

STATE OF INDIANA

Indiana Department of Child Services

Chafee Youth Advisory Board Service Standards

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A. Chafee Older Youth Services: Youth Development & Engagement

The CHAFEE Foster Care Independence Program (CFCIP) requires states to ensure youth participate in leadership activities that promote youth development and engagement directly designing their own program activities. Formalized youth advisory boards formalize collaborative relationships and develop additional strategic alliances at the local, state and national level. These relationships strengthen the overall child welfare system of supports and services available to older youth involved in foster care-

Youth participating in youth advisory boards should be involved in the decisions made about the agenda, activities and events. This includes conferences, workshops, presentations, youth board membership recruitment, volunteering and other youth-servicing opportunities. Youth should be provided training to develop and enhance their skills in public speaking, strategic planning, board operations and membership recruitment.

1. Authentic Youth Engagement:

Youth in foster care should have an opportunity to participate in activities that promote positive growth and development. These activities should allow youth to shape their life and communities. Authentic youth engagement is the framework in which the Indiana Department of Child Services (DCS) engages youth and older youth ages 14 – 21. The following are the foundational pillars for our work with these young people: youth voice, youth-adult partnership, relational permanency, teachable moments / healthy risk-taking, trauma informed care and adolescent brain development. These pillars are the programmatic foundation of DCS Older Youth Initiatives, and will allow foster youth to practice problem-solving, build self-esteem and increase their influence and personal stake in the community. The Youth Advisory board shall provide authentic youth engagement by empowering youth to use their voice to express their ideas and opinions, and to use their experience and knowledge to help guide planning and decision making in child welfare in Indiana. The Youth Advisory Board shall take into account a youth's unique strengths, skills, interests, and needs (Jim Casey Youth Opportunities Initiative, 2014).

2. Leadership

Youth leadership is part of the youth development process and supports the young person in developing: (a) the ability to analyze his or her own strengths and weaknesses, set personal and vocational goals, and have the self-esteem, confidence, motivation, and abilities to carry them out (including the ability to establish support networks in order to fully participate in community life and effect positive social change); and (b) the ability to guide or direct others on a course of action, influence the opinions and behaviors of others, and serve as a role model (National Alliance for Secondary Education and Transition, NASET). Youth participating in YAB will develop a high level of knowledge and skills needed to become youth leaders, advocates and mentors. Youth should engage in leadership opportunities; taking primary responsibility in strategic planning, decision-making, and problem solving.

Youth should demonstrate the ability to serve others in their communities and identify and use community resources. By engaging youth through teachable moments and helping them to learn from healthy risk taking, youth should demonstrate improved self-management, appropriate interpersonal communication, improved problem solving, and other skills necessary to transition successfully into adulthood. YAB initiatives and activities should promote experiential learning, build social capital, and increase well-being (Jim Casey Youth Opportunities Initiative, 2014).

B. Indiana Youth Advisory Board

The Indiana Department of Child Service (DCS) Older Youth Initiatives Programs and Services supports authentic youth engagement and positive youth development through the formal establishment of the Indiana Youth Advisory Board (YAB). The YAB is a youth-led advisory board. It provides a forum for Indiana's foster youth to become involved in issues facing youth in care and aging out of foster care on a local, state, and national level. YAB members will enhance their leadership, advocacy, and life skills through various activities including public speaking, providing feedback to DCS systems, planning and community engagement, social events and activities which promote youth successful transition into adulthood.

Objectives of YAB:

- a. Organized structured regional and state boards with developed by-laws, rules, and procedures.
- b. Participate in trainings to increase knowledge and understanding of strategic sharing and advocacy.
- c. Increase involvement and partnership with community stakeholders to promote older youth in care.
- d. Develop and host annual YAB conference.
- e. Develop a work plan with goals and outcomes.
- f. Participate in various speaking engagements.
- g. Facilitate trainings.
- h. Meet with DCS administrative staff and other DCS internal stakeholders.
- i. Advocate on behalf of foster youth needs.
- j. Active involvement in workgroups.
- k. Build capacity for foster youth active participation in YAB.

The YAB participants will:

- a. Increase their social capital, supports and develop relational permanency.
- b. Increase their leadership, advocacy and self-empowerment.
- c. Develop youth-led local, state, and national initiatives.
- d. Provide broad consultation to state child welfare administrators on initiatives, plans, policy etc.
- e. Demonstrate clear, concrete, and sincere appreciation of youth contributions.

C. Eligibility

Indiana YAB is an inclusive environment open to all current and former foster youth regardless of race, ethnicity, gender, religion, creed, nationality, disability, sexual orientation, sexual identity, or gender identity. The following youth are eligible to participate in the Indiana Youth Advisory Board.

1. Youth between the ages of 14 up to age 21 who are legally adjudicated a Child in Need of Services, in Indiana extended foster care program; Collaborative Care or an adjudicated juvenile delinquent / juvenile status .
2. Former foster youth ages 18 up to 21 who were in foster care for a period of six (6) months with a case plan identifying a need for older youth services.
3. Youth receiving Education and Training Voucher funds may serve on the YAB until age 23.

Note: Youth 14 years of age may have special consideration to participate on the YAB with approval of the current YAB board members, YAB Adult Facilitator, and DCS Independent Living Specialist.

Target Population

- Youth ages 14 to 21 who are in foster care, including CHINS, Collaborative Care, and Probation youth, with a case plan establishing the need for Older youth Services.
- Youth ages 18 to 21 who were formerly in foster care, including CHINS, Collaborative Care, and Probation youth, between the ages of 14-18 that were returned to their own homes and remain a CHINS or adjudicated a delinquent with a case plan establishing the need for older youth services.
- Youth age 18 to 21 who were formerly in foster care (including CHINS, Collaborative Care, and Probation youth) for a minimum of 6 months between the ages of 16-18 and had a case plan establishing the need for older youth services.
- Youth who are 18 to 21 who would otherwise meet the eligibility criteria above and who were in the custody of another state or were a "ward of another state" will be eligible if through the Interstate Compact for the Placement of Children there is a verification of wardship and all eligibility criteria from the state of jurisdiction.
- Youth adopted on or after age 16 from the child welfare system.

D. Administration of the Youth Advisory Board

The administration of Indiana YAB will be provided through a contractor with oversight by Indiana Department of Child Services Older youth Initiatives Manager and Independent Living Specialist. Indiana YAB will be managed by an adult facilitator who will engage and promote youth on a local, state, and national level. The adult facilitator will utilize an authentic youth engagement approach by formalizing youth adult partnerships, promoting youth voice, building social capital and supporting relational permanency. The adult facilitator is responsible for the daily function of YAB though:

- a. Assisting the boards with their strategic plan / agenda.
- b. Scheduling and locating meeting sites.
- c. Co-development / planning of events, activities and YAB conference.
- d. Promote advocacy on the local, state, and national level.
- e. Build capacity for leadership opportunities.
- f. Facilitate public speaking skills training and other leadership trainings.
- g. Assisting the board with developing and maintaining YAB meeting procedures, by-laws, YAB brochure, newsletter flyers and presentations.
- h. Monitoring outcomes and progress of the youth board and members.

The Service Provider will:

1. Provide technical leadership skills training to assist youth in assuming roles traditionally reserved for adults, for which they have no prior experience such as advocating for needs of youth in foster care, developing a "youth in foster care" handbook, developing a speakers group to educate community organizations on the needs of youth in foster care, serve as presenters at conferences, etc.
2. Encourage participation in annual child welfare conferences and training such as: The Adoption Forum, Foster Parenting Training, The Juvenile Judges Symposium and other educational forums.
3. Allow for consistent opportunities to give structured feedback regarding the quantity and quality of services and supports provided to them in care and after they have aged out.
4. Facilitate development of personal responsibility by ensuring that the youth participate in the planning and implementation of services at the individual level.
5. Initiate opportunities for youth leadership and service development

6. Provide ongoing opportunities for community stakeholders to learn from youth.
7. Improve the quality of Older Youth Services and case management by providing direct input and feedback to members of the Older Youth Initiatives team, Collaborative Care program, and Older Youth Service providers.
8. Assist with the opportunity to develop or change public policy to improve lives of individual and families involved in the child welfare system.

Access to Services

Youth have the option of completing an Indiana Youth Advisory Board application on-line or submitting a paper form to the YAB Adult Facilitator or designee. The application should be completed by the youth. A Family Case Manager or Collaborative Care Case Manager may assist the youth with obtaining a recommendation from a service provider or current member of YAB. Assisting youth with completing and submitting the application can be provided if necessary. An electronic copy of the YAB application will be made available. Interested youth must be selected by current YAB members to participate.

The Service Provider will:

1. Implement and maintain a clearly defined application process by which all eligible youth can apply for YAB membership through a formal procedure as approved by the Older Youth Initiatives Manager or designee.
2. Ensure all submitted applications are processed for service eligibility prior to scheduled meeting dates, and that correspondence has been sent to all members about the applicants.

Recruitment and Retention:

In efforts to support Indiana's youth and provide leadership skills; it is important to continually recruit and retain YAB members.

The service provider will develop a process for recruitment and retention that:

- a. Creates opportunities for all Indiana's youth.
- b. Develops a recruitment plan and process.
- c. Nurtures leadership qualities by creating levels of involvement.
- d. Utilizes social media (i.e.: YAB website, Instagram, Facebook).
- e. Notifies all DCS local offices, area groups, residential facilities, probation offices, and Licensed Child Care Facilities of upcoming meetings;
- f. Assists YAB members in creating a YAB description that includes roles, responsibilities, YAB by-laws, and time commitments (brochure, flyers, presentation etc.).

E. Service Description

YAB is designed to give youth ages 14 to 21 (or 23 if youth is receiving ETV funding) the opportunity to practice leadership skills and learn to be advocates for themselves and others. Youth age 14 will be given special consideration upon meeting eligibility requirements.

Enhancing partnerships between youth and adults will be a direct result of a successful board. The goal of the YAB is to provide an avenue whereby youth in care can inform DCS staff, placement facilities, foster parents, policy makers, and the public on the issues that impact teens and young adults in the foster care system. Fostering YAB development and youth participation will also further enhance collaboration, cultural competence and permanent connections with other youth and adults as they engage in the YAB process. The YAB will also assist with preparing youth as they transition from adolescence to adulthood by recognizing and accepting personal responsibility, increasing well-being, and developing leadership skills.

Meeting Registration

Youth must register for YAB meetings prior to the scheduled meeting dates. The registration process must be convenient, secure, and user-friendly. Technology can be used to link the registration with the monitoring of attendees and evaluation of the program.

The service provider will:

1. Implement and maintain a clearly defined and accessible youth-focused registration process.
2. Implement and maintain a formalized receipt mechanism ensuring youth registration has been received.
3. Correspond with the local older youth services provider within 72 hours prior to the regional board meeting if there are less than three (3) registered participants to confirm the number of attendees prior to YAB meeting cancellations.
4. Ensure all cancellations occur 48 hours prior to YAB meeting date.

Youth Advisory Board Meetings

There will be five (5) regional and one (1) state Youth Advisory Board. Each Regional Youth Advisory Board will meet at the least 3 to 4 times annually. Meetings will include the following:

- a. A structured meeting with a formalized agenda and scribe.
- b. An orientation and training for new members.
- c. A review of YAB goals developed by each regional board and statewide board.

- d. A discussion of ideas related to services provided to foster youth and recommendations to the State Older Youth Initiatives Manager and/or designee.
- e. A discussion of regional service projects, activities, and events with the schedule provided to the State Older Youth Initiatives Manager and/or designee.
- f. A discussion about the YAB annual work plan and ways to implement this plan. Additional meetings can be held to address upcoming projects to meet the needs and goals of each regional board.

Youth will be encouraged by DCS and supported to participate in other conferences or DCS events occurring throughout the year and their involvement may exceed prescribed annual meetings. This will include participation in a community service event. However, the YAB shall not exceed 21 meetings annually, including the yearly YAB conference.

The service provider will ensure sign-in sheets are maintained for each meeting. They will be completed by the youth participants and include each participant's name, contact phone number, and address. The agenda for each meeting and minutes of the previous meeting will be provided to each board member prior to a scheduled board meeting.

The service provider will provide access to conference calling capability, on occasion, to enable the YAB to continue to move their work plan forward, to meaningfully engage YAB members in planning activities, and to further connect and build relationships among members and staff.

At least one youth from each regional YAB will be selected to participate in the planning of the YAB conference per year as a Statewide Youth Advisory Board member. The YAB conference will be of the Board's choosing. The statewide YAB youth will participate in a preconference meeting with an overnight stay to finalize plans for participation of the conference. Statewide board members will be supported by DCS to ensure the youth's full participation.

Youth Advisory Board Conference

The YAB sponsors and hosts a statewide annual conference that provides an opportunity for Indiana YAB members and foster youth to collectively improve service delivery for youth involved with DCS. The YAB conference will provide opportunities for youth to offer input and provide feedback regarding authentic youth engagement and normalcy and its implication in DCS practice and policies. The YAB conference provides a forum to exchange best practice views on current and former foster youth.

The Service Provider will:

1. Provide the facilities, coordinate and provide notice to DCS, Older Youth Services service providers and selected stakeholders.

2. Develop statewide accessible registration, monitor attendance, assist with the conference coordination, provide record keeping, evaluation, and handle all other matters involving conference setup, support, and planning.
3. Assist with the development of content that provides information and training on the necessary tools and resources to help youth to successfully transition into adulthood.

Youth Incentives and Expenses

- *Childcare Allowance*: A childcare allowance will be available for any participating YAB member that requires child care assistance for their children. For those with multiple children, additional amounts may be approved by DCS.
- *Financial Stipend*: Financial stipends will be provided to each YAB member participating in meetings. The stipends will also cover hotel expenses and meals for overnight stays.
- *Transportation & Hotel*: The State mileage rate will be made available for transporting the youth to the meetings. Stipend and hotel expenses will be provided for the youth's caregiver/transporter for overnight stays with the youth.

Note: Mileage and hotel rates cannot exceed the state maximum cost.

The Service Provider will:

1. Implement and maintain a formalized disbursement process to ensure funding is distributed timely and accurately to each YAB member.
2. Monitor the disbursement of youth funding through a fiscal reporting system that provides timely accounting for all funds spent in each youth funding category to assure compliance with state and federal regulations.

F. Goals and Outcome Measures

Goal #1: Youth Participation

Outcome Measures:

1. 94% of YAB members participating will attend and actively participate in YAB meetings.
2. 94% of the YAB members participating will demonstrate the ability to openly discuss agenda topics.
3. 100% of YAB members participating will be invited to participate in giving feedback to DCS.
4. 94% of YAB members will participate in community or leadership activities.

Goal #2: Youth engage in positive youth development

Outcome Measures

1. 94% of youth will increase in understating and advocacy of older youth within the child welfare system.
2. 100% of youth will increase self-empowerment and resiliency.
3. 94% of youth will increase in academic achievement.
4. 100% of youth will increase in wellbeing and self-worth.

Goal #3: Youth will engage in leadership activities

Outcome Measures

1. 100% of youth will increase their ability to motive others.
2. 100% of youth will increase their ability to share power and distribute task.
3. 100% of youth will increase their ability to work in a team setting.
4. 100% of youth will increase their ability to resolve conflicts.
5. 100% of youth will increase their ability to effectively communicate.

Goal #4: Youth well-being

Outcome Measures

1. 100% of youth will increase self-efficacy
2. 100% of youth will have improved bonding with member of their peer group.
3. 100% of youth will establish at least one adult connection.
4. 100% of youth will have increased interpersonal skills.

Goal #5: Youth satisfaction with services

Outcome Measures

1. 94% of YAB members or youth participants will rate the services "satisfactory" or above.
2. 94% of YAB members will complete pre-test and post-test assessments

Goal #6: Recruitment and Retention

Outcome Measures:

1. 100% of YAB members will be invited to participate in recruitment and retention activities.
2. 94% YAB members will demonstrate the ability to articulate the mission and goals of YAB.
3. 90% of youth participants will return to the next meeting within their service area.

G. Minimum Qualification

1. The agency providing Youth Advisory Board services must have experience working with youth ages 14 to 21.

2. Personnel providing Youth Advisory Board services as a facilitator must hold a Bachelor's degree in social work or a comparable human service field and have experience in both casework and group work with adolescents.
3. Personnel providing facilitation will be supervised by an individual with a Master's degree in social work or a comparable human service field.
4. Personnel providing assistance to the facilitator regarding transportation must have and provide proof of a valid driver's license and minimum car insurance coverage.

H. Billing Units

1. Facilitation rate (per meeting): includes planning, preparation for meetings, recruitment activities, arranging transportation for youth, and other activities related to facilitating YAB meetings.
2. Participation Stipend and Travel Expenses (Housing, meal expenses, and mileage): reimbursed at actual cost which includes housing for youth and adult transporters for any overnight stays and meal costs for the youth during meetings, mileage, and stipends
 - a. Youth Stipend \$40
 - b. Adult Transporter/Mileage: \$0.38 per mile
 - c. Hotel Rate: Standard State Rate \$91.00 per night
 - d. Hotel Stipend: \$25

Note: Mileage and hotel rates are subject to change based on DCS state rate.

3. Childcare allowance (\$25 per youth per meeting)
4. YAB Conference budget is already included in the total amount of the contract.

I. Translation or Sign Language

Services include translation for youth who are non-English language speakers or hearing impaired and must be provided by a non-family member of the client (actual cost).

J. Case Record Documentation

Necessary case record documentation for service eligibility for CHINS and probation youth must include:

1. Application form for each youth participating on the YAB from each region.

2. Sign in sheets from each meeting and documentation including: Minutes of each meeting, Proof of license and insurance for staff providing transportation for YAB members.

K. Reports

1. Monthly reports are due the 10th day of each month following the month of service delivery. Case documentation shall show the date that reports are sent. Reports shall include:
 - a. YAB meeting agenda
 - b. Sign-in / Attendance sheet
 - c. Board meeting report / minutes: Minutes should include summary of agenda item notes, name of guest speakers & attachment of presentation
 - d. Work plan: Work plan should include the goal, task, outputs, and outcomes and progress towards meeting the goal.
 - e. Conference reports containing a summary of each conference detailing all speaking engagements, including presenting board member names, attachment of the presentation, and any participant feedback if written documentation has been supplied.
 - f. YAB Conference Update
 - g. Itemized financial report containing each individual youth who participate in YAB meetings receiving board meeting expenses: stipend, travel, hotel, and child care. Report should facility rate per meeting.
 - h. Other documentation as requested by DCS.
2. Annual Report

The annual report is due on the 2nd Monday of August each year. Report shall include collected data which includes the number and percentage of:

 - a. YAB participants with demographics (race, age, sex, marital status, parenting etc.)
 - b. YAB participants per the super regions and statewide board
 - c. Data and summary of YAB meetings.
 - d. Data and summary of Unduplicated Applications
 - Eligible Applications
 - Eligible /youth not participating
 - Eligible youth participating
 - e. Data and summary of collaborations, activities, accomplishments, successes.
 - f. Data and summary of local, state, and national youth leadership events.
 - g. Data and summary of recruitment events and outcomes
 - h. YAB participant who are in post-secondary institutions and/or receive ETV funding
 - i. YAB participants who are in high school or participating in a high school equivalency program.
 - j. YAB conference data and summary
 - Total number registered
 - Total number of participants
 - Demographics of participants

- Status of participants (i.e.: youth, DCS staff, provider, foster parent etc.)
 - Agenda
 - Summary of conference
- k. Financial information / statement containing YAB meeting expenses: stipend, travel, hotel, and child care. Report should facility rate per meeting.
- l. Work Plan and Outcomes
- m. Website summary
- n. Future goals

The National Youth in Transition Database (NYTD)

Data must be reported monthly regarding Older Youth services provided to youths at age 16 and older. Due to YAB providing a service for youth the contractor is required to mark which service elements were provided to every youth during a report period. The information regarding service elements that are required for Chafee OY service providers to submit are in compliance with the Chafee National Youth in Transition Database; Final Rule and all technical documents that support the information described in this rule. Providers can be assigned user names and passwords through the DCS NYTD helpdesk email (dcsnytd@dcs.in.gov). The monthly report template will be provided by DCS and NYTD definitions and an informational webinar can be found through the following link: [DCS: NYTD](#). Failure to upload monthly reports on time or through the NYTD web portal may result in the denial of all claims submitted for each reporting period missing a monthly report.

L. Sources for Citations

Jim Casey Youth Opportunities Initiative. (2014). Realizing the Power of Youth and Young Adult

Voice through Youth Leadership Boards. Retrieved from

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