

AB#
1960582

27250-43

CHILD ABUSE PREVENTION SUBAWARD

BETWEEN

THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES

AND

CASA OF SOUTH CENTRAL NEBRASKA

This subaward is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES** (hereinafter "DHHS"), and **CASA OF SOUTH CENTRAL NEBRASKA** (hereinafter "Subrecipient").

PURPOSE. The purpose of this subaward is to provide administration and continued implementation of the work to enhance permanency and relationships in youth in Adams, Clay, Nuckolls and Webster counties as approved by the Nebraska Child Abuse Prevention Fund Board (NCAPF Board) Neb. Rev. Stat. §§ 43-1901 to 43-1906.

I. PERIOD OF PERFORMANCE AND TERMINATION

- A. TERM. This award is in effect from July 1, 2015 the effective date through June 30, 2016, the completion date.
- B. TERMINATION. This subaward may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of termination. DHHS may also terminate this subaward in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF SUBAWARD." In the event either party terminates this subaward, the Subrecipient shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subaward immediately.

II. AMOUNT OF SUBAWARD

- A. TOTAL SUBGRANT. DHHS shall pay the Subrecipient a total amount, not to exceed \$15,000 (fifteen thousand five hundred dollars) for the activities specified herein and in accordance with the attached budget (Attachment A).
- B. PAYMENT STRUCTURE. Payment shall be structured as follows:
1. Quarterly payments will be made upon the submittal of a budget expenditure report and a reimbursement request for actual, allowable, and reasonable expenditures by the Subrecipient. **The final quarterly budget expenditure report and reimbursement request must be received by July 31, 2016.**
- C. BUDGET CHANGES. The Subrecipient is permitted to reassign funds from one line item to another line item within the approved budget. If funds are reassigned between line items, prior approval from DHHS is required for cumulative budget transfer requests for allowable costs, allocable to the subaward exceeding fifteen percent (15%) of the current total approved budget. Budget revision requests shall be submitted in writing to DHHS. DHHS will provide written notification of approval or disapproval of the request within thirty (30) days of its receipt.

III. STATEMENT OF WORK

A. The Subrecipient shall:

1. Continue the implementation of the Permanency Quest Pilot Project (PQ) as outlined in the Scope of Work approved by the Nebraska Child Abuse Prevention Fund Board (Attachment B).

B. Administrative Standards:

The Subrecipient agrees to be held accountable for the services provided within this Subgrant and will provide data on the following measures and others as described in Attachment B:

1. Number of children and youth participating in PQ.
2. Number of placement disruptions and number of placement disruptions prevented – based resolution of conflict so placement does not change.
3. Number of family preservation plans developed and implemented.

C. Reporting Requirement:

1. The Subrecipient shall submit a budget expenditure report and a reimbursement request for actual, allowable, and reasonable expenditures in accordance with the agreement and approved budget on the following schedule:

Report Name	Due on or Before	Covering the Period of
1st Quarter Budget Expenditure	Oct. 15, 2015	Jul. 1, 2015 -Sept. 30, 2015
2nd Quarter Budget Expenditure	Jan. 15, 2016	Oct. 1, 2015 – Dec. 31, 2015
3rd Quarter Budget Expenditure	Apr. 15, 2016	Jan. 1, 2016 - Mar. 31, 2016
4th Quarter Budget Expenditure	Jul. 31, 2016	Apr. 1, 2015 – Jun. 30, 2016

2. The Subrecipient shall follow reporting protocol as determined in partnership with Nebraska Children and Families Foundation and the University of Nebraska Medical Center (UNMC) staff consultant and evaluators
3. The Subrecipient shall report on progress, activity, and results in accordance with the agreement on the following schedule:

Report Name	Due on or Before	Covering the Period of
Six Month Progress Report	Jan. 31, 2016	Jul. 1, 2015 – Dec. 31, 2015
Twelve Month Progress Report	Jul. 31, 2016	Jul. 1, 2014 – Jun. 30, 2016

4. All reporting materials are to be submitted to the Nebraska Children and Families Foundation office at 215 Centennial Mall South, Suite 200; Lincoln, NE 68508 to the attention of Jamie Anthony on or before deadline.

D. Results Based Accountability:

The Subrecipient agrees to cooperate with DHHS in the development of any desired outcomes, performance measures, and reporting requirement necessary for implementation of the Division of Children and Families' Results Based Accountability initiative.

E. DHHS shall do the following:

1. Review all reports received from Subrecipient.

IV. GENERAL TERMS AND ASSURANCES

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

1. All Subrecipient books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work performed or monies received under this subaward shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. Subrecipient shall maintain all records for three (3) years from the date of final payment, except records that fall under the provisions of the Health Insurance Portability and Accountability Act (HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action are resolved to the satisfaction of DHHS. The Subrecipient shall maintain its accounting records in accordance with generally accepted accounting principles. DHHS reserves and hereby exercises the right to require the Subrecipient to submit required financial reports on the accrual basis of accounting. If the Subrecipient's records are not normally kept on the accrual basis, the Subrecipient is not required to convert its accounting system but shall develop and submit in a timely manner such accrual information through an analysis of the documentation on hand (such as accounts payable).
2. The Subrecipient shall provide DHHS any and all written communications received by the Subrecipient from an auditor related to Subrecipient's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance*. The Subrecipient agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to the Subrecipient, in which case the Subrecipient agrees to verify that DHHS has received a copy.
3. The subrecipient shall immediately commence follow-up action on findings arising from audits or other forms of review. Follow-up action includes responding to those conducting such examinations with clear, complete views concerning the accuracy and appropriateness of the findings. If the finding is accepted, corrective action, such as repaying disallowed costs, making financial adjustments, or taking other actions should proceed and be completed as rapidly as possible. If the subrecipient disagrees, it should provide an explanation and specific reasons that demonstrate that the finding is not valid.
4. In addition to, and in no way in limitation of any obligation in this subaward, the Subrecipient shall be liable for audit exceptions, and shall return to DHHS all payments made under this subaward for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.

B. AMENDMENT. This subaward may be modified only by written amendment executed by both parties. No alteration or variation of the terms and conditions of this subaward shall be valid unless made in writing and signed by the parties.

C. ANTI-DISCRIMINATION. The Subrecipient shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair Employment Practice Act, NEB. REV. STAT. §§ 48-1101 to 48-1125. Violation of said statutes

and regulations will constitute a material breach of this subaward. The Subrecipient shall insert this provision into all subawards and subcontracts.

- D. ASSIGNMENT. The Subrecipient shall not assign or transfer any interest, rights, or duties under this subaward to any person, firm, or corporation without prior written consent of DHHS. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subaward.
- E. ASSURANCE. If DHHS, in good faith, has reason to believe that the Subrecipient does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subaward, DHHS may demand in writing that the Subrecipient give a written assurance of intent to perform. Failure by the Subrecipient to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this subaward.
- F. BREACH OF SUBAWARD. DHHS may immediately terminate this subaward and agreement, in whole or in part, if the Subrecipient fails to perform its obligations under the subaward in a timely and proper manner. DHHS may withhold payments and provide a written notice of default to the Subrecipient, allow the Subrecipient to correct a failure or breach of subaward within a period of thirty (30) days or longer at DHHS's discretion considering the gravity and nature of the default. Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the Subrecipient time to correct a failure or breach of this subaward does not waive DHHS's right to immediately terminate the subaward for the same or different subaward breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subaward and hold the Subrecipient liable for any excess cost caused by Subrecipient's default. This provision shall not preclude the pursuit of other remedies for breach of subaward as allowed by law.
- G. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subaward, either independently or through DHHS, shall be held in the strictest confidence and shall be released to no one other than DHHS without the prior written authorization of DHHS, provided that contrary subaward provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. This provision shall survive termination of this subaward.
- H. CONFLICTS OF INTEREST. In the performance of this subaward, the Subrecipient shall avoid all conflicts of interest and all appearances of conflicts of interest. The subrecipient shall not acquire an interest either directly or indirectly which will conflict in any manner or degree with performance and shall immediately notify DHHS in writing of any such instances encountered.
- I. DATA OWNERSHIP AND COPYRIGHT. DHHS shall own the rights in data resulting from this project or program. The Subrecipient may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subaward without written consent from DHHS. DHHS hereby reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for state government purposes. This provision shall survive termination of this subaward.
- J. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- K. DOCUMENTS INCORPORATED BY REFERENCE. All references in this subaward to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the Subrecipient in discharging its obligations under this subaward shall be deemed incorporated by reference and made a part of this subaward with the same force and effect as if set forth in full text, herein.
- L. DRUG-FREE WORKPLACE. Subrecipient certifies that it maintains a drug-free workplace environment to ensure worker safety and workplace integrity. Subrecipient shall provide a copy of its drug-free workplace policy at any time upon request by DHHS.
- M. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subaward due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this subaward. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this subaward which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under this subaward.
- N. FUNDING AVAILABILITY. DHHS may terminate the subaward, in whole or in part, in the event funding is no longer available. Should funds not be appropriated, DHHS may terminate the award with respect to those payments for the fiscal years for which such funds are not appropriated. DHHS shall give the Subrecipient written notice thirty (30) days prior to the effective date of any termination. The Subrecipient shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event, shall the Subrecipient be paid for a loss of anticipated profit.
- O. GOVERNING LAW. The award shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against DHHS or the State of Nebraska regarding this award shall be brought in Nebraska administrative or judicial forums as defined by Nebraska State law. The Subrecipient shall comply with all Nebraska statutory and regulatory law.
- P. HOLD HARMLESS.
1. The Subrecipient shall defend, indemnify, hold, and save harmless the State of Nebraska and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State of Nebraska, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Subrecipient, its employees, consultants, representatives, and agents, except to the extent such Subrecipient's liability is attenuated by any action of the State of Nebraska which directly and proximately contributed to the claims.
 2. DHHS's liability is limited to the extent provided by the Nebraska Tort Claims Act, the Nebraska Contract Claims Act, the Nebraska Miscellaneous Claims Act, and any other applicable provisions of law. DHHS does not assume liability for the action of its Subrecipients.

- Q. INDEPENDENT ENTITY. The Subrecipient is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The Subrecipient shall employ and direct such personnel, as it requires, to perform its obligations under this subaward, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this subaward.
- R. REIMBURSEMENT REQUEST. Requests for payments submitted by the Subrecipient shall contain sufficient detail to support payment. Any terms and conditions included in the Subrecipient's request shall be deemed to be solely for the convenience of the parties.
- S. INTEGRATION. This written subaward represents the entire agreement between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this subaward.
- T. NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING. Subrecipient acknowledges that Nebraska law requires DHHS to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars (\$600) to any Subrecipient who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months. This provision applies to: individuals; to a corporation, if 80% or more of the voting stock of the corporation is held by the shareholders who are performing personal services, and to a partnership or limited liability company, if 80% or more of the capital interest or profits interest of the partnership or limited liability company is held by the partners or members who are performing personal services.

The parties agree, when applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at:

http://www.revenue.ne.gov/tax/current/f_w-4na.pdf or
http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf

- U. NEBRASKA TECHNOLOGY ACCESS STANDARDS. The Subrecipient shall review the Nebraska Technology Access Standards, found at <http://www.nitc.nebraska.gov/standards/> and ensure that products and/or services provided under the subaward comply with the applicable standards. In the event such standards change during the Subrecipient's performance, the State may create an amendment to the subaward to request that Subrecipient comply with the changed standard at a cost mutually acceptable to the parties.
- V. NEW EMPLOYEE WORK ELIGIBILITY STATUS. The Subrecipient shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Subrecipient is an individual or sole proprietorship, the following applies:

1. The Subrecipient must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.

2. If the Subrecipient indicates on such attestation form that he or she is a qualified alien, the Subrecipient agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Subrecipient's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Subrecipient understands and agrees that lawful presence in the United States is required and the Subrecipient may be disqualified or the subaward terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.

W. PUBLICATIONS. Subrecipient shall acknowledge the project was supported by DHHS in all publications that result from work under this subaward.

X. PROGRAMMATIC CHANGES. The Subrecipient shall request in writing to DHHS for approval of programmatic changes. DHHS shall approve or disapprove in whole or in part in writing within thirty (30) days of receipt of such request.

Y. PROMPT PAYMENT. Payment shall be made in conjunction with the State of Nebraska Prompt Payment Act, NEB. REV. STAT. §§ 81-2401 through 81-2408. Unless otherwise provided herein, payment shall be made by electronic means.

Automated Clearing House (ACH) Enrollment Form Requirements for Payment.

The Subrecipient shall complete and sign the State of Nebraska ACH Enrollment Form and obtain the necessary information and signatures from their financial institution. The completed form must be submitted before payments to the Subrecipient can be made. Download ACH Form:

http://www.das.state.ne.us/accounting/nis/address_book_info.htm

Z. PUBLIC COUNSEL. In the event Subrecipient provides health and human services to individuals on behalf of DHHS under the terms of this award, Subrecipient shall submit to the jurisdiction of the Public Counsel under NEB. REV. STAT. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this subaward. This clause shall not apply to subawards between DHHS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.

AA. RESEARCH. The Subrecipient shall not engage in research utilizing the information obtained through the performance of this subaward without the express written consent of DHHS. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which is used for purposes unconnected with this subaward.

BB. SEVERABILITY. If any term or condition of this subaward is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this subaward did not contain the particular provision held to be invalid.

CC. SUBRECIPIENTS OR SUBCONTRACTORS. The Subrecipient shall not subaward or subcontract any portion of this award without prior written consent of DHHS. The Subrecipient shall ensure that all subcontractors and subrecipients comply with all requirements of this subaward and applicable federal, state, county and municipal laws, ordinances, rules and regulations.

DD. TIME IS OF THE ESSENCE. Time is of the essence in this subaward. The acceptance of late performance with or without objection or reservation by DHHS shall not waive any rights of

DHHS nor constitute a waiver of the requirement of timely performance of any obligations on the part of the Subrecipient remaining.

V. BUSINESS ASSOCIATE PROVISIONS

- A. Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this subaward, shall mean Subrecipient.
- B. Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this subaward, shall mean DHHS.
- C. HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- D. Other Terms. The following terms shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subrecipient, Unsecured Protected Health Information, and Use.
- E. The Subrecipient shall do the following:
1. Not use or disclose protected health information other than as permitted or required by this subaward, consistent with DHHS' minimum necessary policies and procedures, or as required by law.
 2. Implement and maintain appropriate administrative, physical, and technical safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent access to, use, or disclosure of protected health information other than as provided for by the Subaward and assess potential risks and vulnerabilities to the individual health data in its care and custody and develop, implement, and maintain reasonable security measures.
 3. Report to DHHS, within fifteen (15) days, any use or disclosure of protected health information not provided for by this Subaward of which it becomes aware, including breaches of unsecured protected health information as required by 45 CFR 164.410, and any security incident of which it becomes aware. Subrecipient shall, as instructed by DHHS, take immediate steps to mitigate any harmful effect of such unauthorized disclosure of protected health information pursuant to the conditions of this Subaward through the preparation and completion of a written Corrective Action Plan subject to the review and approval by the DHHS. The Subrecipient shall report any breach to the individuals affected and to the HHS Office of Civil Rights, and if warranted the media, on behalf of the covered entity, as required by the HIPAA regulations.
 4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subrecipients that create, receive, maintain, or transmit protected health information on behalf of the subrecipient agree to the same restrictions, conditions, and requirements that apply to the Subrecipient with respect to such information;
 5. Within fifteen (15) days:
 - a. make available protected health information in a designated record set to DHHS

as necessary to satisfy DHHS' obligations under 45 CFR 164.524;

- b. Make any amendment(s) to protected health information in a designated record set as directed or agreed to by DHHS pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy DHHS' obligations under 45 CFR 164.526;
- c. Maintain and make available the information required to provide an accounting of disclosures to DHHS as necessary to satisfy DHHS' obligations under 45 CFR 164.528;

6. To the extent the Subrecipient is to carry out one or more of DHHS' obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to DHHS in the performance of such obligation(s); and

7. Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

F. The Subrecipient is permitted to use and disclose protected health information:

- 1. As necessary to perform the services set forth in this Contract;
- 2. As required by law; and
- 3. Consistent with DHHS' minimum necessary policies and procedures.

G. The Subrecipient may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by DHHS.

NOTICES. Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this subaward shall be sent to the following addresses:

FOR DHHS:

Emily Kløver
NE Department of Health & Human Services
PO Box 95026
Lincoln, NE 68509-5026
402-471-8424

FOR SUBRECIPIENT:

RuAnn Root
CASA of South Central Nebraska
2727 West 2nd Street, Suite 410
Hastings, NE, 68901

IN WITNESS THEREOF, the parties have duly executed this subaward hereto, and each party acknowledges the receipt of a duly executed copy of this subaward with original signatures.

FOR DHHS:

Vicki Maca

Vicki Maca
Deputy Director
Division of Children & Family Services
Department of Health and Human Services

DATE: 8/19/15

FOR SUBRECIPIENT:

RuAnn Root

RuAnn Root
Executive Director
CASA of South Central Nebraska

DATE: 7-21-15

FOR THE BOARD:

Brandon Verzal

Brandon Verzal
Chair
Nebraska Child Abuse Prevention Fund Board

DATE: 8/13/15

Nebraska Child Abuse Prevention Fund Board
GRANT BUDGET FORM

Organization:	CASA of South Central Nebraska	Attachment A
Project Title:	3 - 5 - 7 Permanency Quest	
Total Project Budget:	\$22,500	Budget Period: 07/01/2014 through 06/30/2015
		<i>Date</i> <i>Date</i>

BUDGET ITEM	TOTAL PROGRAM BUDGET	NCAPF GRANT REQUEST	OTHER FUNDS	SOURCES
Personnel:				
PQ Coordinator Salary	\$ 16,791.00	\$ 8,518.00	\$ 8,273.00	NCFF
PQ Coordinator FICA	\$ 1,285.00	\$ 652.00	\$ 633.00	NCFF
		\$ -		
		\$ -		
TOTAL Personnel	\$ 18,076.00	\$ 9,170.00	\$ 8,906.00	
Fringe Benefits:				
PQ Coordinator Fringe Benefits	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	NCFF
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Fringe Benefits	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	
Office Operations Expenses:				
Administrative Charge	\$ 2,625.00	\$ 1,125.00	\$ 1,500.00	NCFF
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Operations Expense	\$ 2,625.00	\$ 1,125.00	\$ 1,500.00	
Travel:				
Mileage	\$ 2,077.00	\$ 1,365.00	\$ 712.00	NCFF
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Travel	\$ 2,077.00	\$ 1,365.00	\$ 712.00	
Equipment:				
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Equipment	\$ -	\$ -	\$ -	
Outreach:				
Court Booklets	\$ 400.00	\$ -	\$ 400.00	NCFF
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL Outreach	\$ 400.00	\$ -	\$ 400.00	
Contract / Consulting:				
TOTAL Contract / Consulting	\$ -	\$ -	\$ -	
Other Expenses:				
Support Groups/therapist/assessments	\$ 20,040.00	\$ 6,440.00	\$ 13,600.00	NCFF
CASA and Permanency Matters Conferences	\$ 6,282.00	\$ 2,900.00	\$ 3,382.00	NCFF
TOTAL Other Expenses	\$ 26,322.00	\$ 9,340.00	\$ 16,982.00	
TOTAL BUDGET	\$ 52,500.00	\$ 22,500.00	\$ 30,000.00	

Organization: CASA of South Central Nebraska

Project Title: Permanency Quest

Total Project Budget: \$15,000

Budget Period: 07/01/2015 to 06/30/2016.

Total Program Budget: (column 1): \$36,293

NCAPF Grant Request: (column 2): \$15,000.

Other Funds and Sources: (Column3) \$21,293; CASA of South Central Nebraska. County Juvenile Aid and the Nebraska Children and Families Foundation

Personnel: The rural outreach coordinator, Patti Hinrickus will be employed 30% (12 hours a week) of her time to work on the Permanency Quest strategies. Therefore, 30% of her salary will be included in on the budget. The Daniel Memorial Coordinator will be employed to assess with a life skills assessment called the Daniel Memorial Life Skills. All youth adjudicated 3(a), between the ages of 14-19 will be provided with this opportunity.

- Salary \$14 hourly pay x 12 hours per week x 52 weeks = \$8,736
- Salary \$12 hourly pay x 5 hours per week for 26 weeks/6 months (until county aid grant)= \$1,560

Fringe Benefits:

The amount of fringe benefits:

- PQ Coordinator--FICA; \$8,736 x .0765 tax rate= \$669; Unemployment calculated.035% rate=\$306
- DM Coordinator—FICA; \$1,500 x .0765 tax rate = \$115;

Office Operations Expense: NA

Travel:

Mileage funds will be used by CASA staff as part of the project management. Travel will include mileage to team meetings, visiting therapists, attending Through The Eyes of a Child meetings, visiting the Permanency Quest youth in their home.

- 156 miles x 12 months x .575 federal rate = \$1,077 rounded

Travel will also include the conference expenses to the North American Council on Adoptable Children in Long Beach California from July 29 through August 1st.

- Registration \$340 + Pre-Conference \$100= \$440 x 1 person
- Federal food per diem rate ; \$53.25 x 2 travel days 106
- Federal food per diem rate \$71 x x 4 days = \$284
- Flight found cheapest on Travelocity, round trip from Omaha, \$517

Total = \$1,347

A conference schedule has been included for your review. Please note the highlighted sessions. They are the ones the staff is going to attend. Staff picked sessions that focused on trauma, funding, and innovative concepts.

Equipment: N/A

Outreach and Publicity: N/A

Contract/Consultant: Management Fees are based on 5% of the total amount of the grant

- $5\% \times \$15,000 = \750

Other Expenses:

- \$440 to cover expenses for life book supplies for youth attending Permanency Quest Support Groups. The supplies we will purchase will be items that can be supplies that can be over and over again such as die cuts. Local churches have donated scrap book materials to the CASA program for Life books, such as stickers, markers, scrap book paper, etc.

There is no need to fund the support group or therapist positions any longer. They are now fully funded by Medicaid.

No fees/income was generated.

Nebraska Child Abuse Prevention Fund Board

3-5-7 Permanency Quest Subgrant

Scope of Work and Outcomes

July 1, 2015 – June 30, 2016

Implementation of the continuation for 3-5-7 Permanency Quest (PQ):

a. The names, affiliations and roles of staff and partners

Patti Hinrickus will continue to monitor the progress of PQ in this grant cycle. This project will fall under the Through The Eyes of a Child Initiative in each of our 4 service areas. The Adams County team meets bi-monthly. Clay, Nuckolls and Webster Counties meet quarterly. At the meetings, we brainstorm ideas, give legislative updates, and agency happenings.

Agencies that regularly attend are

- County Attorney
- Local Schools
- Private attorneys
- CASA
- Public Defender
- GALs
- Head Start
- DHHS
- Horizon Recovery (Adams County)
- New Dimension Counseling (Adams County)
- Families Care
- Region 3

The Daniel Memorial Coordinator will work for 5 hours a week for the first 6 months of this grant. We have received a grant award letter from the County Juvenile Aid Grant that this program will be funded by their allocation starting January 1, 2016. The coordinator will continue to complete evidence based life skill evaluations to all referred youth, adjudicated 3 (a), between the ages of 14-19

How we are implementing the 3-5-7 strategies are as follows:

- On the 4-12 age support group therapy focuses on learning and practicing skills that enable children to self-regulate feelings and emotions related to trauma previously experienced. This answers the clarification question of 3-5-7. The clarification is met by answering "who am I?" and "where am I going?" As the youth accepts who they are they can self-regulate. "Where am I going?" is about the ability to make better decisions therefore a better path for transition into the teen years.
- On the 13-17 teen groups we continue to implement skills necessary to transition into adult hood. The skills needed to address the 3 objectives; clarification, integration, and actualization are met by talking about healthy relationships with people in their lives such as teachers, peers,

and birth family and foster family. Clarification is addressed through looking at their history of relationships and integrating their history into the present. Actualization is developed through the seven strategies of healing which include: engaging the youth, recognize the painful feelings, listen, affirming their pain, creating a safe place to process, and keeping responses brief. The core strategies for the life books are to help the child process previous trauma, accept the "here and now", and provide hope for the future. All life book pages are based on the 3-5-7 basic principles-- Who am I? What happened to me? Where am I going? How will I get there? When will I know I belong?

- By teaching relationship skills we have discovered a common deficit in being prepared for adulthood for all of our PQ youth, ages 13-17. The maladaptive skills our youth use upon entry into to PQ are hitting, yelling, lying, stealing, etc. If we are going to take away their maladaptive skills we need to replace them with adaptive strategies by using a life skills assessment. We are using the Daniel Memorial assessment because it is best practice and evidence based. Once we clarify deficits (clarification) we are then able to use the results (integration) of the Daniel Memorial to teach the skills (actualization) that are missing from each youth through the steps as listed in the skill building section of the assessment. Once these life skills are in place the youth have a greater chance of making informed decisions about "where am I going? "How will I get there? " "How will I know I belong".
- All youth support groups are tailored individually for each child as they become ready for the next step. Each child has a unique process along with different times and speed through the journey to permanency. The core strategies for the support group are the nurturing parenting curriculum and trauma focused interventions. The screen and assessment tools used are Parent Stress Index and the Protective Factor Survey. Patti and New Dimension Counseling will provide updates to the Through The Eyes of a Child team. The support group services will be funded by Medicaid once approved. CASA has outreached to community organizations and churches they will be donating life book supplies.
- Primary Care Givers/Adults-The support group for adults is two-fold. The first purpose is to educate the adults about how trauma effects children and families. The second purpose is to teach caregivers how to effectively move their children to the next stage past trauma. The lesson plans that are given to children mirror the skills taught to the caregivers in the same evening. One strategy is to teach nurturing parenting through the family meal setting at each group.
- The Daniel Memorial (DM) has been previously funded by our partnering grantor NCFE. . The Daniel Memorial Independent Living Skills Assessment, a best practice model, is a standardized comprehensive tool designed to assess life skills, and to generate a detailed Skills Plan based on assessment results, focused on needs, goals and specific strategies for life skills training in each assessed category. In addition, a Transition Plan is produced based on responses from very specific questions regarding transitioning foster youth from current placement to discharge. CASA utilizes the Daniel Memorial Independent Living Assessment tool to assess independent living skills to kids ages 14 to 19. Our goal is to prepare and train youth to be self-sufficient in the future.

Administration of the Daniel Memorial Independent Living Assessment is as follows:

STEP 1: Objective Standard Assessment- This format takes 1 1/2 hours to administer but is the most thorough - covering 16 categories and requiring an examiner to ask the youth 231 pass/fail questions. Follow-up questions have been provided for each skill statement to assess the skill level of the individuals 14 years old and older. The core of the assessment includes 14 to 16 categories, ranging from Money Management, Housing, House Keeping, Job Seeking Skills, food management, health, transportation, educational planning, job maintenance, emergency safety, community resources, interpersonal skills, legal skills, etc.

STEP 2: Enter the youth/clients demographics into the program. Have the client complete the computerized assessment. For youth that need additional help with the assessment a hard copy will be available to them and could even be read to them. The assessment should be given every six months until mastery. This will show progress (or lack of it) and reinforce effort of the client with a better assessment result.

STEP 3: Once the assessment results have been entered into the computer a printout of the skill plan can be made. The plan, typically 15-40 pages long, can be printed out from the user's computer. It will include goals and strategies for the care provider/mentor/foster parent/PALS worker/other community wrap around services on how to teach the youth the skills the youth failed to pass.

STEP 4: Give skill plan to the youth as well as to the case worker, foster parent, group care provider, or other interested adult (PALS, etc.). The adult should have an idea of how many skills should be taught within a certain time, for example - two (2) skills per week. The adult works with the youth to teach the skills listed on the plan. The plan outlines the areas the care giver should cover and suggests ways to teach the skill.

STEP 5: Fill out the transition plan worksheet with youth. Transition planning deals with a systematic transition from foster care/probation to an independent living status. The transition plan is written for approximately a six month period. The youth and the service provider complete the plan; the computer will print the plan written in casework language, covering all completed areas. The plan should be reviewed, modified, and printed each six months through transition. Print the complete transition plan and file in youth's folder, giving copies to the youth, caseworker, foster parents, and any other interested parties.

We have completed 25 assessments on youth ages 14-19. The assessments provide us with information on 16 different areas of life skills needed for youth to become independent.

1) Money Management/Consumer Awareness: Ranges from counting coins and currency to understanding credit, ATM's, online banking, loans, interest, taxes, and opening banking accounts.

2) Food Management: Ranges from setting the table and ordering in a restaurant to following recipes in a cookbook, shopping, and meal planning.

- 3) Personal Appearance:** Personal appearance includes not only wearing appropriate attire in the community and in the workplace but also maintaining personal grooming and hygiene.
- 4) Health:** Ranges from being able to open a child-proof container to understanding the importance of medical insurance and selecting a doctor and a dentist.
- 5) Housekeeping:** Ranges from washing dishes and changing bed linens to preventing bugs and mold as well as making minor household repairs.
- 6) Housing:** Ranges from a general understanding of renting and types of rental housing to getting along with landlords and neighbors.
- 7) Transportation:** Ranges from knowing costs of riding the bus to knowing the function of a online travel agencies and owning and operating a car.
- 8) Educational Planning:** Ranges from client's self-assessment of the likelihood of completing education to acknowledge financial aid and educational resources in the community and online.
- 9) Job-Seeking:** Ranges from understanding minimum wage, where to find a job, completing a job application, interviewing techniques to understanding discrimination in employment.
- 10) Job Maintenance:** Ranges from dressing for work and reporting to work on time to getting a raise and/or promotion to understanding the legal rights of an employee.
- 11) Emergency and Safety Skills:** Ranges from phone numbers for police, ambulance and fire department, smoke detector operation to completion of first aid and CPR.
- 12) Knowledge of Community Resources:** Ranges from the location of the nearest post office, shopping center, etc., to knowledge of specialized resources (student aid offices, public recreation, etc.).
- 13) Interpersonal Skills:** Ranges from making simple responses and introducing self to learning assertiveness skills.
- 14) Legal Skills:** Ranges from knowing someone to call if arrested to knowing the difference between felony, misdemeanor, and violation.
- 15) Religion (optional):** Ranges from understanding differences in denominations to an awareness of "cults."
- 16) Leisure Activities:** Ranges from planning daily leisure activities to knowing costs of specific leisure activities.

The DM mirrors the 3-5-7 strategies by clarifying the strengths and deficits (what happened to me) for each child regarding life skill integration. Once the youth finds out what skills they need to achieve, it helps to answer the questions about who am I, when will I belong, how will I know when I get there? The DM will be funded by the juvenile county aid grant in 2016 and all results from the assessments will be given to NCFE and Nebraska Child Abuse Prevention Board. As a result of being funded the discovery of skill deficits have been realized and now needs to be addressed. So therefore even though the grant is in the step down process, our PQ program is not. We need to prepare our youth for the next stages of adulthood to continue to answer 3-5-7 questions; sometimes it takes a life time to heal.

- b. The service area we cover is Adams, Clay, Nuckolls and Webster Counties, which is located in south central Nebraska
- c. N/A
- d. Our plans to train new partners will be through Dr. Bev Patitz She has agreed to continue to provide training to partner agencies (DHHS, CASA, attorneys, etc) for free regarding trauma and Permanency Quest.
One staff from the CASA office (rural outreach coordinator) will be attending the North American Adaptation Council conference, July 30th to August 2nd, in Long Beach California.

The conference has several workshops that focus on trauma and trauma intervention, which is the foundational factor we use for our PQ. The conferences workshops that Patti will be signed up to attend are as follows:

1. 10 things Kinship Caregivers need: Kinship Care has 30 years experience and this workshop shares their lessons learned
2. Funding Youth Permanency Services: learn how specialized youth permanency services are being self-funded, expanded and enriched by documenting, leveraging and reinvesting savings achieved by moving youth from foster care to adoption
3. Weekend Miracles: an innovative approach to permanency to older foster youth
4. Trauma informed care: brain, beasts and the failure of therapy
5. The TAO of Parenting Challenging Adopted Children, this workshop teaches low-stress parenting approach to high stress kids
6. Creating Permanency after a disrupted placement
7. Speak Out Team Development and Youth Advocacy—teaches how to develop, promote and support adopted and foster youth public speaking teams.
8. Deflecting mother blame; teaches skills needed when raising children with trauma histories.

The general sessions are: Mindsight and Healing Trauma: this conference focuses on the integration of aspects of the mind, body and relationships not previously integrated in order to repair damage to one's brain caused by trauma.

- e. The information we learn at the conference will be taken back to our program and implemented into our PQ program, train our volunteers on the latest information on trauma at in-services, and be offered to other agencies for pre-service trainings.
 - f. As described in section 1(a), CASA will continue to bring information to the Through the Eyes of Child team meetings. We will continue to brainstorm ideas and suggestions for ways to improve our PQ project. CASA s committed to dedicating staff time to monitor PQ, keep support services to families, and our stakeholders informed.
2. CASA of South Central Nebraska agrees to document the number of children and youth participating in 3-5-7- Permanency Quest and to track their progress through measures described in the evaluation, such as,
- number of participating number of action plans developed and implemented
 - number of safety plans developed with families
 - number of placement disruptions prevented
 - Protective Factors Survey and the Parenting Stress Index. All PQ families show a reduction in stress through the parenting stress index and the protective factor survey will be a reflection of the nurturing parenting program. So the evaluation tools will be a combination of these two assessments.
 - Daniel Memorial Life Skills Assessment.

1. Number of kids who take the test
2. Number of kids who show improvement on their life skills

The number of children attending Permanency Quest Support groups is as follows:

- Children ages 4-12 are 20 kids
- Youth ages 13 to 17 are 10 kids
- Primary Care givers are 12 adults

We anticipate the numbers for this grant year will be similar to our statistics from the 2014 grant cycle. We are seeing our numbers increase. The judges that serve in our county are starting to court order families into PQ. However, we want to make sure we continue to provide quality care to families. One way we do this is by keeping our numbers of participants to down, ensuring that each family has a voice at the table, and receives the individual help they need. Our philosophy of dealing with smaller numbers to make a deeper impact is working and is one of the reasons why judges are court ordering the program.

3. The 3-5-7 Permanency Quest Program will sustain after this grant year by the funding received by Medicaid. All the support groups have been submitted to Medicaid for funding approval. We are waiting for final word from them. Sometimes this can take up to a year for final approval. We submitted our program about 2 months ago. If approved all the support groups will be funded on an on-going basis. The life book supplies will be funded by local churches and community organizations. Many of the life book supplies we bought were a onetime purchase so they could be used over and over again. Items such as a die cutting machine, with die cuts. Other smaller life book items such as stickers and papers can be purchased with the charitable gifts from this community.