**DELAWARE COUNTY SYSTEM OF CARE**

**COUNTY LEADERSHIP TEAM (CLT)**

**YOUTH AND FAMILY PARTNERS POLICY AND PROCEDURE**

**SOC POLICY #1**

***This policy and procedure provides further clarification to the attached "Information Packet for Youth and Family Partners"***

**How are Youth and Family Partners Recruited and Chosen for the CLT?**

There are numerous and varied ways youth and family partners can be recruited to be involved with Delaware County System of Care and for consideration as youth and family partners on the County Leadership Team.  These include, but are not limited to:

* Recommendations from County Leadership Team members
* Recommendations from youth and family run organizations and training programs such as:

1. Parents Involved Network (PIN) and the Parent Empowerment Through Advocacy and Knowledge Program (PEAK)
2. The Youth Advisory Board and Independent Living Program of Children and Youth Services
3. Magellan Leaders Inspiring Future Empowerment (MY LIFE)
4. PRYSM Youth Center for LGBTQQIA Youth
5. Bully Free Friends (BFF)

* By contacting the SOC Consultant or Coordinators in response to our SOC recruitment brochure
* Recommendations from Delaware County Human Services agencies and Juvenile Court and Probation
* Recommendations from schools and the Delaware County Intermediate Unit
* Recommendations from community events and the Family Engagement Workgroup
* Recommendations from cultural and faith based organizations
* Recommendations from community organizations serving youth and families such as:

1. High Fidelity Wrap Around
2. Community Mental Health Providers
3. Community Drug and Alcohol Treatment Providers
4. Family Centers
5. Transition to Independence Process (TIP)

Recommendations for potential youth and family partners for the County Leadership Team should be given to the SOC Coordinator who will supply the individual with an application. Applications will be reviewed by the SOC Coordinators and the CLT tri-chairs. All information contained in the application is kept confidential and will not be shared with anyone outside the selection committee. They will evaluate each applicant based on pre-determined criteria and make a recommendation to the County Leadership Team.  The CLT will vote on new members following the CLT process for making decisions.

One of the SOC Coordinators will schedule a time to meet with the referred member to build a relationship, provide an orientation to SOC and the CLT, and discuss the role and expectations of youth, family, and system partners on the CLT, and train them how to submit the youth and family partner timesheet, expense form, and check request.

**How are Youth and Family Partners Oriented, Trained, and Supported on the CLT?**

Youth and Family Partners chosen for the County Leadership Team meet with the SOC Coordinator or a CLT chair who:

* orients them to the history and philosophy of System of Care
* reviews the Vision, Mission, and Guiding Principles of Delaware County System of Care
* explains the  PA and Delaware County SOC Standards
* provides a list and contact information for all CLT members
* provides updates on the current work of the County Leadership Team
* orients them to the stipend process and paperwork

The tri-chairs and Coordinator support the youth and family members by continually checking in regarding their experiences, thoughts, and recommendations and providing additional preparation, support, and training as needed.  CLT members are provided a TIP Sheet on “How to make Youth and Family Members Feel Comfortable at Meetings and Events” that was developed by the Youth and Family Training Institute.  We provide regular check in times and have a “no-acronym rule” at County Leadership Team meetings to allow for questions, clarification, and common understanding.

The County Leadership Team has a tri-chair leadership structure with a youth partner tri-chair, a family partner tri-chair, and a system partner tri-chair supported by the SOC Coordinators. Tri-chairs are available to support youth and family partners.  The tri-chairs are available to meet with their respective partners 30 minutes prior to the CLT meeting to review the agenda and documents as well as any other suggestions, thoughts, and concerns.

In addition to the orientation provided by the SOC Consultant and the CLT chairs, CLT members are encouraged to further orient themselves by exploring the Delaware County Human Services website at [www.delcohsa.org](http://www.delcohsa.org/) and the Delaware County Juvenile Court and Probation website <http://www.co.delaware.pa.us/courts/juvenilecourt.html>.  To learn more about Delaware County’s System of Care, Child-serving Systems, and many community providers, youth and family partners are encouraged to attend the Parent Empowerment Through Advocacy and Knowledge (PEAK) training offered by Parents Involved Network, the Delaware County Multi-systems Training, and the Youth Mental Health First Aid Training. All of these trainings are offered at least twice a year.

**How do Youth and Family Partners get approved for continuing education and training directly related to the 8 PA System of Care Standards?**

Youth and Family partners may attend the monthly PA SOC Partnership Go To Meetings, the PEAK and Multi-Systems training, and any training sponsored by the Delaware County System of Care.  The PA SOC Partnership Go To Meetings are offered once a month.

If youth and family partners are interested in attending other trainings related to the PA SOC Standards, they can submit a “County Leadership Team Training Request” to the SOC Coordinator.  If they are attending non-local trainings or conferences the SOC Coordinators can help you to submit the necessary paperwork and documentation.  The County Leadership Training request form is attached.

**How are Youth and Family Partners Compensated for their involvement on the CLT?**

Delaware County System of Care has adopted the PA SOC Partnership rate for supporting youth and family partner involvement on the County Leadership Team.  This rate is dependent on available funds.   All youth and family partners must fill out and submit an IRS W-9 form to be paid.

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| **Rate of Pay Per Meeting or Training** | |
| 1-4 hours | $25 |
| 4plus-6 hours | $50 |
| 7 plus | $75 |

Youth and Family partners can also be reimbursed for expenses including mileage, parking, tolls, and childcare to attend County Leadership Team Meetings, CLT workgroups, and approved trainings.  Youth and Family partners who take public transportation can be provided with tokens that can only be used for travel to and from County Leadership Team meetings, CLT workgroups, and approved trainings.  If the youth and family partner is away on a conference, they can also be reimbursed for meals not provided at the conference.  Meals may be reimbursed up to $7 for breakfast, $9 for lunch, and $14 for dinner.  Receipts must be attached to the expense form.

Youth and Family Partners submit their timesheets, expense forms, and check request to the SOC Coordinator for approval.   It generally takes a month for the first check to be issued.  A schedule is attached that outlines the dates for submitting timesheets and the dates the checks are mailed.  It is recommended that all youth and family partners keep a copy of their submitted timesheet, and notify the SOC Coordinator promptly if the check is not received by 3 days after the date the check is mailed.

**Youth and Family Partners are required to obtain Background Clearances before joining the County Leadership Team:**

Effective January 1, 2015, revisions to a Pennsylvania child protection law will require volunteers (any adults serving in unpaid positions) who are individually responsible for the welfare of a child or children, or who will have direct contact with a child or children, to have the background clearances. Delaware County Human Services will process the background clearances, free of charge, for Youth and Family Partners selected for the County Leadership Team. The clearances have to be done before a youth or family partner can formally join the County Leadership Team. Please work with Christina Gordon or Shannon Thomas to set up a time to come into the Office of Behavioral Health to fill out the paperwork and receive instructions on what you need to do to submit your clearances.

Delaware County Human Services also requires that youth and family partners on the CLT complete the Mandated Reporter Training. The training is free and can be accessed on-line at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). The training takes approximately three hours. Please print out your training certificate and submit it to Shannon Thomas.

**Appendices**

Appendix I: Information Packet for Youth and Family Partners

Appendix II: Youth and Family Application Form for the CLT

Appendix III: Delaware County System of Care One Page

Appendix IV: Delaware County System of Care Recruitment Brochure

Appendix V: PA System of Care Partnership Standards

Appendix VI: Youth and Family Training Institute’s “TIP Sheet: Helpful Hints to Support Youth and Family Members to Feel Comfortable at Meetings and Events”.

Appendix VII: IRS W-9, Timesheet, Expense Form, Check Request

Appendix VIII: Schedule for submitting timesheet and the date checks are mailed.

Appendix IX: County Leadership Team Training Request Form

Appendix XI: Delaware County Department of Human Services Mandated Reporter Training Policy and Procedure