



**Office of Children
and Family Services**

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

July 30, 2015

Dear Chief Executive Officer,

Thank you for submitting Steuben Supervision and Treatment Services for Juveniles Program (STSJP) plan for Fiscal Year (FY) 2016. Your plan has been reviewed by the Office of Children and Family Services (OCFS) and I am pleased to inform you that your county's STSJP plan has been **approved**.

Steuben is eligible to receive 62% State reimbursement for STSJP expenditures up to the capped STSJP allocation amount. Your Steuben will continue to receive 49% State reimbursement for eligible detention services expenditures up to the capped allocation amount. If your municipality shifts a portion of its detention allocation into its STSJP plan, your municipality will receive 62% State reimbursement if such shifted funds are spent on STSJP eligible expenditures. Steuben may make an initial detention allocation shift or increase the amount of the detention allocation shift until December 31, 2015. If Steuben plans to shift its detention allocation for STSJP eligible expenses, please submit a request on official letterhead to Cara Korn and email it to stsjp@ocfs.ny.gov outlining the amount that will be shifted and the type of programming or services the re-purpose detention funds will be used for under STSJP. An amend STSJP plan will also need to be submitted, if (Steuben) shifts its detention allocation for STSJP eligible expenses

All STSJP claims must be submitted electronically via the Juvenile Detention Automated System (JDAS) for the service period April 1, 2015 to March 31, 2016. Questions on all aspects of claiming process should be directed to Daniel Hulihan at (518) 473-4511 or at Daniel.Hulihan@ocfs.ny.gov.

Thank you for your continued partnership as we reform the juvenile justice practices in New York State by safely engaging youth and their family through innovating alternative to placement and detention programs.

If you have any questions, please email us at stsjp@ocfs.ny.gov and write "STSJP Plan Questions" in the subject line so that we may best assist you in a timely manner. You can direct all STSJP inquiries to Cara Korn at (518) 408-3999 or Cara.Korn@ocfs.ny.gov and Shawn Chin-Chance at (212) 961-4110 or Shawn.Chin-Chance@ocfs.ny.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph Mancini".

Joseph Mancini
Associate Commissioner
DJOY Office of Community Partnerships

2015/2016 Municipality STSJP Review Sheet

Name of Municipality: STEUBEN

Reviewer Name: LUZ GONZALEZ

Date Received: 7/15/2015

Reviewer Name: _____

Date Approved: 7/29/2015

Please Note: If the information requested in the following questions is not include, not clear or incomplete. Please contact the municipaity's STSJP Lead to request the plan be revised within a week so that it can be approved

Section One-Municipality Information

STSJP Lead Agency: YES

STSJP Lead Contact: YES

STSJP Lead Phone Number: YES

STSJP Lead Email: YES

Section Two-List of Programs and Services to be Funded

For each of the programs listed in the plan, please answer the following questions PROGRAM 1

1. If this is a rollover funded program, is the approved program description consistent with what is documented in this STSJP plan?

NA

2. Are the zipcodes identified for this program in a high needs area?

YES

3. Is it adequately documented as to how the program will be able to reduce the number of youth that were detained or placed?

YES

4. Is it adequately documented as to how the program is family focused?

YES

5. If the program can be replicated, is the explanation adequate as to how?

YES

6. Does the projected number of youth/families to be served support the cost of the program?

YES

7. If the program is being used as an ATD and an ATP, is it adequately described how the program will serve both populations?

NA

8. If the program was used last year, please review last years plan. Is the question answered?

NA

9.If there were barriers,how would you recommend bridging the barriers?

NA

10. Please review last years plan. How many youth did they serve as compared to how many they proposed to serve?

NA

Section Three-Analysis of Communities

Does the municipality's analysis of the neighborhoods and communities that will be served by STSJP funded programs correspond to your knowledge of the neighborhoods and communities? If yes, how so? If no, how so?

THE PLAN IS INCLUSIVE OF THE AREAS WHERE THE MAJORITY OF PINS/JD YOUTH RESIDE.

If identified neighborhoods and communities have changes since last year, what changed?

YES

Section Four-Disparity

Does the plan contain data that indicates whether there is racial/ethnic disparity in the use of detention or placement within the municipality?

YES

If disparity exists, does the plan explain how the STSJP funds will be used to help reduce the disparity?

NA

Section Five-Strategy

Briefly describe how each program will reduce the number of youth detained or placed.

VIA THE USE OF DIVERSION SERVICES, DETAINMENTS, ADJUDICATIONS, AND PLACEMENTS WILL BE AVOIDED AND OR REDUCED.

Briefly describe how each program is family focused.

PARENTS ARE INVOLVED IN EVERY STEP OF GOAL DEVELOPMENT AND SERVICE PLANNING VIA REGULAR HOME CONTACTS AND MEETINGS.

Section Six-Outcomes

What is the estimate of anticipated reductions in detention and placements? Is it realistic or too low?

Reductions: 90% DIVERSION OF PLACEMENT, 15% DETENTION. These #s are realistic based on last year's projections and outcomes.

What are the other positive outcomes for youth identified?

Improved graduation rate and job readiness.

Are there any changes from last year noted? NA

Section Seven-Comments

What if any comments were noted?

NA

Section Eight-Plan Amounts

Are the STSJP and detention allocations correct? YES

Does the program expenses total all the variables (state reimbursement, local share, detention shift, JDAI allocation and rollover amount) ? YES

Is the municipality using less than their STSJP allocation amount? NO

Section Nine-Approval

Is this section appropriately filled out? YES

Please ensure that you have filled out the OCFS STSJP Program Lead approval

For each of the programs listed in the plan, please answer the following questions

1. If this is a rollover funded program, is the approved program description consistent with what is documented in this STSJP plan?

NA

2. Are the zipcodes identified for this program in a high needs area?

YES

3. Is it adequately documented as to how the program will be able to reduce the number of youth that were detained or placed?

YES

4. Is it adequately documented as to how the program is family focused?

YES

5. If the program can be replicated, is the explanation adequate as to how?

YES

6. Does the projected number of youth/families to be served support the cost of the program?

YES

7. If the program is being used as an ATD and an ATP, is it adequately described how the program will serve both populations?

NA

8. If the program was used last year, please review last years plan. Is the question answered?

NA

9. If there were barriers, how would you recommend bridging the barriers?

NA

10. Please review last years plan. How many youth did they serve as compared to how many they proposed to serve? NA

For each of the programs listed in the plan, please answer the following questions

1. If this is a rollover funded program, is the approved program description consistent with what is documented in this STSJP plan?

NA

2. Are the zipcodes identified for this program in a high needs area?

YES

3. Is it adequately documented as to how the program will be able to reduce the number of youth that were detained or placed?

YES

4. Is it adequately documented as to how the program is family focused?

YES

5. If the program can be replicated, is the explanation adequate as to how?

YES

6. Does the projected number of youth/families to be served support the cost of the program?

YES

7. If the program is being used as an ATD and an ATP, is it adequately described how the program will serve both populations?

NA

8. If the program was used last year, please review last years plan. Is the question answered?

NA

9. If there were barriers, how would you recommend bridging the barriers?

NA

10. Please review last years plan. How many youth did they serve as compared to how many they proposed to serve? NA

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
SUPERVISION AND TREATMENT SERVICES FOR JUVENILE PROGRAM (STSJP)
FISCAL YEAR (FY) 2016 ANNUAL PLAN

STSJP Plans are due to the Office of Children and Family Services (OCFS) by 06 / 29 / 2015

Plans should be submitted to: ocfs.sm.stsjp@ocfs.ny.gov

Please ensure that the title **“Supervision and Treatment Services for Juveniles Plan”** and your municipality name are in the subject field to facilitate the timely review of your STSJP Plan. **Note:** Fiscal Year (FY) 2016 replaces the term State Fiscal Year (SFY) 2015-16 and FY 2015 replaces the term SFY 2014-15.

Please direct any STSJP Plan questions to either:

Shawn.Chin-Chance@ocfs.ny.gov PH. 212-961-4110

Cara.Korn@OCFS.ny.gov PH. 518-408-3999

SECTION ONE- Municipal Information	
NAME OF MUNICIPALITY: Steuben County	
STSJP LEAD AGENCY: Steuben County Probation Department	STSJP LEAD PERSON: Cheryl A. Crocker
STSJP LEAD PHONE NUMBER: 607-664-2335	STSJP LEAD E-MAIL: cherylc@co.steuben.ny.us

SECTION TWO – List of Programs and Services to be Funded			
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In this section, list the exact name of each program who have received STSJP funds, along with the projected amount of STSJP funds to be used for each. If this is a rollover program, please answer questions that are relevant to the funded program:

Program One-Name	PINS and JD Intake/Diversion	Type of Program	ATD
Total Program Expenses	\$ 132,764	Rollover Funded Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. Please indicate specific zip codes that your plan targets:	14810	14830	
	14843	14572	
	14870	14801	
	14821	14879	
	14823		

2. How will the program reduce the number of youth who are detained or in residential placement?

The Steuben County Probation Department will provide direct services to Juvenile Delinquents from the Intake stage through the diversion process by providing assessments, case management and supervision services.

During the JD diversion process, the Probation Department will work diligently with the youth and his/her family by making referrals for needed services/treatment based on a YASI assessment, and then provide close supervision to assure that these needed services/treatment are followed through with. This process will greatly reduce the risk of the juvenile having to be referred for petition to appear in Family Court and hence reduce the chance of being remanded to detention and/or placement.

The Steuben County Probation Department being the lead agency for Persons In Need Of Supervision (PINS) matters, will conduct all intakes on PINS referrals, complete a YASI assessment, determine if opening a diversion case is warranted and make appropriate referrals as indicated by the YASI assessment. If it is determined that a case can be resolved by making referrals for services/treatment and not be opened for diversion services, the Probation Department will handle this task documenting all steps taken and follow up with the family to determine if further assistance is need. If it is determined that a PINS referral shall be opened for diversion services, then the Probation Department would then make the referral to the Designated Assessment Service Team for further assessment with the juvenile, family and if applicable the school and any other agency involved with the family. The Designated Assessment Services Team is comprised of representatives from Probation, DSS and Community Services.

In regards to PINS diversion matters, case management services are provided by either the Probation Department or Social Services who work with the juvenile and his/her family monitoring participation in services/treatment recommended and assisting the juvenile in meeting expected goals to resolve the issues which caused the initiation of the PINS referral. This process will reduce the risk of the juvenile having to appear in Family Court and hence reduce the risk of being remanded to detention and/or placement.

3. How will the program be family focused?

The Steuben County Probation Department meets with both the Juvenile and their parent(s) at all stages of the Intake and diversion process. These meetings are used for gathering information for assessments, making referrals for needed services which usually include participation of the juvenile and parent(s), and for establishing goals and providing direction to assist the juvenile and their family in achieving these goals.

4. Can the program be replicated across multiple locations?

Yes. Steuben County has three main population centers which include the cities of Corning and Hornell as well as the Village of Bath. The Steuben County Probation Department has a fully staffed office in each of these locations which makes accessing services easier as the same services are provided in each area.

5. What is the projected number of youth that are served by this STSJP funded program?

75

6. If program is being used as an Alternative to Detention (ATD) and an Alternative to Placement (ATP), how will it serve both populations of youth?

Any youth who is referred to the Probation Department as the result of a PINS referral or being issued a Juvenile Delinquency Appearance ticket by Law Enforcement due to having allegedly committed an act that if committed by an adult would be a crime, is at risk of having to appear in Family Court. Once a Petition is filed and a juvenile appears in Family Court there is always the risk of that juvenile being remanded to detention and potentially placed in the custody of DSS for residential placement. Both the JD and PINS diversion program is utilized to keep the juvenile from ever entering the courtroom thus reducing the risk of detention and/or placement.

7. If the program was used during FY 2015, please assess whether the service or program achieved the projected reductions in detention utilization and/or residential placements and other performance outcomes.

The Probation Department served 26 PINS diversion cases and 44 Juvenile Delinquency adjustment cases. As a result, all 26 or 100% of the PINS cases and 43 or 99% of the Juvenile Delinquency cases were successfully diverted from being petitioned into Family Court, hence reducing the risk of detention and/or residential placement for these 69 cases because they never had to appear in front of a Judge and there were no adjudications.

8. What were the barriers if not met? NA

Did the program receive STSJP funds for FY 2015? Yes No If Yes, answer the questions below:

1. When did the program start using FY 2015 STSJP Funds? _____

2. What was the average length of stay for youth in program or service? _____

3. How many youth received services in the program during FY 2015? _____

Program Two -Name	PINS/JD Supervision	Type of Program	ATP
Total Program Expenses	\$ 132,764	Rollover Funded Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. Please indicate specific zip codes that your plan targets:	14810	14830	
	14843	14572	
	14870	14801	
	14821	14879	
	14823		

2. How will the program reduce the number of youth who are detained or in residential placement?

The Steuben County Probation Department is the direct service provider for Juvenile Delinquents and Persons In Need of Supervision, providing assessments, case management and supervision services for those cases where a petition has been filed in Family Court and the juvenile has been adjudicated as a PINS (Article 7 FCA) or a Juvenile Delinquent (Article 3 FCA).

Steuben County Probation closely monitors the use of detention services and has our own internal data tracking system assessing the need for detention on a case by case basis with the use of the Detention Risk Assessment Instrument (DRAI) for JD matters.

Once a Youth has been petitioned into Family Court, the case is reviewed by the Probation Department to determine the need for an alternative to detention. If there appears to be a high risk of remand (per DRAI), the Probation Department will assess if court ordered Pre-Dispositional Supervision by the Probation Department is appropriate and /or the use of GPS/Electronic Home Monitoring.

If Pre-Dispositional Supervision is ordered by the court, the Probation Department provides intensive supervision and monitors the juvenile's compliance with any court orders put in place.

The Steuben County Probation Department supervises all adjudicated JD and PINS cases and makes referrals for services and treatment as court ordered. We work in collaboration with other county and private agencies to monitor the juvenile's compliance with court orders and in those cases where the juvenile is failing and placement is imminent, we refer the juvenile and family to the Intensive In Home Supervision Program operated by DSS to access other Preventive Services such as WRAP and Parenting Education and classes. The Probation Department is also a member of the county's Youth Services Assessment Team (SYSAT) and will make referrals to the team to review high risk JD and PINS cases to make a plan with the collaboration of other stakeholders to try and keep a juvenile out of detention and placement.

3. How will the program be family focused?

The Probation Department meets and consults with the juvenile's family on a regular basis and assists the parents in enforcing court orders and service and/or treatment recommendations. The families are an intricate part of evaluations and case planing and are encouraged to communicate regularly with the Probation Department and other service providers so that they can gain assistance with their needs as well.

4. Can the program be replicated across multiple locations?
 Yes, the Probation Department has three offices and they are located in the City of Coming, the City of Homell and in the Village of Bath.

5. If the program was used during FY 2015, were the performance outcomes met and describe the outcomes?
 There were a total of 40 adjudicated Juvenile Delinquents and PINS cases placed under Probation Supervision by order of the Family Court. Out of those 40 cases, there were 2 JD's and 1 PINS placed in residential placement as the result of a Violation of Probation petition filed with the Family Court, and there was one JD case placed in detention as the result of a Violation of Probation petition but ultimately not placed in residential placement. This is an overall success rate of 93% total cases that were kept out of a residential placement as the result of Probation Supervision and services.

6. What were the barriers if not met?
 NA

7. If program was used as an ATD and an ATP, how was it used to serve both populations of youth?
 NA

8. What is the projected number of youth that will be served by this STSJP – funded program? 40

Did the program receive STSJP funds for FY 2015? Yes No If Yes, answer the questions below:

1. When did the program start using FY 2015 STSJP Funds? _____
2. What was the average length of stay for youth in program or service? _____
3. How many youth received services in the program during FY 2015? _____

Program Three Name	GPS/EHM	Type of Program	ATD
Total Program Expenses	\$ 1800	Rollover Funded Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. Please indicate specific zip codes that your plan targets:	14810	14830	
	14843	14870	
	14821	14823	
	14572	14801	
	14879		

2. How will the program reduce the number of youth who are detained or in residential placement?
 The Steuben County Probation Department will evaluate all juveniles that have pending JD or PINS petitions pending in the Family Court to assess if the juvenile can be managed at home in the community, and will recommend the least restrictive and most appropriate plan to the court, up to and including GPS/EHM. Once a juvenile is released on GPS/EHM, the Probation Department will closely monitor the juvenile and work with the family to connect them with other necessary and appropriate services pending further court appearances.

3. How will the program be family focused?

Once a juvenile is placed on GPS or Electronic Home Monitoring there is regular contact with the family by the Probation Department to help ensure compliance and if there are reports by the parent(s) of any problems, then the Probation Department will work with the parent(s) to help resolve them.

4. Can the program be replicated across multiple locations?

yes

5. If the program was used during FY 2015, were the performance outcomes met and describe the outcomes?

NA

6. What were the barriers if not met?

NA

7. If program was used as an ATD and an ATP, how was it used to serve both populations of youth?

NA

8. What is the projected number of youth that will be served by this STSJP – funded program? 4

Did the program receive STSJP funds for FY 2015? Yes No If Yes, answer the questions below:

1. When did the program start using FY 2015 STSJP Funds? _____

2. What was the average length of stay for youth in program or service? _____

3. How many youth received services in the program during FY 2015? _____

SECTION THREE – Analysis of Communities

Provide an analysis that identifies the neighborhoods or communities from which the greatest number of juvenile delinquents, juvenile offenders and persons in need of supervision (PINS) are remanded to detention or residentially placed. Are these the communities and neighborhoods served in the previous years' approved plan, if not, what has changed?

Steuben County covers roughly 1397 square miles with a population of approximately 100,00 people living in a rural agricultural areas, small towns and villages and two small cities. There are three main population centers in the county which include the cities of Corning and Hornell and the Village of Bath. Steuben County is divided into 32 towns, 14 villages and is governed by a Board of Legislators comprised of 17 elected officials and a County Manager. There are 13 School Districts throughout the County.

Services for Juvenile Delinquency and Person In Need of Supervision (PINS) referrals are provided county wide. All Juvenile Delinquency matters are served by the Steuben County Probation Department. PINS referrals are initiated at the Probation Department, referred to the Designated Assessment Service Team for further assessments with case management services being provided by the Probation Department and/or the Department of Social Services. The Designated Assessment Services Team is made up of a member from Probation, DSS and the County Community Service Department (Mental Health/Substance Abuse).

All Family Court matters are presided over by Steuben County Family Court which is responsible for the remand of youth to secure and non-secure detention facilities.

Youth services in Steuben County have generally been coordinated through a cooperative effort between county and private agencies. With the support of county government, treatment services for youth have increased over the past decade to meet the challenges of the youth in our community in an effort to provide alternatives to detention remands and placement. These services include PINS and Delinquency education programs, anger management and mediation services, mental health and substance abuse treatment services, Youth Wrap Around Alternative Program(WRAP) and a county wide summer day program targeting the at risk juvenile population.

The most populated areas of the county make up the majority of the JD and PINS referrals, which are Corning, Hornell and Bath. The placement data from 2014 shows that there were 7 youth placed in foster care. Placements include 6 juvenile delinquents and 1 PINS. While placement numbers have consistently gone down over the past few years, the majority of the placements are from the three main population centers within the county.

SECTION FOUR – Disparity

In this section, please provide information indicating whether the use of detention or residential placement in your service area exhibits a significant racial or ethnic disparity or disproportionality. Please note that when looking for disparity, highlight, with the use of accurate data, youth who given comparable levels of need, do not receive equal utilization of services. Seek out all decision points to illustrate usage. When looking for disproportionality, identify any population groups who are underrepresented in a larger population and then overrepresented in a subset population. For example, population group A represents 15 percent of the general population but represents 75 percent of the detention population. If you currently do not measure these variables, please include your plan for data collection for Racial and Ethnic Disparities across your system. If no disparities or disproportionalities exist in your system simply state that in the space below.

The data for Steuben County provided with the STSJP packet identifies that there does not appear to be any disparities or disproportionalities in our system. Although the data shows that there was a decrease in the percentage of Caucasian detention admissions from 2010-2104 and an increase in the number of Blacks and Hispanics, the overall number of detention admissions decreased from 52 in 2010 to 18 in 2014 which includes 8 Caucasian, 3 Black and 7 Hispanic.

The data also shows that in 2010 there were 39 males admitted to detention and 13 females. The data from 2014 shows that this gap has narrowed significantly in that there were 11 males and 7 females admitted to detention. Females being 40% of the remanded population.

If such disproportionality exists, describe how the service/program proposed for funding will address this disparity.

SECTION FIVE – Strategy

Justification and Overall Strategy – The purpose of STSJP funds is to establish supports and services for youth who, absent these services, are likely to be detained or placed. Funds should therefore be clearly targeted to meet the needs of the types of youth who in the past have been admitted to detention or residential placement. With this specific purpose in mind, describe the strategy devised by your collaborative partners (list your collaborative partners) to address the STSJP Funding objective through the programs chosen in Section Two.

Our Probation Officers who have dedicated caseloads of PINS and JD's conduct intakes, perform asesments with the use of YASI and focus on those juveniles who are at greatest risk of being referred to Family Court therefore at greatest risk of being placed in detention and subsequently placed in residential placement. With the use of diversion servies, Pre-dispositional Supervision, GPS/EHM, and working closely with other agencies such as:

- Department of Social Services
- Steuben County Mental Health
- Steuben County Alcohol and Substance Abuse Services
- Local private counseling agencies
- Steuben County Family Court,

The 13 local area school districts and other preventive services such as WRAP, Family Focus through Family Service Society and SHAPE parenting education through Kinship agency, we will continue to work on reducing JD/PINS placements in detention and residential placement.

Acording to the data Steuben County had 52 admissions to detention in 2010 and by 2014 there were only 18. This was a 65% decrease over a 4 year period. This is due to ongoing meetings with DSS and other stakeholders and the continuous review of available resources to utilize in efforts to keep juveniles out of detention and placement.

SECTION SIX – Outcomes

Performance Outcomes – For FY 2016, provide the projected performance outcomes for your proposed services and programs, being sure to include: An estimate of the anticipated reductions in detention utilization and residential placements.

Outcome 1:

Target: Of the 130 JD and PINS Intakes done at Probation, (90%) wil actively participate in diversion services and want to avoid being petitioned into Family Court thus avoiding the risk of being remanded to detention. These youth and their families will be provided supervision services and referrals to other aproprate treatment/services as determined by YASI identifying areas of strength and risks.

Outcome 2:

Target: Of the 45 JD and PINS juveniles placed under court ordered Probation supervision, (100%) will be supervised and seen as required by State OPCA rules and regulations. These JD and PINS juveniles with their families will be refered for services as recommended from the assessment results and monitored for compliance of the court orders and cooperation with all agencies involved to avoid further court apearences, remand to detention and residential placement.

Outcome 3:

Target: Length of stay for juveniles remanded to non-secure detention will be reduced by 10% over the next 12 months.

Outcome 4:

Target: The number of juveniles remanded to non-secure detention will be reduced by 10% over the next 12 months.

Other projected positive outcomes for youth who participate in the services and programs:

Juveniles who are successful in participating in these programs will be better able to lead happier, more productive lives as time goes on and will learn the skills necessary to graduate from high school and obtain employment.

Are there any changes in allocations or practices planned for FY 2016 based on experiences in FY 2015, please list those changes:

NA

SECTION SEVEN- Comments

SECTION EIGHT– Plan Amounts

Instructions:

- A. Enter all program expenses in Program Services tab.
- B. Specify State Reimbursements for this plan (lines 6-9)

Expenses

1. Program Expenses (from Program Services)	267,329	
2. State Reimbursement (Line 1* 0.62)		165,744

Available Reimbursements

3. STSJP Allocation	52,573
4. Detention Allocation	263,579
5. JDAI	0

Reimbursements for this Plan

6. STSJP Allocation	52,573
7. Detention Allocation being shifted to STSJP (if applicable)	113,171
8. JDAI (if applicable)	0
9. FY 2015 Rollover (if applicable)	0
10. Total Reimbursements (Lines 6-9)	165,744

State and Local Totals

11. State Share Amount (Line 10)	165,744
12. Local Share Amount (Subtract Line 11 from 10)	101,585

SECTION NINE– Approval

Approval of the Chief Executive Officer

As STSJP Lead for Steuben County Municipality, I certify that the CEO
 Cheryl A. Crocker has reviewed and approved the 2015-2016 plan.

Date: 07 / 02 / 2015 STSJP Lead 46a816 STSJP Lead Cheryl A. Crocker
 User ID: _____ Printed Name: _____

INSTRUCTIONS:

Instructions for properly processing an STSJP plan.

- a. Once you have opened a copy of the OCFS-2121 form, please immediately use the "Save As" function in Microsoft Word to save a copy of the document on your computer.
- b. Please save your STSJP plan using the following format; (Municipality Name 2015-2016 STSJP Plan)
- c. Work from the "saved" plan document using it to record all of your municipality's information. Please use the document OCFS- 2121A to document additional STSJP programs.
- d. Once you have satisfactorily completed entering the required data, save the document.
- e. Section Nine must be completed prior to OCFS review of STSJP Plan.
- f. Upload completed plan and send it to OCFS via the STSJP email address at ocfs.sm.stsjp@ocfs.ny.gov

Approval of the OCFS STSJP Program Lead

As OCFS STSJP reviewer, I certify that I approve of this Supervision and Treatment Services for Juveniles acc
 Program Plan for Steuben County Municipality and 2015-2016 fiscal year.

Date: 7/20/15 User ID: _____ Printed Name: Arlson Campbell