

STATE OF INDIANA

Indiana Department of Child Services

Chafee Youth Advisory Board Service Standards

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A. Service Description

There will be five Regional and one State Youth Advisory Board (YAB). Youth from each regional Youth Advisory Board will be selected to participate on the State YAB. Interested youth must submit an application to the YAB contractor/designee and be selected to participate.

The 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(s) of YAB are 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. This program 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.

Each Regional Youth Advisory Board will meet at the least 3 to 4 times annually. Meetings will include the following: (1) an orientation meeting and training for new members and as a refresher of the goals of the YAB as provided by DCS, the contractor selected to facilitate the YAB, and/or national consultants; (2) a discussion of ideas related to services provided to foster youth and develop recommendations to the State Older Youth Initiatives Manager or designee; and (3) 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. However, the YAB shall not exceed over 21 meetings annually, this includes the yearly conference.

At least one youth from each Regional Board will be selected to participate in one conference per year as a Statewide Youth Advisory Board member. The 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 in the conference. Statewide board members will be supported by DCS to ensure the youth's full participation.

A childcare allowance of \$25 per meeting 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 stipends of \$30 will be provided to each YAB member participating in meetings as well as hotel expenses and meals for overnight stays. The State mileage rate will be made available for transporting the youth to the meetings. A stipend of \$25 and hotel expenses will be provided for the youth's caregiver/transporter for overnight stays with the youth also. The cost of the hotel rooms cannot exceed the state maximum cost per hotel room. Sign-in sheets will be 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.

DCS 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 connections and relationship building among members and staff. It is expected that participation on the Youth Advisory Board will:

- Balance each members' need for support and empowerment
- Encourage youth led initiatives
- Demonstrate clear, concrete, sincere appreciation of youth contributions
- Provide preparation to assist youth in assuming roles traditionally reserved for adults, for which they 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.
- 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.
- Allow for consistent opportunities to give structured feedback regarding the quantity and quality of services and supports provided to them in are and after they have aged out.
- Facilitate development of personal responsibility by ensuring that the youth participate in the planning and implementation of services at the individual level.
- Initiate opportunities for youth leadership and service development
- Provide an opportunity to learn from youth.
- Improve the quality of Older Youth Services by providing direct input and feedback from members of the Older Youth Initiatives team and Older Youth Service providers.
- Assist with the opportunity to develop or change public policy to improve lives of individual and families involved in the system.
- Provide broad consultation to state child welfare administrators in the long-term implementation of the state plans and represent the voices of foster youth across Indiana.

1. Authentic Youth Engagement:

Youth in foster care should have an opportunity to participate 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 DCS engages youth and older youth ages 14 to 21. The following pillars: youth voice, youth – adult partnership, relational permanency, teachable moments / healthy risk-taking, trauma informed care and adolescent brain development are the programmatic foundation of DCS Older Youth Initiatives. These foundational pillars 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 by expressing ideas, opinions, experiences and knowledge in planning and decision making. 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. Through engaging youth through teachable moments and health risk taking, youth should demonstrate self-management and successful adulthood skills. YAB initiatives and activities should promote experiential learning, build social capital, and increase well-being (Jim Casey Youth Opportunities Initiative, 2014).

3. 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 YAB will develop a process for recruitment and retention that:

1. Creates opportunities for all Indiana's youth
2. Develops a recruitment plan and process.
3. Nurture leadership qualities by creating levels of involvement.
4. Utilize social media (i.e.: YAB website, Instagram, Facebook)
5. Create YAB description that includes, roles, responsibilities, and time commitments.

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B. Target Population

1. 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.
2. Youth ages 14 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.
3. 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.
4. 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.
5. Youth adopted on or after age 16 from the child welfare system.
6. Youth receiving ETV funding up to age 23.

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C. Goals and Outcome Measures

Goal #1

Youth development

Outcome Measures:

1. 94% of the youth participating will attend and actively participate in YAB meetings.
2. 94% of the youth participating will demonstrate the ability to openly discuss agenda topics.
3. 100% of the youth participating will be invited to participate in giving feedback to

DCS.

4. 94% of youth will participate in community or leadership activities.

Goal #2

Youth satisfaction with services

Outcome Measures

1. 94% of the youth who have participated will rate the services “satisfactory” or above.

Goal #3

Recruitment and Retention

Outcome Measures:

1. 100% of youth participating will be invited to participate in recruitment and retention activities.
2. 94% of youth participating will demonstrate the ability to articulate the mission and goals of YAB.

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D. Minimum Qualifications

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 Bachelors degree in social work or a comparable human service field and have experience in case work and group work.
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.

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E. 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 (\$25 for adult transporter, \$30 for youth participant).
3. Childcare allowance (\$25 per youth per meeting)

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F. 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).

G. 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.
3. Quarterly Reports: Quarterly reports are due the 10th day of the 1st. month of each quarter.
Reports shall include:
 - a. Recruitment efforts detailing areas of the state the board has traveled and the effects on membership as a result of the event/meeting.
 - b. Board meeting Reports.
 - Meeting Agenda
 - Minutes: Minutes should include attendance, agenda item notes and, name of guest speakers & attachment of presentation (if available).
 - c. 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.
 - d. Financial report containing the number of youth who participate in YAB meetings including board meeting expenses: facility rate per meeting, stipend, travel, hotel, and child care.
 - e. Other documentation as requested by DCS.
 4. Annual Report
Report shall include:
 - a. Data of the number of YAB participants with demographics.
 - b. Data and summary of YAB meetings.
 - c. Data and summary of collaborations, activities, accomplishments, successes.
 - d. Financial information / statement
 - e. Future goals

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H. Service Access

Services must be accessed through a YAB application. Youth age 14 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.

I. Sources for Citations

Jim Casey Youth Opportunities Initiative. (2014). Realizing the Power of Youth and Young Adult Voice Through Youth Leadership Boards. Retrieved from http://www.jimcaseyyouth.org/sites/default/files/YouthLeadershipBoards_Brief7_29.v4.FNL_lo_.pdf

Youth Development & Youth Leadership, National Alliance for Secondary Education and Transition. Retrieved from <http://www.nasetalliance.org/youthdev/index.htm>