

**SO. WINDSOR-NO. WINDHAM PROGRAM PROGRESS REPORT
JULY 1 – DECEMBER 31, 2010
COVER SHEET**

1. Grant Number: 03150-7034
2. Grantee Name and Address: **Health Care and Rehabilitation Services (HCRS) of Southeastern Vermont**; 390 River Street, Springfield, VT 05156
3. Telephone Number: **802-886-4567 x 2530**
4. Project Title: Youth in Transition Project
5. Period of Performance: July 1, 2010 through December 31st 2010
6. Approved Project Period: July 1, 2010 thru December 31, 2010
7. Period Covered by Report: July 1, 2010 through December 31st 2010
8. Author's Name and Telephone number: **Bob Lauro 802-886-4567 x 2530**
9. Date of report: January 27, 2011
10. Comments (if any):

Report Contents

1. Major Activities and Accomplishments during this Period

The Project Coordinator continues to provide intensive case management services to under served, at-risk young adults. As a result of the grant, a group of YIT service providers continues to meet on a monthly basis to coordinate services. A local Youth Advisory Board has been formed and is actively working towards its goals. In collaboration with the Department of Labor, Youth Employment Workshops are being held weekly in Bellows Falls and Springfield.

Specific procedures and outcomes are outlined here:

- **Case Management/Youth Outreach-** As well as continuing to reach out to existing referral sources, new referral sources were developed at the Department of Labor, the Juvenile Court system and Restorative Justice. Please see table 1 for an illustration of our progress toward meeting locally proposed strategies and state-wide initiatives.

Table 1. This table includes numbers from this reporting period only. It does not include those who were reported last period that are still receiving services. The numbers are of referrals during this reporting period that met our enrollment criteria (REF), local enrollment or young adults who are receiving intensive case management through the YIT grant (LE), young adults connected to health care (HC), linked to post-secondary education (PSE), employment (EMP), Housing (HS), caring relationships (CR), enrollment into high school program or equivalent (HSD) [post secondary education and high school equivalency were separated because it is much more common for our referrals to need high school/GED supports], and enrollment into UVM Study(UVM). **Note: connected to services does not mean that the young adult was enrolled in grant funded intensive case management with the YIT transition facilitator. Most referrals were not enrolled; however, they were all followed up and connected to appropriate services.**

REF	LE	HC	PSE	EMP	HS	HSD	CR	UVM
27	10	12	1	4	3	8	12	5

- **Monthly YIT Providers Meeting-** A group of 5-10 local young adult service providers including representatives from local high schools, Vocational Rehabilitation, the Jobs Program, the Youth Development Coordinator, and the Department of Labor continue to meet once a month to discuss cases and the appropriate services to best serve each young adult. This collaboration has been successful in streamlining the process for young adults to be matched to the appropriate services.
- **Youth Advisory Project-** The Youth Advisory Project is up and running. Its membership consists of 11 general members and 4 elected officers- President,

Vice President, Secretary and Treasurer. The elected officers and two adult advisors met to put together bylaws to govern the group and provide a framework for sustainability. The at-large membership voted to adopt the bylaws (please see attached bylaws).

The group meets at least twice a month to work towards its mission: *to empower, improve and connect the lives of the area's youth*. So far, the group has gone on a field trip to Six Flags; organized local hiking excursions; hosted 3 teen movie nights; hosted a Holiday Party for teens; completed community service projects for the Springfield Parent Child Center, the Springfield Parks and Recreation Department, and the Turning Point Recovery Center; raked leaves for two elderly town residents; and conducted two successful fundraisers that netted the group a total of \$495.

- **Youth Employment Workshops**-In collaboration with the Department of Labor, the YIT project coordinator began instructing Youth Employment Workshops in November. The workshops are conducted at the Bellows Falls Library and River Valley Technical Center in Springfield. The workshops have been well attended with between 5-15 young adults attending each session. The workshops were designed with young adult input, so the focus lies squarely on the information they want to learn. So far we have covered all the basics from where and how to search for a job, how to dress, resume and cover letter composition, and job retention. Future workshops will include guest speakers from Human Resources, local business owners and young adults who have worked successfully with The YIT Project and the Department of Labor.

2. Problems

A full case management caseload has been an obstacle for enrolling young adults into the Evaluation at the rate necessary to meet our yearly benchmarks. At our last YIT Steering Committee meeting, the project coordinator suggested that young adults who are being served by other YIT case managers in the area (JOBS, DOL, VR and YDC) be enrolled into the Evaluation. The Steering Committee identified some critical barriers to accomplishing this. Please see the attached file (Email-Increasing Young Adult Participation) sent to the Evaluation Team on Dec 15th for a complete drill down into these barriers. With answers from the Evaluation Team, it is our hope that we will be able to work around these barriers and begin enrolling a critical mass of YA's into the evaluation as soon as possible.

3. Significant Findings and Events

No new hires or significant findings.

4. Dissemination Activities

The Youth Advisory Project is actively recruiting volunteers through social networks. In addition, a Facebook page was constructed for the YIT Project and for the Youth Advisory Project.

5. Other Activities

The Youth Advisory Project members attended a Youth Advisory Board workshop in Randolph, VT in October. A partnership with Adventure Tours of Bellows falls has been forged.

6. Activities Planned for Next Reporting Period

The Youth Advisory Project is planning some enrichment activities for early 2011.

The YIT Project and The HCRS Summer Employment Program are collaborating on a grant proposal to obtain funds through the Department of Labor's WIA program to double the size of the current Youth Summer Employment Program. If the proposal is accepted, 6 additional young adults will enroll in the 6-week summer program aimed at providing employment, education and cultural experience for under served and at-risk young adults.

The Youth Advisory Project Bylaws and Regulations

Vision: The youth of Youth Advisory Project will be equal partners empowered and involved in the community helping the areas youth.

Mission: To empower, improve and connect the lives of the area's youth.

Guiding Principles:

- Through empowerment young people know they are valued by the adults in their community.
- Through involvement, young people serve useful roles in their school, family and community.
- Through volunteering, young people provide service to others in the community.
- Through respect, young people feel safe in their community.

Bylaws-

- The Youth Advisory Project shall consist of 14 members.
- Any youth who is 16-22 is eligible for membership.
- Any vacancies left after the normal recruitment process should be filled as soon as possible.
- New members require a thirty day trail period before full membership status and its privileges will be awarded. This includes attendance at two regular meeting and all project activities scheduled for that time period. Exceptions to attendance requirements will be considered on a candidate to candidate basis.
- The Youth Advisory Project will maintain relations with local businesses and organizations with a common interest in the Youth Advisory Project.
- Any member of the Youth Advisory Project may propose an amendment to the Bylaws at any regular meeting of the Youth Advisory Project.
- The amendment shall be voted on by the members present but requires a vote of $\frac{3}{4}$ of the total membership to pass.

Structure and responsibilities of the Youth Advisory Project

- There shall be four (4) elected officers, the President, Vice President, Treasurer, and Secretary.
- Terms are for one year.
- No officer shall serve more than 2 consecutive terms.
- Candidates for elected office must be members of the Youth Advisory Project for 3 months and are elected by majority vote of the membership.
- Members may only hold one elected office at a time.
- All officers must also serve as meeting coordinators.
- Each candidate for elected office must make a brief speech to the full membership prior to the election of officers even if running unopposed.
- Speeches shall run less than 5 minutes each and shall include information about the candidates' background, interests, and how their goals for YAP relate to YAP'S vision, mission, and goals.
- Elections shall be held at the first Youth Advisory Council meeting in October of each year.
- General Youth Advisory Project meetings occur twice a month.
- Officers meeting occur once a month.

Duties of Elected Officers:

President – The President shall be responsible for facilitating meetings and ensure the Council is working together toward its goals, mission, and vision. He/she is responsible for creating agendas based on current issues of the Council and topics from previous meetings.

Vice President – The Vice President shall assume the duties of the President, Secretary, and Treasurer in his/her absence. Also responsible for Social Marketing (Facebook, etc.)

Secretary – The Secretary's duty is to take notes of the meetings and assist the President in setting the agenda. He/she is also responsible for distributing meeting agendas to members. He/she must have good note-taking and organizational skills.

Treasurer – The Treasurer's duty is to keep track of the Council's monetary assets. He/she reports on the Council's finances at each meeting and is in charge of fundraising.

Mid-Term Resignations

In the event of the resignation of the President during his/her term, the Vice President shall assume the office of President. A special election shall be held at the next regular meeting to elect a new Vice President. In the event of the resignation of any other elected officers, a special election shall be held at the next regular meeting of the Youth Advisory Project following the effective date of the resignation. In the event of a resignation of any regular Youth Advisory member who is not an officer or committee chair, the Youth Advisory Council shall fill that vacancy immediately.

Recruitment

Recruitment will be done on an ongoing basis until the 14 membership seats are filled. Recruitment shall be done in accordance with the mission and vision. Due diligence should be taken to ensure a well rounded membership including those from all surrounding towns, both male and females, those who are disabled and those from all cultural backgrounds. New members will complete a 30 day trail period and during that time must not have any unexcused absences to take part in any YAP field trips that use YAP funds.

New Member Policy:

New members will be recruited on a rolling basis based on current need. Candidates for membership will be invited to the first available meeting to introduce themselves and decide if their membership will be mutually agreeable. If the candidate decides to continue to pursue membership and there are no objections from existing board members then their thirty day trail period shall begin. To successfully complete the thirty day trail period and become a board member the candidate will need to attend the two regularly scheduled project meetings and all project activities that fall during the thirty day time period. Exceptions to the attendance requirement will be considered on a case by case basis. Candidates for membership will not participate in any YAP funded field trips until full membership is awarded.

Attendance:

- Members are expected to attend all meetings and community service projects of the Youth Advisory Project.
- If a member needs to miss a meeting due to illness or another important event, the member is responsible to notify any elected officer or Adult Liaison.
- Prior notice of an illness, important event, and family emergency shall constitute an excused absence. 24 hours notice is appreciated.
- Members who have 3 unexcused absences or any combination 5 excused or unexcused absences over a 12 month period will be put on probation. Probation will continue until the member has satisfactorily completed all probationary activities laid out by the President and Adult

Advisors. If the member does not complete their probationary requirements they will be removed from the Youth Advisory Project.

- Members are responsible to obtain notes and/or assignments from any general or committee meetings they miss.
- **Leave of Absence:** Any member can, with permission take up to a 3 month leave of absence. The leave must be approved by a majority vote of the full membership. The absence will hold that individuals membership for up to 3 months. If that person is an elected officer, that person must resign their seat.

Duties:

Each member of the Youth Advisory Project is expected to conduct himself/herself in accordance with the following ground rules:

- i. This Youth Advisory Project belongs to YOU and its success rests largely on YOU.
- ii. Enter into the discussion ENTHUSIASTICALLY and RESPECTFULLY.
- iii. CONFINE your comments to the issue under discussion.
- iv. Say what you THINK.
- v. Only ONE PERSON should talk at a time (Avoid private conversations while someone else is speaking.)
- vi. LISTEN ALERTLY to the discussion.
- vii. BE PATIENT with other members.
- viii. APPRECIATE the other person's point of view.
- ix. BE PROMPT and REGULAR in attendance.
- x. ASK A QUESTION when you have one.
- xi. Members will conduct themselves in a responsible manner while in the community. This expectation holds both during YAP functions and during personal time. Members represent the Youth Advisory Projects at ALL TIMES.

Ratified by the following Original Youth Advisory Project members.

From: Bob Lauro [mailto:blauro@hcrs.org]
Sent: Wednesday, December 15, 2010 11:26 AM
To: Delaney, Thomas V; 'BrendaJBean@comcast.net'
Cc: Talbert, Ellen
Subject: Increasing young adult participation

Hi Tom, Brenda and Ellen:

I wanted to update you on the conversation our steering committee had today regarding increasing our number of Evaluation Participants. Currently only those who are referred to me are offered the opportunity to participate. It is clear that if we continue to operate with me as the sole conduit we will fall well short of our goal. I would like to expand this pool to incorporate young adults who receive services from JOBS, WIA, YDC and potentially two shelters that are in my region. I offered to conduct the SICC, the Common Study and the follow up evaluations in order to reduce the barrier to these young adults (as you can imagine the other case managers were less than excited about more paperwork). However I do foresee a few logistical issues and wanted to get some clarification/advice from you in order to make this process work as efficiently as possible.

- 1) How are other regions handling situations where the Evaluation Liaison (YIT GUY-me) is not a part of the young adult participant's transition team? In some cases I would not have any contact outside meeting them to collect release forms, conduct the common study and then again five months later to collect the data needed at the sixth month mark. My first reaction is that this seems awkward for the young adult and given the track record for tracking and scheduling around this population logistically tough to accomplish. It seems this situation would become even more challenging if the young adult is under 18 and consent forms are needed to administer the common study inside the 7 day window.
- 2) What is the best way to define the date of entry (or reentry) into the system of care? In other words if Matt Wolf the YDC coordinator receives a referral for a Young Adult he believes is eligible for the common study and the young adult agrees but I cannot set a meeting for another two weeks is there any flexibility? Again, this Young Adult would not necessarily receive SAMSHA funded services; we would just be enrolling them into the evaluation. Also, keep in mind, Matt is not a case manager. Any strategies around this? Technically the YA entered the system of care when they were brought into DCF custody? Or was it the day Matt met with them? How do we creatively define this?
- 3) Are the criteria to get into the Vermont/National Study strictly defined by our regions definition of eligible for SAHMSA funded services? I highlighted a passage from the FAQ below to provide a frame of reference. One of my regions main criteria to become YIT eligible is to be at risk for or have dropped out of high school. Again, is there flexibility around defining those eligible for

enrollment into SAMSHA funded system of care? I thought I remember Tom mentioning that they didn't need to meet these criteria?

Perhaps the most important expectation is that your region needs to understand which young adults are served by your SAMHSA funded system of care, because this is the target population for the evaluation. Because there are 12 different regional plans, we do not expect the populations will be the same across all regions. For example, the Designated Mental Health Agency may be the primary "door" into one region's system of care while a Youth Service Bureau may be another regions primary "door". Some regions may have many doors (e.g., Education, Mental Health, Vocational Rehabilitation, Corrections).

I'm sure I have thoroughly confused you with these questions. Can we have a phone conversation about this in the near future? I look forward to hearing from you soon.

Best,
Bob

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