

**FY 2021 CONSOLIDATED BLOCK GRANT –
INTENDED USE PLAN
&
PRE-EXPENDITURE REPORT**



DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS

**ROBERT H. HUNTER
SECRETARY**

October 01, 2020 through September 30, 2021

**RALPH DLG TORRES
GOVERNOR**

*** PAGE INTENTIONALLY LEFT BLANK***

QUESTIONS REGARDING THIS
CONSOLIDATED BLOCK GRANT FY 2021 INTENDED USE PLAN

SHOULD BE DIRECTED TO ANY OF THE FOLLOWING:

ROBERT H. HUNTER
SECRETARY, DEPT. OF COMMUNITY & CULTURAL AFFAIRS
(670) 664-2584/2588

VIVIAN T. SABLAN
ADMINISTRATOR, DIVISION OF YOUTH SERVICES
(670)237-1022 or via email: vsablan@dys.gov.mp

NINA S. NEKAIFES
FEDERAL PROGRAM COORDINATOR, DIVISION OF YOUTH SERVICES
(670)237-1032 or via email: nnekaifes@dys.gov.mp

DIVISION OF YOUTH SERVICES
Dept. of Community & Cultural Affairs
P.O. Box 501000 CK
Saipan, MP 96950
(670)237-1000
www.dys.gov.mp

Table of Contents

I.	FEDERAL YEAR COVERED BY THE PRE-EXPENDITURE & INTENDED USE PLAN	
II.	LETTER OF TRANSMITTAL (Pending)	
III.	PUBLIC INSPECTION OF PRE-EXPENDITURE	5
A.	Public Hearings and Presentations	5
B.	Website Postings.....	5
C.	Mass Distribution	5
IV.	NARRATIVE	6
A.	ADMINISTRATIVE OPERATION	6
1.	State Administrative Agency	6
2.	State Offices/Departments.....	6
B.	FISCAL OPERATION	6
1.	Criteria for Distribution	6
2.	Planning Process for Use and Distribution Funds.....	7
3.	Financial Operations System	8
C.	PROGRAM OPERATIONS.....	8
1.	SSBG Statutory Goals the State Plans to Achieve	8
a.	OFFICE OF THE ADMINISTRATOR	8
b.	CHILD PROTECTIVE SERVICES (CPS)	12
c.	JUVENILE PROBATION UNIT (JPU)	15
d.	EMERGENCY SHELTER PROGRAM	17
e.	FAMILY & YOUTH ENHANCEMENT PROGRAM (F&YEP)	19
2.	Characteristics of Individuals to be served:	22
3.	Types of Activities to be Supported	22
V.	Pre-Expenditure Reporting: SSBG DATA PORTAL	37
VI.	Appendices	37

III. PUBLIC INSPECTION OF PRE-EXPENDITURE PLAN:

A. Public Hearings and Presentations

ISLAND	DATE	TIME	VENUE
Saipan	July 20, 2020	5:30pm	Kagman Community Center
Rota	July 22, 2020	2:30pm	Rota Mayor's Office
Tinian	July 27, 2020	5:00pm	TBA

B. Website Postings

- A. Governor's Website: www.gov.mp
 - Press Secretary: Kevin Bautista
- B. DYS Website: www.dys.gov.mp

C. Mass Distribution

1. Email – DYS Personnel
2. Email – DCCA Divisions
3. Email – DYS Community Partners (Saipan, Tinian, Rota)
4. 21st CNMI Legislature and Senate Members
5. Saipan Mayor's Office
6. Rota Mayor's Office
7. Tinian Mayor's Office

IV. NARRATIVE

A. ADMINISTRATIVE OPERATION

1. State Administrative Agency

Division of Youth Services (DYS) under the auspices of the Department of Community and Cultural Affairs (DCCA) is the mandated state agency to provide social service programs for children, youth and families throughout the Commonwealth of the Northern Mariana Islands (CNMI). Established by CNMI P.L. 2-19 and 8 CMC, Div. 1 Article 2 “Family Protection Act,” DYS has numerous responsibilities to include interventions on reports of all forms of child abuse and neglect, domestic violence where children are involved, truancy, runaway/homeless youth, juvenile delinquency and provide rehabilitative services to youth remanded for secured care.

This proposal is submitted pursuant to 45 CFR 97, under the authority of the Social Services Block Grant – Title XX, as amended and is codified at 42 U.S.C. § 1397 et seq. The implementing regulations for SSBG are authorized by Omnibus Budget Reconciliation Act of 1981 and are published at 45 CFR Part 96. Requirements specific to SSBG are found in 45 CFR § 96.70 through § 96.74.

Vision: All families in the CNMI will be self-sufficient, self-reliant and economically, socially and culturally independent.

Mission: Strengthening families to promote the well-being of youth, families and communities as a whole.

2. State Offices/Departments

- Office of the Administrator
- Child Protective Services
- Emergency Shelter Program
- Juvenile Probation Unit
- Family & Youth Enhancement Program
 - Youth Services
 - Parent Education Services
 - Community Services

B. FISCAL OPERATION

1. Criteria for Distribution

DCCA-DYS allocates to each program and/or activities as the unit justifies the need. The Administrator and the Supervisors will review and address critical program areas using the approved Action Plan as a guide.

2. Planning Process for Use and Distribution Funds

The following U.S. Department of Health and Human Services (HHS) grant awards are hereby submitted for consolidation:

BASE TITLE XX FUNDS-INTENDED DISTRIBUTION SUMMARY

GRANT TITLE	C.F.D.A Number	GRANT AMOUNT
Child Abuse Prevention & Treatment Act (CAPTA)	93.669	\$ 68,735.00
Child Welfare Services	93.645	\$ 150,461.00
Children's Justice Act	93.643	\$ 53,271.00
Community Services Block Grant (CSBG)	93.569	\$ 575,176.00
Promoting Safe & Stable Families	93.556	\$ 158,040.00
Promoting Safe & Stable Families – Caseworker	93.556	\$ 5,720.00
Community-Based Child Abuse Prevention	93.590	\$ 53,271.00
Social Services Block Grant – Title XX	93.667	\$ 54,985.43
Family Violence Prevention & Services Act (FVPSA)	93.671	\$ 132,738.00
TOTAL		\$ 1,252,397.43

3. Financial Operations System

The CNMI DYS utilizes the method of Random Moment in Time (RMT) to calculate costs

The Federal Poverty Guideline (appendix 12) must be used as the primary criterion in determining income eligibility. In order to receive assistance under any CBG project involving direct services, an applicant's total household income must not exceed 125% of the poverty level. Household is defined by the Bureau of Census as consisting of all persons who occupy a housing unit (i.e., house or apartment), whether they are related to each other or not. Total household income is based on income at the time of application.

Total household monthly or annualized gross income should be used to determine eligibility. The monthly income should be calculated for the thirty (30) day period preceding and including the date of application two (2) most recent paycheck stubs.

C. PROGRAM OPERATIONS

1. SSBG Statutory Goals the State Plans to Achieve

Title XX Social Services Block Grant Goals and Programs

- Achieve or maintain economic self-support to prevent, reduce, or eliminate dependency.
- Achieve or maintain self-sufficiency, including reduction or prevention of dependency.
- Prevent or remedy neglect, abuse or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate or reunite families.
- Prevent or reduce inappropriate institutional care by providing community-based care, home-based care, or other forms of less intensive care; and
- Secure referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.

Achievements of these goals is sought through several programs coordinated by the CNMI DCCA Division of Youth Services. Below outlines the programs and services under which they are administered:

a OFFICE OF THE ADMINISTRATOR

The Office of the Administrator provides support services for DYS Saipan, Tinian and Rota to include: procurement of equipment and supplies needed to meet daily operational needs; human resource; accounting; grant applications and compliance; program development and evaluations through data management; supportive trainings and public relations.

Goal 1: TO INCREASE ORGANIZATIONAL CAPACITY

OBJECTIVE 1.1: To update written procedures and forms		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.1.1: Conduct work sessions on the Standard Operating Procedures with units & programs to make corrective changes and improvements	September 30, 2021	<ul style="list-style-type: none"> ✓ Best Practices ✓ (2) SOP work sessions completed ✓ Finalized SOP
1.1.2: Periodic reviews and maintenance of units/programs' forms	September 30, 2021	<ul style="list-style-type: none"> ✓ Standardized forms to conform with data and SOP requirements
1.1.3: Submission of final SOP and forms to the Attorney General's Office for legal sufficiency	September 30, 2021	<ul style="list-style-type: none"> ✓ SOP approved as to legal sufficiency

OBJECTIVE 1.2: To increase resources for programs and service delivery		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.2.1: Comply with current grant requirements	September 30, 2021	<ul style="list-style-type: none"> ✓ Unit/Program monthly reports ✓ Quarterly Data ✓ Quarterly Grant Reports ✓ DYS Annual Reports ✓ DYS Annual Inventory ✓ Funding Liquidation and documentations ✓ FY Pre & Post Expenditure Reports ✓ FY Intended Use Plan
1.2.2: Apply for additional funding sources	September 30, 2021	<ul style="list-style-type: none"> ✓ (2) new funding Awards

OBJECTIVE 1.3: To meet daily operational needs		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.3.1: Procure and maintain adequate office stationary for daily operational use	September 30, 2021	<ul style="list-style-type: none"> ✓ Programs & service needs met
1.3.2: Arrange and process authorizations, contracts, requests and routing of required documents		<ul style="list-style-type: none"> ✓ Programs & Service provisions met

that entails programs and service delivery.		
1.3.3: Maintain accounting system to perform setting up of account ledgers/journals and related transactions.		<ul style="list-style-type: none"> ✓ Financial Management System in place ✓ Grant requirements met.
1.3.4: Address Human Resource functions to include staffing, development, compensation, health and safety, employee and labor relations.	September 30, 2021	<ul style="list-style-type: none"> ✓ Human Resource needs are met

OBJECTIVE 1.4: To comply with health and safety requirements		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.4.1 To process and obtain required renewals of certifications, licensing and safety plans for DYS facilities and personnel.	September 30, 2021	Health & Safety provisions met; <ul style="list-style-type: none"> ✓ Food Handlers Permits ✓ Child Care Licensing ✓ Foster Homes Licensing ✓ Certificate of Occupancy ✓ Fire Safety Plans ✓ Building Safety Code ✓ First Aid/CPR

OBJECTIVE 1.5: To evaluate programs through performance measurement		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.5.1: Conduct community needs assessment	September 30, 2021	<ul style="list-style-type: none"> ✓ (2) CNA completed
1.5.2: Administer program evaluation surveys	September 30, 2021	<ul style="list-style-type: none"> ✓ (2) Evaluations completed
1.5.3: Evaluate units/programs using desired outcomes on FY2021 Action Plans	September 30, 2021	<ul style="list-style-type: none"> ✓ Quarterly Evaluations ✓ Program Reports and Data

OBJECTIVE 1.6: To strengthen community awareness and partnerships		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.6.1: Produce a collaborative partnerships with new and current stakeholders	September 30, 2021	<ul style="list-style-type: none"> ✓ Increased clientele services ✓ Leveraging of resources
1.6.2: Secure Memorandum of Understandings with partners to identify specific service delivery	September 30, 2021	<ul style="list-style-type: none"> ✓ Supported programs goals ✓ Leveraging of resources
1.6.3: Coordinate media productions, websites, etc.	September 30, 2021	<ul style="list-style-type: none"> ✓ Increased public awareness ✓ Increased access to programs and services

OBJECTIVE 1.7: To strengthen disaster preparedness and response.		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.7.1 Incorporate disaster preparedness and response in each unit/program SOP	September 30, 2021	<ul style="list-style-type: none"> ✓ Disaster preparedness procedure in place
1.7.2 Assist with coordination with ESF-6 Mass Shelter responsibilities	September 30, 2021	<ul style="list-style-type: none"> ✓ Pre and Post disaster assessments completed ✓ Mass Shelter personnel needs met ✓ Mass Shelter disaster case management needs addressed

Goal 2: TO INCREASE PROFESSIONAL DEVELOPMENT OPPORTUNITIES

OBJECTIVE 2.1: To coordinate trainings		
ACTION	TIMEFRAME	DESIRED OUTCOME
2.1.1: Conduct Standard Operating Procedure Training for units and programs	September 30, 2021	<ul style="list-style-type: none"> ✓ Staff are knowledgeable on established protocols <ul style="list-style-type: none"> • (2) SOP trainings per units and programs

2.1.2: To coordinate and register program staff to avail of related trainings and webinars which aims to prevent child abuse and neglect, juvenile delinquency, health and safety, and support services for youth and families	September 30, 2021	<ul style="list-style-type: none"> ✓ Increased competency of employees ✓ Training materialized <ul style="list-style-type: none"> • (4) Inter-units • (10) Webinars • (2) Off-island trainings
--	--------------------	--

b. CHILD PROTECTIVE SERVICES (CPS)

The Child Protective Services (CPS) is legally mandated to protect the children who have been abused or neglected, or who are at risk of abuse and/or neglect. It also coordinates and provides family services to reduce or alleviate the risk of abuse or maltreatment through the following:

- 24/7 response to child abuse and neglect reports (crisis intervention), case manage families, provide for client assessment and monitoring, prepare for and attend court hearings, coordinate family services, produce multiple client reports and provide for prevention/outreach to include presentations to general population on child abuse and neglect and mandated reporting requirements presentations for mandated reporters.
- CPS also coordinates the Foster Care Program, which is a long-term placement in a non-relative setting for children who will remain under DYS Custody for a longer period of time. This may include Kinship Placement (familial) placement under approved conditions. The current Foster Care/Kinship stipend is at \$400 per child per month.

Goal 1: INCREASE PROGRAM CAPACITY

OBJECTIVE 1.1.: To keep staff informed and updated on established protocols.		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.1.1: Conduct Standard Operating Procedures Training on CPS	September 30, 2021	CPS staff are knowledgeable of CPS mandates and related laws <ul style="list-style-type: none"> ✓ (2) SOP Training are completed
1.1.2.: Conduct regular review and updates of CPS forms	September 30, 2021	Standardized forms to conform with data and SOP requirements

OBJECTIVE 1.2: To develop a unified approach on Case Management process		
ACTION	TIMEFRAME	DESIRED OUTCOME

1.2.1: Conduct case file reviews to ensure systematic approach and best practices are in place. (Saipan, Tinian, Rota)	Monthly	<ul style="list-style-type: none"> ✓ Client safety and needs are met. ✓ Family reunification occurs ✓ Cases are closed on a timely fashion. ✓ Data is accounted for
1.2.2: Conduct collaborative inter units and agency meetings to address client services and to leverage resources	Quarterly	<ul style="list-style-type: none"> ✓ (4) Inter-unit meetings ✓ (4) Inter-agency meetings
1.2.3: Conduct reviews of legislation and related laws affecting children and families	Periodic	CPS staff able and confident to advocate for child and family.

OBJECTIVE 1.3.: To increase professional development opportunities		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.3.1: Attend specific trainings on Child Abuse & Neglect, Foster Care and related webinars for professional enrichment.	January 2021 – September 2021	<p>Staff are up to date with current changes and practices</p> <ul style="list-style-type: none"> ✓ (2) Caseworker (Social Worker) training completed ✓ (1) Foster Care training completed ✓ (2) CPS webinar completed

OBJECTIVE 1.4.: To increase community/public awareness on Child Abuse Prevention		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.4.1.: Collaborate with partners and organize annual events on Child Abuse & Neglect awareness and prevention activities	April 2021 and upon request	Successful completion on the following; <ul style="list-style-type: none"> ✓ (12) Mandated Reporters Training ✓ (12) School presentations ✓ (5) Outreach activities
1.4.2.: To have informational brochures or social media platforms readily available to victims and families	December 2020	Clients or/and family are better able to cope with circumstances affecting their situation.

GOAL 2: TO PROVIDE DIRECT AND SUPPORT SERVICES TO CHILD ABUSE VICTIMS AND THEIR FAMILIES

OBJECTIVE 2.1.: To investigate and perform thorough safety assessments on reported cases		
ACTION	TIMEFRAME	DESIRED OUTCOME
2.1.1.: To facilitate a Case Management process to ensure child safety plan is in place	24/7	Child and family services are met.
2.1.2.: To ensure collaborative inter-unit and agency referrals are in place	Family Service Plan provision	Direct and support services are met
2.1.3.: To coordinate court ordered cases and provide child safety monitoring, supervised visitations	Court ordered	Court compliant
2.1.4.: To set up and have accessibility to Child Abuse Registry	September 30, 2021	<ul style="list-style-type: none"> ✓ Child & family protection ✓ Account for offenders

OBJECTIVE 2.2: To coordinate safe placement for children under DYS custody.		
ACTION	TIMEFRAME	DESIRED OUTCOME
2.2.1: Transition children for a temporary and short term in the Emergency Shelter.	24/7	Safety concerns addressed and family reunification occurrence
2.2.2: Transition children for long-term stable home environment through foster/kinship placement.	Family Service Plan provision	Safety concerns addressed and family reunification occurrence.

OBJECTIVE 2.3: To facilitate case management services.		
ACTION	TIMEFRAME	DESIRED OUTCOME
2.3.1: Conduct forensic interview	As needed	Evidence and statements are gathered.
2.3.2: Prepare and attend court hearings to report on case progress	As scheduled	Advocate for child and family's best interest
2.3.3: Engage child/family and formulate service plan	As needed	Services are met
2.3.4: Coordinate a collaborative inter-unit and agency referrals	Service Plan provision	Direct and support services are met.
2.3.5: Develop a child and parent(s) reunification plan	Service Plan provision	Foster a child adjustment and improved parent functioning and roles.

c. JUVENILE PROBATION UNIT (JPU)

JPU monitors court ordered conditions of juveniles placed under probation. It also provides for case management services as part of the youth rehabilitative programs to prevent further delinquent or criminal activities.

Services include, but not limited to providing for supervision of court ordered conditions for juveniles, case managing juveniles, coordinating client assessments and monitoring, preparing for and attending court hearings, producing multiple client reports and providing for service linkages for juveniles detained at the Department of Corrections.

Goal 1: TO INCREASE PROGRAM CAPACITY

OBJECTIVE 1.1: To update written procedures and forms		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.1.1: Conduct Standard Operating Procedures training on Juvenile Probation.	September 30, 2021	<ul style="list-style-type: none"> ✓ Best Practices ✓ (2) SOP trainings completed
1.1.2: Review and update forms utilized from intake to closure	September 30, 2021	Standardized forms to conform to data and SOP requirements.

OBJECTIVE 1.2: To develop a unified approach in case management		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.2.1: Conduct case file review on all JPU cases to ensure a systematic approach and best practice are in place. (Saipan, Tinian, Rota)	Monthly	<ul style="list-style-type: none"> ✓ (12) Case reviews completed ✓ Case Closures ✓ Peer Review

1.2.2: Conduct collaborative inter-units and agencies to address client services and leverage resources	Quarterly (December 2020, March, June, & Sept. 2021)	✓ (4) Inter-units meetings completed ✓ (4) Agency meetings completed

OBJECTIVE 1.3: To coordinate professional development opportunities		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.3.1 Attend probation and community corrections trainings	September 30, 2021	✓ (2) Probation & Corrections training completed
1.3.3 Coordinate available on-line trainings/webinars	September 30, 2021	✓ (2) Webinars completed
OBJECTIVE 1.4: To strengthen community awareness and partnerships		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.4.1: To plan and organize annual juvenile probation events	September 30, 2021	Increase public awareness/education of Juvenile Probation process ✓ (4) School presentations ✓ (4) Community outreach.
1.4.2: To have informational brochures or resources through social media platforms available for youth and families	September 30, 2021	Resources accessible to our target populations

Goal 2: TO PROVIDE DIRECT AND SUPPORT SERVICES TO JUVENILE PROBATIONERS AND THEIR FAMILIES

OBJECTIVE 2.1: Respond to juvenile delinquency reports		
ACTION	TIMEFRAME	DESIRED OUTCOME
2.1.1 Conduct crisis intervention	24/7, as reported	✓ Juvenile and Family Safety Addressed
2.1.2 Perform risk assessments	Case by case basis	✓ Assessment produced to guide service plan

OBJECTIVE 2.2: To coordinate juvenile probation case management services		
2.2.1 Attend court proceedings	Probation period	✓ Ongoing monitoring of court conditions
2.2.2 Formulate and implement probation plans	Probation period	✓ Juvenile and family services met

2.2.3 Coordinate services for juveniles detained	Detention period	✓ Juvenile educational and rehabilitative services met
2.3.4 Coordinate interunit referrals	As determined by service plan	✓ Direct and support services met
2.3.5 Coordinate interagency referrals	As determined by service plan	✓ Support services met
2.3.6 Coordinate community work service	As determined by probation conditions	✓ Juvenile Probation conditions satisfied
2.3.7 Curfew monitoring	Probation Period	✓ Juvenile Probation conditions satisfied
2.3.8 Coordinate services with Student Attendance Review Committee	<ul style="list-style-type: none"> ✓ Weekly interventions ✓ Monthly meetings 	✓ 10% decrease in # of truancy reported cases

d. EMERGENCY SHELTER PROGRAM

The Emergency Shelter is a 24/7 operating facility that provides physical care and custody of children and youth referred for reasons of abuse and neglect at the hands of their parents or caretakers. Their primary duties and responsibilities include providing direct care and supervision to victims of abuse and neglect, assisting in shelter operations, providing developmentally age-appropriate activities for children and youth at the shelter, and providing transportation services for clients.

Goal 1: TO INCREASE PROGRAM CAPACITY

ACTION	TIMEFRAME	DESIRED OUTCOME
1.1.1: Conduct Standard Operating Procedures for Shelter staff	September 30, 2020	Shelter staff are knowledgeable on shelter policies and best practices. (2) SOP Trainings completed
1.1.2. Regular reviews and updates of shelter forms	September 30, 2021	Standardized forms to conform to data and SOP requirements.

OBJECTIVE 1.2: To address health and safety requirements

ACTION	TIMEFRAME	DESIRED OUTCOME
1.2.1: To process and obtain required renewals of certifications, licensing and safety plans for the Emergency Shelter facility.	October – December 2020	Health and safety requirements are met.

OBJECTIVE: 1.3: To coordinate professional development opportunities

ACTION	TIMEFRAME	DESIRED OUTCOME
1.3.1: To register program staff to avail of related trainings and webinars which aims to prevent child abuse and neglect, health and safety, and support services for youth and families	Quarterly – upon availability	Increased staff competency and skills <ul style="list-style-type: none"> ✓ (2) Child Abuse & Neglect Trainings ✓ (2) Health & Nutrition ✓ Parent Education Trainings ✓ National Incident Mgt. System(NIMS) ✓ First Aid/CPR re-certification

OBJECTIVE 1.4: To strengthen community awareness and partnerships

ACTION	TIMEFRAME	DESIRED OUTCOME
1.4.1: Coordinate and assist with DYS annual events and support partnerships through community events.	February 2021 April 2021 June 2021 As scheduled	Increased public awareness on services and support programs <ul style="list-style-type: none"> ✓ (4) DYS outreach events completed.

GOAL 2: TO PROVIDE DIRECT AND SUPPORT SERVICES TO VICTIMS OF CHILD ABUSE AND NEGLECT.

OBJECTIVE 2.1: To coordinate, plan and implement daily activities for shelter clients

ACTION	TIMEFRAME	DESIRED OUTCOME
2.1.1: Process intake and release of clients that are transitioning in and out of the shelter facility.	24/7	Accountability and safety
2.1.2: Plan and prepare daily meals and healthy snacks for clients.	Daily	Recommended portion served per meal.

2.1.3: Ensure proper maintenance of personal care, hygiene and grooming of clients	Daily	Client's health and well-ness are met
2.1.4: Ensure clients with health conditions received prescribed medications properly.	As needed	Client's health and well-ness are met.
2.1.5: Provide school-aged clients with educational needs including study time, tutorials and recreational time.	Daily	Client's education and developmental needs are met.
2.1.6: Plan and coordinate appointments and transportation of clients.	Daily	Clients scheduled appointments are met.

e. FAMILY & YOUTH ENHANCEMENT PROGRAM (F&YEP)

The Family & Youth Enhancement Program's goal is to provide preventative and supportive activities that would assist youths and families in developing sustainable basic skills. Thus, eliminate at-risk behaviors and provide opportunities for more positive lifestyle, enhancing their capacity to make healthier life choices and achieve self-sufficiency.

- Youth Services: Provides evidence-based programs to assist youths to acquire life skills for positive development/behavior change necessary to successfully manage their adolescent years. The program delivers intervention and prevention services addressing positive youth development opportunities such as counseling services through providers, life skill sessions, afterschool programs, summer programs, rehabilitative programs for juveniles detained and prevention/outreach services. Services will also cover programs in preparation for reentry into the community.
- Parent Education Program: The program provides direct services to parents and caregivers. The main objective of the program is to train and equip parents with the skills and knowledge necessary to empower parents in their roles. Such services include parent leadership opportunities, parenting classes, Parents Anonymous® support group and Children's Program, parent development workshops, 24-hour helpline and outreach services and linkages to other community programs that promote parenting and independent living skills.
- Community Services: Provides a variety of programs and services to assist the poor and near poor to reduce and eliminate the cause of poverty through education, training and employment opportunities, community action agencies, volunteer recruitment and retention.

Goal 1: TO INCREASE PROGRAM CAPACITY

ACTION	TIMEFRAME	DESIRED OUTCOME
1.1.1 Conduct Standard Operating Procedures Training on FYEP	September 30, 2020	FYEP staff are knowledgeable of program mandates and best practices. (2) SOP Training completed
1.1.2 Regular updates of program forms for youth, parent and community	September 30, 2020	Standardized forms to conform to data and SOP requirements.

OBJECTIVE 1.2: DYS Youth Centers are in compliance with health and safety requirements		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.2.1: To process and obtain required renewals of certifications, licensing and safety plans for the Kagman Community and Tanapag Youth Centers.	October – December 2020	Health & safety provisions are met.

OBJECTIVE 1.2: DYS Youth Centers are in compliance with health and safety requirements		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.2.1: To process and obtain required renewals of certifications, licensing and safety plans for the Kagman Community and Tanapag Youth Centers.	October – December 2020	Health & safety provisions are met.

OBJECTIVE 1.3: To increase clientele resources		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.3.1: Mass recruitment of adult and youth stipend volunteers and mentors through advertisement on various social media platforms to assist in deploying DYS prevention & support services in the CNMI.	March 31, 2021	Certified & Retain for the following: (4) PA Facilitators (5) Parenting Instructors (6) Children's Program (20) Volunteers (3) Youth Mentors

OBJECTIVE 1.4: To coordinate professional development opportunities		
ACTION	TIMEFRAME	DESIRED OUTCOME
1.4.1: Register program staff in related training and webinars which focuses on	Quarterly or upon availability.	Increased staff competency in the workplace. (3) training completed

prevention and support services for youth and families.		(3) Webinars participated.
---	--	----------------------------

GOAL 2: TO PREVENT CHILD MALTREATMENT & JUVENILE DELINQUENCY

OBJECTIVE 2.1: To provide evidence-based programs to our target populations		
ACTION	TIMEFRAME	DESIRED OUTCOME
2.1.1: To provide alternatives and conduct established prevention programs for adult and youth.	September 30, 2021 or upon request	Adults & youths are equipped with skills and behavior modifications; (1) Botvin completion (1) Aggression Replacement Training (1) Matrix (2) Early Childhood STEP (4) Common Sense Parenting (2) Active Parenting Now and of TEENS (5) Parents Anonymous Groups (4) Children's Program
2.1.2: Coordinate activities and linkages to address need areas regarding education, training and employment	Continuous	Clients are successfully engaged in education or training and obtained meaningful employment.

OBJECTIVE 2.2.: To strengthen community awareness and partnerships		
ACTION	TIMEFRAME	DESIRED OUTCOME
2.2.1: Conduct community outreach and school presentations on FYEP services	September 31, 2021 or upon request	Increase community/public awareness (10) presentations are completed (6) community outreach/partnerships are completed

OBJECTIVE 2.3.: To enhance and strengthen prevention and support services.

ACTION	TIMEFRAME	DESIRED OUTCOME
2.3.1.: Coordinate inter-unit and agency referrals	Continuous	To increase services and leveraging of resources for child and families
2.3.2.: Coordinate and assist with annual events and activities	February 2021 June 2021 September 2020 – May 2021	Parent Leadership Month (3) Parent Development Workshops (2) Summer Youth Camps (2) Afterschool Programs
2.3.3.: Coordinate rehabilitative services for long-term juvenile detainees	September 2021	To reduce recidivist; ensure SOP guidelines are followed.
2.3.4: Advocate and provide informational resources to parents with children with disabilities	September 2021	Establishment of a Parent Resource Room (100) parents are served

f. DYS TINIAN AND ROTA

Services for DYS Tinian and Rota will include a combination of services from the above DYS units and programs with the exception of the Emergency Shelter and Juvenile Detention Services. Clients from Tinian and Rota who will ultimately need Emergency Shelter or Juvenile Detention Services will need to travel to Saipan to receive such services. This travel will require an additional staff to supervise/chaperone during the travel.

2. Characteristics of Individuals to be served:

- Victims of child abuse and/or neglect and their families
- Juvenile Offenders and their families
- Youths in the community (Prevention Programs)
- Parents in the community (Prevention Programs)
- Low Income Households
- Homeless Individuals and Families
- Unaccompanied Youth

3. Types of Activities to be Supported

DCCA-DYS intends to distribute funds according to the program and service delivery outlined below:

**BASE TITLE XX SSBG – INTENDED ACTIVITIES
TO BE FUNDED IN FISCAL YEAR 2021**

1. Uniform Service Definition	<p>Case Management Services</p> <p>Case management services are services or activities for the arrangement, coordination and monitoring of services to meet the needs of individuals and families. Component services and activities may include individual service plan development; counseling; monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.</p>
Agency Services Name	Child Abuse & Neglect cases, Juvenile Delinquency, Parent Education Services and Family & Youth Enhancement Services
Description	<p>The fundamental process of a casework includes Case Management activity to engage the clients into treatment process by conducting;</p> <p style="padding-left: 40px;">Intake (Preliminary Assessment) Safety Assessment and Investigation Service Plan Development Court Process Continuum of Care/Wrap Around Services Linkage and Referral Monitoring of client and services deliver Follow-up Advocate</p>
2. Uniform Services Definition	<p>Congregate Meals</p> <p>Congregate meals are those services or activities designed to prepare and serve one or more meals a day to individuals in central dining areas in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.</p>

Agency Service Name	Emergency Shelter, Parents Anonymous® support group meetings, PA® children's program, Summer Youth in Transition Camp and DYS Family Fun Day (Inclusion of Tinian and Rota Services)
Description	<p>1. Meals needed for Children being placed in the Emergency Shelter for the duration of their stay.</p> <p>2. Meals for PA® Children's Program. It is a year-round program with averaged participants of 32 per week.</p>

	<p>3. Meals served once a Month to Parent Participants of the PA® support group. Average Parents participants 104 a year.</p> <p>4. Healthy snacks to be served for children participants in Summer Youth in Transition Camps on all three islands. Estimated participants 400 children.</p> <p>5. Meals and/or snacks served to youth and parents during training sessions and/or group programs aimed to demonstrate healthy cooking/healthy eating habits.</p>
3. Uniform Services Definition	<p>Counseling Services</p> <p>Counseling services are those services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or drug abuse.</p>
Agency Service Name	<p>Victims of Child Abuse and Neglect, Juvenile Offenders, Parents of Victims of Child Abuse and Neglect, At-Risk Youth, Parents Anonymous® support group, PA® children's program, HOTLINE Callers, Emergency Sheltered victims</p>

Description	<p>DCCA-DYS procures counseling services from private providers and other government entities. Priority counseling services include the following:</p> <p style="padding-left: 40px;">Clinical Interventions 24-hour crisis counseling through the HELPLINE Psychological Evaluations Substance Abuse therapy Behavioral therapy Group therapy</p>
4. Uniform Services Definition	<p>Day Care Services -Children</p> <p>Day care services for children (including infants, preschoolers, and school age children) are services or activities provided in a setting that meets applicable standards of state and local law, in a center or in a home, for a portion of a 24-hour day. Component services or activities may include a comprehensive and coordinated set of appropriate developmental activities for children, recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of child care homes and facilities.</p>
Agency Service Name	Emergency Shelter Services, PA® children's program, After School Program, Summer Youth in Transition Camps
Description	<ol style="list-style-type: none"> 1. Child Care services outlined in the definition is required for children placed in the Emergency Shelter, Children's program for the Parent Education Services, After School program and Summer Youth in Transition Camps. 2. Child Care services is coordinated with the Child Care Development Fund for DYS families needing child care services throughout education/training period.

5. Uniform Services Definition	Education and Training Services Education and training services are those services provided to improve knowledge or daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language, and General Educational Development (G.E.D.). Component services or activities may include screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; transportation; and referral to community resources.
Agency Service Name	Child Protective Services and the Family & Youth Enhancement Program, including the Community Action Agency.
Description	<p>These programs provide education and training opportunities for Youth and Parents for Education Enrichment, Enhancement of skills and knowledge. Trainings are also offered to mandated reporters on awareness on signs of Child Abuse & Neglect and duty to report.</p> <p>Services</p> <ul style="list-style-type: none"> Common Sense Parenting Class Early Childhood STEP Class Parents Anonymous® support group PA® Children's Program Parent Development Workshop 24-hour HELPLINE Child Abuse & Neglect Awareness Presentations Volunteer Recruitment and Retention Anger Replacement Training Matrix (Substance Abuse Prevention) BOTVIN (Life Skills Training) After school Homework Assistance Youth Mentorship Programs Summer Youth In Transition Camps Training through Community Action Agencies Safe & Unsafe touches

	DYS Program Presentations F&YEP Resource Linkages
6. Uniform Services Definition	<p>Employment Services</p> <p>Employment services are those services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities for employment. Component services or activities may include employment screening, assessment, or testing; structured job skills and job seeking skills; specialized therapy (Occupational, speech, physical); special training and tutoring, including literacy training and pre-vocational training; provision of books, supplies and instructional material; counseling, transportation; and referral to community resources.</p>
Agency Service Name	Family & Youth Enhancement Program
Description	<p>Program assistance in identifying potential employment resources through collaboration with other government and non-government entities.</p> <p>Services</p> <ul style="list-style-type: none"> Employment Counseling Direct referral to Workforce Investment Agency Direct referral to CNM Dept. of Labor Direct referrals to private businesses Public School System Cooperative Education Program

7. Uniform Services Definition	<p>Family Planning Services</p> <p>Family planning services are those educational, comprehensive medical or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. These services and activities include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption). Specific</p>
---------------------------------------	---

	<p>component services and activities may include pre-conceptional counseling, education, and general reproductive health care, including diagnosis and treatment of infections which threaten reproductive capability. Family planning services do not include pregnancy care (including obstetric or prenatal care).</p>
Agency Service Name	Parent Education Services of the Family & Youth Enhancement Program
Description	<p>These services are delivered through the Parent Education classes and Parent Anonymous® support group system on Educating Parents on comprehensive social service that will enable Family Planning.</p> <p>Additionally, referrals are made to the Division of Public Health Family Planning Program for services.</p>
8. Uniform Services Definition	<p>Foster Care Services for Children</p> <p>Foster care services for children are those services or activities that assess the need and arrange for the substitute care and alternate living situation of children in a setting suitable to the individual's needs. Individuals may need such services because of social, physical or mental disabilities, or as a consequence of abuse or neglect. Care may be provided in a community-based setting, or such services may arrange for institutionalization when necessary. Component services or activities include assessment of the individual's needs; case planning and case management to assure that the individual receives proper care in the placement; counseling to help with personal problems and adjusting to new situations; assistance in obtaining other necessary supportive services; determining, through periodic reviews, the continued appropriateness of and need for placement; and recruitment and licensing of foster care homes and facilities.</p>

Agency Service Name	Child Protective Services
Description	<p>Children temporarily removed from their homes for reasons of abuse and/or neglect are placed either in the Emergency Shelter or in foster homes.</p> <p>The Stipend provides additional subsistence to the foster/kinship family to support the daily basic needs/cost of living for the child (ren). This service can be extended to homeless/unaccompanied youth.</p>
9. Uniform Services Definition	<p>Housing Services</p> <p>Housing services are those services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing. Component services or activities may include tenant counseling; helping individuals and families to identify and correct</p>

	sub-standard housing conditions on behalf of individuals and families who are unable to protect their own interests; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations.
Agency Service Name	Child Protective Services, Juvenile Probation Unit, Family and Youth Enhancement Program, including the CNMI Homeless Prevention Coalition
Description	<p>Caseworkers conduct assessments on the living conditions of the individual or families referred to DYS Units/Programs. DYS collaborates with the Northern Marianas Housing Corporation (NMHC) to ensure that the families are properly placed in a safe and conducive home setting.</p> <p>The Family and Youth Enhancement Program works closely with NMHC and the CNMI Homeless Prevention Coalition to case manage families who are at-risk of being homeless or literally homeless.</p>
10. Uniform Services Definition	<p>Independent and Transitional Living Services</p> <p>Independent and transitional living services are those services and activities designed to help older youth in foster care or homeless youth make the transition to independent living, or to help adults make the transition from an institution, or from homelessness, to independent living. Component services or activities may include educational and employment assistance, training in daily living skills, and housing assistance. Specific component services and activities may include supervised practice living and post-foster care services.</p>

Agency Service Name	Child Protective Services, Juvenile Probation Unit & Family & Youth Enhancement Program
Description	<p>Youths in the program, especially at-risk youth, will be provided opportunities to acquire life skills, build on communication skills, team building skills, values and attitudes, goal setting that will help promote independent living. This includes substance abuse, tobacco and drug abuse prevention.</p> <p>The above DYS Programs also work collaboratively with the CNMI Center for Independent Living for additional independent living skills training.</p> <p>This includes services provided to parents and youth who are in transition back to the community.</p>
II. Uniform Services Definition	<p>Information and Referral</p> <p>Information and referral services are those services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to these community resources.</p>

Agency Service Name	Child Protective Services, Juvenile Probation Unit and Family & Youth Enhancement Program
Description	<p>Referrals are made contingent based on client needs and are made to appropriate service providers.</p> <p>The programs continue to ensure the public are provided with adequate information on available resources. Informational materials are disseminated through classes, workshops, trainings, community event outreach exhibits and displays, media and 24-hour helplines for Youth and Parents.</p>
12. Uniform Services Definition	<p>Pregnancy and Parenting Services for Young Parents</p> <p>Pregnancy and parenting services are those services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future.</p> <p>Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.</p>

Agency Service Name	Parent Education Services under the Family & Youth Enhancement Program
Description	<p>Trainings are provided to develop and increase skills in parenting to enable them to become more effective in their roles. Other model-based support strategies available through the Parents Anonymous meeting to instill coping skills and long-term personal growth and change for young parents.</p> <p>Early Childhood STEP (Systematic Training for Effective Parenting) Common Sense Parenting Active Parenting NOW Active Parenting for TEENS</p>
13. Uniform Services Definition	<p>Prevention and Intervention Services</p> <p>Prevention and intervention services are those services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of abuse, neglect, or family violence, or to assist in making arrangement for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation.</p>
Agency Service Name	Child Protective Services, Juvenile Probation Unit, Family & Youth Enhancement Program

Description	<p>Caseworkers work on a 24/7 response system to intervene and conduct safety assessments on reported cases of child abuse and/or neglect. Based on case status, caseworkers determine safe, proper and preventative measures to carry out for each case. Services may include:</p> <ul style="list-style-type: none"> Crisis Counseling Respite Care Parent Support group Parent Education Classes Mentorship Substance Abuse Counseling Temporary living arrangements Sexual Assault Response Team Curfew Monitoring
14. Uniform Services Definition	<p>Protective Services for Children</p> <p>Protective services for children are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care. Component services or activities may include immediate investigation and intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the child and the family; assessment/evaluation of family circumstances; arranging alternative living arrangement; preparing for foster placement, if needed; and case management and referral to service providers.</p>
Agency Service Name	Child Protective Services & Emergency Shelter
Description	<p>Protective services for children is the goal of DCCA-DYS and are conducted through the following:</p> <ul style="list-style-type: none"> Removal of Children from Home Placement in Emergency Shelter Placement in Foster/Kinship Care Assessments Monitoring Facilitate case management Court Services

15. Uniform Services Definition	<p>Recreational Services</p> <p>Recreational services are those services or activities designed to provide, or assist individuals to take advantage of, individual or group activities directed towards promoting physical, cultural, and/or social development.</p>
Agency Service Name	Family & Youth Enhancement Program
Description	<p>Recreational services provided for youth through Summer Youth in Transitional camps; engaging their interactions amongst peers, team building activities, physical and healthy lifestyle activities, mentorship, life skills, arts and crafts, survival techniques, social skills development and sports.</p> <p>In addition, DYS collaborates with multiple public and private partners to support recreational services in various areas including healthy living, cultural preservation and youth development opportunities.</p>
16. Uniform Services Definition	<p>Special Services for Persons with Developmental/Physical Disabilities</p> <p>Disabilities, or Persons with Visual or Auditory Impairments Special services for persons with developmental or physical disabilities, or persons with visual or auditory impairments, are services or activities to maximize the potential of persons with disabilities, help alleviate the effects of physical, mental or emotional disabilities, and to enable these persons to live in the least restrictive environment possible. Component services or activities may include personal and family counseling; respite care; family support; recreation; transportation; aid to assist with independent functioning in the community; and training in mobility, communication skills, the use of special aids and appliances, and self-sufficiency skills. Residential and medical services may be included only as an integral, but subordinate, part of the services.</p>
Agency Service Name	Child Protective Services, Emergency Shelter, Juvenile Probation Unit, Family & Youth Enhancement Program
Description	<p>Parent Education Program, Emergency Shelter and Child Protective Services provides services with respective to service definition in delivering the following services:</p> <p style="padding-left: 40px;">Family Support Respite Care Assist in Independent functioning Direct Care</p>

	<p>Employment Services for self-sufficiency skills Subordinate residential service Leadership in Disabilities and Achievement of Hawaii (LDAH)</p> <p>DYS works collaboratively with the CNMI Office of Vocational Rehabilitation to assist with supportive services with accommodations in the workplace. DYS also works with the Learning Disability Association of Hawaii to support and provide awareness to the parents with children with disabilities.</p> <p>For presentations to parents, DYS partners with the Northern Marianas Protection & Advocacy Systems, Inc. to promote awareness on the rights for people with disabilities.</p>
--	---

<p>17. Uniform Services Definition</p>	<p>Special Services for Youth Involved in or Risk of Involvement with Criminal Activity</p> <p>Special services for youth involved in or at risk of involvement with criminal activity are those services or activities for youth who are, or who may become, involved with the juvenile justice system and their families. Components services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goal of developing socially appropriate behavior and may include counseling, intervention therapy, and residential and medical services if included as an integral but subordinate part of the service.</p>
<p>Agency Service Name</p>	<p>Juvenile Probation Unit, Child Protective Services and Family & Youth Enhancement Program</p>

Description	<p>DYS provides monitoring and rehabilitative programs for youths that commit delinquent acts. These programs provide balanced attention to the protection of the community, accountability for offenses committed, and the development of competencies to enable youth to become responsible and productive members of the society. Services include:</p> <ul style="list-style-type: none"> General/Intensive Supervision Curfew monitoring Drug & Alcohol Treatment/Testing Assessment Community Services (Project Payback) Vocational classes through Northern Marianas Trades Institute Incentive Programs Counseling Evidence-based programs Diversion Life Skills Sessions Social Skills Sessions Youth Mentorship
--------------------	--

	<p>Public School System Student Attendance Review Committee</p> <p>Part of the services listed above are delivered to the juveniles at the Department of Corrections Juvenile Detention.</p>
18. Uniform Services Definition	<p>Substance Abuse Services</p> <p>Substance abuse services are those services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependence. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service. Component substance abuse services or activities may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.</p>
Agency Service Name	Family & Youth Enhancement Program, Child Protective Services, Juvenile Probation Unit

Description	<p>Services are offered through contractual procurement of licensed counselors and therapist to deliver assessment and treatment plan for clients:</p> <p>MATRIX(Substance Abuse Prevention) BOTVIN (Life Skills Sessions) Parents Anonymous®, Inc. Support Groups Aggression Replacement Training Marianas Counseling and Drug Testing Services, LLC Marianas Behavioral Health International, Inc. Community Guidance Center Wellness Clinic (Public Entity) Community Guidance Center Systems of Care (Public Entity) HOPE Recovery Center</p>
19. Uniform Services Definition	<p>Transportation Services</p> <p>Transportation services are those services or activities that provide or arrange for the travel, including travel costs, of individuals in order to access services, or obtain medical care or employment. Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.</p>
Agency Service Name	Child Protective Services, Juvenile Probation Unit, Family & Youth Enhancement Program and Emergency Shelter
Description	<p>Transportation is provided to disadvantaged families who lack means of transportation to and from services outlined in case plan. Transportation component is deemed vital to ensure clients avail</p>
	<p>services and other resources that will enable them to become self-sufficient. Transportation services include , but not limited to the following:</p> <p>Transportation provided by DYS personnel for clients and their families to access services Transportation procured with the Commonwealth Office on Transit Authority (public transportation) for clients and their families to access services Travel cost for clients and staff chaperone to access services Inter-Island travel cost for personnel to conduct interventions Travel cost for personnel trainings</p>

20. Uniform Services Definition	Other Services Other Services are services that do not fall within the definitions of the preceding 28 services. The definition used by the State for each of these services should appear elsewhere in the annual report.
Agency Service Name	Child Protective Services, Emergency Shelter Program, Juvenile Probation Unit and Family & Youth Enhancement Program
Description	Office Rental (Saipan, Tinian and Rota Offices) (Upon availability of funding)

V. Pre-Expenditure Reporting: SSBG DATA PORTAL

VI. Appendices

- APPENDIX A: Documentation of Public Hearing(Pending)
- APPENDIX B: Certifications (Pending)

APPENDIX C: PROOF OF AUDIT

INDEPENDENT AUDITORS' REPORT

Honorable Ralph DLG. Torres
Governor
Commonwealth of the Northern Mariana Islands:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Commonwealth of the Northern Mariana Islands (CNMI) as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the CNMI's basic financial statements as set forth in Section III of the foregoing table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Commonwealth Utilities Corporation (CUC), the Northern Marianas College (NMC), the Public School System (PSS) and the Marianas Visitors Authority (MVA), which represent 42%, 42% and 75%, respectively, of the assets, net position, and revenues of the CNMI's discretely presented component units. Those financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinion, insofar as it relates to the amounts included for CUC, NMC, PSS and MVA, is based solely on the reports of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Adverse Opinions

In our opinion, because of the significance of the matters discussed in the "Basis for Adverse Opinions on the Governmental Activities, the Aggregate Discretely Presented Component Units and the Aggregate Remaining Fund Information" paragraph, the financial statements referred to above do not present fairly, the respective financial position of the governmental activities, the aggregate discretely presented component units and the aggregate remaining fund information of the CNMI as of September 30, 2018, or the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund of the CNMI as of September 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis-of-Matters***Correction of Errors***

As discussed in note 18 to the financial statements, the beginning net position of the aggregate discretely presented component units has been restated for the correction of errors.

Going Concern

The CNMI's plans regarding its General Fund deficit position and the related governmental activities net deficiency position are described in note 15 to the financial statements.

Our opinion is not modified with respect to these matters.

Other Matters***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 5 through 11 and the Schedule of Revenues, Expenditures, and Changes in Deficit - Budget and Actual - General Fund and notes thereto, as set forth in Section IV of the foregoing table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

- APPENDIX D: TANF ACF-196-R
- APPENDIX E: SF 424M
- APPENDIX F: Federal Financial Report (FFR) For SF-425
- APPENDIX G: DYS Organizational Chart



DIVISION OF YOUTH SERVICES

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS

OFFICE OF THE ADMINISTRATOR

CAPITOL HILL #1361 P.O. BOX 501000 SAIPAN, MP 96950



Organizational Chart

Funding Source:

➤ Local 1220	20
➤ Federal	19
➤ Local/Federal	01
➤ Total Funded	40

Department of Community & Cultural Affairs
SECRETARY- Robert H. Hunter

Chief, DYS ADMINISTRATOR

(local/federal)- Vivian T. Sablan

Administrative Support

- Grant Writer (federal)- Rita M. Castro
- Accountant II (federal) -Teresita C. Piamonte
- Administrative Officer I (local)- Rowena C. Relado
- Administrative Officer I (local)- Zina C. Nekaifes
- Administrative Specialist I- (federal)- Marvin C. Palacios
- Com. Dev. Tech (local)- John B. Reyes, Jr.

Child Protective Services

- Caseworker IV (federal)- Julian R. Camacho
- Caseworker III (federal)- Benylin R. Mettao
- Caseworker II (local) - Jaylynn DLG. Torres
- Caseworker I (federal)- Quaid O. Ngirchongor
- Caseworker I (federal)- Juanicia Villanueva
- Caseworker I (federal) - Christine Joy C. Aldan
- Caseworker I (local) - Marge S. Mendiola
- Caseworker I (federal)- Melycher I. Sablan
- Caseworker I (federal)- Gennie Lynn Bliss
- Intervention Specialist (federal)- Mariah M. Barcinas

Juvenile Probation Unit

- Probation Officer III (local)- Sylvio S. Ada
- Probation Officer III (local)- Missy DLG. Aldan
- Probation Officer II (local) - Sheelane S. Santos
- Probation Officer II(local) - Rutha M. Tebuteb
- Intervention Specialist (federal) - Magic B. Cabrera
- Com. Dev. Tech (local)-Russell Z. Hocog

DYS Tinian Office

- Caseworker II (local)- Augusta B. Famaw
- Caseworker I (local)- Monika H. Diaz

DYS Rota Office

- Caseworker II (local)- Quindy M. Maratita
- Caseworker I (local) - Mildred W. Sikebert

Emergency Shelter Program

- Comm. Dev't. Specialist III (federal) - Junnie S. Masga
- E. Shelter Caretaker (local)- Jennifer P. Villanueva
- E. Shelter Caretaker (local)- Melvin C. Tagabuel
- E. Shelter Caretaker (local)- Agustina P. Jaimatoon
- E. Shelter Caretaker (local)- Gina Ann R. Yaroitemal
- E. Shelter Caretaker (federal)- Cecile O. Blas

Family & Youth Enhancement Program

- Federal Program Coordinator IV (federal) Jennifer O. Tanaka
- Federal Program Coordinator III (federal) -Nina S. Nekaifes
- Program Coordinator (federal)- Colleen F. Diaz
- Comm. Dev't. Specialist III (federal)- Alejandro T. Olopai
- Comm. Dev't. Specialist II (federal)- Maria L. Olopai
- Comm. Dev't. Specialist II (local)- Rebecca T. Lisua
- Comm. Dev't. Specialist II (local)- Ana Y. Rangamar

○ APPENDIX H: DYS Functional Chart

○

**DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**

OFFICE OF THE ADMINISTRATOR

1st Floor Chalan Piao Plaza, P.O. Box 501000 C.K., Saipan, MP 96950

○

○ **Functional Chart**

**Department of Community & Cultural Affairs
ACTING SECRETARY- Robert H. Hunter**

Chief, DYS ADMINISTRATOR
Vivian T. Sablan

ADMINISTRATIVE & SUPPORT SERVICES

Administrative Support

- ✓ ACCOUNTING
- ✓ GRANTS MANAGEMENT
- ✓ HUMAN RESOURCE

Program Development & Evaluation

- PROGRAM PLANNING & EVALUATION
- DATA COLLECTION
- COMMUNITY NEEDS ASSESMENT

INTERVENTION & RESPONSE

Child Protective Services

- ✓ CLIENT INTAKE
- ✓ CRISIS INTERVENTION - RESPONSE SYSTEM (24/7)
- ✓ CHILD ABUSE & NEGLECT RELATED REPORTS
- ✓ CASE MANAGEMENT & FOSTER PLACEMENT
- ✓ LINKAGE & REFERRAL
- ✓ SUPERVISE TINIAN & ROTA CPS CASES

Juvenile Probation Unit

- ✓ CLIENT INTAKE
- ✓ CRISIS INTERVENTION - RESPONSE SYSTEM (24/7)
- ✓ JUVENILE DELINQUENCY RELATED
- ✓ CASE MANAGEMENT & FOSTER PLACEMENT
- ✓ LINKAGE & REFERRAL
- ✓ SUPERVISE TINIAN & ROTA ON JPU CASES

PLACEMENT

Emergency Shelter Program

- SHORT-TERM PLACEMENT - DIRECT CARE & SUPERVISION OF CHILDREN OF STATE WARDS

Foster Care Program/Kinship Program

- LONG-TERM PLACEMENT - DIRECT CARE & SUPERVISION OF CHILDREN STATE WARDS

PREVENTION & SUPPORT SERVICES

Family & Youth Enhancement Program

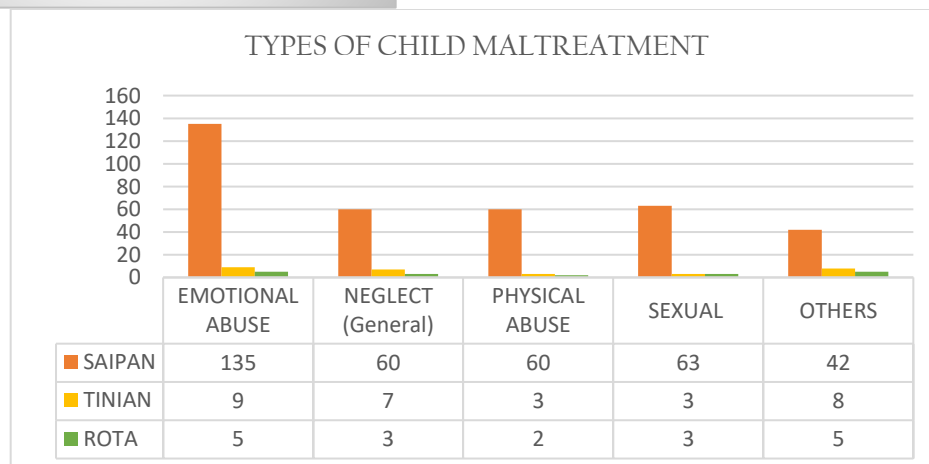
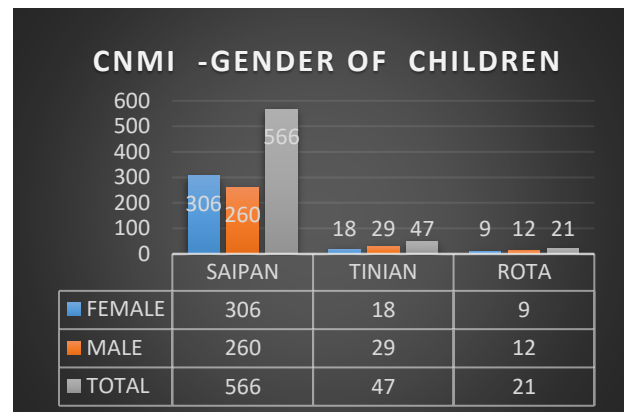
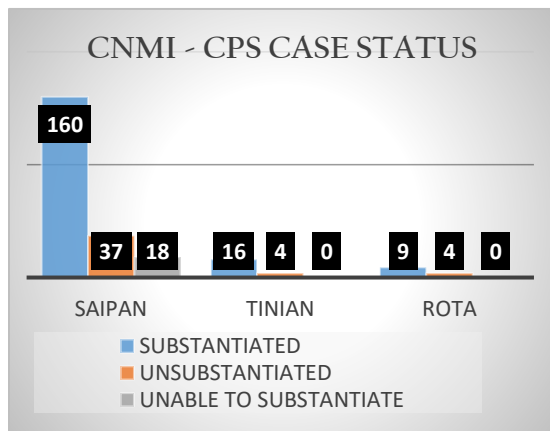
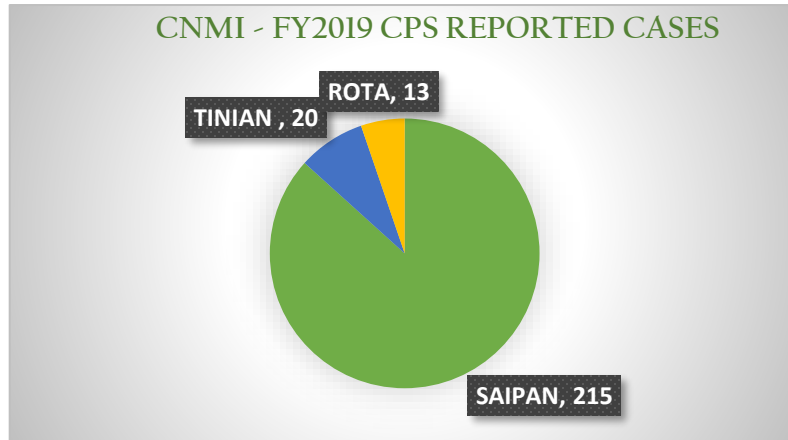
- ✓ DELIVERY OF PREVENTATIVE & SUPPORTIVE PROGRAMS TO ASSIST YOUTH & FAMILIES
- ✓ CASE MANAGEMENT
- ✓ NETWORK W/TINIAN & ROTA ON PREVENTION PROGRAMS
- ✓ COMMUNITY OUTREACH



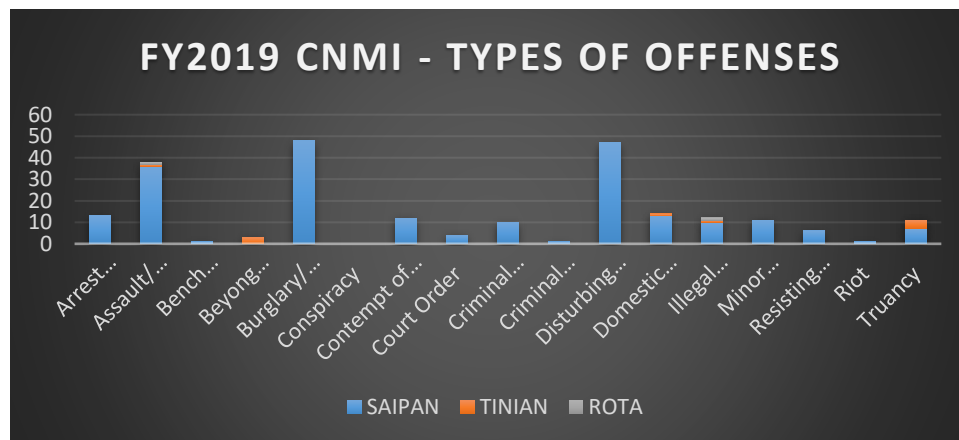
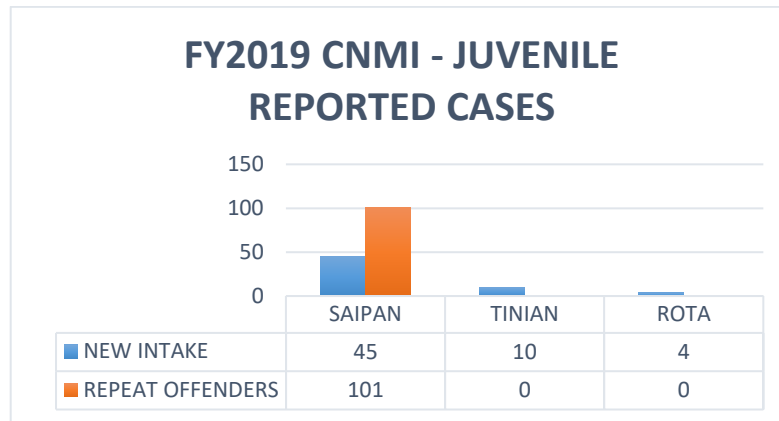
APPENDIX I –DYS PARTNERSHIPS

- ✚ American Red Cross, NMI Chapter
- ✚ Ayuda Network, Inc.
- ✚ Center for Independent Living
- ✚ CHCC-Community Guidance Center
- ✚ CHCC-Wellness Clinic
- ✚ CHCC-Systems of Care
- ✚ CHCC-Recovery Clinic
- ✚ CHCC-MCHB, H.O.M.E visiting program
- ✚ CHCC-Medicaid Office
- ✚ CHCC-Resource Assistance/Sliding Fee Program
- ✚ CHCC-Women Infant & Children Program (WIC)
- ✚ Children's Bureau, U.S. Dept. of Health & Human Services
- ✚ CNMI Homeless Prevention Coalition
- ✚ CNMI-Homeland Security & Emergency Management (HSEM)
- ✚ CNMI-Women's Association – Non-profit organization
- ✚ Commonwealth Cancer Association
- ✚ Criminal Justice Planning Agency
- ✚ DCCA-Chamorro Carolinian Policy Language Policy Commission (CCLPC)
- ✚ DCCA-Child Care and Development Fund (CCDF)
- ✚ DCCA-Licensing Program (CCLP)
- ✚ DCCA-Council for Arts and Culture (CCAC)
- ✚ DCCA-Low Income Home Energy Assistance Program (LIHEAP)
- ✚ DCCA-Nutritional Assistance Program (NAP)
- ✚ DCCA-Respite Office
- ✚ Department of Corrections (DOC)
- ✚ Department of Lands & Natural Resources-Forestry Program (DLNR)
- ✚ Department of Public Safety (DPS)
- ✚ Department of Fire & Emergency Medical Services (DFEMS)
- ✚ Domestic Violence Intervention Center (DVIC)
- ✚ Empty Vessel Ministry
- ✚ Family Court
- ✚ Family & Friends of the LGBTQ-Youth
- ✚ Family Violence Task Force (FVTF)
- ✚ Joeten-Kiyu Public Library (JKPL)
- ✚ Karidat Social Services – Faith-based organization
- ✚ Leadership in Disabilities and Achievement of Hawaii (LDAH)
- ✚ Motherhead-Fatheread Program
- ✚ National Parents Anonymous, Inc.
- ✚ Northern Marianas Coalition Against Domestic & Sexual Violence (NMCDSV)
- ✚ Northern Marianas College-Student Interns
- ✚ Northern Marianas College-CREES
- ✚ Northern Marianas Housing Corporation (NMHC)
- ✚ Northern Marianas Humanities Council
- ✚ Northern Marianas Protection & Advocacy Systems, Inc. (NMPASI)
- ✚ Northern Marianas Trades Institute
- ✚ Office of Adult Probation
- ✚ Office of the Attorney General
- ✚ Office of the Governor-Carolinian Affairs Office
- ✚ Office of the Governor-Indigenous Affairs Office
- ✚ Office of the Governor-Youth Affairs Office
- ✚ Office of the Governor-Women's Affairs Office
- ✚ Office of Vocational Rehabilitation
- ✚ Public School System-Alternative Education Program
- ✚ Public School System-Child Development Assistance Center
- ✚ Public School System-Early Intervention Program
- ✚ Public School System-Food and Nutrition Program
- ✚ Public School System-Student Attendance Review Committee (SARC)
- ✚ Public School System-Office of Student & Support Services
- ✚ Public School System-Head Start Program (Saipan, Tinian & Rota)
- ✚ Rota Municipality
- ✚ Tinian Municipality
- ✚ Rota Women's Organization
- ✚ Salvation Army
- ✚ Superior Court

-
- APPENDIX J: FY 2019 Data
- **FY2019 CHILD PROTECTION SERVICES STATISTICAL DATA**
-

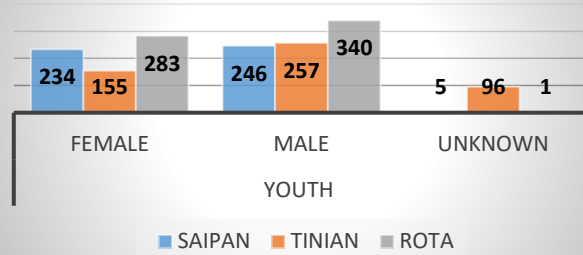


FY2019 JUVENILE PROBATION STATISTICAL DATA

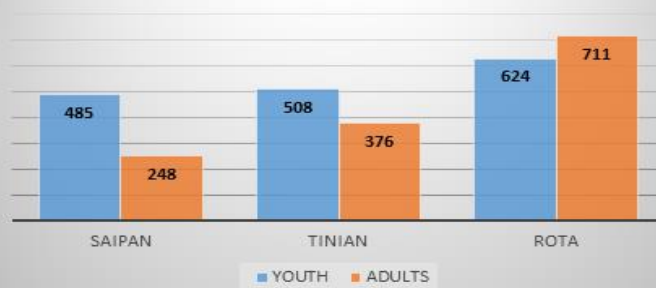


FY2019 – FAMILY AND YOUTH ENHANCEMENT PROGRAMS STATISTICAL DATA

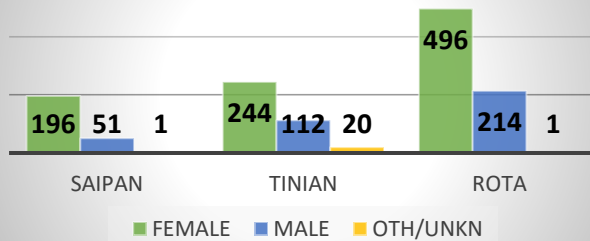
FY2019 - FYEP YOUTH - GENDER



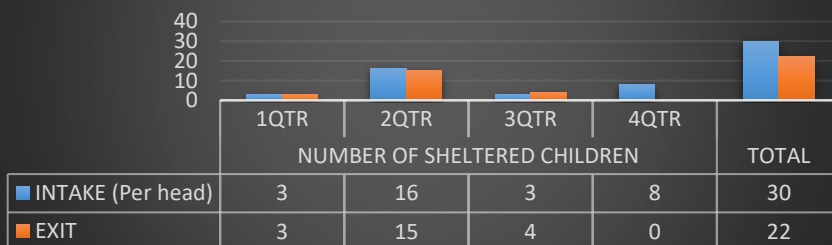
FY2019 - FYEP YOUTH AND ADULTS SERVED

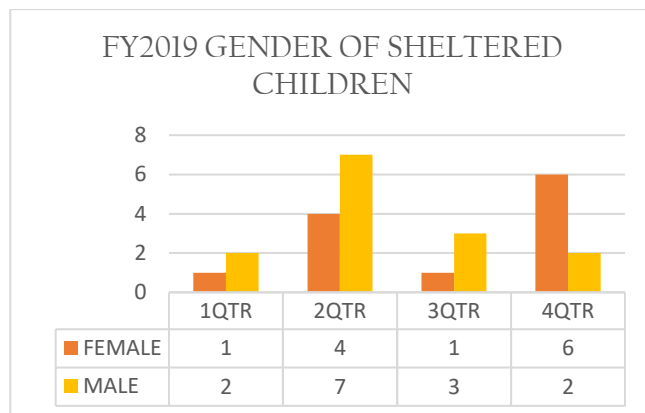
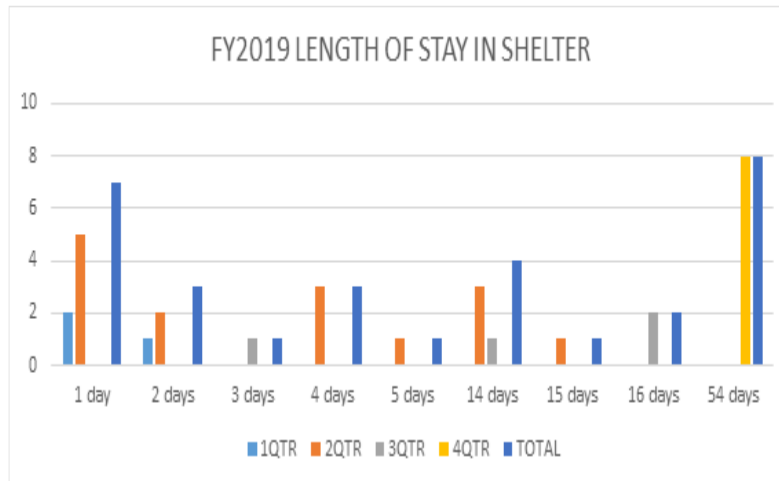


FY2019 - FYEP ADULT - GENDER



FY2019 EMERGENCY SHELTER PROGRAM





○ APPENDIX K: DYS EVENTS & HIGHLIGHTS



Seventeen personnel with the Division of Youth Services participated and completed a training on how to conduct forensic interview with children with disabilities. Contributed photo



BACKYARD GARDENING
A staff of the Department of Lands and Natural Resources teaches Kagman students how to plant a seed as part of the backyard gardening afterschool program at the Kagman Community Center last Feb. 19.
JUSTIN RAYOTA
Story on Page 4

Recognizes 39 parent leaders



The Division of Youth Services on Friday recognized 39 parent leaders during the Parent Leadership Month proclamation ceremony at the Kagman Community Center. Also in photo are Lt. Gov. Arnold I. Palacios, Department of Community and Cultural Affairs Secretary Robert Harris, Division of Youth Services Vice Chair and first lady Cheryl T. Torres. Photo by Len Lee C. Lina

because with their support, our work is a bit easier," she said. Through parent leadership programs, Rose said they have seen a big improvement in their school as the parent involvement is concerned. "We have been getting more parental involvement. Our numbers have gone up," she said, referring to PTSA attendance. This school year, Tanapag Middle School has 184 students. Rose said about 30 percent of these children's parents are actively involved in school activities, PTSA meetings, and conferences. "This is a huge gain," Rose said. "In the past, we only had 15 percent [of parents] involved. That number is growing... as time goes on it is improving, and it is something to do with the Parent Leadership program." Rose expressed appreciation for Benjamin's leadership. "For the first time in many years, we finally have someone trying to really move things forward with the needs of the parents," Rose added. Benjamin, who is the PTSA president at Tanapag Middle School, and other PTSA officials have been active in organizing events that support the needs of the parents and the school, Rose said. She encourages other parents to get more involved in their children's education. "Research shows that the more parents are engaged in their kids' education, the more successful the children will be or the chances of them becoming more successful increases," Rose said.



Kiki Benjamin, left seated, was among the 39 parents who were recognized by DYSS on Friday. With her in the photo are Hon. Shelly Mathews, left standing, current secretary Jane Camacho, right standing, and Tanapag Middle School principal Hilda Flans, right seated. The children will be or the chances of them becoming more successful increases," Rose said.

4-H helps NMI youth

IN the Northern Marianas, 4-H has helped over 15,000 boys and girls become confident, independent, resilient and compassionate leaders, according to the proclamation designating Oct. 6-12 as National 4-H Week.

Lt. Gov. Arnold I. Palacios signed the proclamation on Thursday at Northern Marianas College in the presence of 4-H Marianas youth officials from Saipan, Tinian and Rota as well as officials of the Youth Affairs Office, the Division of Youth Services, Joeten-Kyuu Public Library and NMC Cooperative Research, Extension and Education Services. 4-H is America's largest youth development organization with almost six million members across the nation. In the NMI, 4-H was founded in the 1950s. Palacios commended the NMC-CREES Family Community and Youth Development Program for



Lt. Gov. Arnold I. Palacios proclaimed Oct. 6-12 as National 4-H Week in the Northern Marianas. With Palacios in the photo are Northern Marianas College Interim President Frankie Elinico, NMC Board Chairman Charles Capoda, 4-H Marianas members and NMC Cooperative Research, Extension, and Education Services staff, and other officials. NMC photo

and farming. "That was my 4-H." Interim NMC President Frankie Elinico said 4-H plays a "very critical role in developing leaders in NMC and the whole community—we have seen a lot of them... and the results of their work and volunteerism, which have made an impact on the community throughout the CNMI." In May, the local 4-H participated in the Raise Your Hand campaign local community programs. It was Robert Suzuki Jr. who brought the 4-H Marianas Club to NMC in 2015. From six members, the club now has about 100 volunteers throughout the CNMI. Suzuki said they have a strong group on Tinian, and there is a plan to set up the club at Saipan Southern High School. Marianas High School established

DONATIONS NEEDED!!!

Project PROM 2020 Drive



Project PROM is seeking your assistance to donate gently used or new formal attire including dresses, suits, accessories (i.e. neckties, bowties, jewelry purses), etc. Sponsorship including cash and/or gift certificate donations are also welcome.

WE NEED DRESSES, SUITS, SHOES, ETC.

Drop off donations on
your next trip to...







Project PROM is designed to benefit CNM high school juniors and seniors who are advocates against sexual assault.

For more information, contact: the Northern Marianas Coalition Against Domestic & Sexual Violence at (670) 234-3878 or email info@ndvncnm.org.

You can also donate by...

- Visiting the NMCADSV Office at the MH-I Building in Puerto Rico (across Army Reserve Center)
- Mailing donations to:
NMCADSV
P.O. Box 506689
Saipan, MP 96950

Tuesday ~ Thursday
For ages 6-12 years old

3:00 PM - 5:00 PM

AFTER SCHOOL PROGRAM

FREE REGISTRATION

ASK US HOW TO BECOME A VOLUNTEER!

To register or for more information, call:
664-2555 / 237-1016 / 237-1023
or visit www.dys.gov.mp

Find us on Facebook: DCCA DYS





Parent Development Workshop

When: February 14, 2020 (Friday)
Where: Sinapalo Youth Center
Time: 7:30am -12pm



"Stand with Families"

Limited slots available for 60 parent participant. Registrations available.

For more information please call:
Jessica Barcinas @ 285-4537 or
DYS @ 287-2553



APPENDIX: FFY2020 POVERTY GUIDELINES FOR HAWAII

2020 POVERTY GUIDELINES FOR HAWAII

Persons in family/household	Poverty guideline
1	\$14,680
2	19,830
3	24,980
4	30,130
5	35,280
6	40,430
7	45,580
8	50,730

2020 Poverty Guidelines for Hawaii

For families/households with more than 8 persons, add \$5,150 for each additional person.