysis</li> <li>-Tampering with urine</li> </ul>	<ul style="list-style-type: none"> <li>-Reprimand from Court</li> <li>-Increased Court appearances</li> <li>-Essay</li> <li>-Community service hours</li> <li>-Phase demotion</li> <li>-Increased urinalysis monitoring</li> <li>-Increased intensity in treatment program</li> <li>-Jail</li> <li>-Recommendation for TPR</li> </ul>

The Judge assigns the reward or sanction based upon the level of compliance or non-compliance. The number of previous sanctions and the participant's current phase level will be considered. Participant's non-compliance with FDC and/or their treatment facility warrants consideration for program discharge after appropriate engagement attempts have been made. All non-compliant events should be addressed and a sanction should be applied in order to reinforce the participant's belief in natural consequences which enhance the effect of the behavior modification system. Conversely, the court will take care to acknowledge and reward compliant behavior.

## **Management Information System and Evaluation**

The Family Drug Court will adapt the Palm Beach County Drug Court module of the Justice Services Information System, which currently serves their Adult and Delinquency Drug Courts. It is a desktop application, developed using the Microsoft Technologies Windows Application (VB.NET 2.0), ASP.NET 2.0, .NET Console Application. The system gets a daily feed of electronic drug test results from the testing agency. A Web Application (web site) is made available to treatment agencies to enter participants' treatment notes and assessments. Court appointments, AA/NA visits (submitted & due) and rewards and sanctions, as well as a history of all FDC phases are tracked. Information needed for operational decision-making, on-going case management, program monitoring and useful evaluation is captured.

Data sharing will be addressed by educating all stakeholders involved in the drug court's operations about relevant confidentiality regulations and how to address these requirements through appropriate waivers. HIPAA allows data to be shared for program evaluation purposes through Memorandum of Agreement (MOA) signed by all systems, showing agreement to participate in the evaluation and willingness to share data. Participants will be asked to sign release forms for data-sharing, which will include agreement to share court, child welfare, and treatment data for evaluation purposes. The necessary consent forms, waiver forms and MOA's will be reviewed by the County Attorney's Office to ensure that local, state and federal confidentiality guidelines will be met.

Data will be captured during the initial screening process, weekly, in court. Internet applications are available to treatment providers, clinical assessors and drug testing agencies to enter participant progress and drug screen results in real time. Progress Reports will be

submitted on a quarterly basis. For Family Dependency Drug Courts, Florida requires the following Critical Data Elements: total number of persons offered participation in drug court; number of eligible persons who were not admitted to the program and reason for non-admission, along with demographics (i.e. age, sex, race/ethnicity); characteristics of persons admitted to the program, including: age, gender, race/ethnicity, criminal history (including all prior felony and misdemeanor convictions and adjudications withheld), case disposition type, drug(s) of choice, number of dependent children, number of reunifications, including the number of children involved for each participant; amount of time to permanency; number of drug-free babies born annually; costs of drug court operations, and the source(s) of funding for each operational component.

To enhance the FDC information system, a link to DCF's Services Referral Internet Portal (SIRP) will be established. This interface will allow for direct automated referrals to treatment providers as well as instant court access to the current status of those referrals and their results. Moreover, the system will generate reports on the success rates of referrals at the case manager, supervisory, and administrative level. This will improve provider scrutiny ensuring participants see the most effective and responsive providers while also ensuring internal staff accountability. Since every part of the system (court, provider, and case management,) will have access to the system, all parties will operate with a common language and data.

The Palm Beach County Family Drug Court will be jointly operated by Palm Beach County Justice Services and the 15<sup>th</sup> Judicial Circuit Court Administration, similar to their Adult Felony Drug Court and Delinquency Drug Courts. The Family Drug Court Coordinator will be

managed by the Director of Justice Services, who works in tandem with the Administrative Office of the Court regarding the operation of all Drug Courts.

An interdisciplinary, non-adversarial work team will be developed by identifying the key stakeholders and developing layers of support, starting with a policy level advisory board consisting of top level policy makers in stakeholder agencies. The policy board will meet regularly during planning and implementation, then quarterly to review progress. These policy makers will ensure appointment of interested staff to participate as Family Drug Court Team members.

The Family Drug Court Team will have weekly staff meetings, which will be attended by the Judge, the Family Drug Court Coordinator, Community Based Care's Dependency Case Manager, the participants' attorneys, the child's attorney (if in foster care), the Guardian Ad Litem, the treatment providers and any other entity that the team feels is appropriate. These meetings will be the means for preparing the weekly drug court sessions. There will also be a monthly meeting, which will include the above named team members. These meetings will be used to assess the status, needs, and progress of the participants, as well as any programmatic concerns or changes.

The Family Drug Court Team will have the following well defined roles:

**Family Drug Court Judge:** The Judge leads the FDC Team and supervises and reinforces treatment by reviewing reports from the Family Drug Court Coordinator and Dependency Case Managers and discussing treatment obstacles with the Team/participant(s) during the frequent court appearances/staffings. The judge assumes the role of both task master and cheerleader by applying rewards and sanctions. In this setting, the Judge is able to reward successes, and

provide additional motivation. Conversely, the Judge can sanction noncompliance, thereby discouraging failure.

**Family Drug Court Coordinator:** This position provides the critical link between the participant, the treatment provider, and the court. The FDC Coordinator is responsible for: offering the program to the parents, attending staffing and court hearings prior to entry to FDC, progress monitoring, crisis and therapeutic intervention, advocating for the participant, and keeping the participant motivated to treatment and recovery throughout the long FDC process. The FDC Coordinator will submit reports to the court containing treatment progress, health issues, housing issues, employment issues, and dependent children's issues. The Family Drug Court Coordinator will assist in preparing and reviewing the plan with the participants and their attorneys. The Family Drug Court Coordinator will staff cases weekly with other team members including; DCF investigators, dependency case managers, treatment representatives, social service representatives and any other involved party.

**Community Based Care Provider, Child and Family Connections:** Child and Family Connections provides two Dependency Case Managers dedicated to Family Drug Court. Dependency Case Managers are responsible for developing and managing all aspects of the case plan.

**Attorneys:** The role of the *participants'* attorneys in FDC is to advocate and support to the participant's FDC goals. Attorneys should encourage the participant to continue to cooperate in the court and in treatment, but support sanctions when warranted and necessary. The role of the *child's* attorney is to represent and advocate for foster children in court matters and to ensure that they are receiving the appropriate social and educational services.

**Guardian Ad Litem:** The Guardian Ad Litem advocates for and represents the best interests of children in court. They have frequent contact with the children to whom they are appointed and will be an integral part of the Drug Court Team.

**Community Substance Abuse Treatment Providers:** FDC refers participant(s) to community substance abuse treatment facilities that are licensed by the State of Florida and agree to work within FDC's program guidelines. The relationship between FDC, the court, and treatment providers is essential to program delivery. The treatment providers provide reports to the Family Drug Court Coordinator (via the JSIS MIS) that are submitted to the court. The Family Drug Court Coordinator will keep in constant communication with participants' primary counselors to discuss treatment progress and planning and to identify treatment barriers and facilitate solutions.

**Education Liaison:** The Court Education Liaison will make referrals to the School Based Team for ongoing support at the school site and will report weekly on the youth (behavior/referrals, attendance, grades, participation, etc.). Referrals for services (i.e. tutoring), special programs and information will be provided to the youth and his/her family about educational matters, including registration, re-enrollment and transition, as well as school clubs and activities. The Education Liaison will attend and participate in all staffings and hearings.

#### **Capabilities/Competencies**

Palm Beach County has the experience and capability to effectively implement and manage this effort. The Adult Felony Drug Court, established in 1998, was designed with a Bureau of Justice Assistance Planning Grant, and implemented with a Bureau of Justice Assistance Implementation grant. It subsequently became a Mentor Court, visited and consulted with by dozens of other programs from around the country and South America in their planning stages.

Our success is the basis of our contention that the funds currently being sought will result in a similar successful outcome.

Similarly, our contractors have had successful ventures. The Child Welfare Substance Abuse Network is comprised of eight community based substance abuse programs contracted by the Department of Children and Families to provide an array of substance abuse services to individuals and families involved in the Child Welfare System. A Memorandum of Understanding (attached) formalized the partnership and outlines each agency's commitment of service provision.

The Drug Abuse Foundation of Palm Beach County, Inc. (DAF) (1968) is the lead agency responsible for the assessment, referral, linkage and on-going case management for the Network. The Executive Director (for 21 years) has extensive experience managing federal, state and county grants. The agency's 2009/2010 annual operating budget is \$7,606,865.00.

Comprehensive Alcoholism Rehabilitation Programs, Inc.'s operations include a total of 175 available beds in the medical detoxification and residential programs, a homeless assessment center and outpatient treatment services for individuals and families. The Executive Director and CEO, has 29 years experience managing federal, state and county grants. The agency's 2009-2010 annual operating budget is \$8,000,000. 00

Center for Family Services, Inc., (1961) is responsible to the Network for an extensive array of substance abuse and mental health outpatient services. The agency's Executive Director since 1998, has trained with the World Bank and was an Advisor to the Governor on all matters of Exchange Control for the Central Bank of Belize.

Drug Abuse Treatment Association, Inc., (1966), is a non-profit, community-based substance abuse, service provider specializing in services for youth and their families. Their primary responsibility to the Network will be the provision of family-based, in-home substance abuse services and adolescent residential services. The President and CEO, has led the agency since 1993 and has vast experience managing federal, state and county grants. The agency is CARF accredited and has an annual operating budget of \$6,000,000.

Gratitude House, Inc., is a non-profit, accredited, community-based substance abuse treatment center specializing in treating the chemically dependent woman with a special focus on women with children. Their primary responsibility to the Network is the provision of residential and outpatient services for women and infants, as well as educational and support for the entire family. The Executive Director has twenty-one years of experience in the chemical dependency field with experience in both direct service and administration, including the administration of Federal grants.

Housing Partnership, Inc., (formed 1986), provides assistance obtaining and maintaining housing for first time homeowners, after-school programs, supportive housing for the mentally ill and individuals struggling with addictions, and family strengthening and empowerment services. The Executive Director (10 years) and manages \$13,000,000 annually.

Oakwood Center of the Palm Beaches, Inc. is a comprehensive mental health center that operates the "Panda Program", a residential substance abuse treatment facility for women and their children up to the age of five. The program is part of a comprehensive behavioral health center that has been providing services to adult, families, adolescents and children of central, northern and western Palm Beach County since 1970. The Executive Director is a member of the Florida



Council and manages all aspects of the comprehensive behavioral health center and oversees the \$27,000,000 annual budget.

Wayside House, Inc.,(1974) is a 23 bed professional residential and outpatient treatment center. The Executive Director has over 25 years experience working in the field of addiction as a therapist, clinical administrator and Executive Director. Her experience includes the special treatment populations of women's issues, dual diagnosis, cocaine addiction, family and eating disorders treatment.

### **Sustainability Plan**

Long term sustainability for the Family Drug Court will be assured through demonstrating the effectiveness and accountability of resources. As evidenced by the vast number of collaborating system partners and elected officials, Palm Beach County is committed to sustaining the Family Drug Court. As the majority of services for participants are carved out of state and county funding or provided as in-kind match, services, cross system training and evaluation activities will be in place and sustainable through Memorandums of Agreement with system partners, leaving only the salaried position in jeopardy. County and state resources are being pursued to fully fund, and based on expected success of the project; expand the number of staff dedicated to ensuring the Palm Beach County Family Drug Court's continued successful operation.



# DRUG ABUSE FOUNDATION

*Of Palm Beach County, Inc.*

**Alton Taylor, M.Ed.**  
*Executive Director & CEO*

June 9, 2009

### OFFICERS

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**June Deichert**  
*Board Vice President*

**Tony Allerton**  
*Secretary/Treasurer*

**Joseph Moore**  
*Past President*

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**Ernest Simon**  
**Clayton Wideman**  
**Leo Phillips**

### LIFE DIRECTORS

**Richard Siemens**

**Leon M. Weekes**

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

*Dear Ms. Saunders,*

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

The Drug Abuse Foundation is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Currently, the Drug Abuse Foundation is involved in the planning process and will be an integral part of the team once the drug court is established. Approximately 15 % of time will be spent by the Drug Abuse Foundation for activities such as operation and planning for this Family Drug Court. Additionally, our agency is in partnership with the Circuit 15 Substance Abuse and Mental Health Program Office to provide substance abuse services through the Child Welfare Substance Abuse Network. We will ensure timely access to culturally competent substance abuse crisis; treatment and aftercare services for individuals and families who are endangering the welfare of their children due to substance misuse.

I respectfully support approval of the proposed grant.

Sincerely,  
**Drug Abuse Foundation of Palm Beach County, Inc.**

  
Alton Taylor, M.Ed.  
Executive Director & CEO

REC'D JUN 17 2009



400 South Swinton Ave. Delray Beach, FL 33444  
(561)278-0000—(561)732-0800 Fax: (561)276-8852  
dafbc@msn.com - dafbc.org



THE CIRCUIT COURT OF THE  
**FIFTEENTH JUDICIAL CIRCUIT**  
OF FLORIDA

CHAMBERS OF  
**KATHLEEN J. KROLL**  
CHIEF JUDGE

COUNTY COURTHOUSE  
WEST PALM BEACH, FLORIDA 33401  
561/355-4378

June 9<sup>th</sup>, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

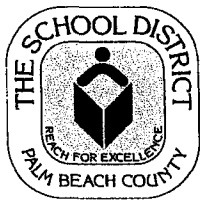
I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

I am willing to participate and collaborate with the Family Drug Court by serving as the Judge. Currently, I am involved in the planning process and will lead the team once the drug court is established. I will establish an oversight committee to guide the Family Drug Court from inception through implementation. Approximately 15% of my time will be spent on the operation and planning for this Family Drug Court. I respectfully support approval of the proposed grant.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Kroll", written over a horizontal line.

Kathleen J. Kroll  
Chief Judge  
Fifteenth Judicial Circuit



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

**ANN KILLETS**  
CHIEF ACADEMIC OFFICER

**ARTHUR C. JOHNSON, Ph.D.**  
SUPERINTENDENT

Alison Adler, Ed.D., Chief  
Safety & Learning Environment  
Department of Safe Schools  
1790 N.W. Spanish River Boulevard  
Boca Raton, FL 33431  
(561) 982-0900 FAX (561) 982-0943  
[www.palmbeach.k12.fl.us/safeschools](http://www.palmbeach.k12.fl.us/safeschools)

June 8, 2009

Ms. Nicole Saunders, MSW  
Director of Justice Services  
2005 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders:

It is a pleasure to support your application for the implementation of an OJJDP FY 09 Family Drug Court Program in Palm Beach County. The Prevention Center in the Department of Safe Schools shall support your efforts by:

- Assisting with the planning of the objectives, goals and outcomes of the grant
- Collaborate with the implementation of the program by providing access for the treatment providers to the School Based Teams through the Cooperative Agreement process
- Facilitate the referrals to school based services for children who are dependents of clients in the Family Drug Court program
- Contribute the services of the Community Integration Coordinator for the planning implementation and progress monitoring processes, as needed.

I wish you every success with your application and I look forward to working with you if funds are awarded.

Cordially,

Kim C. Williams  
Assistant Director, The Prevention Center in the Department of Safe Schools

*Palm Beach County Schools – Rated "A" by the Florida Department of Education – 2005-2008*

[www.palmbeach.k12.fl.us](http://www.palmbeach.k12.fl.us)

EQUAL OPPORTUNITY EMPLOYER



**OJJDP FY 09 Family Drug Courts Program** 2009-56054-FL-DC



[Help/Frequently Asked Questions](#)

**Submit Application**

[GMS Home](#)

Your application for the OJJDP FY 09 Family Drug Courts Program has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

[Log Off](#)

You will be contacted by the Program Office when your application is processed or any other action is required by you.

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name Palm Beach County		Organizational Unit Department of Public Safety	
Address 301 North Olive Avenue West Palm Beach, Florida 33401-4705		Name and telephone number of the person to be contacted on matters involving this application  Saunders, Nicole (561) 355-1723	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 59-6000789		7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Office of Juvenile Justice and Delinquency Prevention	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.585 CFDA TITLE: Drug Court Discretionary Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Palm Beach County Family Drug Court Program	
12. AREAS AFFECTED BY PROJECT Palm Beach County, Florida			
13. PROPOSED PROJECT Start Date: October 01, 2009 End Date: September 29, 2012		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project FL16 FL19 FL22 FL23	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$484,907		
Applicant	\$0		
State	\$0		

Local	\$161,636	Program is not covered by E.O. 12372
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?  N
TOTAL	\$646,543	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

**Nicole Saunders**

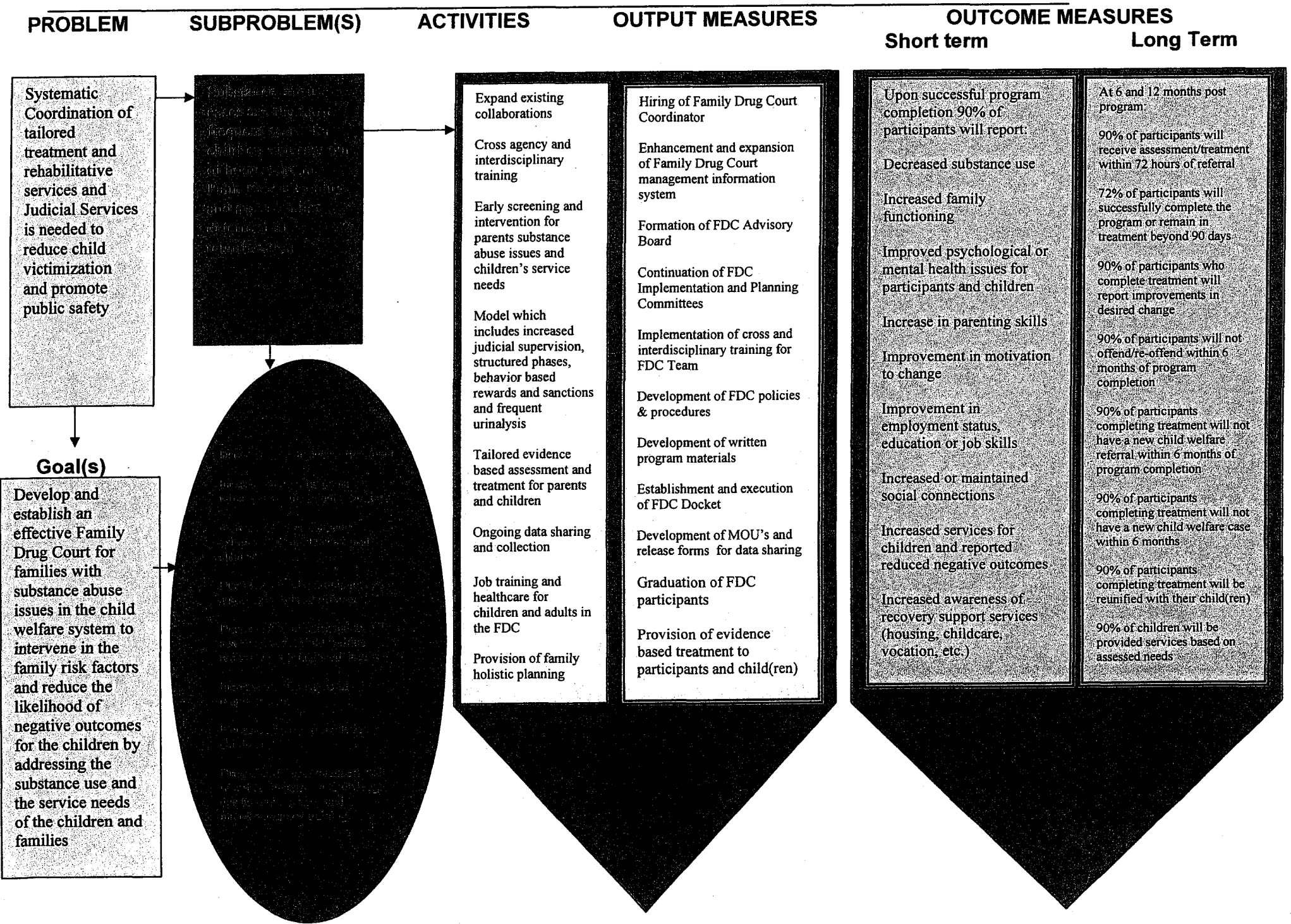
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**From:** helpdesk@ojp.usdoj.gov  
**Sent:** Monday, June 15, 2009 4:20 PM  
**To:** Nicole Saunders  
**Subject:** Re: Application Number 2009-56054-FL-DC

Application Number 2009-56054-FL-DC was submitted on 15-Jun-2009



PALM BEACH COUNTY FAMILY DRUG COURT LOGIC MODEL



## Palm Beach County Family Drug Court Timeline

<b>Project Goal: To decrease the incidence of child abuse and neglect, intervene in the family risk factors, and reduce the likelihood of negative outcomes for the children by addressing the substance use of the parents and the service needs of the children.</b>				
<b>Quarter/ Year</b>	<b>Related Objective</b>	<b>Activity</b>	<b>Expected Completion Date</b>	<b>Entity Responsible</b>
Q1- Y1	Decrease time required for participants with substance abuse problems to access treatment	Bi-weekly meetings of the Planning Team to: establish a start date, begin writing the policy and procedure manual, to formalize agreements, to map out training objectives and to codify case flow	End of Quarter 1	Director of Justice Services/Administrative Office of the Court
		Agency heads to officially appoint drug court team members	End of Quarter 1	Trial Court Administrator, Child and Family Connections, Children's Legal Services, Legal Aid Society, Office of Regional Council, Guardian Ad Litem, CWSA Network, School District
		Initiate recruitment of the FDC Coordinator	Month 1, Quarter 1	Director of Justice Services
		Appointment of the FDC Advisory Board Members	Month 1, Quarter 1	Chief Judge
		Initiate enhancements to Drug Court MIS and SIRP systems	Month 1, Quarter 1	Director of Justice Services Department of Children and Families Circuit Administrator
Q2- Y1	Decrease time required for participants with substance abuse problems to access treatment	Continue bi-weekly meetings of the Planning Team to: finalize the policy and procedure manual and other	End of Quarter 2	Director of Justice Services/Administrative Office of the Court

87

62

**Palm Beach County Family Drug Court Timeline**

	written materials		
	Implement training of FDC team members	End of Quarter 2	Chairperson of Planning Committee
	Hire FDC Coordinator	End of Quarter 2	Director of Justice Services/ Administrative Office of the Court
	Coordination of initial Advisory Board Meeting	End of Quarter 2	Director of Justice Services
	Establishment of Implementation Committee	End of Quarter 2	Director of Justice Services
	Complete enhancements to Drug Court MIS and SIRP systems	End of Quarter 2	Director of Justice Services Department of Children and Families Circuit Administrator

47

## Palm Beach County Family Drug Court Timeline

<b>Q3-Y1</b>	Decrease time required for participants with substance abuse problems to access treatment	Commencement of the FDC Docket and weekly staffings	Week 1, Quarter 3	FDC Coordinator/FDC Judge
		Acceptance of FDC participants	On-going	FDC Team
	Increase # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Continued training initiatives	On-going	FDC Coordinator
		Implementation Committee meetings	End of Quarter 3	FDC Coordinator
	Increase services provided to children of participants	Participants to be assessed	On-going	CWSA Network Providers
		Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
		Participants to comply with all other phase requirements	On-going	FDC Team
		Participants to complete Pre-test measures	On-going upon acceptance into FDC	FDC Evaluator
		Baseline #'s established	End of Quarter 3	FDC Evaluator
		Advisory Board meeting	End of Quarter 3	FDC Coordinator
	Implementation Committee meeting	End of Quarter 3	FDC Coordinator	
	Data reporting/Performance Measure tracking	End of Quarter 3	FDC Coordinator/FDC Evaluator	
<b>Q4-Y1</b>	Decrease time required for participants with substance	Continued acceptance of FDC participants	On-going	FDC Team

50

### Palm Beach County Family Drug Court Timeline

abuse problems to access treatment	Continued training initiatives	On-going	FDC Coordinator
Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Participants to be assessed	On-going	CWSA Network Providers
	Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
Increase the % of participants who exhibit a desired change in the targeted behavior	Participants to complete pre-test measures	On-going upon acceptance into FDC	FDC Evaluator
Decrease the % of participants with a new drug-related offense	Participants to comply with all other phase requirements	On-going	FDC Team
Decrease the % of participants who have a new CPS referral	Advisory Board meeting	End of Quarter 4	Advisory Board Chairperson
Decrease of participants who have a new substantiated child protection case	Implementation Committee meeting	End of Quarter 4	FDC Coordinator
Increase the # of successful reunifications for participants with substance abuse problems	Data Reporting/Performance Measure tracking	End of Quarter 4	FDC Coordinator/FDC Evaluator
Increase the services provided to children of participants			

51

### Palm Beach County Family Drug Court Timeline

Q1-Y2	Decrease time required for participants with substance abuse problems to access treatment	Continued acceptance of FDC participants	On-going	FDC Team
		Continued training initiatives	On-going	FDC Coordinator
	Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Participants to be assessed	On-going	CWSA Network Providers
		Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
	Increase the % of participants who exhibit a desired change in the targeted behavior	Participants to complete pre-test measures	On-going upon acceptance into FDC	FDC Evaluator
	Decrease the % of participants with a new drug-related offense	Participants to comply with all other phase requirements	On-going	FDC Team
		Advisory Board meeting	End of Quarter 1	Advisory Board Chairperson
	Decrease the % of participants who have a new CPS referral	Implementation Committee meeting	End of Quarter 1	FDC Coordinator
	Decrease of participants who have a new substantiated child protection case	Data Reporting/Performance Measure tracking	End of Quarter 1	FDC Coordinator/FDC Evaluator
	Increase the # of successful reunifications for participants with substance abuse problems	Begin Process Evaluation	End of Quarter 1	FDC Evaluator/FDC Team/FDC Implementation Committee
	Increase the services provided to children of participants			
Q2-Y2	Decrease time required for participants with substance	Continued acceptance of FDC participants	On-going	FDC Team

52

## Palm Beach County Family Drug Court Timeline

abuse problems to access treatment	Continued training initiatives	On-going	FDC Coordinator
Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Implementation Committee meetings	End of Quarter 2	FDC Coordinator
Increase the % of participants who exhibit a desired change in the targeted behavior	Participants to be assessed	On-going	CWSA Network Providers
Decrease the % of participants with a new drug-related offense	Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
Decrease the % of participants who have a new CPS referral	Participants to complete pre-test measures	On-going upon acceptance into FDC	FDC Evaluator
Decrease of participants who have a new substantiated child protection case	Participants to comply with all other phase requirements	On-going	FDC Team
Increase the # of successful reunifications for participants with substance abuse problems	Advisory Board meeting	End of Quarter 2	FDC Coordinator
Increase the services provided to children of participants	Implementation Committee meeting	End of Quarter 2	FDC Coordinator
	Data Reporting/Performance Measure tracking	End of Quarter 2	FDC Coordinator/FDC Evaluator
	Continue process evaluation	End of Quarter 2	FDC Evaluator/FDC Team/FDC Implementation Committee

53

## Palm Beach County Family Drug Court Timeline

Q3-Y2	Decrease time required for participants with substance abuse problems to access treatment	Continued acceptance of FDC participants	On-going	FDC Team
		Continued training initiatives	On-going	FDC Coordinator
	Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Participants to be assessed	On-going	CWSA Network Providers
		Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
	Increase the % of participants who exhibit a desired change in the targeted behavior	Participants to complete pre/post test measures	On-going upon acceptance into FDC	FDC Evaluator
	Decrease the % of participants with a new drug-related offense	Participants to comply with all other phase requirements	On-going	FDC Team
		Advisory Board meeting	End of Quarter 3	Advisory Board Chairperson
	Decrease the % of participants who have a new CPS referral	Implementation Committee meeting	End of Quarter 3	FDC Coordinator
	Decrease of participants who have a new substantiated child protection case	Data Reporting/Performance Measure tracking	End of Quarter 3	FDC Coordinator/FDC Evaluator
	Increase the # of successful reunifications for participants with substance abuse problems	Continue process evaluation	On-going	FDC Evaluator/FDC Team/FDC Implementation Committee
	Increase the services provided to children of participants			
Q4-Y2	Decrease time required for participants with substance	Continued acceptance of FDC participants	On-going	FDC Team

54



## Palm Beach County Family Drug Court Timeline

abuse problems to access treatment	Continued training initiatives	On-going	FDC Coordinator
Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Participants to be assessed	On-going	CWSA Network Providers
Increase the % of participants who exhibit a desired change in the targeted behavior	Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
Decrease the % of participants with a new drug-related offense	Participants to complete pre/post test measures	On-going upon acceptance into FDC	FDC Evaluator
Decrease the % of participants who have a new CPS referral	Participants to comply with all other phase requirements	On-going	FDC Team
Decrease of participants who have a new substantiated child protection case	Advisory Board meeting	End of Quarter 4	Advisory Board Chairperson
Increase the # of successful reunifications for participants with substance abuse problems	Implementation Committee meeting	End of Quarter 4	FDC Coordinator
Increase the services provided to children of participants	Data Reporting/Performance Measure tracking	End of Quarter 4	FDC Coordinator/FDC Evaluator
	Process Evaluation	On-going	FDC Evaluator/FDC Team/FDC Implementation Committee

55

### Palm Beach County Family Drug Court Timeline

<b>Q1-Y3</b>	Decrease time required for participants with substance abuse problems to access treatment	Continued acceptance of FDC participants	On-going	FDC Team
		Continued training initiatives	On-going	FDC Coordinator
	Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Participants to be assessed	On-going	CWSA Network Providers
		Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
		Participants to complete pre/post test measures	On-going upon acceptance into FDC	FDC Evaluator
	Increase the % of participants who exhibit a desired change in the targeted behavior Decrease the % of participants with a new drug-related offense	Participants to comply with all other phase requirements	On-going	FDC Team
		Advisory Board meeting/Review of sustainability plan	End of Quarter 1	Advisory Board Chairperson
	Decrease the % of participants who have a new CPS referral	Implementation Committee meeting	End of Quarter 1	FDC Coordinator
	Decrease of participants who have a new substantiated child protection case	Data Reporting/Performance Measure tracking	End of Quarter 1	FDC Coordinator/FDC Evaluator
	Increase the # of successful reunifications for participants with substance abuse problems	Continue Process Evaluation	On-going	FDC Evaluator/FDC Team/FDC Implementation Committee
	Increase the services provided to children of participants			
<b>Q2-Y3</b>	Decrease time required for participants with substance	Continued acceptance of FDC participants	On-going	FDC Team

## Palm Beach County Family Drug Court Timeline

abuse problems to access treatment	Continued training initiatives	On-going	FDC Coordinator
Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Participants to be assessed	On-going	CWSA Network Providers
	Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
Increase the % of participants who exhibit a desired change in the targeted behavior	Participants to complete pre/post test measures	On-going upon acceptance into FDC	FDC Evaluator
Decrease the % of participants with a new drug-related offense	Participants to comply with all other phase requirements	On-going	FDC Team
Decrease the % of participants who have a new CPS referral	Advisory Board meeting/Review of Sustainability Plan	End of Quarter 2	Advisory Board Chairperson
Decrease of participants who have a new substantiated child protection case	Implementation Committee meeting	End of Quarter 2	FDC Coordinator
Increase the # of successful reunifications for participants with substance abuse problems	Data Reporting/Performance Measure tracking	End of Quarter 2	FDC Coordinator/FDC Evaluator
Increase the services provided to children of participants	Process Evaluation	On-going	FDC Evaluator/FDC Team/FDC Implementation Committee

## Palm Beach County Family Drug Court Timeline

Q3-Y3	Decrease time required for participants with substance abuse problems to access treatment	Continued acceptance of FDC participants	On-going	FDC Team
		Continued training initiatives	On-going	FDC Coordinator
	Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Participants to be assessed	On-going	CWSA Network Providers
		Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
		Participants to complete pre/post test measures	On-going upon acceptance into FDC	FDC Evaluator
	Increase the % of participants who exhibit a desired change in the targeted behavior	Participants to comply with all other phase requirements	On-going	FDC Team
	Decrease the % of participants with a new drug-related offense	Advisory Board meeting	End of Quarter 3	Advisory Board Chairperson
	Decrease the % of participants who have a new CPS referral	Implementation Committee meeting	End of Quarter 3	FDC Coordinator
	Decrease of participants who have a new substantiated child protection case	Data Reporting/Performance Measure tracking	End of Quarter 3	FDC Coordinator/FDC Evaluator
		Process Evaluation	On-going	FDC Evaluator/FDC Team/FDC Implementation Committee
	Increase the # of successful reunifications for participants with substance abuse problems			
	Increase the services provided to children of participants			
Q4-Y3	Decrease time required for participants with substance	Continued acceptance of FDC participants	On-going	FDC Team

## Palm Beach County Family Drug Court Timeline

abuse problems to access treatment	Continued training initiatives	On-going	FDC Coordinator
Increase the # of participants who remain in treatment beyond 90 days or successfully complete treatment for substance abuse	Participants to be assessed	On-going	CWSA Network Providers
Increase the % of participants who exhibit a desired change in the targeted behavior	Participants to be referred to treatment	On-going	DCF Investigations/Dependency Case Manager/FDC Team
Decrease the % of participants with a new drug-related offense	Participants to complete pre/post test measures	On-going upon acceptance into FDC	FDC Evaluator
Decrease the % of participants who have a new CPS referral	Participants to comply with all other phase requirements	On-going	FDC Team
Decrease of participants who have a new substantiated child protection case	Advisory Board meeting/Implementation of sustainability plan	End of Quarter 3	Advisory Board Chairperson
Increase the # of successful reunifications for participants with substance abuse problems	Implementation Committee meeting	End of Quarter 3	FDC Coordinator
Increase the services provided to children of participants	Data Reporting/Performance Measure tracking	End of Quarter 3	FDC Coordinator/FDC Evaluator
	Process Evaluation	On-going	FDC Evaluator/FDC Team/FDC Implementation Committee

# Palm Beach County Family Drug Court Budget Summary

<u>Budget Category</u>	<u>Amount</u>		
	Year 1	Year 2	Year 3
A. Personnel	\$42,719.00	\$44,000.57	\$45,320.58
B. Fringe Benefits	\$16,999.02	\$16,999.02	\$16,999.02
C. Travel	\$12,220.00	\$12,220.00	\$12,220.00
D. Equipment	\$70,000.00	-0-	-0-
E. Supplies	\$37,600.00	\$37,600.00	\$37,600.00
F. Construction	-0-	-0-	-0-
G. Consultants/Contracts	\$27,300.00	\$27,300.00	\$27,300.00
H. Other	-0-	-0-	-0-
	<u>\$206,838.00</u>	<u>\$138,119.58</u>	<u>\$139,949.57</u>

Total Federal Request: **\$484,907.16**

Local Match Required: **\$161,635.70**

# Palm Beach County Family Drug Court Budget Detail Narrative

## A. Personnel

### B. Fringe Benefits

Year 1	Year 2	Year 3
\$59,718.00	\$60,999.59	\$62,319.61

Year 1: Base salary of Family Drug Court Coordinator = \$42,719.04  
 Fringe Benefits: = \$16,999.02  
 Total Year 1 = \$59,718.00

Year 2: Base Salary with 3% cost of living increase = \$44,000.57  
 Fringe Benefits: = \$16,999.02  
 Total Year 2 = \$60,999.59

Year 3: Base Salary with 3% cost of living increase = \$45,320.58  
 Fringe Benefits: = \$16,999.02  
 Total Year 2 = \$62,829.58

### C. Travel

The Family Drug Court Team will send at a minimum, four team members to attend the annual National Association of Drug Court Professionals Conference (NADCP). The location is unknown at this time. Anticipated agenda items include workshops pertaining to skill building and substance abuse treatment strategies. Additionally, the Team will send four team members to the annual Community Anti-Drug Coalition Training Conference (CADCA). The date and location are unknown. Anticipated agenda items include workshops to assist with building collaborative relationships in the community to address substance abuse related issues.

### D. Equipment

Fifty thousand dollars (\$50,000) of requested funds are to support the development of the Service Internet Referral Portal (SIRP), a web based referral management system to ensure for real time coordination of services.

Ten thousand dollars (\$10,000) of requested funds is to enhance the existing Juvenile Services Information System (JSIS) to increase capacity to accommodate the Family Drug Court system partners and establish linkage to the SIRP.

Ten thousand dollars (\$10,000) of requested funds is to enhance the Drug Abuse Foundation of Palm Beach County's current management information system to allow it to interface with the SIRP and JSIS systems.

#### **E. Supplies**

Requested funds in this category include office supplies, urinalysis services and incentives for participants.

Office Supplies are calculated at \$300 per month for 36 months = \$10,800 for the grant period, or \$3,600 per fiscal year.

Urinalysis Services: In accordance with the proposed family drug court model, 3300 drug tests per fiscal year at the cost of \$14.00 per test = \$138,600 for grant period, or \$46,200 per fiscal year. Since fifty percent of testing is to be provided through collaborative partnerships, \$23,100 annually is being requested.

Incentives: Incentive for program progress is estimated at \$10.00 per participant (100) per 36 months = \$36,000 for the grant period, or \$12,000 per fiscal year.

#### **F. Construction-N/A**

#### **G. Consultants/Contracts**

Psychological Assessments: Fifty percent of participants will be referred to Court Psychology for a comprehensive psychological assessment at \$450.00 per assessment for a total cost of \$22,500.00.



Dr. Barry Gregory: Executive Director for the National Addictions Training Institute. Request for funds to provide 1 day per month x \$400 per day x 36 months = \$14,400 for the grant period, or \$4,800 per fiscal year. For the provision of ongoing training in Cognitive Behavioral Therapy, Motivational Interviewing, Motivational Enhancement Therapy, program evaluation and technical assistance to produce annual report.

**H. Other-N/A**

**I. Indirect Costs-NA**

**Local Match:**

The Center for Family Services, Inc. will provide local in-kind match for the Palm Beach County Family Drug Court. The agency has agreed to provide outpatient individual, group and family counseling to Family Drug Court participants in excess of the 25% required in the grant. See attached documentation.

Treatment costs will be coordinated with other federally funded programs through the Department of Children and Families Substance Abuse and Mental Health Program Office to cover the full cost of services. Because the funds are used on the state level to draw down federal funds they can not be used locally for match.



THE CENTER FOR FAMILY SERVICES  
OF PALM BEACH COUNTY, INC.

Individual and  
Family Counseling

Substance Abuse  
Treatment Services

Partners for Change

SAFE Kids Program

FAST Program

Pat Reeves Village  
Program REACH

Parenting Smart Babies

HIPPY Program

Life Enrichment EAP

**Branch Offices**

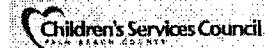
4400 N. Federal Highway  
Suite 38  
Boca Raton, FL 33432  
Tel: 561-330-2266  
Fax: 561-330-2264

1776 Lake Worth Road  
Suite 103  
Lake Worth, FL 33460  
Tel: 561-540-1012  
Fax: 561-540-1014

12773 West Forest Hill Blvd.  
Suite 219  
Wellington, FL 33414  
Tel: 561-793-1698  
Fax: 561-795-7513

**Pat Reeves Village  
Program REACH**  
1320 Henrietta Avenue  
West Palm Beach, FL 33401  
Tel: 561-514-0564  
Fax: 561-514-0648

Licensed by the State of Florida,  
Department of Children and Families



4101 Parker Avenue

West Palm Beach, FL 33405

561-616-1222

561-616-1230 FAX

www.crfam.org

June 10, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

RE: Family Drug Court Grant

Dear Ms. Saunders,

The Center for Family Services of Palm Beach County, Inc. would be glad to provide matching funds required for your Family Drug Court Grant. Please see the attached explanation of and the amount of matching funds.

We support your efforts to bring this important venture to Palm Beach County.

Sincerely,

*Dorla Leslie*  
Dorla Leslie  
Executive Director

Encl.

**The Center For Family Services of Palm Beach county, Inc**  
**Statement of Matching Funds From CFS for Mental Health Counseling Services**

<u>Funding Source</u>	<u>Period</u>	<u>Amount</u>
Town of Palm Beach United Way	04/01/09-03/31/10	\$ 66,500
United Way of Palm Beach County	07/01/09-06/30/10	\$ 70,615
Department of Community	10/01/08-09/30/09	\$ 123,020
<b>Total</b>		<b><u><u>\$ 260,135</u></u></b>

# Budget Detail Worksheet-Year 1

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Annual Salary	Cost
Family Drug Court Coordinator		\$42,719.04

SUB-TOTAL \$42,719.00

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Family Drug Court Coordinator	FICA 7.65%	\$3,268.00
	Retirement 10.85%	\$4,635.01
	Fixed	\$9,096.00

SUB-TOTAL \$16,999.02

Total Personnel & Fringe Benefits: **\$59,718.00**

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
4 FDC Team Members to NADCP Training	TBD	Airfare	\$400.00 per person x 4	\$800.00
	NADCP Conference	Hotel	\$200 per person x 3 days X 4	\$2,400.00
	NADCP Conference	Registration	\$650 per person x 4	\$1,300.00
	NADCP Conference	Subsistence	\$40 per person x 3 days X 4	\$480.00
4 FDC Team Members To CADCA Training	TBD	Airfare	\$400 per person x 4	\$1,600.00
	CADCA	Hotel	\$200 per person x 4 days X 4	\$3,200.00
		Registration Subsistence	\$450 per person x 4 \$40.00 per day x 4 days X 4	\$1,800.00 \$ 640.00
<b>TOTAL</b>				<b>\$12,220</b>

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Service Internet Referral Portal	1 system -50 users	\$50,000.00
Juvenile Services Information System	Enhancement of current system	\$10,000.00
Drug Abuse Foundation Database	Enhancement of current system	\$10,000.00
<b>TOTAL</b>		<b>\$70,000</b>

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	paper pens, etc.	\$2,500.00
Urinalysis Services	Per test	\$23,100.00
Incentives	\$10.00 per month per participant	\$12,000.00
<b>TOTAL</b>		<b>\$37,600</b>

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
N/A		
<b>TOTAL</b>		<b>\$0.00</b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Psychological Services	Individual Psychological Assessments For participants	50 count	\$22,500
Dr. Barry Gregory	Annual Evaluation Report and Ongoing consultation re: evaluation	\$400 per day	\$4,800
<b>Subtotal</b>			<b>\$27,300.00</b>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
NA			

Subtotal **\$0.00**

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
NA	
maximum of four lines	

**TOTAL** **\$0.00**

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
\$0.00		TOTAL

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
one line per entry		
TOTAL		\$0.00



# Budget Detail Worksheet-Year 2

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Annual Salary	Cost
Family Drug Court Coordinator		\$44,000.57
		SUB-TOTAL \$44,000.57

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Family Drug Court Coordinator	FICA 7.65%	\$3,268.00
	Retirement 10.85%	\$4,635.01
	Fixed	\$9,096.00
		SUB-TOTAL \$16,999.02
<b>Total Personnel &amp; Fringe Benefits: \$60,999.59</b>		

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
4 FDC Team Members to NADCP Training	TBD	Airfare	\$400.00 per person x 4	\$800.00
	NADCP Conference	Hotel	\$200 per person x 3 days X 4	\$2,400.00
	NADCP Conference	Registration	\$650 per person x 4	\$1,300.00
	NADCP Conference	Subsistence	\$40 per person x 3 days X 4	\$480.00
4 FDC Team Members To CADCA Training	TBD	Airfare	\$400 per person x 4	\$ 1,600/00
	CADCA	Hotel	\$200 per person x 4 days X 4	\$3,200.00
		Registration	\$450 per person x 4	\$1,800.00
		Subsistence	\$40.00 per day x 4 days X 4	\$ 640.00
<b>TOTAL</b>				<b>\$12, 220</b>

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
<b>TOTAL</b>		<b>\$0.00</b>

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	paper, pens, etc.	\$2,500.00
Urinalysis Services	Per test	\$23,100.00
Incentives	\$10.00 per month per participant	\$12,000.00
		<b>TOTAL \$37,600</b>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
N/A		
		<b>TOTAL \$0.00</b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Psychological Services	Individual Psychological Assessments For participants	50 count	\$22,500
Dr. Barry Gregory	Annual Evaluation Report and Ongoing consultation re: evaluation	\$400 per day	\$4,800
<b>Subtotal</b>			<b>\$27,300.00</b>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
NA			
<b>Subtotal</b>			<b>\$0.00</b>

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost	
NA		
maximum of four lines		
<b>TOTAL</b>		<b>\$0.00</b>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		\$0.00
		TOTAL

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
one line per entry		
		TOTAL \$0.00

# Budget Detail Worksheet-Year 3

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Annual Salary	Cost
Family Drug Court Coordinator		\$45,320.58
<b>SUB-TOTAL</b>		<b>\$45,320.58</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Family Drug Court Coordinator	FICA 7.65%	\$3,268.00
	Retirement 10.85%	\$4,635.01
	Fixed	\$9,096.00
<b>SUB-TOTAL</b>		<b>\$16,999.02</b>

**Total Personnel & Fringe Benefits: \$62,829.58**

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
4 FDC Team Members to NADCP Training	TBD	Airfare	\$400.00 per person x 4	\$800.00
	NADCP Conference	Hotel	\$200 per person x 3 days X 4	\$2,400.00
	NADCP Conference	Registration	\$650 per person x 4	\$1,300.00
	NADCP Conference	Subsistence	\$40 per person x 3 days X 4	\$480.00
4 FDC Team Members To CADCA Training	TBD	Airfare	\$400 per person x 4	\$1,600.00
	CADCA	Hotel	\$200 per person x 4 days X 4	\$3,200.00
		Registration	\$450 per person x 4	\$1,800.00
		Subsistence	\$40.00 per day x 4 days X 4	\$ 640.00
<b>TOTAL</b>				<b>\$12,220</b>

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
<b>TOTAL</b>		<b>\$0.00</b>

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	paper, pens, etc.	\$ 2,500.00
Urinalysis Services	Per test	\$23,100.00
Incentives	\$10.00 per month per participant	\$12,000.00
		<b>TOTAL \$37,600</b>

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
N/A		
		<b>TOTAL \$0.00</b>



**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Psychological Services	Individual Psychological Assessments For participants	50 count	\$22,500
Dr. Barry Gregory	Annual Evaluation Report and Ongoing consultation re: evaluation	\$400 per day	\$4,800
Subtotal			\$27,300.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
NA			
Subtotal			\$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
NA	
maximum of four lines	

TOTAL \$0.00

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		\$0.00
		TOTAL

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
one line per entry		
		TOTAL \$0.00

## **Family Drug Court Coordinator**

The essential function of the position within the organization is to coordinate all activities of the Family Drug Court. The position is responsible for case management; developing, implementing and managing the drug court; program budget; developing grant proposals; coordination of training, policy and procedure implementation; and performing related administrative functions. The position works under the supervision of a court manager or Division Director, reporting major activities through periodic meetings.

### **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Develops, implements and manages family drug court within the circuit; serves as liaison for the judiciary, constitutional officers, other criminal justice agencies, treatment providers and various community agencies; manages projects of responsibility in compliance with applicable guidelines and regulations.
- Researches and develops funding opportunities for drug court programs; coordinates and manages court-related state and federal grants and funding issues, including budget and program oversight; prepares and submits required reports.
- Monitors contractual agreements for services supporting the drug court programs, such as outpatient and residential treatment or evaluation services; troubleshoots related problems and ensures locating and providing of ancillary services.
- Manages the Drug Court Tracking System and reviews system data for accuracy; performs data entry to facilitate reporting and evaluation of drug court programs.
- Establishes policy and procedures for drug court in accordance with state and federal guidelines; implements and updates written drug court program handbooks and manuals.
- Researches, collects and analyzes data of drug court programs; develops and maintains working relationships with drug court team members and their agency leaders; assists team members with operations of their programs. Coordinates training initiatives and opportunities, and disseminates training materials to drug court teams; supervises drug court transfers; prepares and files court orders for court programs.
- Attends and/or conducts staff, committee, community board, agency and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills.

### **Education:**

Bachelor's degree in public or business administration, social work, criminal justice, judicial administration, or a closely related social science field.

## **Parent's Attorneys**

The role of the parents' attorneys in FDC is important to the success of the program. Once a parent has agreed to participate in FDC, the attorney should become a genuine advocate of and support to the FDC goals. Attorneys should encourage the parent to continue to cooperate in the court and in treatment, but support sanctions when warranted and necessary. This does not mean that attorneys should not zealously represent their clients. When possible, Children's Legal Services' attorneys and other defense attorneys should cooperate to work effectively with FDC. The parent's attorney is to receive copies of all FDC progress reports concerning their clients and participate as part of the FDC Team.

## **Roles and Responsibilities for Palm Beach County Family Drug Court Key Positions**

### **Judicial Role**

The FDC Judge seeks to establish a rehabilitative relationship with the parent through interactions during court appearances. The Judge supervises and reinforces treatment by reviewing reports from FDC Specialists and Dependency Case Managers and discussing treatment obstacles with the parent(s) and the FDC Team during the frequent court appearances. Both positive and negative incentives (i.e. rewards and sanctions) are used to encourage compliance. The judge assumes the role of both task master and cheerleader. In this setting, the Judge is able to reward successes, and provide additional motivation. Conversely, the Judge can sanction noncompliance, thereby discouraging failure.

### **Attorneys**

The role of the parents' attorneys in FDC is important to the success of the program. Once a parent has agreed to participate in FDC, the attorney should become a genuine advocate of and support to the FDC goals. Attorneys should encourage the parent to continue to cooperate in the court and in treatment, but support sanctions when warranted and necessary. This does not mean that attorneys should not zealously represent their clients. When possible, Children's Legal Services' attorneys and other defense attorneys should cooperate to work effectively with FDC. The parent's attorney is to receive copies of all FDC progress reports concerning their clients and participate as part of the FDC Team.

The role of the child's attorney as a FDC Team member is to represent and advocate for foster children and children who are emotionally, developmentally or physically challenged in court matters, to make sure that their permanency goals are reached and to confirm that they are

receiving the appropriate social and educational services.

### **Dependency Drug Court Coordinator**

The FDC coordinator is a major factor in the success of the FDC effort. This position provides the critical link between the parent, the treatment provider, and the court. The FDC Coordinator works hand in hand with the Dependency Case Manager and is responsible for: referrals to and enrollment in treatment services, alcohol and other drug testing, progress monitoring, crisis and therapeutic intervention, engaging and retaining the parent in the dependency court process, advocating for the parent, and keeping the parent motivated to treatment and recovery throughout the long FDC process. The FDC Coordinator submits reports to the court containing treatment progress, health issues, housing issues, employment issues, and dependent children's issues. The FDC Coordinator collaborates with Dependency Case Manager to develop the substance abuse screening/evaluation/treatment and aftercare portion of the Children and Families Case Plan; stating all the requirements for substance abuse intervention. The FDC Coordinator reviews the plan with the parents, the Dependency Case manager and their attorney's. FDC Coordinator staffs cases weekly with other team members.

### **Child and Family Connections (CFC)**

FDC is administered in collaboration with Child and Family Connections, the Community Based Care organization that the Department of Children and Families contracts with to provide Dependency Case Management. CFC will provide two dependency case managers, dedicated to FDC Clients. Dependency Case Managers are responsible for developing and managing all aspects of the dependency case plan. They will be trained in substance abuse

intervention and treatment and work closely with the FDC Coordinator to develop a holistic approach to the parents' recovery. Dependency Case Managers will provide a written report to the court at every hearing or when necessary.

### **Community Substance Abuse Treatment Providers**

FDC refers parent(s) to community substance abuse treatment facilities that are licensed by the State of Florida and agree to work within FDC's program guidelines. The relationship between FDC, the court, and treatment providers is essential to program delivery. The treatment providers provide reports to the FDC Coordinator which are submitted to the court weekly. The FDC Coordinator will keep in constant communication with parents' primary counselors to discuss treatment progress and planning and to identify treatment barriers and facilitate solutions to those barriers as they arise.

### **Education Liaison**

The Court Education Liaison will make referrals to the School Based Team for ongoing support at the school site and will report weekly on the youth (behavior/referrals, attendance, grades, participation, etc.). Referrals for services (i.e. tutoring), special programs and information will be provided to the youth and his/her family about educational matters, including registration, re-enrollment and transition, as well as school clubs and activities. The Education Liaison will attend and participate in all staffings and hearings.

Kathleen J. Kroll  
Chief Judge  
Biography

- Elected to County Court 1984
- Appointed to Circuit Court 1994
- B.A. Tufts University
- J.D. Antioch School of Law
- M.P.A. Harvard University

Judge Kroll was elected to the County Court bench in 1984 and appointed by the Governor to the Circuit Bench in 1994. She received her B.A. magna cum laude from Tufts University, her law degree from Antioch School of Law and a Master's Degree in Public Administration from Harvard University. Prior to taking the bench she was a general litigation attorney for the national law firm of Baskin and Sears in Boca Raton. She spent four years with the Public Defender's Office where she served as Senior Trial Assistant and Chief of Capital Crimes. In Washington D.C., she worked for the Department of Justice in the Office for the Improvement in the Administration of Justice.

Judge Kroll has taught for the local School Board in Adult Education courses and at Palm Beach Community College and Florida Atlantic University. She served as Assistant Dean in the Florida College of Advanced Judicial Studies and is a faculty member of the Florida Judicial College.

Prior to her becoming Chief Judge, Judge Kroll served as Administrative Judge both in the County Court and Circuit Court.



Rose Marie Amico, LMFT  
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Mailing Address: PO Box 1267 Boynton Beach, FL 33425-1267  
Phone: (561) 732-1214  
FAX: (561) 572-0325

### EDUCATION

Licensed Marriage & Family Therapist, State of Florida MT1418 – January, 1991  
Master of Arts, Clinical Psychology – College of Developmental Studies – August, 1988  
Bachelor of Arts, Humanistic Studies – Ryokan College – 1984

### PROFESSIONAL EXPERIENCE

- 7/25/2005 – Present**      WAYSIDE HOUSE, INC., Delray Beach, Florida  
Clinical Coordinator of Outpatient Services  
Joined Wayside House, Inc. staff July 25, 2005 and became the Coordinator on January 15, 2006.
- 1/1994 – 7/25/2005**      PRIVATE PRACTICE, Boynton Beach, Florida  
Individual, group, marriage/couples and family therapy.
- ST. JOHN'S UNIVERSITY  
Department of Psychology  
Teaching Faculty – Instructor  
Courses: Treatment of Eating Disorders  
Addictive Disorders
- 2/2004 – 6/2005**      THE WATERSHED TREATMENT CENTER, Boca Raton, Florida  
In-patient Weekend Therapist  
Detox and Rehab Program  
Responsible for initial treatment plans, multidisciplinary treatment plans, crisis interventions and group therapy
- 2/1992 – 3-1995**      PARENT CHILD CENTER, INC., West Palm Beach, Florida  
Outpatient Therapist  
Individual, group and family therapy. Assessments, diagnostic evaluations, emergency and crisis interventions.
- Staff Development Coordinator  
Coordinated all in-service training.
- 11/1989 – 2/1992**      THE HAVEN, INC., Boca Raton, Florida  
Adolescent and Family Therapist  
Therapeutic group home for abused, neglected or troubled dependent adolescents, with a wide range of emotional and behavioral needs and/or chemical dependency. Case management, including treatment plans and quarterly summaries.

1/1991 –  
12/1991

FAIR OAKS HOSPITAL, Ft. Lauderdale, Florida  
Independent Consultant/Therapist  
Adolescent Outpatient Recovery Program "Get in Touch", lectures,  
individual, group and family therapy. Case management, including  
psychosocial evaluations and comprehensive treatment plans.

7/1987 –  
6/1989

JULIA ANN SINGER CENTER, Los Angeles, California  
Marriage, Family and Child Counselor  
Outpatient child and family services for families with problems related  
to situational stress, emotional disorders, developmental delays and  
learning disabilities. Individual, play, family and group therapy and  
therapeutic school, crisis intervention and assessments.

13776 Yarmouth Drive  
Wellington, Florida 33414  
561-628-5999 (Cell)

Phone: 561-333-2429  
Fax: 561-333-2430  
Email: Bess275@aol.com

## Angela R. Bess, Ed.D.

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### Professional Synopsis

- Highly motivated and accomplished teaching professional with 15 years of exemplary experience; outstanding command of the general curriculum for both elementary and secondary education with special expertise in developing and implementing comprehensive curriculum enhancements.
- Utilize dynamic, synergistic style in collaborating with other educators in a team-teaching approach; considered a catalyst with keen strategic planning skills and a pragmatic, resourceful approach to responsibilities.
- Lifelong advocate of continued learning and advancement; very effective in influencing the grasp of knowledge and love of lifelong learning in others.
- High energy level complemented by demonstrated ability to reach learners at all levels and incite them with a thirst for learning to the maximum extent possible.
- Dedicated and involved community-volunteer, with demonstrated leadership abilities.

### Education

#### **Doctorate of Education in Organizational Leadership with a Specialization in Educational Leadership**

Nova Southeastern University, Fort Lauderdale, Florida 2001-2006

#### **Master of Science Degree in Early Childhood Education (Pre-K- Primary Education)**

Nova Southeastern University, Fort Lauderdale, Florida 1998-2000

#### **Bachelor of Science Degree in Elementary Education (K-6)**

Nova Southeastern University, Fort Lauderdale, Florida 1995-1997

### Professional Experience

2007- Present **Palm Beach County School District** West Palm Beach, Florida  
**Department of Student Intervention Services**

#### **Palm Beach County 15<sup>th</sup> Judicial Circuit Court Education Liaison**

Work collaboratively with the following agencies to provide services to students and families in crisis:

- 15<sup>th</sup> Judicial Circuit Court Juvenile Judges
- Department of Juvenile Justice
- Department of Children and Families
- Unified Family Court Division
- Office of the Public Defender
- Office of the State Attorney
- Legal Aid Society
- Guardian Ad Litem's Office
- Child and Family Connections

2004- 2007 **Palm Beach County School District** Wellington, Florida  
**Polo Park Middle School**

#### **Middle School English Teacher**

- Served as Department Chair
- Vice- Chair of School Advisory Council
- Serve as a member of the Leadership Team
- Regular and Advanced English courses.
- Mentor Teacher for Educator Support Program (ESP): Assist instructional staff in development and implementation of curriculum, instruction, and assessment aligned with state and local learning goals.
- Communicate with colleagues, parents, and community members to promote student learning.
- Continuous Professional Development Involvement

**Professional  
Experience  
Continued**

1998–2004 **Palm Beach County School District** West Palm Beach, Florida  
**Melaleuca Elementary School**

**Teacher: Intermediate Grade Level**

- Taught all Intermediate grade level subject matter.
- Served as Grade Chair.
- Chairperson of the School Advisory Council for two years.
- Chairperson of the Writing School Improvement Team for two years.
- Served as a member of the Language Arts School Improvement Team.
- Involved in continuous professional development endeavors.

1997 **Palm Beach County School District** Canal Point, Florida  
**Kathryn E. Cunningham/Canal Point Elementary School**

**Student Teaching**

- Developed objectives and created age/appropriate lessons in accordance with curriculum guidelines.
- Employed a variety of methods to meet multiple intelligences and diverse learning styles.
- Monitored and evaluated performance and progress. Sections included all elementary school subject areas.
- Supervised field trips.
- Participated in faculty meetings and attended school board meetings.

1995–1997 **Kids Club Private School** Boca Raton, Florida

**School Director**

- Implemented meaningful curriculum throughout the school.
  - Tripled the school's enrollment because of implemented educational activities.
- Duties included hiring, payroll, curriculum decisions, and daily school operations.

1995- Present **Hurst Chapel A. M. E. Church**

**Executive Administrative Assistant**

- Budgeting and financial management.
- Provide orientation for new employees and board members.
- Provide board members professional development in-service with input from the Senior Minister.
- Program Development: Extended Day & Summer Camp Program Implementation.
- Development and Implementation of a Volunteer Leadership Program.
- Established and maintained a budget for Women's and Youth Programs.
- Initiated and implemented an after school tutorial program for at-risk youth.
- Community Relations Coordinator

1993 – 1995 **Belle Glade Police Department** Belle Glade, Florida

**Communications Department**

- 911 Operator
- Receiving and Dispatching Emergency Calls.
- Maintaining confidential records.

1990 – 1993 **Palm Beach County School District** West Palm Beach, Florida  
**Kathryn E. Cunningham/Canal Point Elementary School**

**Teacher Assistant**

- Assisted lead teacher in developing thematic units.
- Utilized Reading/Writing Workshop Programs to enhance student achievement.
- Participated in Parent/Teacher conferences.
- Participated in Staff meetings to assess students.
- Assisted in team teaching approach.

**Current Areas of  
Certification**

State of Florida Department of Education  
Professional Educator's Certificate (July 1, 2005 – June 30, 2010)  
Elementary Education Certification (Grades K- 6)  
English to Speakers of Other Languages (ESOL) Endorsement  
Educational Leadership Certification

**PBCSD Current  
Contract Status**

Professional Service Contract of Employment for Instructional Personnel of the Public School System

**Professional  
Seminars & Training**

Florida Performance Measurement System (FPMS) for Educational Leaders  
Clinical Educators Training for Educational Leaders  
English to Speakers of Other Languages (ESOL) Survey Course  
Methods of Teaching English to Speakers of Other Languages (ESOL)

**Professional  
Seminars & Training**

School Advisory Council Chairpersons Training  
Professional Learning Communities Training  
Innovative Classroom Strategies Training  
Teaching Integrated Curriculum Workshop

Planning & Implementation of Elementary Curriculum Workshop  
Educator Training for Florida Comprehensive Assessment Test (FCAT) in Read/Math  
Professional Development Training for Educators  
Exceptional Student Education (ESE) Curriculum and Instruction Training  
Balanced Literacy Program Professional Development for Educators

**Computer Skills**

Computer Literate and familiar with most computer programs.

William Booth, Esq.  
Juvenile Advocacy Project  
Legal Aid Society of Palm Beach County  
423 Fern Street, Suite 200  
West Palm Beach, FL 33401  
[bbooth@legalaidpbc.org](mailto:bbooth@legalaidpbc.org)

**Juvenile Advocacy Project  
Legal Aid Society of Palm Beach County  
August 2001-present**

The Juvenile Advocacy Project's mission is to provide multi-forum free legal representation and advocacy for children in Palm Beach County, ages 0-18. The Project represents children who are economically depressed and are involved in the court system in either dependency, delinquency, family or mental health matters. Special emphasis is placed on children who are mentally handicapped either by developmental disability or mental illness and who lack the critical testing and treatment they need to deal with emotional, psychological or educational problems as well as children who are truant, runaways and ungovernable who are at risk of becoming delinquent or who have chronic delinquency issues. The Project strives to protect the rights of the children they represent and to make an impact by ensuring that children who are at risk are provided with the evaluations, treatment, community services or legal representation they require.

Mr. Booth has argued before the Florida Supreme Court and the Fourth District Court of Appeal on behalf of children represented by the Juvenile Advocacy Project.

**Private Practice  
September 1992-August 2001**

While in private practice, Mr. Booth litigated on behalf of those who had suffered a personal injury.

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(561) 459-6931(W)  
ybranch@oakwoodcenter.org

## **YVETTE A BRANCH, MSE**

### SUMMARY *of* QUALIFICATIONS

- Twenty years of specializing with children and families in varies circumstances including substance abuse and dual diagnoses, mental/ emotional disorders and array of other discourse.
- Eleven years of administration experiences, in a multitude of clinical settings, commencing from the state of New York to the state of Florida.
- Current adjunct professor in accredited university for Graduate school education in mental heath counseling
- Biblical Lay Counselor / Celebrate Recovery Leader
- License eligible for, Comprehension Addiction Professional and Licensed Marriage and Family Therapist FT, current in process.

### EDUCATION

#### **NOVA SOUTHEASTERN UNIVERSITY (NSU)**

Ft. Lauderdale Florida

Major: Doctorate of Philosophy in Marriage & Family Therapy (PhD)

Expected Date of Graduation: 2010

#### **LONG ISLAND UNIVERSITY (LIU)**

New York City

Major: Behavioral, Emotional and learning Disabilities

Degree Earned: Masters in Special Education & Science Education K-12

#### **CITY COLLEGE OF NEW YORK (CCNY)**

New York City

Major: Early Childhood Education & Elementary Education

Degree Earned: Bachelors in Science

**BOROUGH OF MAHATTAN COMMUNITY COLLEGE (BMCC)**  
New York City  
Major: Community Mental Health  
Degree Earned: Associate of Science

**CLINICAL EXPERIENCE**

**Nova Southeastern University Brief Therapy Institute (BTI)**  
Fl. Lauderdale Florida

**OAKWOOD CENTER OF THE PALM BEACHES INC.**  
**BELLE GALDE FLORIDA**

**ELMHURST PSYCHIATRIC HOSPITAL**

**SHEILDS FOUNDATION FOR THE MENTALLY RETARDED AND THE**  
**PROUNDLY DISABLED**

**PALM BEACH COUNTY SCHOOL DISTRICT**

**DOCTORAL CLINICAL COURSE WORK COMPLETED**

- ✓ Legal Ethical and Professional Issues
- ✓ Diversity in Human & Family Development
- ✓ Supervision and Teaching
- ✓ Substance Abuse/ Addictions and Critical Issues
- ✓ Solution Focus Therapy
- ✓ Narrative therapy
- ✓ Mental Research Therapy (MRI)
- ✓ Human Sexuality and Gender
- ✓ Personality theory & Psychopathology
- ✓ Marriage and Family Therapy
- ✓ Individual and Group Therapy
- ✓ Assessment in Therapy
- ✓ Systems Theories
- ✓ Bowen Therapy
- ✓ Doctoral Seminar 1&2
- ✓ Language Systems
- ✓

**DOCTORAL RESEARCH**

- ✓ Quantitative Research I
- ✓ Quantitative Research II
- ✓ Qualitative Research I
- ✓ Qualitative Research II



## **ADMINISTRATIVE EXPERINCES**

**OAKWOOD CENTER OF THE PALM BEACHES INC.** 2006-present  
Supervisor of Case Management & CASA START in addition to Outpatient Therapist  
Program Manager: PANDA (Pregnant and Addicted)

**WEBSTER UNVERSITY: Belle Glade Campus** 2007 –Present  
Adjunct Instructor Graduate Program Counseling Department as well as, Clinical

**PALM BEACH COUNTY SHERIFF OFFICE YOUTH EAGLE  
ACADEMY** 2000-2003 Therapist along with administrative liaison for DJJ

**NEW YORK CITY BOARD OF EDUCATION** 1989-1999  
Unit Coordinator Emotional / Behavioral Schools

## **MEMBERSHIPS**

American Association for Marriage and Family Therapist  
American Counseling Association  
Belle Glade Chamber of Commerce: Leadership Glades  
American Counseling Association  
Leadership Celebrate Recovery

## Kristin Carter

8612 SE Duncan Street • Hobe Sound, Florida 33455 • [kcarter123@att.net](mailto:kcarter123@att.net) • (772) 485-8592

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Accomplished professional with unique combination of social work and business experience, providing compassionate yet pragmatic approach to working with children and families involved in the dependency system. Spearheading innovative projects and partnerships to better serve vulnerable children while addressing the needs of parents and caregivers.

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### Professional Experience

**THE GUARDIAN AD LITEM PROGRAM**, West Palm Beach, Florida  
**Program Operations Manager** 2007 - present

*Provide leadership, training, and direction to volunteers and staff. Case management to include documentation, Court testimony, reports, and collaboration with other professional and families. Develop agency policy and procedure in conjunction with Circuit Director and Management Team.*

#### **Key Achievements:**

- ◆ Created streamlined process to provide service to hundreds of children
- ◆ Developed comprehensive training program for GALS and Staff
- ◆ County-wide collaboration to address key issues in the dependency system

**REAL ESTATE INVESTMENT**, Hobe Sound, Florida / Conroe, Texas, Trujillo, Honduras  
**Independently Employed** 1998-present

Provide diverse leadership for multi-million dollar investment group with minimal staff support and substantial financial responsibility.

Lead operations and strategic direction with full responsibility for bottom line factors including long-range planning, budgetary development, contract negotiation, marketing and sales, and relationship building.

#### **Key Achievements:**

- ◆ Created highly profitable international and domestic investment groups
- ◆ Introduced/developed new investment opportunities
- ◆ Partnered in start-up development venture constructing top quality, affordable homes

...continued...

**BOOKSMART ENTERPRISES, Boca Raton / Lake Worth, Florida**  
**Retail Sales Manager**

1996-1998

*Ensure full, timely delivery to clients of specialized product in a retail setting, serving a tri-county market.*

Directed local market for college textbook retail sales. Accountable for staffing, strategic directives, inventory control, budget maintenance, account reconciliation, and training of dynamic sales team. Responsible for developing aesthetically pleasing retail store conditions to appeal to academia, including students and professors.

**Key Achievements:**

- ◆ Developed key relationships with professors
- ◆ Complete store reconfiguration
- ◆ Created fraud prevention system to aid in reduction of student textbook thefts

**PEERLESS, Baltimore, Maryland**  
**Purchaser/Inventory Control Specialist**

1993-1996

*Provided leadership for inside purchasing team and sales support in unpredictable and dynamic market.*

Directed purchase and maintenance of warehouse quantity of goods for wholesale stock inventory and 45,000 pound truckload purchases for retail clients. Provided dedicated service and sales staff support in highly demanding environment.

**Key Achievements:**

- ◆ Created system for sales sample distribution cutting delivery time by 80%
  - ◆ Team member for DOS based system overhaul and updates
  - ◆ Division sales leader 2 consecutive years
- 

**EDUCATION AND CREDENTIALS**

**Master's of Social Work** (graduate November, 2009) • FLORIDA STATE UNIVERSITY • Tallahassee/ Jacksonville, Florida

**Bachelor's of Social Work** • FLORIDA ATLANTIC UNIVERSITY • Boca Raton, Florida

**Associate of Arts** • PALM BEACH COMMUNITY COLLEGE • Boca Raton, Florida

**Sales Associate** • PALM BEACH SCHOOL OF REAL ESTATE • Juno Beach, Florida

**Deb Harmon**  
**1825 Northwest 18<sup>th</sup> Street, Apt. 203**  
**Delray Beach, Florida 33445**  
**(561) 243-8952**

**EDUCATION:** B.S.W. Temple University  
M.S. LaSalle University

**CERTIFICATION:** C.A.P. State of Florida

**EXPERIENCE:** 23 years of experience in substance abuse as family counselor, therapist, supervisor and director.

**1/21/2002 – Present**                      **WAYSIDE HOUSE, INC., Delray Beach, Florida**  
Clinical Coordinator of Residential Treatment  
Joined the Wayside House, Inc. staff on January 21, 2002 and became the Coordinator on January 14, 2005.

**4/1999 – 1/21/2002**                      **DRUG ABUSE FOUNDATION, Delray Beach, Florida.**  
Residential Program Director (July, 2000 – January 21, 2002)  
Manager of day-to-day operations of a 60-bed residential treatment program; responsibilities included supervision of nine clinical support staff and two shift managers.

**DRUG ABUSE FOUNDATION, Delray Beach, Florida**  
Director of Oak Square (Halfway House), June, 1998 to July, 2000  
Clinical supervisor of a 37-bed halfway house for adult males. My responsibilities included clinical management and operational leadership in this professional, direct care position; provided direct client care and family consultation as well as field supervision and training of clinicians and therapists. Provided computer backup for record keeping.

**DRUG ABUSE FOUNDATION, Delray Beach, Florida**  
Therapist, Residential Treatment Center (April 1991 – June 1998)  
As primary therapist in this residential 40-bed treatment program for chemically dependent women and men, my responsibilities have included individual and group therapy, family counseling and group lectures, and record keeping (new computer program). As the lead therapist, I was responsible for the training of new shift therapists, including computer instruction. In 1994, I developed a staff training manual still in use today. I have introduced new special services including an alumni panel, a therapeutic gardening program and a revised "consequence system" to bring about more successful case completions.

**3/1992 – 9-1992**                      **CENTER FOR RECOVERY, J.F.K. HOSPITAL, Atlantis, Florida**  
Therapist  
As therapist, I was responsible for both chemically dependent and dually diagnosed women and men patients in hospital-based, 12-step oriented inpatient program. Duties included individual and group therapy; family counseling, drug and alcohol education lectures, treatment planning and participation in the hospital's multidisciplinary team (in September, 1992, the hospital closed this program).

**3-1989 –  
11/1991**

**DRUG ABUSE TREATMENT ASSOCIATION, West Palm Beach, FL  
Therapist**

In this residential treatment program, I was responsible for individual group and family therapy; with a case load of nine adolescents, ages 12 to 17, all with substance abuse problems. Responsibilities also included maintenance of client files, drug education and participation in the peer review committee.

**1/1976 –  
2/1989**

**THE BRIDGE**

**Counselor, Senior Counselor, Head of Shift**

Senior counselor at long-term residential treatment facility for adolescents with drug and alcohol problems; also provided counseling for family members. Responsibilities included life skills development, crisis intervention and drug and alcohol awareness counseling (in accordance with 12-step program of Narcotics Anonymous and Alcoholics Anonymous); was a member of an interdisciplinary team and also was responsible for overseeing five counselors.

**Patrick J. McNamara, L.C.S.W.**

718 S.W. 27<sup>th</sup> Ave.  
Boynton Beach, Fl. 33435  
(561) 369-3247  
Cell (561) 704-1563

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**EXPERIENCE**

**Management**

- Over eight years of management experience and head of senior leadership team
- Responsible for supervision of 3 Division Directors, Chief Financial Officer, and Operations Manager
- High retention of staff, customers, and funding
- Experience with organizational and divisional strategic and business planning
- Responsible for two large non-profit organizations with combined annual budget of \$10.5 million and 220 employees
- Development, monitoring and refinement of management systems, including performance indicators and evaluations, as well as tools for quality assurance
- Managed lending operation of revolving loan fund and homeownership program, and currently serve as Principal Representative for Housing Partnership's Mortgage Lending License
- Trained in high-performance organizational management

**Development and Implementation**

- Research, analysis, planning, and multi-level coordination
- Successful grant-writing to local, state, federal, and private sources
- Real-estate development, lending and property management
- Ensuring compliance with complex state and federal regulations
- Responsible for design, development, and full implementation of multiple programs

**Direct Services**

- Skilled in consumer engagement, assessment, and service provision to improve quality of life
- Licensed in Clinical Social Work (Florida) since 1999
- Licensed Mortgage Broker (Florida) since 2007
- Active advocate on affordable housing and disability issues

**Accomplishments and Affiliations**

- Secured over \$4.9 million in cumulative awards and contracts
- Awarded \$1.3 million grant from Florida Housing Finance Corporation to develop new Community Land Trust in Palm Beach County
- Awarded first HUD 811 grant in the county to develop housing for people with disabilities
- Officer on Board of Directors, Vice-President - Florida Supportive Housing Coalition, January 2002 to 2004
- Designed and implemented TANF component of Supportive Housing Program
- Developed pilot rent-subsidy program with Palm Beach County Workforce Development Board
- Developed Mainstream Section 8 Program for the Disabled
- Raised funds for the construction and development of Recovery Village, a transitional living program for homeless families
- Developed two AHP down-payment assistance programs for low-income first-time homebuyers
- Developed Section 8 Homeownership program
- Implemented pilot program to help reduce number of children entering foster care
- Appointed to Palm Beach County Commission on Affordable Housing, 2008
- Member of the 2003 City of West Palm Beach Attainable Housing Task Force
- Chair of Access Committee for Community Food Alliance of Palm Beach County, 2006 to present
- Class of 2008 Leadership Palm Beach County
- Member of Economic Council of Palm Beach County
- Member of the 2004 United Way Committee for Promoting Independence for People with Disabilities

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## WORK HISTORY

**President & CEO** – Community Partnership Group 1/07 to Present  
Riviera Beach, FL (Housing Partnership & Parent-Child Center)

**Executive Director** – Housing Partnership, Inc. & Parent-Child Center 4/05 to 1/07  
Riviera Beach, FL

**Vice-President, Housing and Prevention Services** – Housing Partnership, Inc. 2/04 to 4/05  
Riviera Beach, FL

**Housing Division Director** – Housing Partnership, Inc. 8/02 to 1/04  
West Palm Beach, FL

**Director of Supportive Housing** – Housing Partnership, Inc. 4/99 to 7/02  
West Palm Beach, FL

**Therapist** - Wellness Resource Center 10/98 to 4/99  
Boca Raton, FL

**Intensive Case Manager** - South County Mental Health Center 1/96 to 9/98  
Delray Beach, FL

**Social Worker** – Hemodialysis of Florida, Inc (Part-time). 1/98 to 10/98  
Kendall, FL

**Therapist** – Drug Abuse Foundation (Part-time) 3/97 to 12/97  
Delray Beach, FL

**Other Work Experience** - Mental Health Associate at Bethesda Memorial Hospital's New Day Seniors' Program in Boynton Beach, Fl. from December 1993 to July 1994; Substance Abuse Counselor at Alexandria Hills, a long-term residential chemical dependency facility in Mingo Junction, Ohio from February 1993 to November 1993; clerk for Adams and Reese, Attorneys at Law, in New Orleans, La. during summers of 1987-1991; junior stock intern for Drexel Burnham Lambert in Beverly Hills, Ca. from October 1989 to December 1989.

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## EDUCATION

Master of Social Work, Tulane University, New Orleans, La., December 1995.

Bachelor of Science in Psychology, Franciscan University, Steubenville, Ohio, 1993.  
Attended Georgetown University, Washington, D.C., 1988-1991.

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## PERSONAL DATA

Interests are in music, exercise, social justice, reading, and writing.  
Born 7/7/70; married and have three wonderful children.

*References - Sent Upon Request*

## Curriculum Vitae

**Leon P. Miller, II, Ph.D.**

2444 S. E. Blackhorse Street  
Port St Lucie, Florida 34984  
Email Address: [drleemiller@hotmail.com](mailto:drleemiller@hotmail.com)  
Home Phone: (772) 337-9158  
Cell Phone: (772) 475-6564

### OBJECTIVE

To secure a challenging professional, clinical, supervisory, management, executive position that will allow me to use my substantial education and training as well as my vast knowledge, experience and expertise in working with individuals, groups, and families from many varied cultures and socioeconomic backgrounds.

### PROFESSIONAL EXPERIENCE

- |  |                                    |
|--|------------------------------------|
| <b>Drug Abuse Foundation</b><br>Delray Beach, Florida<br><i>Senior Director of Prevention and Intervention Services</i>                      | <b>May /2007 - Present</b>         |
| <b>Process Strategies Institute</b><br>Charleston, West Virginia<br><i>Mental Health Therapist</i>   | <b>October/1999 – May/2007</b>     |
| <b>Action Youth Care</b><br>Teays Valley, West Virginia<br><i>Central West Virginia Regional Therapy Coordinator</i>                         | <b>July 1997 – October 1999</b>    |
| <b>Allied Behavioral Services</b><br>South Charleston, West Virginia<br><i>Administrator – Mental Health Therapist</i>                       | <b>June 1994 – July 1999</b>       |
| <b>Children's Home Society of West Virginia</b><br>Charleston, West Virginia<br><i>Licensed Social Worker, Child Protective Investigator</i> | <b>July 1993 – June 1994</b>       |
| <b>Huntington Police Department</b><br>Huntington, West Virginia<br><i>Police Officer</i>  | <b>October 1991 – July 1993</b>    |
| <b>United States of America</b><br><i>Department of Defense- Police Department</i><br>Fort Benning, Georgia<br><i>Police Officer</i>         | <b>January 1990 – October 1990</b> |
| <b>Agape Church</b><br>Columbus, Georgia<br><i>Senior Pastor</i>   | <b>October 1985 – October 1991</b> |



**Word of Faith Church**  
Litchfield, Illinois  
**Senior Pastor**

**May 1983 – October 1985**

**Salvation Army Boy's Club and Community Center**  
Broken Arrow, Oklahoma  
**Athletic Director, Assistant Center Director**

**March 1982 – May 1983**

**U-Haul Moving Center**  
Tulsa, Oklahoma  
**Assistant Manager**

**August 1981 – March 1982**

**City of Charleston – Emergency Ambulance Service**  
Charleston, West Virginia  
**Paramedic**

**March 1978 – August 1981**

**Kanawha County Emergency Ambulance Service**  
Charleston, West Virginia  
**Emergency Medical Technician**

**October 1977 – March 1978**

**EDUCATION**

**Jacksonville Theological Seminary**  
Jacksonville, Florida  
**Doctor of Philosophy - Major: Christian Psychology**

**May 1999**

**International Seminary**  
Plymouth, Florida  
**Maser of Ministries – Major: Christian Counseling**

**May 1994**

**International Seminary**  
Plymouth, Florida  
**Bachelor of Arts – Major: Theology**

**May 1990**

**Rhema Bible Training Center**  
Broken Arrow, Oklahoma  
**Major: Pastoral Ministry**

**May 1983**

**ADDITIONAL EDUCATION AND TRAINING**

**West Virginia State Police Academy**  
Institute, West Virginia  
**80<sup>th</sup> Basic Class**

**April 1991**

**United States of America**  
Department of Defense  
**Federal Police Academy**  
Fort Benning, Georgia  
**Basic Police Certification**

**January 1991**

**West Virginia University**  
Charleston Area Medical Center  
Allied Health Department  
*Mobile Intensive Care Paramedic Program*

March 1978

**West Virginia Office of Emergency Medical Services**  
South Charleston, West Virginia  
*Emergency Medical Technician Program*

September 1977

**ACADEMIC HONORS**

**Jacksonville Theological Seminary**  
Valedictorian

**International Seminary**  
Valedictorian

**Marshall University**  
**West Virginia State Police Academy**  
Valedictorian

**United States of America Department of Defense – Police Department**  
**Federal Police Academy**  
Valedictorian

**West Virginia University**  
**Paramedic Program**  
Valedictorian

**West Virginia Office of Emergency Medical Services**  
**Emergency Medical Technician Program**  
Highest Grade Point Average

**QUALIFIED EXPERT WITNESS**

**Qualified as an Expert Witness in the following courts:**

**West Virginia:**

**Sixth Judicial Circuit, Huntington, Cabell County, West Virginia**

Judge John L Cummings

Judge Alfred E. Ferguson

Judge Dan O'Hanlon

**Twelfth Judicial Circuit, Charleston, Kanawha County, West Virginia**

Judge Herman Canady

Judge Tod Kaufman

Judge Charles King

Judge Andrew McQueen

Judge Paul Zakaib

**Twenty-ninth Judicial Circuit, Winfield, Putnam County, West Virginia**

Judge O. C. Spaulding

**Seventh Judicial Circuit, Logan, Logan County, West Virginia**  
Judge Roger L. Perry

**Florida:**

**Seventeenth Judicial Circuit, Fort Lauderdale, Broward County, Florida**  
Judge Hope Bristol-Tieman  
Magistrate Melissa Brown

**Fifteenth Judicial Circuit, Delray Beach, Palm Beach County, Florida**  
Judge Phillips  
Magistrate Diane Kirigin  
Magistrate Thomas Baker  
Magistrate Maxine Williams

**Fifteenth Judicial Circuit, West Palm Beach, Palm Beach County, Florida**  
Magistrate Weaver

### **PROFESSIONAL SUMMARY**

- Licensed West Virginia Social Worker
- Ordained Minister
- Exceptional interpersonal skills
- Highly experienced in supervision and management of clinical, professional, and administrative staff
- Extensive experience and expertise in providing crisis intervention, diagnostic assessment, clinical and pastoral therapy for individuals, couples, groups, and families
- Exceptionally effective in treating mental and behavioral health, moral, and religious issues
- Accomplished presenter and public speaker
- Outstanding written and verbal communication skills
- Excellent organizational and time management skills
- Highly experienced and proficient in curriculum and course development
- Experienced in all phases of practice administration, including: human resources, conducting employment and promotional interviews, benefits coordination, policy development and implementation.
- Marchman Act and Drug Court Liaison

### **REFERENCES**

Available Upon Request

# Nicole Ramsay, M.S., LMFT

[nicoler@drugabusetreatment.org](mailto:nicoler@drugabusetreatment.org)

[nicosolutions@yahoo.com](mailto:nicosolutions@yahoo.com)

Boynton Beach, Florida

---

## Summary

Over ten years experience in program management and technical assistance. Experience in teaching, training, adolescent and family counseling, and staff supervision.

## Experience

**Drug Abuse Treatment Association, Inc.**  
*Director of Treatment Services*

West Palm Beach, FL  
December 2008 - Present

Coordinating and supervising all clinical services and/or activities within Circuit #15. Conducting statistical analysis and research as necessary for program development and evaluation. Maintaining the clinical record-keeping system through policy and through periodic monitoring and ensuring that all contractual obligations and CARF requirements are met. Arranging and coordinating all clinical trainings. Developing and maintaining a clinical referral network. Participating in and serving on all relevant committees. This position also performs other duties as may be assigned by the Chief Executive Officer and or her designee.

**Drug Abuse Treatment Association, Inc.**  
*Outpatient Therapist*

West Palm Beach, FL  
June 2006 – November 2008

Worked as part of a treatment team, providing direct services to clients with substance abuse problems, and, as necessary, developed and coordinated community resources. Provided individual, family and group therapy to a caseload of 25 – 40 clients and provided an average of 24 direct hours per week. Duties included: Intake, crisis and emergency services as needed. Participated in Peer review process on a monthly basis. Attended clinical staffing on a weekly basis. Provided ongoing communication both internally and externally to referral sources, providers, etc. upon admission, during treatment and at discharge as defined by agency guidelines. Provided services to clients at off-site locations, i.e., Department of Juvenile Justice (DJJ) sites.

**PRIME TIME Palm Beach County, Inc.**  
*Director, Professional Development*

West Palm Beach, FL  
April 2003 – June 2006

Served as the primary advocate for the professional development of school-age care providers in Palm Beach County. Delivered on-site technical assistance that contributed to high-quality, out-of-school programming. Collaborated with institutions of higher education to create clear, reasonable opportunities for continuing education and career advancement. Developed innovative approaches to training. Planned, designed, organized, delivered presentations and facilitated workshops. Assisted in the development of a Quality Improvement System for school-age care programs.

## Nicole Ramsay (Cont'd)

**School District of Palm Beach County**  
*Consultant*

West Palm Beach, FL  
February 2004 – May 2004

Developed, facilitated weekly youth and family classes in an alcohol-drug prevention and intervention program targeting 6<sup>th</sup>-12<sup>th</sup> grade students. Program offered students the chance to reduce out-of-school suspension days so they can maintain academic progress. Provided follow-up and timely feedback to families, schools, and site team members. Prepared and submitted weekly reports, assisted parents in the completion of program assessment tools as needed, maintained accurate records, logs, data, and statistics.

**Drug Abuse Foundation**  
*Director, Youth Services*

Delray Beach, FL  
August 2002 – April 2003

Supervised a team of counselors working in agency's intervention program. Worked closely with the Department of Juvenile Justice to provide assessment services to children and youth. Analyzed data, observed trends, recognized areas of targeted intervention and developed timely solution-focused systems. Assured quality of clinical documentation adhering strictly to Department of Children and Families' (DCF) standards.

**School District of Palm Beach County**  
*ESOL Instructor*

Boca Raton, FL  
February 2001 – January 2003

Provided instruction to adult students. Developed curriculum and maintained lesson plans, designed to address individual student as well as classroom needs. Created an environment in the classroom that was supportive to learning.

**Drug Abuse Foundation**  
*Director, Prevention Services*

Delray Beach, FL  
July 2000 – August 2002

Supervised a team of prevention counselors providing services to "at risk" students and their families in multiple arenas. Budgeted designated funds for agency's after-care program. Wrote procedure manuals and reviewed policies. Planned and executed workshops for industry professionals and general public. Researched community resources and networked to provide cost effective program enrichment opportunities from external sources.

**Drug Abuse Foundation**  
*Senior Therapist*

Delray Beach, FL  
January 2000 – July 2000

Provided direct services to students and their families that included but were not limited to: screening and assessment services, individual and group counseling, consulting with other professionals (teachers, administrators, parents and staff) to assure comprehensive quality care for students, parent support meetings, and case management services. Provided general staff support.

**Drug Abuse Foundation**  
*Prevention Counselor*

Delray Beach, FL  
April 1998 – January 2000

Facilitated individual and group counseling to middle school students, as well as in-home family therapy with emphasis on parenting skills regarding adolescent issues. Maintained accurate and current files on all assigned students. Collected and monitored data on academic achievements, behavior, school attendance, positive achievements and referrals.

## Nicole Ramsay (Cont'd)

**Drug Abuse Foundation**  
*Screeener/Receiver*

Delray Beach, FL  
August 1997 – April 1998

Primary responsibility was meeting the public, along with determining if the setting was appropriate for the clients to get their individual needs met. Duties included making referrals, appointment setting, and census programming.

### Skills

- **Evaluated** staff performance, set performance goals, outlined steps to meet goals, monitored and provided outcome assessments.
- **Collaborated** with various outreach community programs in Palm Beach County.
- **Maintained** an environment empowering employees to provide organizational feedback and discuss issues of job satisfaction.
- **Motivated** staff to achieve personal and organizational goals.
- **Produced** managerial reports for the Executive Director.
- **Proficient** in MS Office.
- **Recruited** and trained personnel.

### Education

***Licensed Marriage & Family Therapist, State of Florida***  
November 2007

***MS in Marriage and Family Therapy***  
Nova Southeastern University, Fort Lauderdale, Florida  
July 2000

***Certificate of Specialization in Medical Family Therapy***  
Nova Southeastern University, Fort Lauderdale, Florida  
July 2000

***BS in Psychology***  
University of Florida, Gainesville, Florida  
December 1995

Registered Mental Health Counselor Intern, State of Florida

### References

Available upon request

**Mandi Smith, LMHC, CAP**

2789 Eagle Rock Circle Unit 202  
West Palm Beach, FL 33411  
[mandibsmith@bellsouth.net](mailto:mandibsmith@bellsouth.net)

**EDUCATION**

1999 East Tennessee State University, Johnson City, TN

- M.A., Community Agency Counseling
- CACREP accredited program
- President of Chi Sigma Iota, Counseling Honor Society - 1999
- Nationally Certified Counselor – 1999
- 1999 Represented Chi Sigma Iota for ETSU chapter at the American Counseling Association World Conference, San Diego, CA

1994 University of Tennessee, Knoxville, TN

- B.A., Psychology
- Member of Psi Chi, Psychology Honor Society
- 1994 Received Distinguished Research Service Award in Behavioral Medicine

**PROFESSIONAL LICENSURE AND CERTIFICATIONS**

Licensed Mental Health Clinician (LMHC #MH7192) – Florida (10/2002 to present)

Certified Addictions Professional (CAP #2986) – Florida (1/2005 to present)

Qualified Supervisor for LMHC, LMFT

**PROFESSIONAL EXPERIENCE**

11/2005 – Present

Division Director of Residential Treatment Services – Comprehensive Alcoholism Rehabilitation Programs, Inc. (CARP)

- Management of the utilization of 72 adult residential beds in an intensive inpatient treatment program and 48 adult male residential beds in an intermediate inpatient treatment program within a continuum of care.
- Management of the utilization of 20 adolescent residential beds in a four month inpatient program.
- Maintain compliance of programming with clinical contracts including DOC, DCF, Drug Court, SAAP, and Federal Contractors
- Facilitate yearly program audits of DOC, Federal and DCF contracts.
- Supervise and monitor a homeless assessment and residential center with 18 male and female beds.
- Provide supervision and monitoring of program directors to ensure compliance with agency goals related to client care and outcome measures.

5/2002 – 11/2005

Program Director– CARP, Inc., West Palm Beach, FL

- Direct clinical supervision of 20 adolescent residential beds in a four month inpatient program.
- Provided supervision and training to counseling staff and behavior health technician staff
- Monitoring of clinical documentation to DCF licensure standards
- Coordinating and monitoring of all treatment activities including individual, group, and family counseling
- Facilitator of weekly Parent and Family Support Group
- Negotiate and collect client fees.
- Coordinate alternative education services within the program through Palm Beach County School Board.

6/2001 – 5/2002

**Primary Therapist–CARP, Inc., West Palm Beach, FL**

- Provision of individual, group and family therapy in an adult intensive residential program.
- Provision of psychoeducational lectures focused on addiction and recovery
- Clinical Documentation to DCF 65D-30 licensure standards

**Dual Diagnosis Case Manager – CARP, Inc., West Palm Beach, FL**

- Coordinate case management activities to clients within a continuum of care in both outpatient treatment and residential treatment who have been identified with a comorbid diagnosis.
- Direct communication with contracted psychiatrist regarding client needs and diagnostic history.

9/2000 – 6/2001

**Primary Therapist– Spectrum Programs, Inc., Pompano Beach, FL**

- Provision of individual and group therapy in an adult outpatient program with clients referred by DOC and DUI programs.
- Facilitate adolescent substance abuse caseload providing individual and group services.
- Conduct substance abuse assessments.

5/1999 – 8/2000

**Chemical Dependency Therapist – Bristol Regional Counseling Center, Bristol, TN**

- Facilitate Chemical Dependency Intensive Outpatient Program consisting of individual and group therapy sessions.
- Facilitator of weekly women's alcohol and drug group at Bristol, VA City Jail.
- Group therapy and treatment planning for the Chemical Dependency Women's Outpatient Program.

8/1998-12/1999

**Counseling Center Graduate Assistant – East Tennessee State University, Johnson City, TN**

- Provided individual and career counseling to ETSU students.
- Assessment and interpretation of various career inventories.
- Conducted outreach presentations for the campus and community on topics such as body image, time management, and Myers-Briggs Personality Indicator.
- Served on selection committee for hiring senior staff.

07/1997-08/1998

**Financial Aid Office Graduate Assistant – East Tennessee State University, Johnson City, TN**

- Furnished students with direct and telephone assistance in applying for financial aid.

01/1996-07/1997

**Vocational Development Specialist – St. Mark's Inc. Village Place, Statesville, NC**

- Created and implemented individual habilitation plans and goals for adults with developmental disabilities in a sheltered workshop.
- Supervised cohort groups of adults with developmental disabilities who obtained employment through local and regional industries.
- Established, marketed, and implemented a small business operating within the sheltered workshop providing services and products to the community.

**Professional Development**

- Provided training workshops to CARP, Inc and the community on the following topics: *Crisis De-escalation and Stabilization, The Behavioral Disordered Adolescent in Treatment, Working with Adolescents and Families in a Chemical Dependency Setting, and Codependency.*

**References**

- Available upon request.



## Linda Spector, Esq.

Home: 103 Coventry Place, Palm Beach Gardens, Florida 33418; (561) 624-0087; cell: 561-707-9646  
Office: 111 S. Sapodilla Ave., #212, West Palm Beach, Florida 33401; (561) 650-6896;  
cell: 561-202-5810; e-mail: [linda\\_spector@dcf.state.fl.us](mailto:linda_spector@dcf.state.fl.us)

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### **MANAGING ATTORNEY**

**CHILDREN'S LEGAL SERVICES f/k/a CHILD WELFARE LEGAL SERVICES**  
**SENIOR/CONFLICT ATTORNEY**

**2000 - Present**  
**1997-2000**

**Department of Children and Families, West Palm Beach, FL**

Manages day-to-day operation of Children's Legal Services, f/k/a Child Welfare Legal Services, including direct supervision of 28 professional, paraprofessional and support staff at 3 service centers, involving more than 1,200 court cases. Represents the Department in dependency and termination of parental rights proceedings in juvenile and appellate court. Provides legal advice to attorneys, program staff, community-based care agency, and administration on issues related to child welfare. Serves on local and statewide agency, court related and community committees and boards.

As senior attorney, represented several departmental programs, including substance abuse, mental health and developmental disabilities, juvenile delinquency/competency cases, and lockout cases. Facilitated transition of legal function from State Attorney's Office to Department within two month time period.

### **ASSISTANT DIRECTOR**

**1996 - 1997**

**Florida Foster Care Review Project, Inc., Miami, FL**

Managed and trained agency's professional staff and volunteers. Developed and implemented new reporting document for administrative and court review of 1,700 cases. Interacted frequently with Board members, and served as liaison to public and private entities. Acted on behalf of agency in Executive Director's absence.

**ASSISTANT DISTRICT LEGAL COUNSEL**  
**COORDINATOR, PROJECT FRESH START**

**1992 - 1996**

**Department of Children and Families, Miami, FL**

Developed and implemented coordinated effort to close more than 1,000 judicial protective services cases. As Assistant District Legal Counsel, provided legal representation for individual caseload totaling approximately 200 cases within Family Safety, and subsequently, managed and directed legal component of protective services program. Instituted new reporting system for 2,000 cases within agency's required responsibilities on a continuing basis, utilizing existing resources. Designed document, developed procedures and processes for implementation.

**ASSOCIATE DIRECTOR, GOVERNMENT & COMMUNITY AFFAIRS**  
**Children's National Medical Center, Washington, D.C.**

**1987 - 1992**

Established coordinated government relations and community affairs program within organization. Developed proactive legislative and grassroots advocacy effort on behalf of hospital within Federal, State and local arena and was successful in securing \$7.75M capital appropriations. Updated staff on legislative proposals and grant initiatives with impact analysis on organization. Effectively implemented unique programs and public awareness campaigns to supplement children's needs, utilizing volunteers and representatives of public, private and community-based organizations.

**COUNSEL, JUDICIARY SUBCOMMITTEE ON JUVENILE JUSTICE  
United States Senate, Washington, D.C.**

1985-1987

Advised Subcommittee Chairman on matters before the Judiciary Committee, including constitutional, juvenile justice, tort reform and immigration matters. Drafted legislation planned legislative hearings, investigative hearings, press conferences and other media events. Responded to constituents' requests for information. Assisted in preparation of voting record research for 1986 Senatorial Campaign.

**EDUCATION/CERTIFICATIONS/BOARD AND OTHER AFFILIATIONS:**

J.D. Degree, American University, Washington College of Law, 1980  
B.A. Psychology, American University, 1976  
Paralegal Certificate, University of Maryland, 1976  
Member, Florida Bar, 1982  
Member, District of Columbia Bar, 1989

Consultant, Federal Child and Family Services Reviews (2007)  
Department of Children and Families, Managing for Excellence/Certified Public Manager Program (2007)  
Graduate, Florida Department of Children and Families Child Welfare Leadership Program (2005)  
Graduate, Leadership, Palm Beach County, Class of 2004  
Member, Workgroup, Child Welfare System, Community Alliance of Palm Beach County,  
Member, Planning Committee, Unified Family Court, Fifteenth Judicial Circuit  
Member, Family Law Advisory Group, Fifteenth Judicial Circuit  
Member, Juvenile Practices Committee, Palm Beach County Bar Association  
Facilitator, Bench Bar Conference, Palm Beach County Bar Association  
Co-Chair, Health Mothers, Health Babies, D.C. Coalition  
Coordinator, Washington Area Immunization Coalition, National Immunization Campaign  
Administrator, Committee for Lead Elimination Action in the District of Columbia  
Political Campaign Involvement

**James Walsh, Esq.**

207 South Seacrest Circle  
Delray Beach, Florida 33444  
(561) 212-3858

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**Employment: Foster Children's Project**

Legal Aid Society of Palm Beach County  
West Palm Beach, Florida  
July 2001 - Present

Conceived, designed, implemented, and co-supervise this children's advocacy office to represent foster children with the goal of reducing the length of stay in foster care. The office has a staff of 25, including 13 attorneys, and a annual budget of 1.8 million. Since its creation in 2001, the Project has achieved permanency for over 1000 children in Palm Beach County with about 40% to 50% of these being adopted. The Project has also reduced the average length of stay in foster care from 43.9 months to 12 months for Palm Beach County children ages 6-10 and from 24 months to 12 months for children ages 0-5. These outcomes have been accomplished by the Project serving as attorneys ad litem to children in juvenile dependency court, litigating termination of parental rights trials and subsequent appeals, and working closely with Palm Beach County community partners and lead stakeholders to fashion a better child welfare and dependency court system. The Project was the subject of an extensive study performed by the Chapin Hall Center for Children of the University of Chicago which is available upon request.

**Juvenile Advocacy Project**

Legal Aid Society of Palm Beach County  
West Palm Beach, Florida  
November 1997 - June 2001

Served as an attorney ad litem for children. The Project's mission is to provide multi-forum advocacy for children in Palm Beach County, ages 0-18. The Project represents children involved in the court system in either dependency, delinquency, family, education, mental health, or substance abuse matters. Special emphasis is placed on children who are mentally handicapped either by a developmental disability or mental illness and who lack the critical testing and treatment needed to deal with emotional, psychological, or educational problems. The Project strives to make an impact by ensuring that children who are at risk are provided with the evaluations, treatment, community services, or legal representation they require.

**Child Welfare Legal Services**

State of Florida Department of Children and Families  
West Palm Beach, Florida  
December 1989 - July 1997

Served as a staff attorney representing the state's social workers before the juvenile court in all dependency proceedings. Litigated numerous termination of parental rights cases and appellate matters with an active caseload which at times exceeded 250 cases. From 1993 to 1997 supervised the legal office with a staff of 20 including 10 attorneys.

**Service:**

Trained Statewide Leadership of the Florida Guardian Ad Litem program.  
Developing Permanency Focused Offices, Spring, 2006

Trained case managers of the Florida Department of Children and Families on child welfare law.  
Preparation of Case Plans, Diligent Searches, Testifying in Court. 1994 - 1997

Accepted the Congressional Angels in Adoption Award from Congress for significantly reducing the amount of time children spend in foster care.  
Nominated by Representative Robert Wexler, 2003

Presenter at Dependency Court Improvement Summit, Orlando, Florida,  
Concurrent Planning, September, 2007

Served on the Department of Children and Families Child Protection Task Force subcommittee on child representation

**Education: Florida State University**

Juris Doctorate Degree from the College of Law, December 1988, Bailey Scholarship recipient

Bachelors of Science Degree in Communications, August 1986, Magna Cum Laude

**John J. Walsh, Esq.**

400 N.E. 4<sup>th</sup> Street  
Boca Raton, Florida 33432  
(561) 362-8486  
jnjswalsh@bellsouth.net

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**Employment:**      **Foster Children=s Project**

Legal Aid Society of Palm Beach County  
West Palm Beach, Florida  
July 2001 - Present

Conceived, designed, implemented, and co-supervise this children=s advocacy office to represent foster children with the goal of reducing the length of stay in foster care. The office has a staff of 25, including 13 attorneys, and an annual budget of \$1.8 million. Since its creation in 2001, the Project has achieved permanency for over 1000 children in Palm Beach County with about 40% to 50% of these being adopted. The Project has also reduced the average length of stay in foster care from 43.9 months to 12 months for Palm Beach County children ages 6-10 and from 24 months to 12 months for children ages 0-5. These outcomes have been accomplished by the Project serving as attorneys ad litem to children in juvenile dependency court, litigating termination of parental rights trials and subsequent appeals, and working closely with Palm Beach County community partners and lead stakeholders to fashion a better child welfare and dependency court system. The Project was the subject of an extensive study performed by the Chapin Hall Center for Children of the University of Chicago which is available upon request.

**Juvenile Advocacy Project**

Legal Aid Society of Palm Beach County  
West Palm Beach, Florida  
November 1997 - June 2001

Served as an attorney ad litem for children. The Project=s mission is to provide multi-forum advocacy for children in Palm Beach County, ages 0-18. The Project represents children involved in the court system in either dependency, delinquency, family, education, mental health, or substance abuse matters. Special emphasis is placed on children who are mentally handicapped either by a developmental disability or mental illness and who lack the critical testing and treatment needed to deal with emotional, psychological, or educational problems. The Project strives to make an impact by ensuring that children who are at risk are provided with the

evaluations, treatment, community services, or legal representation they require.

**Child Welfare Legal Services**

State of Florida Department of Children and Families  
West Palm Beach, Florida  
December 1989 - July 1997

Served as a staff attorney, and then as supervising attorney, representing the state=s social workers before the juvenile court in all dependency proceedings. Litigated numerous termination of parental rights cases and appellate matters with an active caseload which at times exceeded 250 cases. From 1993 to 1997 supervised the legal office with a staff of 20, including 10 attorneys.

**Service:** Trained Statewide Leadership of the Florida Guardian Ad Litem program. Developing Permanency Focused Offices, Spring, 2006

Trained case managers of the Florida Department of Children and Families on child welfare law. Preparation of Case Plans, Diligent Searches, Testifying in Court. 1994 - 1997

Testified before the Florida Senate on the need for greater representation of children in foster care in support of the Statewide Guardian ad Litem Program. 2006 General Session

Authored articles for the American Bar Association on the Foster Children Project=s mission, design and strategies.

American Bar Association Children=s Rights Litigation Committee Newsletter, A Permanency Focused Child Advocacy Office, Fall 2003

American Bar Association Child Law Practice Newsletter, Strategies For Achieving Timely Permanency, December 2005

American Bar Association Child Law Practice Newsletter, How to Survive and Thrive as a Children=s Lawyer, August 2007

Accepted the Congressional Angels in Adoption Award from Congress for significantly reducing the amount of time children spend in foster care. Nominated by Representative Robert Wexler, 2003

Served on committee rewriting the Florida juvenile statutes and authored portions of Florida child welfare law. In preparation for General Session 2006

Member of Community Alliance of Palm Beach County Child Welfare System Refinement and Alignment Initiative Committee, Summer 2007

Presenter at Dependency Court Improvement Summit, Orlando, Florida, Concurrent Planning, September, 2007

Appeared on NOW with David Brancaccio on PBS to discuss foster children and the ban on gay adoption in Florida, 2007

Board Member and Committee Chair, Heart Gallery of Palm Beach County

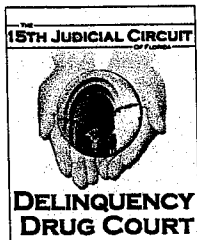
Member of the Department of Children and Families Child Protection Task Force subcommittee on child representation

Featured in the book Your America: Democracy=s Local Heroes by Sicheloff and Maloney, July, 2008

**Education: Florida State University**

Juris Doctorate Degree from the College of Law, December 1988, Bailey Scholarship recipient

Bachelors of Science Degree in Communications, August 1986, Magna Cum Laude



Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

The Delinquency Drug Court program is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. As the Delinquency Drug Court Coordinator, I have been actively involved in the planning process and will be part of the team once the drug court is established. Approximately 5% of time will be spent by the Delinquency Drug Court Coordinator involving activities for the planning and implementation committees.

I respectfully support approval of the proposed grant.

Sincerely,

Cristy Altaro  
*Delinquency Drug Court Coordinator*

205 NORTH DIXIE HIGHWAY — JUVENILE WING  
WEST PALM BEACH, FL 33401  
PHONE (561) 355-6586 • FAX (561) 355-7914





THE CIRCUIT COURT OF THE  
**FIFTEENTH JUDICIAL CIRCUIT**  
OF FLORIDA

CHAMBERS OF  
**RONALD V. ALVAREZ**  
CIRCUIT JUDGE

PALM BEACH COUNTY COURTHOUSE  
205 NORTH DIXIE HIGHWAY  
WEST PALM BEACH, FLORIDA 33401  
PHONE: 561/355-4410

June 4, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

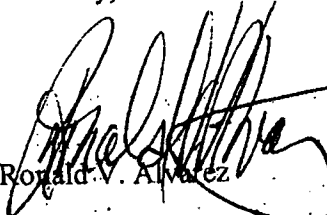
Dear Ms. Saunders,

I submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

As the presiding judge in the Delinquency Drug Court (DDC) for the Fifteenth Judicial Circuit, I see weekly the effect that such a court with its more intense supervision and immediate accountability can have on children with substance abuse issues. In all candor, we can have some of the parents of the children in DDC involved in the Family Drug Court Program, therefore serving the entire family.

I respectfully support approval of the proposed grant.

Sincerely,

  
Ronald V. Alvarez



Department of Public Safety  
20 S. Military Trail  
West Palm Beach, FL 33412  
(561) 712-6470  
Fax: (561) 712-6490  
[www.pbcgov.com](http://www.pbcgov.com)

■  
**Palm Beach County  
Board of County  
Commissioners**

Jeff Koons, Chairman  
Burt Aaronson, Vice Chairman  
Karen T. Marcus  
Shelly Vana  
Steven L. Abrams  
Jess R. Santamaria  
District 7

**County Administrator**  
Robert Weisman



"An Equal Opportunity  
Affirmative Action Employer"

June 3, 2009

To Whom It May Concern:

I am pleased to submit this letter in support of Palm Beach County's and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to establish a drug court for substance-abusing adults involved with the family dependency court as a result of child abuse and neglect issues. This grant falls in line with the commitment of Palm Beach's County to improve our capacity to serve individuals with substance abuse issues, particularly parents of minor children.

This grant funding will provide the resources necessary to facilitate the opportunity for individuals with substance abuse issues a chance to receive the help they need through effective community collaboration. I respectfully seek your approval of the proposed grant.

Sincerely,

A handwritten signature in black ink that reads "Vincent J. Bonvento".

Vincent J. Bonvento  
Asst. County Administrator/Director  
Palm Beach County  
Public Safety Department



THE CIRCUIT COURT OF THE  
**FIFTEENTH JUDICIAL CIRCUIT**  
OF FLORIDA

CHAMBERS OF  
**PETER D. BLANC**  
CIRCUIT JUDGE

COUNTY COURTHOUSE  
WEST PALM BEACH, FLORIDA 33401  
561/355-1721

June 11, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. Drug courts are evidence based and are proven to work. My experience in both family and juvenile divisions of the Court has convinced me there is a strong need for a drug court component as we work to heal these families and keep children with their parents. Drug courts will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

I respectfully support approval of the proposed grant.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter D. Blanc".

Peter D. Blanc  
Circuit Judge

PDB:sal



THE CIRCUIT COURT OF THE  
FIFTEENTH JUDICIAL CIRCUIT  
OF FLORIDA

CHAMBERS OF  
KATHLEEN J. KROLL  
CHIEF JUDGE

COUNTY COURTHOUSE  
WEST PALM BEACH, FLORIDA 33401  
561/355-4378

June 9<sup>th</sup>, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood,

I am willing to participate and collaborate with the Family Drug Court by serving as the Judge. Currently, I am involved in the planning process and will lead the team once the drug court is established. I will establish an oversight committee to guide the Family Drug Court from inception through implementation. Approximately 15% of my time will be spent on the operation and planning for this Family Drug Court.  
I respectfully support approval of the proposed grant.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Kroll", written over a horizontal line.

Kathleen J. Kroll  
Chief Judge  
Fifteenth Judicial Circuit



THE CIRCUIT COURT OF THE  
**FIFTEENTH JUDICIAL CIRCUIT**  
OF FLORIDA

CHAMBERS OF  
**KATHLEEN J. KROLL**  
CHIEF JUDGE

COUNTY COURTHOUSE  
WEST PALM BEACH, FLORIDA 33401  
561/355-4378

May 29<sup>th</sup>, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

To whom it may concern:

Court Administration is proud to be a collaborative partner with the Substance Abuse and Mental Health Office of the Department of Children and Families and Palm Beach County's efforts to establish a Family Drug Court. The Fifteenth Judicial Circuit has a long history of working collaboratively across systems to address the needs of individuals involved in the court system.

The U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention's FY 09 Family Drug Courts Program grant would allow for early intervention and immediate and concerted treatment for families involved in the Juvenile Dependency system. This type of intervention will increase compliance with court-ordered substance abuse treatment, and reunify families in the court's dependency jurisdiction within statutory time frames.

I feel this funding is vital to facilitate the opportunity for individuals involved in the Dependency system to have a chance to receive the help they need.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Kroll", written over a horizontal line.

Kathleen J. Kroll  
Chief Judge  
Fifteenth Judicial Circuit



STATE OF FLORIDA  
GUARDIAN AD LITEM  
FIFTEENTH JUDICIAL CIRCUIT

*Vicki A. Tucci, Esq.*  
*Circuit Director*

June 9, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

Please accept this correspondence as the 15<sup>th</sup> Circuit Guardian ad Litem Program's (GALP) letter of support for Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. The addition of this program to our current dependency system will provide a missing link for parents in Palm Beach County who have the desire to live a drug-free life and assume the full responsibilities of parenthood, but are in need of additional services and oversight.

Working within the dependency system, the GALP has frequent contact with parents who are suffering from drug and alcohol addiction and consequently not able to provide appropriate care for their dependent children. Often these individuals are willing to attempt to work through their individual addiction issues, however, without continual oversight they fail. As a result, the children suffer additional harm.

The GALP is looking forward to participating and collaborating with the courts on the Family Drug Court in an effort to target this dilemma and improve overall outcomes for families involved in the dependency system in Palm Beach County. Currently, we are involved in the planning process and will dedicate a staff member and team of volunteers who will serve as an integral part of the team once the drug court is established. I respectfully support approval of the proposed grant.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Tucci", written over a horizontal line.

Vicki A. Tucci, Esq.  
Circuit Director

Palm Bch County Courthouse - 205 North Dixie Highway - West Palm Beach, FL 33401 - Phone 561/355-2773 FAX 561/355-2727  
West County Government Center - 2976 State Road 15 - Belle Glade, FL 33430 - Phone 561/996-4894 FAX 561/996-4854



DIOCESE OF PALM BEACH

ADMINISTRATIVE OFFICE

PASTORAL CENTER

9995 N. Military Trail  
P.O. Box 109650  
Palm Beach Gardens, FL 33410-9650  
(561) 775-9560  
Fax: (561) 625-5906  
website: [www.diocesepb.org/charities](http://www.diocesepb.org/charities)

June 2, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders:

I am pleased to submit this letter in support of the grant being submitted to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. Catholic Charities is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County.

Catholic Charities has provided counseling and other social services in Palm Beach County for many years. We are especially interested in providing counseling to families involved in the Family Drug Court Program. We respectfully support approval of the proposed grant.

Sincerely,

Diann Jasinski, LCSW  
Associate Director  
Catholic Charities



PAGE 02/02

Diocesan Services Appeal  
Children's Services Council



06/02/2009 13:19 5616255906

125



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

George H. Sheldon  
Secretary

Perry Borman  
Circuit Administrator

June 8, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

The Florida Department of Children and Families strongly supports the 15<sup>th</sup> Judicial Circuit's proposal to develop a Family Drug Court Program in Palm Beach County, through the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention. Such a program, financed through the OJJDP FY 09 Family Drug Courts Program solicitation, would assist primary custodians who desire to be drug-free, responsible parents.

DCF's Substance Abuse and Mental Health Program Office, as well as the Family Safety Program, are well-prepared for the opportunity to collaborate with the Family Drug Court in order to strengthen families involved in the dependency system in Palm Beach County. Already, our Substance Abuse and Mental Health Program Office and our lead foster care agency, Child and Family Connections, are involved in the planning of the drug court and, of course, would remain an essential part of the team once the court is established. Several of the agencies that this circuit contracts with to provide substance abuse services through the Child Welfare Substance Abuse Network also would be close partners working toward the success of the drug court and the families it would serve.

The Department licenses 85 substance abuse agencies in Palm Beach County and works with the Department of Juvenile Justice, the child welfare agencies, the homeless providers and other groups in the community to ensure services reach more than 18,300 children and adults in need. This Circuit contracts with more than two dozen agencies that provide substance abuse and mental health services, including culturally competent crisis care and treatment for individuals and families whose children are endangered due to substance misuse.

We fully support this additional resource to help fulfill our mission of protecting the vulnerable, promoting strong and economically self-sufficient families, and advancing personal and family recovery and resiliency. Thank you for your consideration of the proposed grant.

Sincerely,

A handwritten signature in black ink that reads 'Perry Borman'. The signature is written in a cursive, flowing style.

Perry Borman  
Circuit Administrator

111 South Sapodilla Avenue • West Palm Beach • Florida 33401

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency





June 10, 2009

2300 High Ridge Road  
Boynton Beach, FL 33426

Main 561.740.7000  
Tel 800.331.1462  
Fax 561.835.1956  
www.cscpb.org

Nicole Sanders, MSW  
Director of Justice Services  
15<sup>th</sup> Judicial Circuit Court  
205 North Dixie Hwy  
West Palm Beach, Florida 33401

Dear Ms. Sanders:


On behalf of the Children's Services Council of Palm Beach County (CSC), I strongly support the development of a Family Drug Court Program in Palm Beach County and the application for funding to the Office of Juvenile Justice and Delinquency Prevention. The local partnership, including the Department of Children and Families' Substance Abuse and Mental Health Program Office, Child and Family Connections (the lead agency for foster care), and the 15<sup>th</sup> Judicial Circuit Court, are fully prepared to strengthen families who want to be drug-free.

The CSC's goals are that children begin life healthy, enter school ready, and thrive in quality afterschool activities. While our focus is on prevention and early intervention for our county's children and their families, we fully advocate for those services that help to ensure that the complex and varied needs of families in crisis are addressed.

As we implement the evidence-based Positive Parenting Program (Triple-P), we will collaborate with the Family Drug Court to train staff in theories and parenting principles that promote positive social/emotional growth, such as self-sufficiency and self-regulation.

We look forward to continued collaboration with the Family Drug Court and participation in the planning and growth of the program.

Sincerely,



Gaetana Ebbola  
Chief Executive Officer

Expect **Success**



# Comprehensive Alcoholism Rehabilitation Programs, Inc.

5410 East Avenue • P.O. Box 2507 • West Palm Beach, Florida 33402 • (561) 844-6400 • Fax (561) 844-7575

*Treatment Works!*

June 4, 2009

Ms. Nicole Saunders, MSW  
US Department of Justice  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

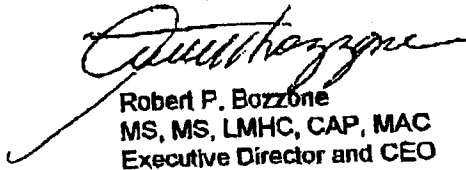
I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

The Comprehensive Alcoholism Rehabilitation Programs (CARP), Inc. is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Currently, the Comprehensive Alcoholism Rehabilitation Programs (CARP), Inc. is involved in the planning process and will be an integral part of the team, once the drug court is established. Approximately 2.5% of a full time employee's time will be spent by CARP, Inc. for activities such as operation and planning for this Family Drug Court.

Additionally, our agency is in partnership with the Circuit 15 Substance Abuse and Mental Health Program Office to provide substance abuse services through the Child Welfare Substance Abuse Network. We will ensure timely access to culturally competent substance abuse crisis; treatment; and aftercare services for individuals and families who are endangering the welfare of their children, due to substance misuse.

I respectfully support approval of the proposed grant.

Sincerely,

  
Robert P. Bozzone  
MS, MS, LMHC, CAP, MAC  
Executive Director and CEO





**State of Florida  
Department of Children and Families**

**Charlie Crist**  
*Governor*

**George H. Sheldon**  
*Secretary*

June 8, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders:

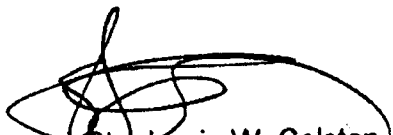
I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

The Substance Abuse Program Office is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Currently, the Substance Abuse Program Office is involved in the planning process and will be an integral part of the team once the drug court is established.

Additionally, our agency is in partnership with the Circuit 15 Substance Abuse and Mental Health Program Office to provide substance abuse services through the Child Welfare Substance Abuse Network. We will ensure timely access to culturally competent substance abuse crisis; treatment and aftercare services for individuals and families who are endangering the welfare of their children due to substance misuse.

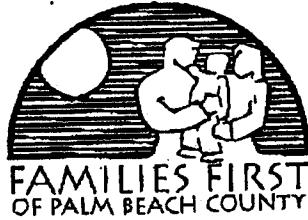
I respectfully support approval of the proposed grant.

Sincerely,

  
Stephenie W. Colston, M.A.  
Director of Substance Abuse

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



**Stronger Families - Stronger Communities**

3333 Forest Hill Boulevard • Second Floor • West Palm Beach, FL 33406

Administration Tel: (561) 721-2887 • Fax: (561) 271-2893 • Services: (561) 721-2802 • Fax: (561) 721-2809 • Website: www.familiesfirstpbc.org

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Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug free life and assume the full responsibilities of parenthood.

The TOPWA (Targeted Outreach for Pregnant Women Act) program is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Currently, the TOPWA program is involved in the planning process and will be an integral part of the team once the drug court is established. The TOPWA program will spend time to assist with activities such as operation and planning for this Family Drug Court. I respectfully support approval of the proposed grant.

Sincerely,

Melissa M. Jenkins, MPA  
Program Supervisor  
3333 Forest Hill Blvd. 2<sup>nd</sup> Floor  
West Palm Beach, FL 33406

The mission of Families First is to create opportunities with families to embrace their hope, strength and potential for change



**Gratitude House**  
HERE THERE IS HOPE

Operated by Gratitude Guild, Inc.

317 North Lakeside Court  
West Palm Beach, FL 33407

Telephone: (561) 833-6826  
Fax: (561) 832-4087

June 3, 2009

Ms. Nicole Saunders, MSW  
Director of Justice Services  
2005 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

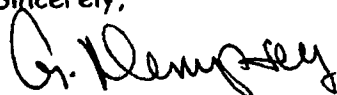
It is with great pleasure and without hesitation that I submit this letter of support of our partners in Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a much needed mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of raising their children in a nurturing, wholesome, and loving environment.

Gratitude House is prepared with programs in place to participate and collaborate with the Family Drug Court in order to ensure improved outcomes for families involved in the dependency and recovery system now available in Palm Beach County. We are pleased to have been invited to have a role in the planning process and in moving forward we would hope to avail the Family Drug Court of our existing parenting and life skills instruction and healthy child development education programs.

Gratitude House also offers job preparation training with our Job Coach program and a full range of programs to chemically dependent pregnant/post partum women in a residential setting including prevention groups for their children ages 6-18. We also help clients access other community services. We would anticipate spending approximately 10 hours per month for planning and operations for this Family Drug Court Program.

Again, on behalf of Gratitude House I respectfully support approval of the proposed grant.

Sincerely,

  
Gail Dempsey, MSW, CAP  
Executive Director



# Housing Partnership

A Member of the Community Partnership Group

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

June 3, 2009

Dear Ms. Saunders,

I am pleased to submit this letter of support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the US Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

The TANF Supportive Housing Program is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Our program can provide services to families including apartment search assistance, landlord-tenant education, budgeting, home visits, independent living skills, as well as other services depending on the needs of the family. Currently the TANF Supportive Housing Program is involved in the planning process and will be an integral part of the team once the drug court is established. Approximately 20% of time will be spent by the TANF Supportive Housing Program for activities such as operation and planning for this Family Drug Court.

I respectfully support approval of the proposed grant.

Sincerely,

*Amy DiBartolo*

Amy DiBartolo, LCSW  
Director of Supportive Housing



Housing Partnership, Inc.  
2001 W. Blue Heron Blvd.  
Riviera Beach, FL 33404  
(561) 841-3500  
Fax: (561) 841-3555  
[www.gocpg.org](http://www.gocpg.org)



## Housing Partnership

A Member of the Community Partnership Group

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

Housing Partnership's Partners for Change program is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Currently, the Partners for Change program is involved in the planning process and will be an integral part of the team once the drug court is established. Approximately 10% of time will be spent by the Partners for Change program for activities such as operation and planning for this Family Drug Court.

Additionally, our agency is in partnership with the Circuit 15 Substance Abuse and Mental Health Program Office to provide substance abuse services through the Child Welfare Substance Abuse Network. We will ensure timely access to culturally competent substance abuse crisis; treatment and aftercare services for individuals and families who are endangering the welfare of their children due to substance misuse.

I respectfully support approval of the proposed grant.

Sincerely,

Patrick McNamara LCSW

President and CEO



Housing Partnership, Inc.  
2001 W. Blue Heron Blvd.  
Riviera Beach, FL 33404  
(561) 841-3500  
Fax: (561) 841-3555  
[www.gocpg.org](http://www.gocpg.org)



# Legal Aid Society of Palm Beach County, Inc.

423 Fern Street, Suite 200, West Palm Beach, FL 33401

Ph: (561) 655-8944 • Fax: (561) 655-5269 • 1-800-403-9353 (South & West County ONLY)

Website: [www.legalaidpbc.org](http://www.legalaidpbc.org)

June 4, 2009

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United Way of Palm Beach County  
Additional Funding Provided  
by Palm Beach County

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and will provide evaluation and referral for children of parents involved in the Family Drug Court.

The Legal Aid Society of Palm Beach County is willing to participate and collaborate with the Family Drug Court through our Foster Children's Project, which provides each child in the foster care system an attorney to represent and advocate for them in court matters; the Juvenile Advocacy Project, which provides legal representation and advocacy for appropriate placement and/or treatment for children through age 18; the Relative Caregivers Project, which provides legal advice and representation for caretakers of minor children and the Education Advocacy Project, which helps to ensure that children are provided with equal, high-quality learning opportunities. Currently, the Legal Aid Society of Palm Beach County is aware of the planning process and will be an integral part of the advisory team once the drug court is established. Approximately 15% of staff time will be spent by the Legal Aid Society of Palm Beach County for activities such as operation and planning for this Family Drug Court.

I respectfully support approval of the proposed grant.

Sincerely,

  
Robert A. Bertisch, Esq.  
Executive Director

RAB/ns

**LEGAL AID OFFICIAL SPONSORS**

Goody Two Shoes PROSKAUER ROSE LLP **National City**





Breaking the Cycle  
of Homelessness

June 4, 2009

Ms. Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders:

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

The Lord's Place is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Currently, The Lord's Place is involved in the planning process and will be an integral part of the team once the drug court is established. Approximately ten (10) hours per month will be spent by The Lord's Place for activities such as operation and planning for this Family Drug Court.

The Lord's Place is a nonprofit organization dedicated to breaking the cycle of homelessness in Palm Beach County. The agency provides housing, case management, job training, recovery support, parenting classes, life skills, and domestic violence counseling.

I am honored to support the approval of the proposed grant.

Sincerely,

Diana L. Stanley  
Executive Director

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**Executive Director**

Diana L. Stanley

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Men's Campus:  
Joshua House  
Operation JumpStart  
Recovery Center  
One More Time, Thrift Shop & Coffee Bar

**Mission**

The Lord's Place is dedicated to breaking the cycle of homelessness by providing innovative, compassionate and effective services to men, women and children in our community.



P.O. Box 3265, West Palm Beach, FL 33402 Phone (561) 494-0125 Fax (561) 494-2922  
[www.thelordsplace.org](http://www.thelordsplace.org)

The Lord's Place is a 501(c)(3) organization and all donations are tax deductible according to IRS Rules and Regulations. Tax ID # 59-240502

# NEW OPTIONS OF RPB, INC.

June 8, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders:

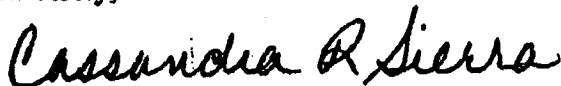
I am please to submit this letter in support of the Palm Beach County and the Fifth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live drug-free life and assume the full responsibilities of parenthood.

The New Options of RPB, Inc. program is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. We are located in the western part of Palm Beach County, Belle Glade, FL and Wellington, FL., where services are much needed in these two communities.

Currently, the New Options program is involved in the planning process and will be an integral part of the team once the drug court is established. New Options is willing to link and collaborate with the Family Drug Court to provide a Batterer's Intervention Program (Domestic Violence psycho-educational program for victims and perpetrator), anger management education, substance abuse counseling, parenting education and mental health counseling. Approximately, 10-15 hours a month will be spent by the New Options program for activities such as operation and planning for the Family Drug Court.

I respectfully support approval of the proposed grant.

Sincerely,



Cassandra R. Sierra, M.S., CAP, CRPS, ICADC  
Executive Director

Telephone: 561-790-3200

Fax: 561-790-4545

Jun. 08 2009 07:38AM P2

FAX NO. :

FROM :



**OAKWOOD CENTER**  
of the Palm Beaches, Inc.

1041 45<sup>th</sup> Street • West Palm Beach, FL 33407-2415 • (561) 383-8000

June 5, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders:

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

The PANDA program of the Oakwood Center of the Palm Beaches, Inc. is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Currently, the PANDA program is involved in the planning process and will be an integral part of the team once the drug court is established. Approximately four (4) hours per month of time will be spent by the PANDA program for activities such as operation and planning for this Family Drug Court.

Additionally, our agency is in partnership with the Circuit 15 Substance Abuse and Mental Health Program Office to provide substance abuse services through the Child Welfare Substance Abuse Network. We will ensure timely access to culturally competent substance abuse crisis treatment and aftercare services for individuals and families who are endangering the welfare of their children due to substance misuse.

I respectfully support approval of the proposed grant.

Sincerely,

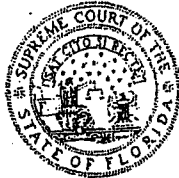
Linda C. DePiano, Ph.D.  
Chief Executive Officer  
Oakwood Center of the Palm Beaches, Inc.

*A not-for-profit, Joint Commission Accredited, Community Behavioral Healthcare Organization*

Certified by Nonprofits First



[www.oakwoodcenter.org](http://www.oakwoodcenter.org)



**Office of the State Courts Administrator**

Phone: (850) 922-5081 Fax: (850) 488-0156  
e-mail: [osca@flcourts.org](mailto:osca@flcourts.org)

June 10, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, Florida 33401

RE: OJDP FY 09 Family Drug Courts Program (CFDA #16.585) Letter of Support

Dear Ms. Saunders:

As the State Courts Administrator, I am writing to express my support of the Fifteenth Judicial Circuit's grant application with the Office of Juvenile Justice and Delinquency Prevention to implement a family dependency drug court in Palm Beach County. I am pleased that these grant funds will provide substance abuse treatment services to Palm Beach County residents who qualify and have a desire to participate in drug court.

The Office of the State Courts Administrator supports family dependency drug courts statewide as these programs seek to protect the safety and welfare of children while also providing the child's parent or caregiver with the tools they need to address their substance abuse issues. Drug courts provide the opportunity for parents to obtain the resources they need to become sober and responsible caregivers who can provide their children with a stable and nurturing home. Drug Courts ultimately save lives and keep families together.

I applaud your circuit's efforts to expand the family dependency drug court in Palm Beach County. If there is anything my office can do to assist your circuit throughout the planning and implementation process, please do not hesitate to contact my drug court staff in the Office of Court Improvement at (850) 414-1507.

Sincerely,

A handwritten signature in cursive script that reads "Elisabeth H. Goodner".

Elisabeth H. Goodner

LG: ag

cc: The Honorable Kathleen Kroll, Chief Judge  
The Honorable Peter Blanc, Chief Judge-elect  
Barbara Dawicke, Trial Court Administrator

15<sup>th</sup> Judicial Circuit  
Palm Beach County Drug Court Office  
3228 Gun Club Road, Rm. B-126  
West Palm Beach, FL 33406  
561-688-4530



June 9, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders,

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

As the Fifteenth Judicial Circuit's Drug Court Coordinator, I am willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Currently, I am involved in the planning process and will be an integral part of the team once the drug court is established. Approximately 10% of my time will be spent for activities such as operation and planning for this Family Drug Court.

I respectfully support approval of the proposed grant.

Sincerely,

A handwritten signature in cursive script that reads "Dorrie Tyng".

Dorrie Tyng  
Drug Court Coordinator  
Fifteenth Judicial Circuit

Charlie Crist  
Governor

Ana M. Viamonte Ros, M.D., M.P.H.  
State Surgeon General

June 3, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Hwy.  
West Palm Beach, Florida, 33401

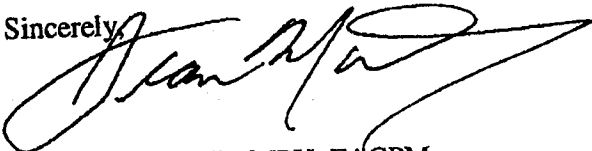
Dear Ms. Saunders,

I am pleased to submit this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

The Palm Beach County Health Department is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County. Specifically, The Palm Beach County Health Department is willing to work towards establishing the linkage between these vulnerable adults and their children and the provision of health care. Currently, the Palm Beach County Health Department is involved in the planning process and will be an integral part of the team once the drug court is established. The Palm Beach County Health Department will continue to be involved in the planning for this Family Drug Court.

I respectfully support approval of the proposed grant.

Sincerely,



Jean Malecki, MD, MPH, FACPM  
Director Palm Beach County Health Department  
826 Evernia Street  
West Palm Beach, Florida 33401



**PALM BEACH COUNTY HEALTH DEPARTMENT**  
Post Office Box 29 / 826 Evernia Street, West Palm Beach, FL 33402  
Jean M. Malecki, MD, MPH, FACPM, Director  
[www.pbchd.com](http://www.pbchd.com)  
TELEPHONE (561) 355-3113 FAX (561) 355-3165



P.O. Box 1989  
 West Palm Beach, FL 33402-1989  
 (561) 355-2001  
 FAX: (561) 355-3990  
 www.pbcgov.com

**Palm Beach County  
 Board of County  
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- Karen T. Marcus
- Shelley Vana
- Steven L. Abrams
- Jess R. Santamaria

**County Administrator**

Robert Weisman



*"An Equal Opportunity  
 Affirmative Action Employer"*

printed on recycled paper

June 04, 2009

Nicole Saunders, MSW  
 Director of Justice Services  
 205 North Dixie Highway  
 West Palm Beach, FL 33401

Dear Ms. Saunders:

I am pleased to submit this letter in support of Palm Beach County Justice Services and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation.

The purpose of this proposal is to build the capacity of state and local courts and units of local government to develop and establish drug courts for substance-abusing adults involved with the family dependency court, as a result of child abuse and neglect issues. This opportunity will significantly improve Palm Beach County's capacity to serve these individuals and is in line with the County's Criminal Justice, Mental Health and Substance Abuse Strategic Planning.

I respectfully support approval of the proposed grant.

Sincerely,

Commissioner Jeff Koons  
 Chairman

# WAYSIDE HOUSE

378 N.E. Sixth Avenue  
Delray Beach, Florida 33483

Telephone: 561-278-0055  
561-732-5511  
FAX: 561-278-6368

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### Executive Director

Jill W. Reece

June 4, 2009

Nicole Saunders, MSW  
Director of Justice Services  
205 North Dixie Highway  
West Palm Beach, FL 33401

Dear Ms. Saunders:

Wayside House Inc. is pleased to provide this letter in support of Palm Beach County and the Fifteenth Judicial Circuit's proposal to the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, for funding through the OJJDP FY 09 Family Drug Courts Program solicitation. This opportunity will provide a mechanism to help primary custodians in Palm Beach County live a drug-free life and assume the full responsibilities of parenthood.

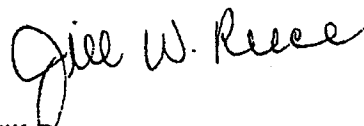
The Cocoon Children and Family Center is willing to participate and collaborate with the Family Drug Court in order to improve outcomes for families involved in the dependency system in Palm Beach County.

The Cocoon Center provides services to children and families to participate in healing the devastating and generational effects of substance abuse. Services include individual and family counseling and age appropriate children's programs, parenting education groups, family education and family support groups.

Currently, the Cocoon Center program is involved in the planning process of the Family Drug Court and will be an integral part of the team once the drug court is established. Approximately up to 20 % of the program's time will be spent for activities such as operation and planning for this Family Drug Court.

I respectfully support approval of the proposed grant.

Sincerely,



Jill Reece  
Executive Director





**CIRCUIT 15  
INTEGRATION OF SUBSTANCE ABUSE SERVICES  
INTO  
THE CHILD WELFARE SYSTEM**

**A. Co-Location:**

The parties agree the position for the single point of access for substance abuse services be contracted to a community based substance abuse agency, The Drug Abuse Foundation of Palm Beach County, Inc. (DAF) has been designated as the single access point for the Circuit. In accordance with statewide procedures, when possible, the substance abuse services are co-located with staff working within the Child Welfare System.

**Family Intervention Specialists (FIS).** Circuit 15 is currently funded to provide three (3) Family Intervention Specialist to perform screening, assessment, referral, linkage and case management for individuals with severe substance abuse disorders. The duties performed are to be in accordance with FIS Guidelines. (Attached) The FIS positions are currently contracted with the Drug Abuse Foundation of Palm Beach County, Inc. In recognizing the need exceeds the demand, DAF has authorized an additional FIS positions to ensure countywide availability.

**Substance Abuse Intervention Specialist (SIS).** In addition to the FIS positions, the Department has allocated funding to support three (3) additional staff, Substance Abuse Intervention Specialist (SIS), to ensure timely screening and assessment of parents involved in the Child Welfare System. Their duties are limited to screening, assessment and referral of parents involved in the Child Welfare System.

**B. Identification of Alcohol and Other Drug Addiction, and Potential Child Abuse and Neglect:**

**1. Child Welfare Staff**

- The Department of Children and Families, Protective Supervision units and/or Child and Family Connections agree to make screening for substance abuse disorders a standard element of every child welfare risk assessment. The screening will incorporate collateral contact information, as well as drug testing, when appropriate. (Please see Florida Department of Children and Families Investigative Report (Child Safety Assessment) and Initial In-Home Safety Assessment (Attached).

**2. Substance Abuse Provider Responsibilities**

- Circuit 15 Substance Abuse contracted providers will identify signs of potential child abuse and neglect as a standard part of substance abuse screening and assessment as part of the bio-psycho-social assessment process. As described in the Training Section K of the substance abuse procedures, training will be provided for substance providers on screening/identifying child maltreatment. The following language will be incorporated into each agency's bio-psycho-social assessment:

1. Number of Children?
2. Ages of children?

3. Where are your children living?
4. Who cares for your children when you are using or looking for drugs?
5. Can you tell me about your average day? *(key on attention to children and explore child/consumer relationship)*
6. Has anyone ever expressed concern for the safety of your children? If so, who?
7. Has anyone ever filed an abuse report to the Department of Children and Families? If so, what was the outcome?
8. Are you involved in a current situation with DCF? If so, acquire name, etc. of worker.

#### C. Assessment Process

The Drug Abuse Foundation of Palm Beach County, Inc. has been designated as the single point of access for individuals suspected of substance abuse who involved in the Child Welfare System. The agency will provide a Comprehensive Substance Abuse and Mental Health Assessment conducted by an individual holding at a minimum a Master's degree in the Healing Arts and under the supervision of a Qualified Professional.

#### D. Referral Process

(Drug Abuse Foundation of Palm Beach County, Inc.)

##### Referral Process for Substance Abuse Services

1. Upon suspicion of substance abuse/use issues affecting the safety and well being of dependent youth, Child Welfare staff will complete the *Child Welfare Service Request Form* (Attached) and along with the required supporting documents, fax to the Drug Abuse Foundation of Palm Beach County's designated fax line: (561) 266-7388. A referral must include the following information:
  - o DAF Referral Form:
  - o Copies of relevant assessments
  - o Recommendations
  - o Background information that may be of use in conducting the screening/assessment.
2. Upon receipt of the completed referral packet, DAF will:
  - o Acknowledge the receipt of the referral
  - o Assess the client.
    - DAF will reserve blocks of time for "walk-in" appointments.
    - If consumer is not readily available:
      - Contact the individual within 24 hours to schedule an appointment for screening and assessment.
      - If appointment is scheduled: Within 24 hours of confirmation, "Appointment Notification Letter" is sent to CW staff.
      - If appointment is NOT scheduled: "No Response Alert" is sent to CW staff.
      - If appointment is not scheduled within 20 days, "Case Closure Notice" will be sent to CW staff.

3. Within 3 days from receipt of the completed referral packet, DAF will complete the assessment and forward results to the Child Welfare staff who initiated the referral.

- If client is engaged and completes the assessment:  
"Assessment Report Letter" is sent to CW staff within 24 hours of the assessment
- If client fails to keep appointment:  
"No Show Alert" is sent to CW staff within 48 hours.  
"Case Closure Notice" is sent to CW staff if client has not completed assessment within 30 days.

**E. Care Coordination/Case Management of Substance Abuse Issues**

The Circuit 15 Substance Abuse and Mental Health Program Office and their contracted providers will ensure for prompt communication with child welfare staff regarding whether an individual referred by child welfare actually made contact with the treatment modality to which they were referred.

**o For individuals enrolled in Family Intervention Services (FIS):**

Upon completion of assessment, client will be referred and linked with recommended service provider. The following reports will be implemented:

- **"REFERRAL for Substance Abuse Services"**  
This form is to be completed by the Drug Abuse Foundation to refer a participant involved with the Child Welfare System to community based substance abuse treatment. Assessment is to be attached.

Upon enrollment into the recommended service, the community based, substance abuse provider will communicate to the Family Intervention Specialist the outcome of the referral and on-going monthly status. The following report will be implemented:

- **"STATUS REPORT" Child Welfare/Substance Abuse Network**  
This form is to be completed by community based substance abuse providers upon admission of Child Welfare involved consumer and monthly thereafter until discharge.

Individuals enrolled in the FIS services are eligible for financial assistance to eliminate the barriers for entering substance abuse treatment and maintaining a program of recovery. Funds can be accessed through the Drug Abuse Foundation's Family Intervention Specialist.

Upon discharge of a Child Welfare involved consumer, the community-based, substance abuse provider will notify the Family Intervention Specialist. The following reports will be implemented:

- **"SUBSTANCE ABUSE DISCHARGE NOTIFICATION"**  
This form is to be completed upon discharge of a participant involved in the Child Welfare System. Please complete the form along with the

*CWLS Relapse Prevention Plan and fax to the Drug Abuse Foundation at (561) 266-7388.*

• **"CHILD WELFARE SUBSTANCE ABUSE RELAPSE PREVENTION PLAN"**

*This form is to be completed upon discharge of a participant involved with the Child Welfare System. Please complete the form along with the Discharge Notification Form and Fax to the Drug Abuse Foundation at (561) 266-7388.*

**Case Consultation:** In order to encourage a seamless system of care for Child Welfare involved individuals with substance abuse issues monthly oversight/consultation meetings have been established to review operating protocols and share information pertaining to individual cases. Meetings have been scheduled as follows:

1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Fridays of the month:  
9 AM SAMH Program Office

3<sup>rd</sup> Friday of the month:  
9 AM Belle Glade Service Center

**F. Confidentiality**

In accordance with the statutory basis that guides confidentiality for substance abuse, mental health and child welfare systems (*Chapter 397.501 (7), F.S.; 42 C.F.R., Part 2; 42 U.S.C. 1320d, 45 C.F.R., Parts 160 and 164; section 394.4615 (1), F.S. and section 39.202, F.S. and HIPAA guidelines*) staff will adhere to the following protocols to ensure sharing of information:

1. Child Welfare Staff will complete a Release of Confidentiality form prior to the referral to the Drug Abuse Foundation of Palm Beach County. (Attached)
2. Drug Abuse Foundation will initiate a Release of Confidentiality form prior to referral to community based substance abuse provider.
3. Accepting agency will initiate a Release of Confidentiality for Child Welfare and DAR if appropriate.

**G. Effective and Accessible Treatment Services**

The Circuit 15 Substance Abuse and Mental Health Program Office will make every effort to prioritize individuals involved in the child Welfare System for substance abuse services. Within the financial requirements set forth in statute, Substance Abuse TANF funding will be utilized to allow agencies to work with the entire family unit.

The contracted substance abuse providers have agreed to carve out SAMH contracted services and identify those services for individuals involved in the Child Welfare System. The carved out services will be referred to as the "Substance Abuse Child Welfare Network" and will consist of a continuum of services, i.e. detoxification, out-patient, residential, in-home, etc. Contracted agencies will admit Child Welfare involved clients referred by the Drug Abuse Foundation within 72 hours of contact up to the agreed upon following census:

Agency	SOL	M	Confidential		Contact Person
			Male	Female	

CARP	40:10 BG 25WP 10 LW	0	8	2	Mandi Smith
Center for Family Services	10: WPB	0			David Claud
Drug Abuse Foundation of PBC	40: RB/WPB	0	8	2	Lee Miller
Drug Abuse Treatment Assoc.	10- In-Home	0			John Fowler
Gratitude House	0	5		8	Carol Lazarus
Housing Partnership			6	2	Kerry Wallia
Oakwood Center-BG	0	0		8	Yvonne Branch
Wayside House	5	5		3	Carol Mao Kenzie
<b>Total</b>					
		<b>OP</b>	<b>BN</b>	<b>Residential</b>	
				<b>Male</b>	<b>Female</b>
		<b>115</b>	<b>10</b>	<b>22</b>	<b>25</b>

The Circuit 15 Substance Abuse and Mental Health Program Office will maintain charts of contracted substance abuse providers, detailing services available, funding considerations and contact information. The charts will be updated when appropriate and provided to the Drug Abuse Foundation of Palm Beach County, Inc.

**E. Continuing Care**

Goal: Child Welfare Cases are successfully engaged after their completion of substance abuse treatment to facilitate a safe transition into the community. In support of the goal, the Drug Abuse Foundation of Palm Beach County will utilize the following methods:

- o Monthly Outcome
- o Tracking Form,
- o Overlay visits
- o Drug testing
- o Continued Advocacy
- o Continued Case Management
- o Child Welfare Reporting

The following reports shall be submitted Child Welfare within specified time frames:

- o "Monthly Outcome Tracking Form": 48 hours from when the MOIF was completed.
- o "Closure Summary Report": 48 hours from the last and final engagement with the client.

**I. Prevention and Treatment Services for Children**

The Circuit 15 Substance Abuse and Mental Health Program Office will work collaboratively with community based providers to implement and maintain science based prevention programs that address the risk and protective factors of individuals involved with Child Welfare.

147

The Circuit 15 SAMH Program Office will include the name, location, contact information, as well as the risk and protective factors addressed on a Circuit-wide prevention log. The log will be available to all CW staff as well as the Drug Abuse Foundation of Palm Beach County.

**J. Training**

The Circuit 15 Substance Abuse and Mental Health Program and Child and Family Connections will utilize pre-service, in-service and cross system training to fill information gaps and improve the ability of administrators and on-line staff to identify and intervene with families involved in each system. Training will focus on the core training to understand how each system functions as well as the development and maintenance and other important competency areas. It will also focus on learning about the resources that exist at the state and community levels and appropriate referral processes.

The parties agree to participate in the following specific cross trainings:

**A. Pre-Service Training:**

Due to the regionalization of the Department of Children and Families, pre-service training provided on the regional level does not include education pertaining to local resources available for substance abuse services or procedures established to ensure timely assessment, referral, linkage and case management of individuals in need of substance abuse services. Therefore, to ensure staff is knowledgeable of the aforementioned, an additional day of Pre-Service Training will be locally added and provided in the Circuit and structured as follows:

Time	Topic	Agency Responsible
9:00 - 9:30 AM	Introductions	SAMH
9:30 - 10:30 AM	Intro to Substance Abuse <ul style="list-style-type: none"> <li>• Differentiation between use, abuse and dependence;</li> <li>• How to identify and intervene with substance use and addiction;</li> <li>• Addiction as a family disease, the dynamics of substance abusing families and impact on parenting;</li> <li>• An Awareness of the phases of substance abuse recovery as measures of parent's readiness for child custody</li> </ul>	SAMH
10:30-10:45	Break-Brownies!	
10:45-Noon	Marshall Act and Confidentiality	SAMH
Noon- 1 PM	Lunch	
1:00 - 2:00	Overview of CIRCUIT 15 SA Services: <ul style="list-style-type: none"> <li>a. What providers do and their capacity, and what local resources exist and how they differ;</li> </ul>	SAMH
2:00 - 2:30	CIRCUIT 15 SA/Child Welfare Procedures: <ul style="list-style-type: none"> <li>• Referral</li> <li>• Assessment</li> <li>• FIS Services</li> <li>• Joint case planning</li> </ul>	DAF
2:30-2:45	Break-Cookies!	
2:45-4:00	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr.

		CARP Wayside DATA
4:00-4:30	Questions	

**B. Periodic Substance Abuse Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Child Welfare administrations. Training will be structured as follows:

Time	Topic	Agency Responsible
1 Hour	Overview of CIRCUIT 15 SA Services: b. What providers do and their capacity, and what local resources exist and how they differ.	SAMH
.5 Hour	CIRCUIT 15 SA/Child Welfare Procedures: • Referral • Assessment • FIS Services • Joint case planning	DAF
25 Hour	Break-Cookies!	
1.5 Hour	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr. CARP Wayside DATA
.5 Hour	Questions	

**Child Welfare Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Substance Abuse administrations. Training will be structured as follows:

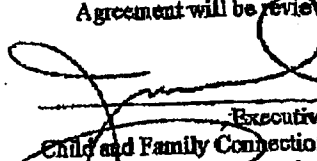
Time	Topic	Agency Responsible
1 Hour	Overview of CW Services: What happens upon receipt of an abuse allegation? How does the CW system work?	Child Welfare
.5 Hour		
.25 Hour	Break-Cookies!	
1.5 Hour	Child Welfare Networking: Each service center has a designated single point of contact for each unit.	
.5 Hour	Questions	

**ATTACHMENTS:**

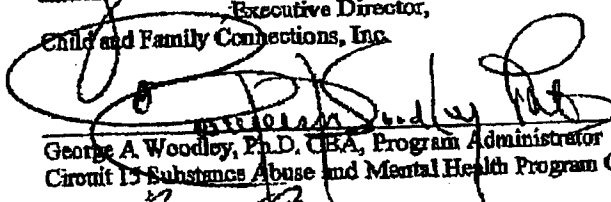
- o Florida Guidelines for Family Intervention Specialists
- o Florida Department of Children and Families Investigative Report (Child Safety Assessment)
- o Initial In-Home Safety Assessment
- o Child Welfare Service Request Form
- o Appointment Notification Letter
- o No Response Alert
- o Case Closure Notice

- o No Show Alert
- o Assessment Report Letter
- o Referral for Substance Abuse Services
- o Status Report
- o Substance Abuse Discharge Notification
- o Child Welfare Substance Abuse Relapse Prevention Plan.
- o Closure Summary Report
- o Monthly Outcome Tracking Form
- o Substance Abuse Agency Single Points of Access for Child Welfare
- o Circuit 15 Contracted Substance Abuse Services: Adult and Adolescent

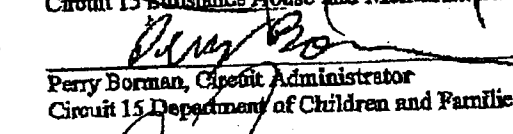
We, the undersigned, agree to the terms of this Policy Working Agreement and knowledge this Agreement will be reviewed on an annual basis or upon request.

  
 \_\_\_\_\_  
 Executive Director,  
 Child and Family Connections, Inc.

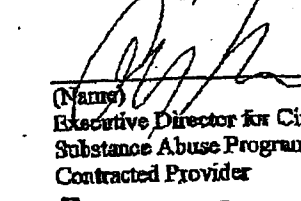
6-9-09  
Date:

  
 \_\_\_\_\_  
 George A. Woodley, Ph.D., CKA, Program Administrator  
 Circuit 15 Substance Abuse and Mental Health Program Office

6/9/09  
Date:

  
 \_\_\_\_\_  
 Perry Borman, Circuit Administrator  
 Circuit 15 Department of Children and Families

6/8/09  
Date:

  
 \_\_\_\_\_  
 (Name) **DRUG ABUSE FOUNDATION** (Agency) 06/11/09 Date  
 Executive Director for Circuit 15  
 Substance Abuse Program Office's  
 Contracted Provider

**[ALTON TAYLOR**



**CIRCUIT 15  
INTEGRATION OF SUBSTANCE ABUSE SERVICES  
INTO  
THE CHILD WELFARE SYSTEM**

**A. Co-Location:**

The parties agree the position for the single point of access for substance abuse services be contracted to a community based substance abuse agency, The Drug Abuse Foundation of Palm Beach County, Inc. (DAF) has been designated as the single access point for the Circuit. In accordance with statewide procedures, when possible, the substance abuse services are co-located with staff working within the Child Welfare System.

**Family Intervention Specialists: (FIS).** Circuit 15 is currently funded to provide three (3) Family Intervention Specialist to perform screening, assessment, referral, linkage and case management for individuals with severe substance abuse disorders. The duties performed are to be in accordance with FIS Guidelines. (Attached) The FIS positions are currently contracted with the Drug Abuse Foundation of Palm Beach County, Inc. In recognizing the need exceeds the demand, DAF has authorized an additional FIS positions to ensure countywide availability.

**Substance Abuse Intervention Specialist (SIS).** In addition to the FIS positions, the Department has allocated funding to support three (3) additional staff, Substance Abuse Intervention Specialist (SIS), to ensure timely screening and assessment of parents involved in the Child Welfare System. Their duties are limited to screening, assessment and referral of parents involved in the Child Welfare System.

**B. Identification of Alcohol and Other Drug Addiction, and Potential Child Abuse and Neglect:**

**1. Child Welfare Staff:**

- The Department of Children and Families, Protective Supervision units and/or Child and Family Connections agree to make screening for substance abuse disorders a standard element of every child welfare risk assessment. The screening will incorporate collateral contact information, as well as drug testing, when appropriate. *(Please see Florida Department of Children and Families Investigative Report (Child Safety Assessment) and Initial In-Home Safety Assessment-(Attached).*

**2. Substance Abuse Provider Responsibilities**

- Circuit 15 Substance Abuse contracted providers will identify signs of potential child abuse and neglect as a standard part of substance abuse screening and assessment as part of the bio-psycho-social assessment process. As described in the Training Section K of the substance abuse procedures, training will be provided for substance providers on screening/identifying child maltreatment. The following language will be incorporated into each agency's bio-psycho-social assessment:

1. Number of Children?
2. Ages of children?

3. Where are your children living?
4. Who cares for your children when you are using or looking for drugs?
5. Can you tell me about your average day? -(key on attention to children and explore child/consumer relationship)
6. Has anyone ever expressed concern for the safety of your children? If so, who?
7. Has anyone ever filed an abuse report to the Department of Children and Families? If so, what was the outcome?
8. Are you involved in a current situation with DCF? If so, acquire name, etc. of worker.

**C. Assessment Process**

The Drug Abuse Foundation of Palm Beach County, Inc. has been designated as the single point of access for individuals suspected of substance abuse who involved in the Child Welfare System. The agency will provide a Comprehensive Substance Abuse and Mental Health Assessment conducted by an individual holding at a minimum a Master's degree in the Healing Arts and under the supervision of a Qualified Professional.

**D. Referral Process**

(Drug Abuse Foundation of Palm Beach County, Inc.)

**Referral Process for Substance Abuse Services**

1. Upon suspicion of substance abuse/use issues affecting the safety and well being of dependent youth, Child Welfare staff will completed the *Child Welfare Service Request Form* (Attached) and along with the required supporting documents, fax to the Drug Abuse Foundation of Palm Beach County's designated fax line: (561) 266-7388. A referral must include the following information:
  - o DAF Referral Form:
  - o Copies of relevant assessments
  - o Recommendations
  - o Background information that may be of use in conducting the screening/assessment.
2. Upon receipt of the completed referral packet, DAF will:
  - o Acknowledge the receipt of the referral
  - o Assess the client.
    - DAF will reserve blocks of time for "walk-in" appointments.
    - If consumer is not readily available:
      - Contact the individual within 24 hours to schedule an appointment for screening and assessment.
      - If appointment is scheduled: Within 24 hours of confirmation, "Appointment Notification Letter" is sent to CW staff.
      - If appointment is NOT scheduled: "No Response Alert" is sent to CW staff
      - If appointment is not scheduled within 20 days, "Case Closure Notice" will be sent to CW staff.

3. Within 3 days from receipt of the completed referral packet, DAF will complete the assessment and forward results to the Child Welfare staff who initiated the referral.

- If client is engaged and completes the assessment:  
"Assessment Report Letter" is sent to CW staff within 24 hours of the assessment
- If client fails to keep appointment:  
"No Show Alert" is sent to CW staff within 48 hours.  
"Case Closure Notice" is sent to CW staff if client has not completed assessment within 30 days.

**E. Care Coordination/Case Management of Substance Abuse Issues**

The Circuit 15 Substance Abuse and Mental Health Program Office and their *contracted providers* will ensure for prompt communication with child welfare staff regarding whether an individual referred by child welfare actually made contact with the treatment modality to which they were referred.

**o For Individuals enrolled in Family Intervention Services (FIS):**

Upon completion of assessment, client will be referred and linked with recommended service provider. The following reports will be implemented:

- **"REFERRAL for Substance Abuse Services"**  
This form is to be completed by the Drug Abuse Foundation to refer a participant involved with the Child Welfare System to community based, substance abuse treatment. Assessment is to be attached.

Upon enrollment into the recommended service, the community based, substance abuse provider will communicate to the Family Intervention Specialist the outcome of the referral and on-going monthly status. The following report will be implemented:

- **"STATUS REPORT" Child Welfare/Substance Abuse Network**  
This form is to be completed by community based substance abuse providers upon admission of Child Welfare involved consumer and monthly thereafter until discharge.

Individuals enrolled in the FIS services are eligible for financial assistance to eliminate the barriers for entering substance abuse treatment and maintaining a program of recovery. Funds can be accessed through the Drug Abuse Foundation's Family Intervention Specialist.

Upon discharge of a Child Welfare involved consumer, the community-based, substance abuse provider will notify the Family Intervention Specialist. The following reports will be implemented:

- **"SUBSTANCE ABUSE DISCHARGE NOTIFICATION"**  
This form is to be completed upon discharge of a participant involved in the Child Welfare System. Please complete the form along with the

*CWLS Relapse Prevention Plan and fax to the Drug Abuse Foundation at (561) 266-7388.*

• **"CHILD WELFARE SUBSTANCE ABUSE RELAPSE PREVENTION PLAN"**

*This form is to be completed upon discharge of a participant involved with the Child Welfare System. Please complete the form along with the Discharge Notification Form and Fax to the Drug Abuse Foundation at (561) 266-7388.*

**Case Consultation:** In order to encourage a seamless system of care for Child Welfare involved individuals with substance abuse issues monthly oversight/consultation meetings have been established to review operating protocols and share information pertaining to individual cases. Meetings have been scheduled as follows:

1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Fridays of the month:

9 AM SAMH Program Office

3<sup>rd</sup> Friday of the month:

9 AM Belle Glade Service Center

**F. Confidentiality**

In accordance with the statutory basis that guides confidentiality for substance abuse, mental health and child welfare systems (*Chapter 397.501 (7), F.S.; 42 C.F.R., Part 2; 42 U.S.C. 1320d, 45 C.F.R., Parts 160 and 164; section 394.4615 (1), F.S. and section 39.202, F.S. and HIPAA guidelines*) staff will adhere to the following protocols to ensure sharing of information:

1. Child Welfare Staff will complete a Release of Confidentiality form prior to the referral to the Drug Abuse Foundation of Palm Beach County. (Attached)
2. Drug Abuse Foundation will initiate a Release of Confidentiality form prior to referral to community based substance abuse provider.
3. Accepting agency will initiate a Release of Confidentiality for Child Welfare and DAF if appropriate.

**G. Effective and Accessible Treatment Services**

The Circuit 15 Substance Abuse and Mental Health Program Office will make every effort to prioritize individuals involved in the child Welfare System for substance abuse services. Within the financial requirements set forth in statute, Substance Abuse TANF funding will be utilized to allow agencies to work with the entire family unit.

The contracted substance abuse providers have agreed to carve out SAMH contracted services and identify those services for individuals involved in the Child Welfare System. The carved out services will be referred to as the "Substance Abuse Child Welfare Network" and will consist of a continuum of services, i.e. detoxification, out-patient, residential, in-home, etc. Contracted agencies will admit Child Welfare involved clients referred by the Drug Abuse Foundation within 72 hours of contact up to the agreed upon following census:

Agency	OP	I/R	Residential		Contact Person
			Male	Female	

CARP	40:10 BG 25WP 10 LW	0	8	2	Mandi Smith
Center for Family Services	10: WPB	0			David Claud
Drug Abuse Foundation of PBC	40: RB/WPB	0	8	2	Lee Miller
Drug Abuse Treatment Assoc.	10- In-Home	0			John Fowler
Gratitude House	0	5		8	Carol Lazarus
Housing Partnership			6	2	Kerry Wallis
Oakwood Center-BG	0	0		8	Yvonne Branch
Wayside House	5	5		3	Carol Mac Kenzie
<b>Total</b>					
		<b>OP</b>	<b>DN</b>	<b>Residential</b>	
				<b>Male</b>	<b>Female</b>
		115	10	22	25

\* Based on referral meeting admission criteria and bed availability. 208  
 The Circuit 15 Substance Abuse and Mental Health Program Office will maintain charts of contracted substance abuse providers, detailing services available, funding considerations and contact information. The charts will be updated when appropriate and provided to the Drug Abuse Foundation of Palm Beach County, Inc.

#### H. Continuing Care

Goal: Child Welfare Cases are successfully engaged after their completion of substance abuse treatment to facilitate a safe transition into the community. In support of the goal, the *Drug Abuse Foundation of Palm Beach County* will utilize the following methods:

- o Monthly Outcome Tracking Form,
- o Overlay visits
- o Drug testing
- o Continued Advocacy
- o Continued Case Management
- o Child Welfare Reporting

The following reports shall be submitted Child Welfare within specified time frames:

- o "Monthly Outcome Tracking Form": 48 hours from when the MOTF was completed.
- o "Closure Summary Report": 48 hours from the last and final engagement with the client.

#### I. Prevention and Treatment Services for Children

The Circuit 15 Substance Abuse and Mental Health Program Office will work collaboratively with community based providers to implement and maintain science based prevention programs that address the risk and protective factors of individuals involved with Child Welfare.

The Circuit 15 SAMH Program Office will include the name, location, contact information, as well as the risk and protective factors addressed on a Circuit -wide prevention log. The log will be available to all CW staff as well as the Drug Abuse Foundation of Palm Beach County.

**J. Training**

The Circuit 15 Substance Abuse and Mental Health Program and Child and Family Connections will utilize pre-service, in-service and cross system training to fill information gaps and improve the ability of administrators and on-line staff to identify and intervene with families involved in each system. Training will focus on the core training to understand how each system functions as well as the development and maintenance and other important competency areas. It will also focus on learning about the resources that exist at the state and community levels and appropriate referral processes.

The parties agree to participate in the following specific cross trainings:

**A. Pre-Service Training:**

Due to the regionalization of the Department of Children and Families, pre-service training provided on the regional level does not include education pertaining to local resources available for substance abuse services or procedures established to ensure timely assessment, referral, linkage and case management of individuals in need of substance abuse services. Therefore, to ensure staff is knowledgeable of the aforementioned, an additional day of Pre-Service Training will be locally added and provided in the Circuit and structured as follows:

Time	Topic	Agency Responsible
9:00 - 9:30 AM	Introductions	SAMH
9:30 - 10:30 AM	Intro to Substance Abuse <ul style="list-style-type: none"> <li>• Differentiation between use, abuse and dependence;</li> <li>• How to identify and intervene with substance use and addiction;</li> <li>• Addiction as a family disease, the dynamics of substance abusing families and impact on parenting;</li> <li>• An Awareness of the phases of substance abuse recovery as measures of parent's readiness for child custody</li> </ul>	SAMH
10:30-10:45	Break-Brownies!	
10:45-Noon	Marchman Act and Confidentiality	SAMH
Noon- 1 PM	Lunch	
1:00 - 2:00	Overview of CIRCUIT 15 SA Services: <ul style="list-style-type: none"> <li>a. What providers do and their capacity, and what local resources exist and how they differ;</li> </ul>	SAMH
2:00 - 2:30	CIRCUIT 15 SA/Child Welfare Procedures: <ul style="list-style-type: none"> <li>• Referral</li> <li>• Assessment</li> <li>• FIS Services</li> <li>• Joint case planning</li> </ul>	DAF
2:30-2:45	Break-Cookies!	
2:45-4:00	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr.

		CARP Wayside DATA
4:00-4:30	Questions	

**B. Periodic Substance Abuse Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Child Welfare administrations. Training will be structured as follows:

Time	Topic	Agency Responsible
1 Hour	Overview of CIRCUIT 15 SA Services: b. What providers do and their capacity, and what local resources exist and how they differ;	SAMH
.5 Hour	CIRCUIT 15 SA/Child Welfare Procedures: • Referral • Assessment • FIS Services • Joint case planning	DAF
.25 Hour	Break-Cookies!	
1.5 Hour	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr. CARP Wayside DATA
.5 Hour	Questions	

**Child Welfare Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Substance Abuse administrations. Training will be structured as follows:

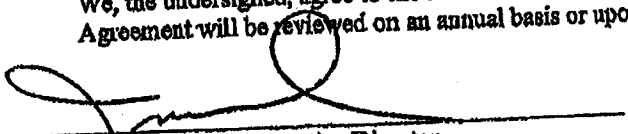
Time	Topic	Agency Responsible
1 Hour	Overview of CW Services: What happens upon receipt of an abuse allegation? How does the CW system work?	Child Welfare
.5 Hour		
.25 Hour	Break-Cookies!	
1.5 Hour	Child Welfare Networking: Each service center has a designated single point of contact for each unit.	
.5 Hour	Questions	

**ATTACHMENTS:**


- Florida Guidelines for Family Intervention Specialists
- Florida Department of Children and Families Investigative Report (Child Safety Assessment)
- Initial In-Home Safety Assessment
- Child Welfare Service Request Form
- Appointment Notification Letter
- No Response Alert
- Case Closure Notice

- o No Show Alert
- o Assessment Report Letter
- o Referral for Substance Abuse Services
- o Status Report
- o Substance Abuse Discharge Notification
- o Child Welfare Substance Abuse Relapse Prevention Plan.
- o Closure Summary Report
- o Monthly Outcome Tracking Form
- o Substance Abuse Agency Single Points of Access for Child Welfare
- o Circuit 15 Contracted Substance Abuse Services: Adult and Adolescent

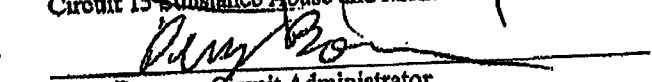
We, the undersigned, agree to the terms of this Policy Working Agreement and knowledge this Agreement will be reviewed on an annual basis or upon request.

  
 \_\_\_\_\_  
 Executive Director,  
 Child and Family Connections, Inc.

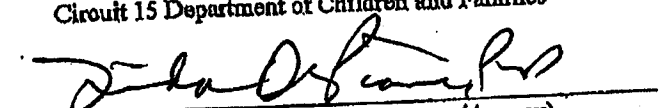
6-9-09  
 Date:

  
 \_\_\_\_\_  
 George A. Woodley, Ph.D. CBA, Program Administrator  
 Circuit 15 Substance Abuse and Mental Health Program Office

6/9/09  
 Date:

  
 \_\_\_\_\_  
 Perry Borman, Circuit Administrator  
 Circuit 15 Department of Children and Families

6/8/09  
 Date:

  
 \_\_\_\_\_  
 (Name) (Agency)  
 Executive Director for Circuit 15  
 Substance Abuse Program Office's  
 Contracted Provider

6/11/09  
 Date



**CIRCUIT 15  
INTEGRATION OF SUBSTANCE ABUSE SERVICES  
INTO  
THE CHILD WELFARE SYSTEM**

**A. Co-Location:**

The parties agree the position for the single point of access for substance abuse services be contracted to a community based substance abuse agency, The Drug Abuse Foundation of Palm Beach County, Inc. (DAF) has been designated as the single access point for the Circuit. In accordance with statewide procedures, when possible, the substance abuse services are co-located with staff working within the Child Welfare System.

**Family Intervention Specialists (FIS).** Circuit 15 is currently funded to provide three (3) Family Intervention Specialist to perform screening, assessment, referral, linkage and case management for individuals with severe substance abuse disorders. The duties performed are to be in accordance with FIS Guidelines. (Attached) The FIS positions are currently contracted with the Drug Abuse Foundation of Palm Beach County, Inc. In recognizing the need exceeds the demand, DAF has authorized an additional FIS positions to ensure countywide availability.

**Substance Abuse Intervention Specialist (SIS).** In addition to the FIS positions, the Department has allocated funding to support three (3) additional staff, Substance Abuse Intervention Specialist (SIS), to ensure timely screening and assessment of parents involved in the Child Welfare System. Their duties are limited to screening, assessment and referral of parents involved in the Child Welfare System.

**B. Identification of Alcohol and Other Drug Addiction, and Potential Child Abuse and Neglect:**

**1. Child Welfare Staff**

- The Department of Children and Families, Protective Supervision units and/or Child and Family Connections agree to make screening for substance abuse disorders a standard element of every child welfare risk assessment. The screening will incorporate collateral contact information, as well as drug testing, when appropriate. (Please see Florida Department of Children and Families Investigative Report (Child Safety Assessment) and Initial In-Home Safety Assessment (Attached).

**2. Substance Abuse Provider Responsibilities**

- \* Circuit 15 Substance Abuse contracted providers will identify signs of potential child abuse and neglect as a standard part of substance abuse screening and assessment as part of the bio-psycho-social assessment process. As described in the Training Section K of the substance abuse procedures, training will be provided for substance providers on screening/identifying child maltreatment. The following language will be incorporated into each agency's bio-psycho-social assessment:

1. Number of children?
2. Ages of children?

3. Where are your children living?
4. Who cares for your children when you are using or looking for drugs?
5. Can you tell me about your average day? (Key on attention to children and explore child/consumer relationship)
6. Has anyone ever expressed concern for the safety of your children? If so, who?
7. Has anyone ever filed an abuse report to the Department of Children and Families? If so, what was the outcome?
8. Are you involved in a current situation with DCF? If so, acquire name, etc. of worker.

**C. Assessment Process**

The Drug Abuse Foundation of Palm Beach County, Inc. has been designated as the single point of access for individuals suspected of substance abuse who involved in the Child Welfare System. The agency will provide a Comprehensive Substance Abuse and Mental Health Assessment conducted by an individual holding at a minimum a Master's degree in the Healing Arts and under the supervision of a Qualified Professional.

**D. Referral Process (Drug Abuse Foundation of Palm Beach County, Inc.)**

**Referral Process for Substance Abuse Services**

1. Upon suspicion of substance abuse/use issues affecting the safety and well being of dependent youth, Child Welfare staff will complete the *Child Welfare Service Request Form* (Attached) and along with the required supporting documents, fax to the Drug Abuse Foundation of Palm Beach County's designated fax line: (561) 266-7333. A referral must include the following information:

- o DAF Referral Form
- o Copies of relevant assessments
- o Recommendations
- o Background information that may be of use in conducting the screening/assessment.

2. Upon receipt of the completed referral packet, DAF will:

- o Acknowledge the receipt of the referral
- o Assess the client.
  - DAF will reserve blocks of time for "walk-in" appointments.
  - If consumer is not readily available:
    - Contact the individual within 24 hours to schedule an appointment for screening and assessment.
    - If appointment is scheduled:  
Within 24 hours of confirmation, "Appointment Notification Letter" is sent to CW staff.
    - If appointment is NOT scheduled:  
"No Response Alert" is sent to CW staff.
    - If appointment is not scheduled within 20 days, "Case Closure Notice" will be sent to CW staff.

3. Within 3 days from receipt of the completed referral packet, DAF will complete the assessment and forward results to the Child Welfare staff who initiated the referral.

- If client is engaged and completes the assessment:  
"Assessment Report Letter" is sent to CW staff within 24 hours of the assessment
- If client fails to keep appointment:  
"No Show Alert" is sent to CW staff within 48 hours.  
"Case Closure Notice" is sent to CW staff if client has not completed assessment within 30 days.

**B. Care Coordination/Case Management of Substance Abuse Issues**

The Circuit 15 Substance Abuse and Mental Health Program Office and their contracted providers will ensure for prompt communication with child welfare staff regarding whether an individual referred by child welfare actually made contact with the treatment modality to which they were referred.

**o For individuals enrolled in Family Intervention Services (FIS):-**

Upon completion of assessment, client will be referred and linked with recommended service provider. The following reports will be implemented:

- "REFERRAL for Substance Abuse Services"  
This form is to be completed by the Drug Abuse Foundation to refer a participant involved with the Child Welfare System to community based substance abuse treatment. Assessment is to be attached.

Upon enrollment into the recommended service, the community based, substance abuse provider will communicate to the Family Intervention Specialist the outcome of the referral and on-going monthly status. The following report will be implemented:

- "STATUS REPORT" Child Welfare Substance Abuse Network  
This form is to be completed by community based substance abuse providers upon admission of Child Welfare involved consumer and monthly thereafter until discharge.

Individuals enrolled in the FIS services are eligible for financial assistance to eliminate the barriers for entering substance abuse treatment and maintaining a program of recovery. Funds can be accessed through the Drug Abuse Foundation's Family Intervention Specialist.

Upon discharge of a Child Welfare involved consumer, the community-based, substance abuse provider will notify the Family Intervention Specialist. The following reports will be implemented:

- "SUBSTANCE ABUSE DISCHARGE NOTIFICATION"  
This form is to be completed upon discharge of a participant involved in the Child Welfare System. Please complete the form along with the

*CWLS Release Prevention Plan and fax to the Drug Abuse Foundation at (561) 266-7388.*

**"CHILD WELFARE SUBSTANCE ABUSE RELEASE PREVENTION PLAN"**

*This form is to be completed upon discharge of a participant involved with the Child Welfare System. Please complete the form along with the Discharge Notification Form and Fax to the Drug Abuse Foundation at (561) 266-7388.*

**Case Consultation:** In order to encourage a seamless system of care for Child Welfare involved individuals with substance abuse issues, monthly oversight/consultation meetings have been established to review operating protocols and share information pertaining to individual cases. Meetings have been scheduled as follows:

1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Fridays of the month:  
9 AM SAMEI Program Office

3<sup>rd</sup> Friday of the month:  
9 AM Helle Glado Service Center

**F. Confidentiality**

In accordance with the statutory basis that guides confidentiality for substance abuse, mental health and child welfare systems (*Chapter 397.501 (7), F.S.; 47 C.F.R., Part 2; 42 U.S.C. 1320d, 45 C.F.R. Parts 160 and 164; section 394.4615 (1), F.S. and section 39.202, F.S. and HIPAA guidelines*) staff will adhere to the following protocols to ensure sharing of information:

1. Child Welfare Staff will complete a Release of Confidentiality form prior to the referral to the Drug Abuse Foundation of Palm Beach County. (Attached)
2. Drug Abuse Foundation will initiate a Release of Confidentiality form prior to referral to community based substance abuse provider.
3. Accepting agency will initiate a Release of Confidentiality for Child Welfare and DAF if appropriate.

**G. Effective and Accessible Treatment Services**

The Circuit 15 Substance Abuse and Mental Health Program Office will make every effort to prioritize individuals involved in the child Welfare System for substance abuse services. Within the financial requirements set forth in statute, Substance Abuse TANF funding will be utilized to allow agencies to work with the entire family unit.

The contracted substance abuse providers have agreed to carve out SAMEI contracted services and identify those services for individuals involved in the Child Welfare System. The carved out services will be referred to as the "Substance Abuse Child Welfare Network" and will consist of a continuum of services, i.e. detoxification, out-patient, residential, in-home, etc. Contracted agencies will admit Child Welfare involved clients referred by the Drug Abuse Foundation within 72 hours of contact up to the agreed upon following census:

Agency	Census	Gender		Total
		Male	Female	

CART	40:10 BG 25WR 10 LW	0	8	2	Mandi Smith
Center for Family Services	18: WFB	0			David Claud
Drug Abuse Foundation of PBC	40: RB/WFB	0	8	2	Lee Miller
Drug Abuse Treatment Assoc.	10- In-Home	0			John Fowler
Gratitude House	0	5		8	Carol Lazarus
Housing Partnership			6	2	Kerry Wallis
Oakwood Center-BG	0	0		8	Yvonne Branch
Wayside House	5	5		3	Carol Mae Kenzie
Total		10	22	25	

The Circuit 15 Substance Abuse and Mental Health Program Office will maintain charts of contracted substance abuse providers, detailing services available, funding considerations and contact information. The charts will be updated when appropriate and provided to the Drug Abuse Foundation of Palm Beach County, Inc.

**E. Continuing Care**

Goal: Child Welfare Cases are successfully engaged after their completion of substance abuse treatment to facilitate a safe transition into the community. In support of the goal, the Drug Abuse Foundation of Palm Beach County will utilize the following methods:

- o Monthly Outcome
- o Tracking Form
- o Overlay visits
- o Drug testing
- o Continued Advocacy
- o Continued Case Management
- o Child Welfare Reporting

The following reports shall be submitted Child Welfare within specified time frames:

- o "Monthly Outcome Tracking Form": 48 hours from when the MOTF was completed.
- o "Closure Summary Report": 48 hours from the last and final engagement with the client.

**I. Prevention and Treatment Services for Children**

The Circuit 15 Substance Abuse and Mental Health Program Office will work collaboratively with community based providers to implement and maintain science based prevention programs that address the risk and protective factors of individuals involved with Child Welfare.

The Circuit 15 SAMH Program Office will include the name, location, contact information, as well as the risk and protective factors addressed on a Circuit-wide prevention log. The log will be available to all CW staff as well as the Drug Abuse Foundation of Palm Beach County.

**J. Training**

The Circuit 15 Substance Abuse and Mental Health Program and Child and Family Connections will utilize pre-service, in-service and cross system training to fill information gaps and improve the ability of administrators and on-line staff to identify and intervene with families involved in each system. Training will focus on the core training to understand how each system functions as well as the development and maintenance and other important competency areas. It will also focus on learning about the resources that exist at the state and community levels and appropriate referral processes.

The parties agree to participate in the following specific cross trainings:

**A. Pre-Service Training:**

Due to the regionalization of the Department of Children and Families, pre-service training provided on the regional level does not include education pertaining to local resources available for substance abuse services or procedures established to ensure timely assessment, referral, linkage and case management of individuals in need of substance abuse services. Therefore, to ensure staff is knowledgeable of the aforementioned, an additional day of Pre-Service Training will be locally added and provided in the Circuit and structured as follows:

Time	Topic	Agency Responsible
9:00 - 9:30 AM	Introductions	SAMH
9:30 - 10:30 AM	Into to Substance Abuse <ul style="list-style-type: none"> <li>• Differentiation between use, abuse and dependence;</li> <li>• How to identify and intervene with substance use and addiction;</li> <li>• Addiction as a family disease, the dynamics of substance abusing families and impact on parenting;</li> <li>• An Awareness of the phases of substance abuse recovery as measures of parent's readiness for child custody</li> </ul>	SAMH
10:30-10:45	Break-Brownies!	
10:45-Noon	Martin Act and Confidentiality	SAMH
Noon- 1 PM	Lunch	
1:00 - 2:00	Overview of CIRCUIT 15 SA Services: <ul style="list-style-type: none"> <li>• What providers do and their capacity, and what local resources exist and how they differ;</li> </ul>	SAMH
2:00 - 2:30	CIRCUIT 15 SA/Child Welfare Procedures: <ul style="list-style-type: none"> <li>• Referral</li> <li>• Assessment</li> <li>• FIS Services</li> <li>• Joint case planning</li> </ul>	DAF
2:30-2:45	Break-Cookies!	
2:45-4:00	SA Providers Networking. Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Paule-Onkwood Ctr.

		CARP Wayside DATA
4:00-4:30	Questions	

**B. Periodic Substance Abuse Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Child Welfare administrations. Training will be structured as follows:

Time	Topic	Agency Responsible
1 Hour	Overview of CIRCUIT 15 SA Services: b. What providers do and their capacity, and what local resources exist and how they differ.	SAME
.5 Hour	CIRCUIT 15 SA/Child Welfare Procedures: • Referral • Assessment • FIS Services • Joint case planning	DAF
.25 Hour	Break-Cookies!	
1.5 Hour	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr. CARP Wayside DATA
.5 Hour	Questions	

**C. Child Welfare Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Substance Abuse administrations. Training will be structured as follows:

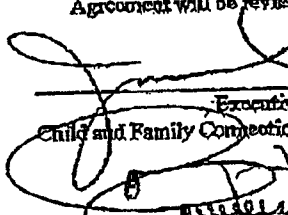
Time	Topic	Agency Responsible
1 Hour	Overview of CW Services: What happens upon receipt of an abuse allegation? How does the CW system work?	Child Welfare
.5 Hour		
.25 Hour	Break-Cookies!	
1.5 Hour	Child Welfare Networking: Each service center has a designated single point of contact for each unit.	
.5 Hour	Questions	

**ATTACHMENTS:**

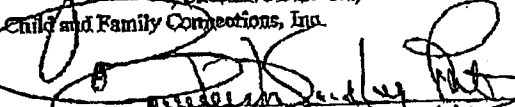
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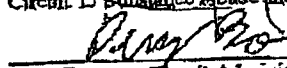
We, the undersigned, agree to the terms of this Policy Working Agreement and knowledge this Agreement will be reviewed on an annual basis or upon request.

  
 \_\_\_\_\_  
 Executive Director,  
 Child and Family Connections, Inc.

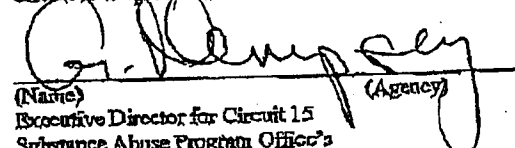
6-9-09  
Date:

  
 \_\_\_\_\_  
 George A. Woodley, Ph.D., CBA, Program Administrator  
 Circuit 15 Substance Abuse and Mental Health Program Office

6/9/09  
Date:

  
 \_\_\_\_\_  
 Perry Botman, Circuit Administrator  
 Circuit 15 Department of Children and Families

6/8/09  
Date:

  
 \_\_\_\_\_  
 (Name) Executive Director for Circuit 15  
 Substance Abuse Program Office's  
 Contracted Provider  
 (Agency)

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Date:



**CIRCUIT 15  
INTEGRATION OF SUBSTANCE ABUSE SERVICES  
INTO  
THE CHILD WELFARE SYSTEM**

**A. Co-Location:**

The parties agree the position for the single point of access for substance abuse services be contracted to a community based substance abuse agency, The Drug Abuse Foundation of Palm Beach County, Inc. (DAF) has been designated as the single access point for the Circuit. In accordance with statewide procedures, when possible, the substance abuse services are co-located with staff working within the Child Welfare System.

**Family Intervention Specialists (FIS).** Circuit 15 is currently funded to provide three (3) Family Intervention Specialist to perform screening, assessment, referral, linkage and case management for individuals with severe substance abuse disorders. The duties performed are to be in accordance with FIS Guidelines. (Attached) The FIS positions are currently contracted with the Drug Abuse Foundation of Palm Beach County, Inc. In recognizing the need exceeds the demand, DAF has authorized an additional FIS positions to ensure countywide availability.

**Substance Abuse Intervention Specialist (SIS).** In addition to the FIS positions, the Department has allocated funding to support three (3) additional staff, Substance Abuse Intervention Specialist (SIS), to ensure timely screening and assessment of parents involved in the Child Welfare System. Their duties are limited to screening, assessment and referral of parents involved in the Child Welfare System.

**B. Identification of Alcohol and Other Drug Addiction, and Potential Child Abuse and Neglect:**

**1. Child Welfare Staff:**

- The Department of Children and Families, Protective Supervision units and/or Child and Family Connections agree to make screening for substance abuse disorders a standard element of every child welfare risk assessment. The screening will incorporate collateral contact information, as well as drug testing, when appropriate. *(Please see Florida Department of Children and Families Investigative Report (Child Safety Assessment) and Initial In-Home Safety Assessment (Attached).*

**2. Substance Abuse Provider Responsibilities**

- Circuit 15 Substance Abuse contracted providers will identify signs of potential child abuse and neglect as a standard part of substance abuse screening and assessment as part of the bio-psycho-social assessment process. As described in the Training Section K of the substance abuse procedures, training will be provided for substance providers on screening/identifying child maltreatment. The following language will be incorporated into each agency's bio-psycho-social assessment:

1. Number of Children?
2. Ages of children?

3. Where are your children living?
4. Who cares for your children when you are using or looking for drugs?
5. Can you tell me about your average day? (key on attention to children and explore child/consumer relationship)
6. Has anyone ever expressed concern for the safety of your children? If so, who?
7. Has anyone ever filed an abuse report to the Department of Children and Families? If so, what was the outcome?
8. Are you involved in a current situation with DCF? If so, acquire name, etc. of worker.

#### C. Assessment Process

The Drug Abuse Foundation of Palm Beach County, Inc. has been designated as the single point of access for individuals suspected of substance abuse who involved in the Child Welfare System. The agency will provide a Comprehensive Substance Abuse and Mental Health Assessment conducted by an individual holding at a minimum a Master's degree in the Healing Arts and under the supervision of a Qualified Professional.

#### D. Referral Process (Drug Abuse Foundation of Palm Beach County, Inc.)

##### Referral Process for Substance Abuse Services

1. Upon suspicion of substance abuse/usc issues affecting the safety and well being of dependent youth, Child Welfare staff will completed the *Child Welfare Service Request Form* (Attached) and along with the required supporting documents, fax to the Drug Abuse Foundation of Palm Beach County's designated fax line: (561) 266-7388. A referral must include the following information:
  - o DAF Referral Form:
  - o Copies of relevant assessments
  - o Recommendations
  - o Background information that may be of use in conducting the screening/assessment.
2. Upon receipt of the completed referral packet, DAF will:
  - o Acknowledge the receipt of the referral
  - o Assess the client.
    - DAF will reserve blocks of time for "walk-in" appointments.
    - If consumer is not readily available:
      - Contact the individual within 24 hours to schedule an appointment for screening and assessment.
      - If appointment is scheduled:
        - Within 24 hours of confirmation, "Appointment Notification Letter" is sent to CW staff.
        - If appointment is NOT scheduled:
          - "No Response Alert" is sent to CW staff
          - If appointment is not scheduled within 20 days, "Case Closure Notice" will be sent to CW staff.

3. Within 3 days from receipt of the completed referral packet, DAF will complete the assessment and forward results to the Child Welfare staff who initiated the referral.

- If client is engaged and completes the assessment:  
"Assessment Report Letter" is sent to CW staff within 24 hours of the assessment
- If client fails to keep appointment:  
"No Show Alert" is sent to CW staff within 48 hours.  
"Case Closure Notice" is sent to CW staff if client has not completed assessment within 30 days.

**E. Care Coordination/Case Management of Substance Abuse Issues**

The Circuit 15 Substance Abuse and Mental Health Program Office and their *contracted providers* will ensure for prompt communication with child welfare staff regarding whether an individual referred by child welfare actually made contact with the treatment modality to which they were referred.

**For individuals enrolled in Family Intervention Services (FIS):**

Upon completion of assessment, client will be referred and linked with recommended service provider. The following reports will be implemented:

- **"REFERRAL for Substance Abuse Services"**  
This form is to be completed by the Drug Abuse Foundation to refer a participant involved with the Child Welfare System to community based substance abuse treatment. Assessment is to be attached.

Upon enrollment into the recommended service, the community based, substance abuse provider will communicate to the Family Intervention Specialist the outcome of the referral and on-going monthly status. The following report will be implemented:

- **"STATUS REPORT" Child Welfare/Substance Abuse Network**  
This form is to be completed by community based substance abuse providers upon admission of Child Welfare involved consumer and monthly thereafter until discharge.

Individuals enrolled in the FIS services are eligible for financial assistance to eliminate the barriers for entering substance abuse treatment and maintaining a program of recovery. Funds can be accessed through the Drug Abuse Foundation's Family Intervention Specialist.

Upon discharge of a Child Welfare involved consumer, the community-based, substance abuse provider will notify the Family Intervention Specialist. The following reports will be implemented:

- **"SUBSTANCE ABUSE DISCHARGE NOTIFICATION"**  
This form is to be completed upon discharge of a participant involved in the Child Welfare System. Please complete the form along with the

*CWLS Relapse Prevention Plan and fax to the Drug Abuse Foundation at (561) 266-7388.*

• **"CHILD WELFARE SUBSTANCE ABUSE RELAPSE PREVENTION PLAN"**

*This form is to be completed upon discharge of a participant involved with the Child Welfare System. Please complete the form along with the Discharge Notification Form and Fax to the Drug Abuse Foundation at (561) 266-7388.*

*Case Consultation: In order to encourage a seamless system of care for Child Welfare involved individuals with substance abuse issues, monthly oversight/consultation meetings have been established to review operating protocols and share information pertaining to individual cases. Meetings have been scheduled as follows:*

*1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Fridays of the month:  
9 AM SAMH Program Office*

*3<sup>rd</sup> Friday of the month:  
9 AM Belle Glade Service Center*

**F. Confidentiality**

*In accordance with the statutory basis that guides confidentiality for substance abuse, mental health and child welfare systems (Chapter 397.501 (7), F.S.; 42 C.F.R., Part 2; 42 U.S.C. 1320d, 45 C.F.R., Parts 160 and 164; section 394.4615 (1), F.S. and section 39.202, F.S. and HIPAA guidelines) staff will adhere to the following protocols to ensure sharing of information:*

- 1. Child Welfare Staff will complete a Release of Confidentiality form prior to the referral to the Drug Abuse Foundation of Palm Beach County. (Attached)*
- 2. Drug Abuse Foundation will initiate a Release of Confidentiality form prior to referral to community based substance abuse provider.*
- 3. Accepting agency will initiate a Release of Confidentiality for Child Welfare and DAF if appropriate.*

**G. Effective and Accessible Treatment Services**

*The Circuit 15 Substance Abuse and Mental Health Program Office will make every effort to prioritize individuals involved in the child Welfare System for substance abuse services. Within the financial requirements set forth in statute, Substance Abuse TANF funding will be utilized to allow agencies to work with the entire family unit.*

*The contracted substance abuse providers have agreed to carve out SAMH contracted services and identify those services for individuals involved in the Child Welfare System. The carved out services will be referred to as the "Substance Abuse Child Welfare Network" and will consist of a continuum of services, i.e. detoxification, out-patient, residential, in-home, etc. Contracted agencies will admit Child Welfare involved clients referred by the Drug Abuse Foundation within 72 hours of contact up to the agreed upon following census:*

Residential		Contact Person	
Male	Female		

CARP	40:10 BG 25WP 10 LW	0	8	2	Mandi Smith
Center for Family Services	10: WPB	0			David Claud
Drug Abuse Foundation of PBC	40: RB/WPB	0	8	2	Lee Miller
Drug Abuse Treatment Assoc.	10- In-Home	0			John Fowler
Gratitude House	0	5		8	Carol Lazarus
Housing Partnership			6	2	Kerry Wallis
Oakwood Center-BG	0	0		8	Yvonne Branch
Wayside House	5	5		3	Carol Mac Kenzie
<b>Total</b>					
	OP	DN	Residential		
			Male	Female	
	115	10	22	25	

The Circuit 15 Substance Abuse and Mental Health Program Office will maintain charts of contracted substance abuse providers, detailing services available, funding considerations and contact information. The charts will be updated when appropriate and provided to the Drug Abuse Foundation of Palm Beach County, Inc.

**H. Continuing Care**

Goal: Child Welfare Cases are successfully engaged after their completion of substance abuse treatment to facilitate a safe transition into the community. In support of the goal, the *Drug Abuse Foundation of Palm Beach County* will utilize the following methods:

- o Monthly Outcome
- o Tracking Form,
- o Overlay visits
- o Drug testing
- o Continued Advocacy
- o Continued Case Management
- o Child Welfare Reporting

The following reports shall be submitted Child Welfare within specified time frames:

- o "Monthly Outcome Tracking Form": 48 hours from when the MOTF was completed.
- o "Closure Summary Report": 48 hours from the last and final engagement with the client.

**I. Prevention and Treatment Services for Children**

The Circuit 15 Substance Abuse and Mental Health Program Office will work collaboratively with community based providers to implement and maintain science based prevention programs that address the risk and protective factors of individuals involved with Child Welfare.

The Circuit 15 SAMH Program Office will include the name, location, contact information, as well as the risk and protective factors addressed on a Circuit-wide prevention log. The log will be available to all CW staff as well as the Drug Abuse Foundation of Palm Beach County.

**J. Training**

The Circuit 15 Substance Abuse and Mental Health Program and Child and Family Connections will utilize pre-service, in-service and cross system training to fill information gaps and improve the ability of administrators and on-line staff to identify and intervene with families involved in each system. Training will focus on the core training to understand how each system functions as well as the development and maintenance and other important competency areas. It will also focus on learning about the resources that exist at the state and community levels and appropriate referral processes.

The parties agree to participate in the following specific cross trainings:

**A. Pre-Service Training:**

Due to the regionalization of the Department of Children and Families, pre-service training provided on the regional level does not include education pertaining to local resources available for substance abuse services or procedures established to ensure timely assessment, referral, linkage and case management of individuals in need of substance abuse services. Therefore, to ensure staff is knowledgeable of the aforementioned, an additional day of Pre-Service Training will be locally added and provided in the Circuit and structured as follows:

Time	Topic	Agency Responsible
9:00 - 9:30 AM	Introductions	SAMH
9:30 - 10:30 AM	Intro to Substance Abuse <ul style="list-style-type: none"> <li>• Differentiation between use, abuse and dependence;</li> <li>• How to identify and intervene with substance use and addiction;</li> <li>• Addiction as a family disease, the dynamics of substance abusing families and impact on parenting;</li> <li>• An Awareness of the phases of substance abuse recovery as measures of parent's readiness for child custody</li> </ul>	SAMH
10:30-10:45	Break-Brownies!	
10:45-Noon	Marchman Act and Confidentiality	SAMH
Noon- 1 PM	Lunch	
1:00 - 2:00	Overview of CIRCUIT 15 SA Services: <ul style="list-style-type: none"> <li>a. What providers do and their capacity, and what local resources exist and how they differ;</li> </ul>	SAMH
2:00 - 2:30	CIRCUIT 15 SA/Child Welfare Procedures: <ul style="list-style-type: none"> <li>• Referral</li> <li>• Assessment</li> <li>• FIS Services</li> <li>• Joint case planning</li> </ul>	DAF
2:30-2:45	Break-Cookies!	
2:45-4:00	SA Providers Networking. Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr.

		CARP Wayside DATA
4:00-4:30	Questions	

**B. Periodic Substance Abuse Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Child Welfare administrations. Training will be structured as follows:

Time	Topic	Agency Responsible
1 Hour	Overview of CIRCUIT 15 SA Services: b. What providers do and their capacity, and what local resources exist and how they differ.	SAMH
.5 Hour	CIRCUIT 15 SA/Child Welfare Procedures: • Referral • Assessment • FIS Services • Joint case planning	DAF
.25 Hour	Break-Cookies!	DAF
4.5 Hour	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	Gratitude Guild Panda-Oakwood Ctr. CARP Wayside DATA
.5 Hour	Questions	

**Child Welfare Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Substance Abuse administrations. Training will be structured as follows:


Time	Topic	Agency Responsible
1 Hour	Overview of CW Services: What happens upon receipt of an abuse allegation? How does the CW system work?	Child Welfare
.5 Hour		
.25 Hour	Break-Cookies!	
1.5 Hour	Child Welfare Networking: Each service center has a designated single point of contact for each unit.	
.5 Hour	Questions	

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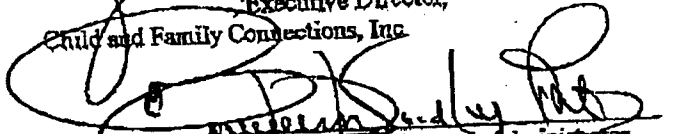
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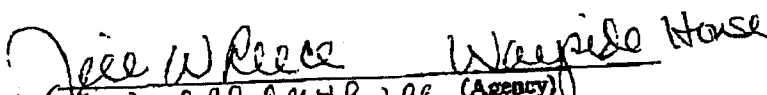
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 Date:

  
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6/9/09  
 Date:

  
 Perry Borman, Circuit Administrator  
 Circuit 15 Department of Children and Families

6/8/09  
 Date:

 Waipio House  
 (Name) CAP, CMHP, LPE (Agency)  
 Executive Director for Circuit 15  
 Substance Abuse Program Office's  
 Contracted Provider

6/10/09  
 Date



**CIRCUIT 15  
INTEGRATION OF SUBSTANCE ABUSE SERVICES  
INTO  
THE CHILD WELFARE SYSTEM**

**A. Co-Location:**

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**H. Continuing Care**

Goal: Child Welfare Cases are successfully engaged after their completion of substance abuse treatment to facilitate a safe transition into the community. In support of the goal, the Drug Abuse Foundation of Palm Beach County will utilize the following methods:

- o Monthly Outcome Tracking Form,
- o Overlay visits
- o Drug testing
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- o Child Welfare Reporting

The following reports shall be submitted Child Welfare within specified time frames:

- o "Monthly Outcome Tracking Form": 48 hours from when the MOTF was completed.
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**I. Prevention and Treatment Services for Children**

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Time	Topic	Agency Responsible
9:00 - 9:30 AM	Introductions	SAMH
9:30 - 10:30 AM	Intro to Substance Abuse <ul style="list-style-type: none"> <li>• Differentiation between use, abuse and dependence;</li> <li>• How to identify and intervene with substance use and addiction;</li> <li>• Addiction as a family disease, the dynamics of substance abusing families and impact on parenting;</li> <li>• An Awareness of the phases of substance abuse recovery as measures of parent's readiness for child custody</li> </ul>	SAMH
10:30-10:45	Break-Brownies!	
10:45-Noon	Marchman Act and Confidentiality	SAMH
Noon- 1 PM	Lunch	
1:00 - 2:00	Overview of CIRCUIT 15 SA Services: <ul style="list-style-type: none"> <li>a. What providers do and their capacity, and what local resources exist and how they differ;</li> </ul>	SAMH
2:00 - 2:30	CIRCUIT 15 SA/Child Welfare Procedures: <ul style="list-style-type: none"> <li>• Referral</li> <li>• Assessment</li> <li>• FIS Services</li> <li>• Joint case planning</li> </ul>	DAF
2:30-2:45	Break-Cookies!	
2:45-4:00	SA Providers Networking; Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr.

		CARP Wayside DATA
4:00-4:30	Questions	

**B. Periodic Substance Abuse Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Child Welfare administrations. Training will be structured as follows:

Time	Topic	Agency Responsible
1 Hour	Overview of CIRCUIT 15 SA Services: b. What providers do and their capacity, and what local resources exist and how they differ;	SAMH
.5 Hour	CIRCUIT 15 SA/Child Welfare Procedures: • Referral • Assessment • FIS Services • Joint case planning	DAF
25 Hour	Break-Cookies!	DAF
45 Hour	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	Gratitude Guild Panda-Oakwood Ctr. CARP Wayside DATA
15 Hour	Questions	

**Child Welfare Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Substance Abuse administrations. Training will be structured as follows:

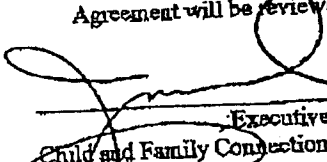
Time	Topic	Agency Responsible
1 Hour	Overview of CW Services: What happens upon receipt of an abuse allegation? How does the CW system work?	Child Welfare
.5 Hour		
25 Hour	Break-Cookies!	
1.5 Hour	Child Welfare Networking: Each service center has a designated single point of contact for each unit.	
.5 Hour	Questions	

**ATTACHMENTS:**

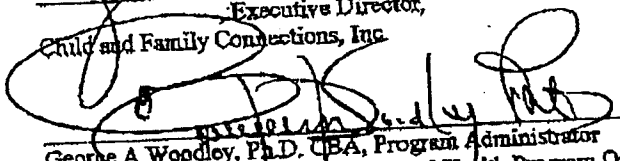
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- o Florida Department of Children and Families Investigative Report (Child Safety Assessment)
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- o Appointment Notification Letter
- o No Response Alert
- o Case Closure Notice

- o No Show Alert
- o Assessment Report Letter
- o Referral for Substance Abuse Services
- o Status Report
- o Substance Abuse Discharge Notification
- o Child Welfare Substance Abuse Relapse Prevention Plan
- o Closure Summary Report
- o Monthly Outcome Tracking Form
- o Substance Abuse Agency Single Points of Access for Child Welfare
- o Circuit 15 Contracted Substance Abuse Services: Adult and Adolescent


We, the undersigned, agree to the terms of this Policy Working Agreement and knowledge this Agreement will be reviewed on an annual basis or upon request.

  
 \_\_\_\_\_  
 Executive Director,  
 Child and Family Connections, Inc.

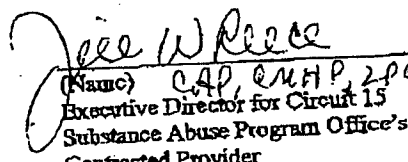
6-9-09  
 Date:

  
 \_\_\_\_\_  
 George A. Woodley, Ph.D. CBA, Program Administrator  
 Circuit 15 Substance Abuse and Mental Health Program Office

6/9/09  
 Date:

  
 \_\_\_\_\_  
 Perry Borman, Circuit Administrator  
 Circuit 15 Department of Children and Families

6/8/09  
 Date:

  
 \_\_\_\_\_  
 (Name) Jill W. Reece Weepside House  
 CAP, CMHP, LPE (Agency)  
 Executive Director for Circuit 15  
 Substance Abuse Program Office's  
 Contracted Provider

6/10/09  
 Date



**CIRCUIT 15  
INTEGRATION OF SUBSTANCE ABUSE SERVICES  
INTO  
THE CHILD WELFARE SYSTEM**

**A. Co-Location:**

The parties agree the position for the single point of access for substance abuse services be contracted to a community based substance abuse agency, The Drug Abuse Foundation of Palm Beach County, Inc. (DAF) has been designated as the single access point for the Circuit. In accordance with statewide procedures, when possible, the substance abuse services are co-located with staff working within the Child Welfare System.

**Family Intervention Specialists: (FIS).** Circuit 15 is currently funded to provide three (3) Family Intervention Specialist to perform screening, assessment, referral, linkage and case management for individuals with severe substance abuse disorders. The duties performed are to be in accordance with FIS Guidelines. (Attached) The FIS positions are currently contracted with the Drug Abuse Foundation of Palm Beach County, Inc. In recognizing the need exceeds the demand, DAF has authorized an additional FIS positions to ensure countywide availability.

**Substance Abuse Intervention Specialist (SIS).** In addition to the FIS positions, the Department has allocated funding to support three (3) additional staff, Substance Abuse Intervention Specialist (SIS), to ensure timely screening and assessment of parents involved in the Child Welfare System. Their duties are limited to screening, assessment and referral of parents involved in the Child Welfare System.

**B. Identification of Alcohol and Other Drug Addiction, and Potential Child Abuse and Neglect:**

**1. Child Welfare Staff:**

- The Department of Children and Families, Protective Supervision units and/or Child and Family Connections agree to make screening for substance abuse disorders a standard element of every child welfare risk assessment. The screening will incorporate collateral contact information, as well as drug testing, when appropriate. *(Please see Florida Department of Children and Families Investigative Report (Child Safety Assessment) and Initial In-Home Safety Assessment-(Attached).*

**2. Substance Abuse Provider Responsibilities**

- Circuit 15 Substance Abuse contracted providers will identify signs of potential child abuse and neglect as a standard part of substance abuse screening and assessment as part of the bio-psycho-social assessment process. As described in the Training Section K of the substance abuse procedures, training will be provided for substance providers on screening/identifying child maltreatment.

The following language will be incorporated into each agency's bio-psycho-social assessment:

1. Number of Children?
2. Ages of children?

3. Where are your children living?
4. Who cares for your children when you are using or looking for drugs?
5. Can you tell me about your average day? (key on attention to children and explore child/consumer relationship)
6. Has anyone ever expressed concern for the safety of your children? If so, who?
7. Has anyone ever filed an abuse report to the Department of Children and Families? If so, what was the outcome?
8. Are you involved in a current situation with DCF? If so, acquire name, etc. of worker.

**C. Assessment Process**

The Drug Abuse Foundation of Palm Beach County, Inc. has been designated as the single point of access for individuals suspected of substance abuse who involved in the Child Welfare System. The agency will provide a Comprehensive Substance Abuse and Mental Health Assessment conducted by an individual holding at a minimum a Master's degree in the Healing Arts and under the supervision of a Qualified Professional.

**D. Referral Process**

(Drug Abuse Foundation of Palm Beach County, Inc.)

**Referral Process for Substance Abuse Services**

1. Upon suspicion of substance abuse/use issues affecting the safety and well being of dependent youth, Child Welfare staff will completed the *Child Welfare Service Request Form* (Attached) and along with the required supporting documents, fax to the Drug Abuse Foundation of Palm Beach County's designated fax line: (561) 266-7388. A referral must include the following information:

- o DAF Referral Form:
- o Copies of relevant assessments
- o Recommendations
- o Background information that may be of use in conducting the screening/assessment.

2. Upon receipt of the completed referral packet, DAF will:

- o Acknowledge the receipt of the referral
- o Assess the client.
  - DAF will reserve blocks of time for "walk-in" appointments.
  - If consumer is not readily available:
    - Contact the individual within 24 hours to schedule an appointment for screening and assessment.
    - If appointment is scheduled: Within 24 hours of confirmation, "Appointment Notification Letter" is sent to CW staff.
    - If appointment is NOT scheduled: "No Response Alert" is sent to CW staff
    - If appointment is not scheduled within 20 days, "Case Closure Notice" will be sent to CW staff.

3. Within 3 days from receipt of the completed referral packet, DAF will complete the assessment and forward results to the Child Welfare staff who initiated the referral.

- If client is engaged and completes the assessment:  
"Assessment Report Letter" is sent to CW staff within 24 hours of the assessment
- If client fails to keep appointment:  
"No Show Alert" is sent to CW staff within 48 hours.  
"Case Closure Notice" is sent to CW staff if client has not completed assessment within 30 days.

E. Care Coordination/Case Management of Substance Abuse Issues

The Circuit 15 Substance Abuse and Mental Health Program Office and their *contracted providers* will ensure for prompt communication with child welfare staff regarding whether an individual referred by child welfare actually made contact with the treatment modality to which they were referred.

o For individuals enrolled in Family Intervention Services (FIS):

Upon completion of assessment, client will be referred and linked with recommended service provider. The following reports will be implemented:

- "REFERRAL for Substance Abuse Services"  
This form is to be completed by the Drug Abuse Foundation to refer a participant involved with the Child Welfare System to community based, substance abuse treatment. Assessment is to be attached.

Upon enrollment into the recommended service, the community based, substance abuse provider will communicate to the Family Intervention Specialist the outcome of the referral and on-going monthly status. The following report will be implemented:

- "STATUS REPORT" Child Welfare/Substance Abuse Network  
This form is to be completed by community based substance abuse providers upon admission of Child Welfare involved consumer and monthly thereafter until discharge.

Individuals enrolled in the FIS services are eligible for financial assistance to eliminate the barriers for entering substance abuse treatment and maintaining a program of recovery. Funds can be accessed through the Drug Abuse Foundation's Family Intervention Specialist.

Upon discharge of a Child Welfare involved consumer, the community-based, substance abuse provider will notify the Family Intervention Specialist. The following reports will be implemented:

- "SUBSTANCE ABUSE DISCHARGE NOTIFICATION"  
This form is to be completed upon discharge of a participant involved in the Child Welfare System. Please complete the form along with the

CWLS Relapse Prevention Plan and fax to the Drug Abuse Foundation at (561) 266-7388.

• **"CHILD WELFARE SUBSTANCE ABUSE RELAPSE PREVENTION PLAN"**

*This form is to be completed upon discharge of a participant involved with the Child Welfare System. Please complete the form along with the Discharge Notification Form and Fax to the Drug Abuse Foundation at (561) 266-7388.*

**Case Consultation:** In order to encourage a seamless system of care for Child Welfare involved individuals with substance abuse issues monthly oversight/consultation meetings have been established to review operating protocols and share information pertaining to individual cases. Meetings have been scheduled as follows:

1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Fridays of the month:  
9 AM SAMH Program Office

3<sup>rd</sup> Friday of the month:  
9 AM Belle Glade Service Center

**F. Confidentiality**

In accordance with the statutory basis that guides confidentiality for substance abuse, mental health and child welfare systems (*Chapter 397.501 (7), F.S.; 42 C.F.R., Part 2; 42 U.S.C. 1320d, 45 C.F.R., Parts 160 and 164; section 394.4615 (1), F.S. and section 39.202, F.S. and HIPAA guidelines*) staff will adhere to the following protocols to ensure sharing of information:

1. Child Welfare Staff will complete a Release of Confidentiality form prior to the referral to the Drug Abuse Foundation of Palm Beach County. (Attached)
2. Drug Abuse Foundation will initiate a Release of Confidentiality form prior to referral to community based substance abuse provider.
3. Accepting agency will initiate a Release of Confidentiality for Child Welfare and DAF if appropriate.

**G. Effective and Accessible Treatment Services**

The Circuit 15 Substance Abuse and Mental Health Program Office will make every effort to prioritize individuals involved in the child Welfare System for substance abuse services. Within the financial requirements set forth in statute, Substance Abuse TANF funding will be utilized to allow agencies to work with the entire family unit.

The contracted substance abuse providers have agreed to carve out SAMH contracted services and identify those services for individuals involved in the Child Welfare System. The carved out services will be referred to as the "Substance Abuse Child Welfare Network" and will consist of a continuum of services, i.e. detoxification, out-patient, residential, in-home, etc. Contracted agencies will admit Child Welfare involved clients referred by the Drug Abuse Foundation within 72 hours of contact up to the agreed upon following census:

Agency	OD	J/N	Residential		Contact Person
			Male	Female	

CARP	40:10 BG 25WP 10 LW	0	8	2	Mandi Smith
Center for Family Services	10: WPB	0			David Claud
Drug Abuse Foundation of PBC	40: RB/WPB	0	8	2	Lee Miller
Drug Abuse Treatment Assoc.	10- In-Home	0			John Fowler
Gratitude House	0	5		8	Carol Lazarus
Housing Partnership			6	2	Kerry Wallis
Oakwood Center-BG	0	0		8	Yvonne Branch
Wayside House	5	5		3	Carol MacKenzie
<b>Total</b>	<b>OP</b>	<b>DN</b>	<b>Residential</b>		
			<b>Male</b>	<b>Female</b>	
	115	10	22	15	

The Circuit 15 Substance Abuse and Mental Health Program Office will maintain charts of contracted substance abuse providers, detailing services available, funding considerations and contact information. The charts will be updated when appropriate and provided to the Drug Abuse Foundation of Palm Beach County, Inc.

#### H. Continuing Care

Goal: Child Welfare Cases are successfully engaged after their completion of substance abuse treatment to facilitate a safe transition into the community. In support of the goal, the *Drug Abuse Foundation of Palm Beach County* will utilize the following methods:

- o Monthly Outcome
- o Tracking Form,
- o Overlay visits
- o Drug testing
- o Continued Advocacy
- o Continued Case Management
- o Child Welfare Reporting

The following reports shall be submitted Child Welfare within specified time frames:

- o "Monthly Outcome Tracking Form": 48 hours from when the MOTF was completed.
- o "Closure Summary Report": 48 hours from the last and final engagement with the client.

#### I. Prevention and Treatment Services for Children

The Circuit 15 Substance Abuse and Mental Health Program Office will work collaboratively with community based providers to implement and maintain science based prevention programs that address the risk and protective factors of individuals involved with Child Welfare.

The Circuit 15 SAMH Program Office will include the name, location, contact information, as well as the risk and protective factors addressed on a Circuit-wide prevention log. The log will be available to all CW staff as well as the Drug Abuse Foundation of Palm Beach County.

**J. Training**

The Circuit 15 Substance Abuse and Mental Health Program and Child and Family Connections will utilize pre-service, in-service and cross system training to fill information gaps and improve the ability of administrators and on-line staff to identify and intervene with families involved in each system. Training will focus on the core training to understand how each system functions as well as the development and maintenance and other important competency areas. It will also focus on learning about the resources that exist at the state and community levels and appropriate referral processes.

The parties agree to participate in the following specific cross trainings:

**A. Pre-Service Training:**

Due to the regionalization of the Department of Children and Families, pre-service training provided on the regional level does not include education pertaining to local resources available for substance abuse services or procedures established to ensure timely assessment, referral, linkage and case management of individuals in need of substance abuse services. Therefore, to ensure staff is knowledgeable of the aforementioned, an additional day of Pre-Service Training will be locally added and provided in the Circuit and structured as follows:

Time	Topic	Agency Responsible
9:00 - 9:30 AM	Introductions	SAMH
9:30 - 10:30 AM	Into to Substance Abuse <ul style="list-style-type: none"> <li>• Differentiation between use, abuse and dependence;</li> <li>• How to identify and intervene with substance use and addiction;</li> <li>• Addiction as a family disease, the dynamics of substance abusing families and impact on parenting;</li> <li>• An Awareness of the phases of substance abuse recovery as measures of parent's readiness for child custody</li> </ul>	SAMH
10:30-10:45	Break-Brownies!	
10:45-Noon	Marchman Act and Confidentiality	SAMH
Noon- 1 PM	Lunch	
1:00 - 2:00	Overview of CIRCUIT 15 SA Services: <ul style="list-style-type: none"> <li>a. What providers do and their capacity, and what local resources exist and how they differ;</li> </ul>	SAMH
2:00 - 2:30	CIRCUIT 15 SA/Child Welfare Procedures: <ul style="list-style-type: none"> <li>• Referral</li> <li>• Assessment</li> <li>• FIS Services</li> <li>• Joint case planning</li> </ul>	DAF
2:30-2:45	Break-Cookies!	
2:45-4:00	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr.

		CARP Wayside DATA
4:00-4:30	Questions	

**B. Periodic Substance Abuse Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Child Welfare administrations. Training will be structured as follows:

Time	Topic	Agency Responsible
1 Hour	Overview of CIRCUIT 15 SA Services: b. What providers do and their capacity, and what local resources exist and how they differ;	SAMH
.5 Hour	CIRCUIT 15 SA/Child Welfare Procedures: • Referral • Assessment • FIS Services • Joint case planning	DAF
.25 Hour	Break-Cookies!	
1.5 Hour	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr. CARP Wayside DATA
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**Child Welfare Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Substance Abuse administrations. Training will be structured as follows:

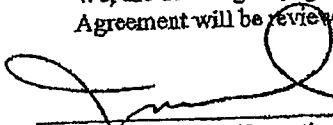
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1 Hour	Overview of CW Services: What happens upon receipt of an abuse allegation? How does the CW system work?	Child Welfare
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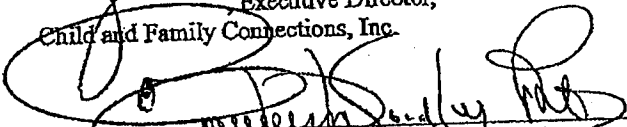
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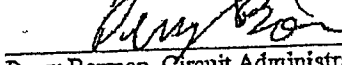
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 \_\_\_\_\_  
 Executive Director,  
 Child and Family Connections, Inc.


6-9-09  
 Date:

  
 \_\_\_\_\_  
 George A. Woodley, Ph.D. CBA, Program Administrator  
 Circuit 15 Substance Abuse and Mental Health Program Office

6/9/09  
 Date:

  
 \_\_\_\_\_  
 Perry Borman, Circuit Administrator  
 Circuit 15 Department of Children and Families

6/8/09  
 Date:

  
 \_\_\_\_\_  
 (Name) (Agency)  
 Executive Director for Circuit 15  
 Substance Abuse Program Office's  
 Contracted Provider

6/11/09  
 Date



**CIRCUIT 15  
INTEGRATION OF SUBSTANCE ABUSE SERVICES  
INTO  
THE CHILD WELFARE SYSTEM**

**A. Co-Location:**

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**Substance Abuse Intervention Specialist (SIS).** In addition to the FIS positions, the Department has allocated funding to support three (3) additional staff, Substance Abuse Intervention Specialist (SIS), to ensure timely screening and assessment of parents involved in the Child Welfare System. Their duties are limited to screening, assessment and referral of parents involved in the Child Welfare System.

**B. Identification of Alcohol and Other Drug Addiction, and Potential Child Abuse and Neglect:**

**1. Child Welfare Staff:**

- The Department of Children and Families, Protective Supervision units and/or Child and Family Connections agree to make screening for substance abuse disorders a standard element of every child welfare risk assessment. The screening will incorporate collateral contact information, as well as drug testing, when appropriate. (Please see Florida Department of Children and Families Investigative Report (Child Safety Assessment) and Initial In-Home Safety Assessment (Attached).

**2. Substance Abuse Provider Responsibilities:**

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1. Number of Children?
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6. Has anyone ever expressed concern for the safety of your children? If so, who?
7. Has anyone ever filed an abuse report to the Department of Children and Families? If so, what was the outcome?
8. Are you involved in a current situation with DCF? If so, acquire name, etc. of worker.

**C. Assessment Process**

The Drug Abuse Foundation of Palm Beach County, Inc. has been designated as the single point of access for individuals suspected of substance abuse who involved in the Child Welfare System. The agency will provide a Comprehensive Substance Abuse and Mental Health Assessment conducted by an individual holding at a minimum a Master's degree in the Healing Arts and under the supervision of a Qualified Professional.

**D. Referral Process (Drug Abuse Foundation of Palm Beach County, Inc.)**

**Referral Process for Substance Abuse Services**

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- o Copies of relevant assessments
- o Recommendations
- o Background information that may be of use in conducting the screening/assessment.

2. Upon receipt of the completed referral packet, DAF will:

- o Acknowledge the receipt of the referral
- o Assess the client.
  - DAF will reserve blocks of time for "walk-in" appointments.
  - If consumer is not readily available:
    - Contact the individual within 24 hours to schedule an appointment for screening and assessment.
    - If appointment is scheduled:  
Within 24 hours of confirmation, "Appointment Notification Letter" is sent to CW staff
    - If appointment is NOT scheduled:  
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3. Within 3 days from receipt of the completed referral packet, DAF will complete the assessment and forward results to the Child Welfare staff who initiated the referral.

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The Circuit 15 Substance Abuse and Mental Health Program Office and their contracted providers will ensure for prompt communication with child welfare staff regarding whether an individual referred by child welfare actually made contact with the treatment modality to which they were referred.

**o For individuals enrolled in Family Intervention Services (FIS):-**

Upon completion of assessment, client will be referred and linked with recommended service provider. The following reports will be implemented:

- "REFERRAL for Substance Abuse Services"  
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This form is to be completed by community based substance abuse providers upon admission of Child Welfare involved consumer and monthly thereafter until discharge.

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**Case Consultation:** In order to encourage a seamless system of care for Child Welfare involved individuals with substance abuse issues monthly oversight/consultation meetings have been established to review operating protocols and share information pertaining to individual cases. Meetings have been scheduled as follows:

1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Fridays of the month:  
9 AM SAMEI Program Office

3<sup>rd</sup> Friday of the month:  
9 AM Belle Glade Service Center

**F. Confidentiality**

In accordance with the statutory basis that guides confidentiality for substance abuse, mental health and child welfare systems (*Chapter 397.501 (7), F.S.; 41 C.F.R., Part 2; 42 U.S.C. 1320a, 45 C.F.R. Parts 160 and 164; section 394.4615 (1), F.S. and section 39.202, F.S. and HIPAA guidelines*) staff will adhere to the following protocols to ensure sharing of information:

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2. Drug Abuse Foundation will initiate a Release of Confidentiality form prior to referral to community based substance abuse provider.
3. Accepting agency will initiate a Release of Confidentiality for Child Welfare and DAF if appropriate.

**G. Effective and Accessible Treatment Services**

The Circuit 15 Substance Abuse and Mental Health Program Office will make every effort to prioritize individuals involved in the child Welfare System for substance abuse services. Within the financial requirements set forth in statute, Substance Abuse TANF funding will be utilized to allow agencies to work with the entire family unit.

The contracted substance abuse providers have agreed to carve out SAMEI contracted services and identify those services for individuals involved in the Child Welfare System. The carved out services will be referred to as the "Substance Abuse Child Welfare Network" and will consist of a continuum of services, i.e. detoxification, out-patient, residential, in-home, etc. Contracted agencies will admit Child Welfare involved clients referred by the Drug Abuse Foundation within 72 hours of contact up to the agreed upon following census:

Agency	Residential	Contact Person
	Male	Female

CART	49:10 BG 25WR 10 LW	0	3	2	Mandi Smith
Center for Family Services	18: WPB	0			David Claud
Drug Abuse Foundation of PBC	40: RB/WPB	0	3	2	Lee Miller
Drug Abuse Treatment Assoc.	10- In-Home	0			John Fowler
Gratitude House	0	5		3	Carol Lazarus
Housing Partnership			6	2	Kerry Wallis
Oakwood Center-BG	0	0		3	Yvonne Branch
Wayside House	5	5			Carol MacKenzie
Total					
		115	10	22	25

The Circuit 15 Substance Abuse and Mental Health Program Office will maintain charts of contracted substance abuse providers, detailing services available, funding considerations and contact information. The charts will be updated when appropriate and provided to the Drug Abuse Foundation of Palm Beach County, Inc.

**H. Continuing Care**

Goal: Child Welfare Cases are successfully engaged after their completion of substance abuse treatment to facilitate a safe transition into the community. In support of the goal, the Drug Abuse Foundation of Palm Beach County will utilize the following methods:

- o Monthly Outcome
- o Tracking Form,
- o Overlay visits
- o Drug testing
- o Continued Advocacy
- o Continued Case Management
- o Child Welfare Reporting

The following reports shall be submitted Child Welfare within specified time frames:

- o "Monthly Outcome Tracking Form": 48 hours from when the MOTF was completed.
- o "Closure Summary Report": 48 hours from the last and final engagement with the client.

**I. Prevention and Treatment Services for Children**

The Circuit 15 Substance Abuse and Mental Health Program Office will work collaboratively with community based providers to implement and maintain science based prevention programs that address the risk and protective factors of individuals involved with Child Welfare.

The Circuit 15 SAMH Program Office will include the name, location, contact information, as well as the risk and protective factors addressed on a Circuit-wide prevention log. The log will be available to all CW staff as well as the Drug Abuse Foundation of Palm Beach County.

**J. Training**

The Circuit 15 Substance Abuse and Mental Health Program and Child and Family Connections will utilize pre-service, in-service and cross system training to fill information gaps and improve the ability of administrators and on-line staff to identify and intervene with families involved in each system. Training will focus on the core training to understand how each system functions as well as the development and maintenance and other important competency areas. It will also focus on learning about the resources that exist at the state and community levels and appropriate referral processes.

The parties agree to participate in the following specific cross trainings:

**A. Pre-Service Training:**

Due to the regionalization of the Department of Children and Families, pre-service training provided on the regional level does not include education pertaining to local resources available for substance abuse services or procedures established to ensure timely assessment, referral, linkage and case management of individuals in need of substance abuse services. Therefore, to ensure staff is knowledgeable of the aforementioned, an additional day of Pre-Service Training will be locally added and provided in the Circuit and structured as follows:

Time	Topic	Agency Responsible
9:00 - 9:30 AM	Introductions	SAMH
9:30 - 10:30 AM	Into to Substance Abuse <ul style="list-style-type: none"> <li>• Differentiation between use, abuse and dependence;</li> <li>• How to identify and intervene with substance use and addiction;</li> <li>• Addiction as a family disease, the dynamics of substance abusing families and impact on parenting;</li> <li>• An Awareness of the phases of substance abuse recovery as measures of parent's readiness for child custody</li> </ul>	SAMH
10:30-10:45	Break-Brownies!	
10:45-Noon	Marchman Act and Confidentiality	SAMH
Noon- 1 PM	Lunch	
1:00 - 2:00	Overview of CIRCUIT 15 SA Services: <ul style="list-style-type: none"> <li>• What providers do and their capacity, and what local resources exist and how they differ;</li> </ul>	SAMH
2:00 - 2:30	CIRCUIT 15 SA/Child Welfare Procedures: <ul style="list-style-type: none"> <li>• Referral</li> <li>• Assessment</li> <li>• FIS Services</li> <li>• Joint case planning</li> </ul>	DAF
2:30-2:45	Break-Cookies!	
2:45-4:00	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Onkwood Ctr.

		CARP Wayside DATA
4:00-4:30	Questions	

**B. Periodic Substance Abuse Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Child Welfare administrations. Training will be structured as follows:

Time	Topic	Agency Responsible
1 Hour	Overview of CIRCUIT 15 SA Services: b. What providers do and their capacity, and what local resources exist and how they differ.	SAME
.5 Hour	CIRCUIT 15 SA/Child Welfare Procedures: • Referral • Assessment • FIS Services • Joint case planning	DAF
.25 Hour	Break-Cookies!	
1.5 Hour	SA Providers Networking: Each agency to designate a single point of access (SPOA) to work with CW cases. SPOA to meet, greet and answer questions.	DAF Gratitude Guild Panda-Oakwood Ctr. CARP Wayside DATA
.5 Hour	Questions	

**Child Welfare Training:**

In recognition of changing systems and staff, periodic training will be available upon request of Substance Abuse administrations. Training will be structured as follows:


Time	Topic	Agency Responsible
1 Hour	Overview of CW Services: What happens upon receipt of an abuse allegation? How does the CW system work?	Child Welfare
.5 Hour		
.25 Hour	Break-Cookies!	
1.5 Hour	Child Welfare Networking: Each service center has a designated single point of contact for each unit.	
.5 Hour	Questions	

**ATTACHMENTS:**

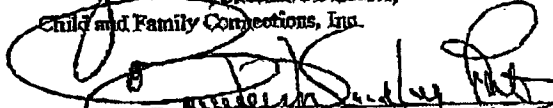
- o Florida Guidelines for Family Intervention Specialists
- o Florida Department of Children and Families Investigative Report (Child Safety Assessment)
- o Initial In-Home Safety Assessment
- o Child Welfare Service Request Form
- o Appointment Notification Letter
- o No Response Alert
- o Case Closure Notice

- o No Show Alert
- o Assessment Report Letter
- o Referral for Substance Abuse Services
- o Status Report
- o Substance Abuse Discharge Notification
- o Child Welfare Substance Abuse Relapse Prevention Plan
- o Closure Summary Report
- o Monthly Outcome Tracking Form
- o Substance Abuse Agency Single Points of Access for Child Welfare
- o Circuit 15 Contracted Substance Abuse Services: Adult and Adolescent

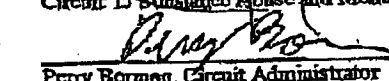
We, the undersigned, agree to the terms of this Policy Working Agreement and knowledge this Agreement will be reviewed on an annual basis or upon request.

  
 \_\_\_\_\_  
 Executive Director,  
 Child and Family Connections, Inc.

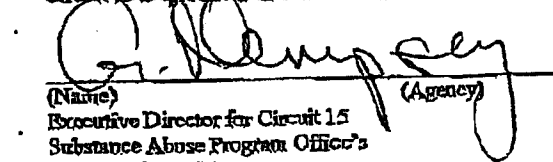
6-9-09  
Date:

  
 \_\_\_\_\_  
 George A. Woodley, Ph.D., CBA, Program Administrator  
 Circuit 15 Substance Abuse and Mental Health Program Office

6/9/09  
Date:

  
 \_\_\_\_\_  
 Percy Borman, Circuit Administrator  
 Circuit 15 Department of Children and Families

6/8/09  
Date:

  
 \_\_\_\_\_  
 (Name) Executive Director for Circuit 15  
 Substance Abuse Program Office's  
 Contracted Provider  
 (Agency)

6/9/09  
Date



**CIRCUIT 15  
INTEGRATION OF SUBSTANCE ABUSE SERVICES  
INTO  
THE CHILD WELFARE SYSTEM**

**A. Co-Location:**

The parties agree the position for the single point of access for substance abuse services be contracted to a community based substance abuse agency, The Drug Abuse Foundation of Palm Beach County, Inc. (DAF) has been designated as the single access point for the Circuit. In accordance with statewide procedures, when possible, the substance abuse services are co-located with staff working within the Child Welfare System.

**Family Intervention Specialists: (FIS).** Circuit 15 is currently funded to provide three (3) Family Intervention Specialist to perform screening, assessment, referral, linkage and case management for individuals with severe substance abuse disorders. The duties performed are to be in accordance with FIS Guidelines. (Attached) The FIS positions are currently contracted with the Drug Abuse Foundation of Palm Beach County, Inc. In recognizing the need exceeds the demand, DAF has authorized an additional FIS positions to ensure countywide availability.

**Substance Abuse Intervention Specialist (SIS).** In addition to the FIS positions, the Department has allocated funding to support three (3) additional staff, Substance Abuse Intervention Specialist (SIS), to ensure timely screening and assessment of parents involved in the Child Welfare System. Their duties are limited to screening, assessment and referral of parents involved in the Child Welfare System.

**B. Identification of Alcohol and Other Drug Addiction, and Potential Child Abuse and Neglect:**

**1. Child Welfare Staff:**

- The Department of Children and Families, Protective Supervision units and/or Child and Family Connections agree to make screening for substance abuse disorders a standard element of every child welfare risk assessment. The screening will incorporate collateral contact information, as well as drug testing, when appropriate. *(Please see Florida Department of Children and Families Investigative Report (Child Safety Assessment) and Initial In-Home Safety Assessment-(Attached).*

**2. Substance Abuse Provider Responsibilities**

- Circuit 15 Substance Abuse contracted providers will identify signs of potential child abuse and neglect as a standard part of substance abuse screening and assessment as part of the bio-psycho-social assessment process. As described in the Training Section K of the substance abuse procedures, training will be provided for substance providers on screening/identifying child maltreatment. The following language will be incorporated into each agency's bio-psycho-social assessment:

1. Number of Children?
2. Ages of children?

3. Where are your children living?
4. Who cares for your children when you are using or looking for drugs?
5. Can you tell me about your average day? -(key on attention to children and explore child/consumer relationship)
6. Has anyone ever expressed concern for the safety of your children? If so, who?
7. Has anyone ever filed an abuse report to the Department of Children and Families? If so, what was the outcome?
8. Are you involved in a current situation with DCF? If so, acquire name, etc. of worker.

**C. Assessment Process**

The Drug Abuse Foundation of Palm Beach County, Inc. has been designated as the single point of access for individuals suspected of substance abuse who involved in the Child Welfare System. The agency will provide a Comprehensive Substance Abuse and Mental Health Assessment conducted by an individual holding at a minimum a Master's degree in the Healing Arts and under the supervision of a Qualified Professional.

**D. Referral Process (Drug Abuse Foundation of Palm Beach County, Inc.)**

**Referral Process for Substance Abuse Services**

1. Upon suspicion of substance abuse/use issues affecting the safety and well being of dependent youth, Child Welfare staff will complete the *Child Welfare Service Request Form* (Attached) and along with the required supporting documents, fax to the Drug Abuse Foundation of Palm Beach County's designated fax line: (561) 266-7388. A referral must include the following information:

- o DAF Referral Form:
- o Copies of relevant assessments
- o Recommendations
- o Background information that may be of use in conducting the screening/assessment.

2. Upon receipt of the completed referral packet, DAF will:

- o Acknowledge the receipt of the referral
- o Assess the client.
  - DAF will reserve blocks of time for "walk-in" appointments.
  - If consumer is not readily available:
    - Contact the individual within 24 hours to schedule an appointment for screening and assessment.
    - If appointment is scheduled: Within 24 hours of confirmation, "Appointment Notification Letter" is sent to CW staff.
    - If appointment is NOT scheduled: "No Response Alert" is sent to CW staff
    - If appointment is not scheduled within 20 days, "Case Closure Notice" will be sent to CW staff.

3. Within 3 days from receipt of the completed referral packet, DAF will complete the assessment and forward results to the Child Welfare staff who initiated the referral.

- If client is engaged and completes the assessment:  
"Assessment Report Letter" is sent to CW staff within 24 hours of the assessment
- If client fails to keep appointment:  
"No Show Alert" is sent to CW staff within 48 hours.  
"Case Closure Notice" is sent to CW staff if client has not completed assessment within 30 days.

E. Care Coordination/Case Management of Substance Abuse Issues

The Circuit 15 Substance Abuse and Mental Health Program Office and their contracted providers will ensure for prompt communication with child welfare staff regarding whether an individual referred by child welfare actually made contact with the treatment modality to which they were referred.

o For Individuals enrolled in Family Intervention Services (FIS):

Upon completion of assessment, client will be referred and linked with recommended service provider. The following reports will be implemented:

- "REFERRAL for Substance Abuse Services"  
This form is to be completed by the Drug Abuse Foundation to refer a participant involved with the Child Welfare System to community based, substance abuse treatment. Assessment is to be attached.

Upon enrollment into the recommended service, the community based, substance abuse provider will communicate to the Family Intervention Specialist the outcome of the referral and on-going monthly status. The following report will be implemented:

- "STATUS REPORT" Child Welfare/Substance Abuse Network  
This form is to be completed by community based substance abuse providers upon admission of Child Welfare involved consumer and monthly thereafter until discharge.

Individuals enrolled in the FIS services are eligible for financial assistance to eliminate the barriers for entering substance abuse treatment and maintaining a program of recovery. Funds can be accessed through the Drug Abuse Foundation's Family Intervention Specialist.

Upon discharge of a Child Welfare involved consumer, the community-based, substance abuse provider will notify the Family Intervention Specialist. The following reports will be implemented:

- "SUBSTANCE ABUSE DISCHARGE NOTIFICATION"  
This form is to be completed upon discharge of a participant involved in the Child Welfare System. Please complete the form along with the

*CWLS Relapse Prevention Plan and fax to the Drug Abuse Foundation at (561) 266-7388.*

• **"CHILD WELFARE SUBSTANCE ABUSE RELAPSE PREVENTION PLAN"**

*This form is to be completed upon discharge of a participant involved with the Child Welfare System. Please complete the form along with the Discharge Notification Form and Fax to the Drug Abuse Foundation at (561) 266-7388.*

**Case Consultation:** In order to encourage a seamless system of care for Child Welfare involved individuals with substance abuse issues monthly oversight/consultation meetings have been established to review operating protocols and share information pertaining to individual cases. Meetings have been scheduled as follows:

1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Fridays of the month:  
9 AM SAMH Program Office

3<sup>rd</sup> Friday of the month:  
9 AM Belle Glade Service Center

**F. Confidentiality**

In accordance with the statutory basis that guides confidentiality for substance abuse, mental health and child welfare systems (*Chapter 397.501 (7), F.S.; 42 C.F.R., Part 2; 42 U.S.C. 1320d, 45 C.F.R., Parts 160 and 164; section 394.4615 (1), F.S. and section 39.202, F.S. and HIPAA guidelines*) staff will adhere to the following protocols to ensure sharing of information:

1. Child Welfare Staff will complete a Release of Confidentiality form prior to the referral to the Drug Abuse Foundation of Palm Beach County. (Attached)
2. Drug Abuse Foundation will initiate a Release of Confidentiality form prior to referral to community based substance abuse provider.
3. Accepting agency will initiate a Release of Confidentiality for Child Welfare and DAF if appropriate.

**G. Effective and Accessible Treatment Services**

The Circuit 15 Substance Abuse and Mental Health Program Office will make every effort to prioritize individuals involved in the child Welfare System for substance abuse services. Within the financial requirements set forth in statute, Substance Abuse TANF funding will be utilized to allow agencies to work with the entire family unit.

The contracted substance abuse providers have agreed to carve out SAMH contracted services and identify those services for individuals involved in the Child Welfare System. The carved out services will be referred to as the "Substance Abuse Child Welfare Network" and will consist of a continuum of services, i.e. detoxification, out-patient, residential, in-home, etc. Contracted agencies will admit Child Welfare involved clients referred by the Drug Abuse Foundation within 72 hours of contact up to the agreed upon following census:

Agency	OP	DA	Residential		Contact Person
			Male	Female	

CARP	40:10 BG 25WP 10 LW	0	8	2	Mandi Smith
Center for Family Services	10: WPB	0			David Claud
Drug Abuse Foundation of PBC	40: RB/WPB	0	8	2	Lee Miller
Drug Abuse Treatment Assoc.	10- In-Home	0			John Fowler
Gratitude House	0	5		8	Carol Lazarus
Housing Partnership			6	2	Kerry Wallis
Oakwood Center-BG	0	0		8	Yvonne Branch
Wayside House	5	5		3	Carol Mac Kenzie
<b>Total</b>	<b>OP</b>	<b>DN</b>	<b>Residential</b>		
			<b>Male</b>	<b>Female</b>	
	115	10	22	25	

The Circuit 15 Substance Abuse and Mental Health Program Office will maintain charts of contracted substance abuse providers, detailing services available, funding considerations and contact information. The charts will be updated when appropriate and provided to the Drug Abuse Foundation of Palm Beach County, Inc.

**H. Continuing Care**

Goal: Child Welfare Cases are successfully engaged after their completion of substance abuse treatment to facilitate a safe transition into the community. In support of the goal, the *Drug Abuse Foundation of Palm Beach County* will utilize the following methods:

- o Monthly Outcome
- o Tracking Form,
- o Overlay visits
- o Drug testing
- o Continued Advocacy
- o Continued Case Management
- o Child Welfare Reporting

The following reports shall be submitted Child Welfare within specified time frames:

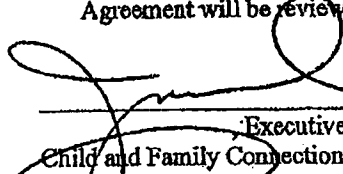
- o "Monthly Outcome Tracking Form": 48 hours from when the MOTF was completed.
- o "Closure Summary Report": 48 hours from the last and final engagement with the client.

**I. Prevention and Treatment Services for Children**

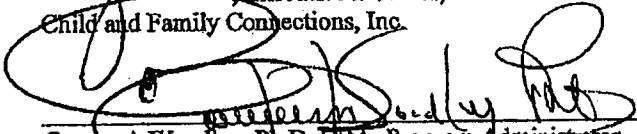
The Circuit 15 Substance Abuse and Mental Health Program Office will work collaboratively with community based providers to implement and maintain science based prevention programs that address the risk and protective factors of individuals involved with Child Welfare.

- o No Show Alert
- o Assessment Report Letter
- o Referral for Substance Abuse Services
- o Status Report
- o Substance Abuse Discharge Notification
- o Child Welfare Substance Abuse Relapse Prevention Plan.
- o Closure Summary Report
- o Monthly Outcome Tracking Form
- o Substance Abuse Agency Single Points of Access for Child Welfare
- o Circuit 15 Contracted Substance abuse Services: Adult and Adolescent

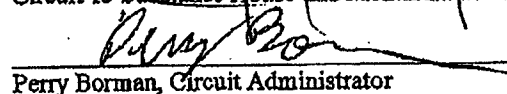
We, the undersigned, agree to the terms of this Policy Working Agreement and knowledge this Agreement will be reviewed on an annual basis or upon request.

  
 \_\_\_\_\_  
 Executive Director,  
 Child and Family Connections, Inc.

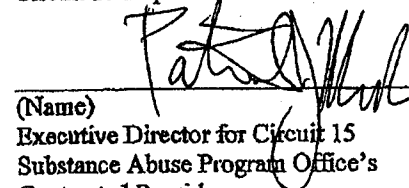
6-9-09  
 Date:

  
 \_\_\_\_\_  
 George A. Woodley, Ph.D. CBA, Program Administrator  
 Circuit 15 Substance Abuse and Mental Health Program Office

6/9/09  
 Date:

  
 \_\_\_\_\_  
 Perry Borman, Circuit Administrator  
 Circuit 15 Department of Children and Families

6/8/09  
 Date:

  
 \_\_\_\_\_  
 (Name) Executive Director for Circuit 15  
 Substance Abuse Program Office's  
 Contracted Provider  
 (Agency) *Horning Partnership and Parent-Child Center*

6/9/09  
 Date

## ATTACHMENT 4



Department of Justice  
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 17, 2009

Ms. Nicole Saunders  
Palm Beach County  
301 North Olive Avenue  
West Palm Beach, FL 33401-4705

Dear Ms. Saunders:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Family Drug Courts Program in the amount of \$484,907 for Palm Beach County.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Gwen Williams, Program Manager at (202) 616-1611; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Lou Leary".

Mary Lou Leary  
Acting Assistant Attorney General

Enclosures





**Department of Justice**  
Office of Justice Programs  
Office for Civil Rights

Washington, D.C. 20531

September 17, 2009

Ms. Nicole Saunders  
Palm Beach County  
301 North Olive Avenue  
West Palm Beach, FL 33401-4705

Dear Ms. Saunders:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

## Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

### Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

#### 1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

#### 2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

### Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**Grant**

PAGE 1 OF 3

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)  Palm Beach County 301 North Olive Avenue West Palm Beach, FL 33401-4705	4. AWARD NUMBER: 2009-DC-BX-0115	
	5. PROJECT PERIOD: FROM 10/01/2009 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2009 TO 09/30/2012	
	6. AWARD DATE 09/17/2009	7. ACTION Initial
1A. GRANTEE IRS/VENDOR NO. 596000789	8. SUPPLEMENT NUMBER 00	
	9. PREVIOUS AWARD AMOUNT	\$ 0
3. PROJECT TITLE Palm Beach County Family Drug Court Program	10. AMOUNT OF THIS AWARD	\$ 484,907
	11. TOTAL AWARD	\$ 484,907

12. SPECIAL CONDITIONS  
THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT  
This project is supported under FY09(OJJDP Drug Ct) 42 USC 3797u, et seq.

15. METHOD OF PAYMENT  
PAPRS

AGENCY APPROVAL	GRANTEE ACCEPTANCE
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL  Mary Lou Leary Acting Assistant Attorney General	18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL  Nicole Saunders Director, Justice Services
17. SIGNATURE OF APPROVING OFFICIAL <i>Mary Lou Leary</i>	19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Nicole Saunders</i>
	19A. DATE 9/20/09

AGENCY USE ONLY	
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT  X B DC 70 00 00 484907	21. IDCTGT0869

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice  
Office of Justice Programs  
**Office of Juvenile Justice and  
Delinquency Prevention**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 3

PROJECT NUMBER 2009-DC-BX-0115

AWARD DATE 09/17/2009

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on line-through the Internet at <https://grants.ojp.usdoj.gov/>.

15



Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 3

PROJECT NUMBER 2009-DC-BX-0115

AWARD DATE 09/17/2009

*SPECIAL CONDITIONS*

7. The recipient agrees to submit quarterly financial status reports to OJP. At present, these reports are to be submitted on-line (at <https://grants.ojp.usdoj.gov>) using Standard Form SF 269A, not later than 45 days after the end of each calendar quarter. The recipient understands that after October 15, 2009, OJP will discontinue its use of the SF 269A, and will require award recipients to submit quarterly financial status reports within 30 days after the end of each calendar quarter, using the government-wide Standard Form 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ffr.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf)). Beginning with the report for the fourth calendar quarter of 2009 (and continuing thereafter), the recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form, not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.
8. The recipient agrees to report data on the grantee's OJJDP-approved performance measures as part of the semi-annual categorical progress report. This data will be submitted on line at OJJDP's Performance Measures website (<http://ojjdp.ncjrs.gov/grantees/pm/index.html>) by July 31 and January 31 each year for the duration of the award. Once data entry is complete, the grantee will be able to create and download a "Performance Measures Data Report." This document is to be included as an attachment to the grantee's narrative categorical assistance progress report submitted in GMS for each reporting period.
9. Any deviation from the timeline provided in the application or revised grant program implementation plan must receive prior approval from OJJDP.
10. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
11. No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the grantee whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year.

This prohibition may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP.

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**Department of Justice**

Office of Justice Programs

*Office of Juvenile Justice and Delinquency Prevention*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Kathi Grasso, OJJDP NEPA Coordinator

**Subject:** Categorical Exclusion for Palm Beach County

The recipient agrees to assist OJJDP to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact analyses requirements in the use of these grant funds either directly by the recipient or by a subrecipient. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds and, if so, to advise OJJDP and request further NEPA implementation guidance. Recipient understands that this special condition applies to its activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are: a. new construction; b. minor renovation or remodeling of a property either; (1) listed on or eligible for listing on the National Register of Historic Places or; (2) located within a 100-year flood plain; c. a renovation, lease, or any other proposed use of a building or facility that will either; (1) result in a change in its basic prior use or; (2) significantly change its size and; d. Implementation of a new program involving the use of chemicals other than chemicals that are; (1) purchased as an incidental component of a funded activity and; (2) traditionally used, for example, in office, household, recreational, or education environments.

15

212



Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and  
Delinquency Prevention

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER  
2009-DC-BX-0115

PAGE 1 OF 1

This project is supported under FY09(OJJDP Drug Ct) 42 USC 3797u, et seq.

**1. STAFF CONTACT (Name & telephone number)**

Gwen Williams  
(202) 616-1611

**2. PROJECT DIRECTOR (Name, address & telephone number)**

Nicole Saunders  
Director, Justice Services  
205 North Dixie Highway, Suite 2.2100  
West Palm Beach, FL 33401  
(561) 355-1723

**3a. TITLE OF THE PROGRAM**

OJJDP FY 09 Family Drug Courts Program

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Palm Beach County Family Drug Court Program

**5. NAME & ADDRESS OF GRANTEE**

Palm Beach County  
301 North Olive Avenue  
West Palm Beach, FL 33401-4705

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 10/01/2009 TO: 09/30/2012

**8. BUDGET PERIOD**

FROM: 10/01/2009 TO: 09/30/2012

**9. AMOUNT OF AWARD**

\$ 484,907

**10. DATE OF AWARD**

09/17/2009

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

**13. THIRD YEAR'S BUDGET PERIOD**

**14. THIRD YEAR'S BUDGET AMOUNT**

**15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)**

The purpose of the Family Drug Courts Program is to build the capacity of states, state and local courts, units of local government, and federally recognized Indian tribal governments to develop and establish drug courts for substance-abusing adults involved with the family dependency court as a result of child abuse and neglect issues. The program must provide services to the children of the parents in the program as well as to the parents. The program provides seed money, not long-term support. OJJDP expects successful applicants to develop and implement a sustainability plan during the grant period to continue operation of the family drug court when the grant ends. The program is authorized under 42 U.S.C. 3797u, et seq.

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219

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET Admendment

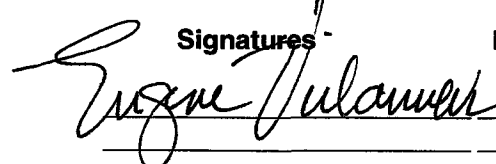
BGEX - 662- 0925090000000002426- 1-  
BGRV - 662- 0925090000000000794- 1

FUND 1437 - Family Drug Court Grant

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
<b>Revenue</b>								
1437-662-5242-3129	Fed Grant Other Public Safety			206,838	0	206,838		
	<b>Total Revenue and Balance</b>	<u>0</u>	<u>0</u>	<u>206,838</u>	<u>0</u>	<u>206,838</u>		
<b>Expense</b>								
1437-662-5242-1201	Salaries			42,719		42,719		
1437-662-5242-2101	FICA			2,649		2,649		
1437-662-5242-2105	Medicare			619		619		
1437-662-5242-2201	Retirement			5,062		5,062		
1437-662-5242-2301	Insurance			8,669		8,669		
1437-662-5242-4001	Travel-Perdiem			12,220		12,220		
1437-662-5242-3401	Other Contractual Services			110,400		110,400		
1437-662-5242-3414	ISS Professional			10,000		10,000		
1437-662-5242-5101	Office Supplies			2,500		2,500		
1437-662-5242-5201	Materials/Supplies-Operating			12,000		12,000		
	<b>Total Appropriation and Expenditures</b>	<u>0</u>	<u>0</u>	<u>206,838</u>	<u>0</u>	<u>206,838</u>		

**PUBLIC SAFETY ADMINISTRATION**  
INITIATING DEPARTMENT/DIVISION  
Administration/Budget Department Approval  
OFMB Department - Posted

Signatures	Date
	9/24/09

By Board of County Commissioners  
At Meeting of 10/20/09  
Deputy Clerk to the  
Board of County Commissioners

712