

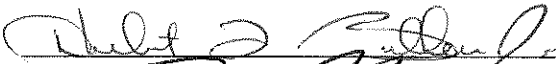
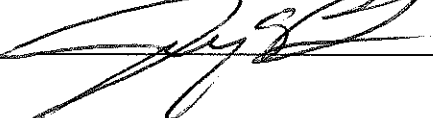
Appendix A  
Fiscal Year 2020-2021

**COUNTY HUMAN SERVICES PLAN**  
**ASSURANCE OF COMPLIANCE**

COUNTY OF: Jefferson

- A. The County assures that services will be managed and delivered in accordance with the County Human Services Plan submitted herewith.
- B. The County assures, in compliance with Act 80, that the County Human Services Plan submitted herewith has been developed based upon the County officials' determination of County need, formulated after an opportunity for public comment in the County.
- C. The County assures that it and its providers will maintain the eligibility records and other records necessary to support the expenditure reports submitted to the Department of Human Services.
- D. The County hereby expressly, and as a condition precedent to the receipt of state and federal funds, assures that in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Pennsylvania Human Relations Act of 1955, as amended; and 16 PA Code, Chapter 49 (relating to contract compliance):
  - 1. The County does not and will not discriminate against any person because of race, color, religious creed, ancestry, origin, age, sex, gender identity, sexual orientation, or disability in providing services or employment; or in its relationship with other providers; or in providing access to services and employment for individuals with disabilities.
  - 2. The County will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

**COUNTY COMMISSIONERS/COUNTY EXECUTIVE**

<i>Signature(s)</i>	<i>Please Print Name(s)</i>	<i>Date:</i>
	Herbert L. Bullers, Jr.	Date: 7-13-2020
	Jeffrey E. Pisarcik	Date: 7-13-2020

## **Appendix B County Human Services Plan Template**

The County Human Services Plan (Plan) is to be submitted using the template outlined below. It is to be submitted in conjunction with Appendices A and C (C-1 or C-2, as applicable) to the Department of Human Services (DHS) as instructed in the Bulletin 2020-01.

### **PART I: COUNTY PLANNING PROCESS** (Limit of 3 pages)

The Jefferson County Planning Team met on June 19, 2020 via Zoom, due to Covid-19. The team consisted of Steven Jasper, Director of Community Connections of Clearfield and Jefferson Counties (MH/ID); Susan Ford, Director of Clearfield-Jefferson Drug and Alcohol Commission (D&A); Rodney Rhoades Jefferson-Clarion Community Action; and Debra Cowfer, Fiscal Officer of Jefferson County Children and Youth Services. Information was also solicited from the other services who receive Human Service Development funding.

As in previous years, each stakeholder is responsible for soliciting information from his or her own recipients and consumer groups in an effort to elicit feedback regarding the process. Therefore, each categorical has taken on the responsibility of completing needs assessments, interviewing stakeholders and analyzing their own data in order to provide a comprehensive response for county planning. As a non-block county, this process works best.

Jefferson County continues to rely on their categorical service providers to provide service in the least restrictive setting that is appropriate for care. Therefore, there are no major funding changes being made as a result of last year's outcomes for services.

Each categorical has:

- Reviewed local and county data and indicators;
- Utilized the information to develop strategies to be implemented;
- Included specific activities to monitor and improve outcomes;
- Reported on the measures utilized to monitor change in the service delivery system.

Based on review, the Human Services Planning Committee has, again, determined that there is a significant need for additional funds. To influence the human services that make up this plan, additional flexible funds are needed. There are greater numbers of individuals that are eligible for services than what the funds will currently support.

**PART II: PUBLIC HEARING NOTICE**

See attachments

JEFFERSON COUNTY HUMAN SERVICES PLAN 2020-2021  
PLANNING TEAM MEETING  
JUNE 12, 2020  
10:00 A.M. – JEFFERSON PLACE – 155 MAIN STREET, BROOKVILLE, PA

On June 19, 2020, the Jefferson County Human Services Planning Team met to receive input and develop the F.Y. 2020-2021 Plan for the delivery of Human Services. Persons present were: Susan Ford, Director of Drug and Alcohol, Steven Jasper, Administrator of Community Connections of Clearfield/Jefferson Counties, Rod Rhodes, Planning Director at Community Action, Inc, and Debra Cowfer, Fiscal Director for SAM (Service Access & Management).

The Planning Team collaborated to ensure a cost effective delivery of services.

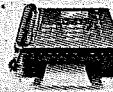
Some tentative dates were presented for the public hearing. The Public Hearing is tentatively scheduled for June 29, 2020 at 10:30 a.m. with adoption by the Jefferson County Commissioners scheduled for the Commissioners Meeting on July 14, 2020 at 10:30 a.m.

At this time, there is no indication when the final Plan will be due.

# CLASSIFIED



phone:  
814.503.8878



fax:  
814.371.3241



PO Box 407, 500 Jeffers St.  
DuBois, PA 15801  
Hours: M-F 8am-5pm

Please Check Your Ad. If your ad appears today for the first time, check it carefully to see that it is correct in every detail. The Courier-Express/Tri-County Weekly POLICY: The publishers of the Courier-Express/Tri-County Weekend/Tri-County Extra reserve the right to revise, classify and edit all advertising.

## Public Notices

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the Jefferson County Board of Commissioners will hold a public hearing at 10:30 a.m. on June 29, 2020 in the large meeting room, Jefferson Place, 155 Main Street, 2nd Floor, Brookville, PA for the purpose of receiving public comment or input on the proposed 2020-2021 Jefferson County Human Services Plan. This hearing is being held pursuant to the provisions of Act 80 of 2012 and the rules and regulations of the Pennsylvania Department of Public Welfare. Any and all parties may appear and be heard.

Karen Lupone, Chief Clerk

6/26/2020

*Classified Ads Get Results!*

## Special Notices

### ATTENTION

*Novey Recycling will be closing BOTH locations from*

**Monday, June 29th – Saturday, July 4th**

For maintenance of our scale, yard & entrance road to better serve our customers.

We will resume normal hours on **Monday, July 6th.**

*Sorry for any inconvenience this may cause.*

The Classifieds Work Like **MAGIC**

## Public Notices

### NOTICE

## Misc Employment

**Ray's Roofing & Construction** is looking for someone to haul a construction crew. Must be able to haul a 16ft box trailer. **814-591-4597.** Will return call.

### Employment

#### Class A CDL (1 year)

Flatbed experience. No ELDS & No forced loads. Paid vacation, retirement, health insurance, and sign on bonus.

Contact **814-280-6632.**

#### MODULAR HOME RETAIL SALESPERSON NEEDED:

Industrialized/Modular housing sales experience helpful with some construction knowledge and background. Excellent salary and commission pay program based on experience, including a 401 retirement program and

## Employment

### Part-Time Experienced Semi Driver

To haul mail from PA to NJ & PA to IN. 20 TO 30 HOURS A WEEK.

**\$27.86 per hour!**

#### Home Daily!

Call Pete Michaletz:  
**507-451-8650**

## Special Services

### Clinger Seal Coating

**We Brush It On**  
Driveways, parking lots  
Free Estimates,  
PA#117601  
**814-371-0626**

**FORSYTH DRILLING INC**  
Water Wells,  
Pump & Tank Installations,  
Well Cleaning,  
Geothermal Drilling.  
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Roofing, Concrete Work & Painting.  
Tom's Contracting

JEFFERSON COUNTY 2020/2021 HUMAN SERVICE PLANS PUBLIC HEARING  
JUNE 29, 2020 – 10:30 A.M.  
JEFFERSON PLACE, 155 MAIN STREET, BROOKVILLE, PA  
LARGE CONFERENCE ROOM

The Public Hearing of the Jefferson County Commissioners for the purpose of the 2020/2021 Human Service Plan was called to order on June 29, 2020 at 10:30 a.m. in the large conference room, Jefferson Place, Brookville, PA. An attendance sheet is attached to the minutes.


At this time, Commissioner Jeffrey E. Pisarcik called the public hearing to order at 10:30 a.m. for the purpose of receiving public comment or input on the proposed 2020/2021 Jefferson County Human Services Plan. This hearing is being held pursuant to the provisions of Act 80 and the rules and regulations of the Pennsylvania Department of Public Welfare. Any and all parties may appear and be heard.

Commissioner Pisarcik remarked that the Board of Commissioners will take formal action for submission of the County Human Services Plan for fiscal year 2020-2021 at their Regular Meeting to be held on July 14, 2020 at 10:30 a.m.

Commissioner Pisarcik opened the floor to each of the categoricals to present an overview of their individual respective plans.

There being no further comments from the persons present, the meeting was adjourned at 10:45 a.m.

ATTEST:

  
\_\_\_\_\_  
Karen Lupone, Chief Clerk

JEFFERSON COUNTY  
2020-2021 HUMAN SERVICES PLAN  
10:30 A.M. – JEFFERSON PLACE, BROOKVILLE, PA  
PUBLIC HEARING – JUNE 29, 2020

NAME

ORGANIZATION/ADDRESS

Steve Jasper

Community Connections of Clearfield / Jefferson  
375 Beaver Dr, Suite 100  
Du Bois, PA 15801

Dan Bressler

Jefferson County CYS  
155 Main St  
Brookville PA 15825

Jeff Pisarcik

Jefferson County Commissioner

ROY RHODES

Community ACTION Inc.

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**PART III: CROSS-COLLABORATION OF SERVICES** (Limit of 4 pages)

The Jefferson County Board of Commissioners and the Human Services Planning team consisting of Community Action, Inc. (CAI), Jefferson County Children and Youth Services, Community Connections of Clearfield and Jefferson Counties, Clearfield-Jefferson Drug and Alcohol Commission, Jefferson County Area on Aging, and Life and Independence for Today developed the plan for the expenditure of Human Services Funds. These and other organizations coordinate and collaborate to provide services and referrals to services for homeless individuals, and individuals with low-income, disabilities, or other barriers to housing or employment.

Housing and shelter options available in Jefferson County for this vulnerable population include: public housing and section 8 voucher programs; domestic violence prevention project which includes emergency shelter to homeless women and children; an emergency shelter for homeless men; a transitional housing project which includes providing homeless individuals with shelter for up to 24 months; a supportive services program for veterans who are homeless or at risk of homelessness; a housing for homeless and disabled persons project which provides permanent housing to homeless individuals with a disability; and a family shelter. In addition, CAI operates three rental units for low-income, the Housing for Homeless and Disabled Persons project which provides permanent supportive housing for homeless individuals with a disability, and collaborates with Community Connections to provide affordable housing for low income individuals with a disability through a four-unit facility funded through the U.S. Department of Housing and Urban Development's (HUD) HOME program.

Employment training/preparedness options available in Jefferson County for this vulnerable population include: the Jefferson County Career Link's Workforce Innovation and Opportunity Act (WIOA) which is a federal program that funds state and local workforce initiatives and provides a variety of job training services; the Jefferson County Assistance Office's Employment, Advancement and Retention Network (EARN) program which is jointly operated by the Pennsylvania Departments of Human Services (DHS) and Labor and Industry (L&I) to address the needs of DHS consumers with barriers to employment, and Work Ready which is a job readiness program; CAI's Building Economic Success Together (BEST) which assists consumers obtain employment or better employment, Adult Education project which provides instruction to improve skills and enhance job readiness, and New Choices Career Development which prepares individuals for a new career.



## **PART IV: HUMAN SERVICES NARRATIVE**

### **MENTAL HEALTH SERVICES**

Community Connections is a jointer for Jefferson and Clearfield counties. They were included in the planning process for Jefferson County and Jefferson County is in agreement with their plan. Community Connection's information is submitted with Clearfield County's plan

### **INTELLECTUAL DISABILITY SERVICES**

Community Connections is a jointer for Jefferson and Clearfield counties. They were included in the planning process for Jefferson County and Jefferson County is in agreement with their plan. Community Connection's information is submitted with Clearfield County's plan.

### **HOMELESS ASSISTANCE PROGRAM SERVICES**

The Jefferson County Board of Commissioners designated Community Action, Inc. (CAI) to administer homeless assistance in Jefferson County.

CAI provides a wide range of social services and is the primary provider for homeless and near homeless services in Jefferson County. CAI operates: a domestic violence prevention project which includes emergency shelter to homeless women and children; an emergency shelter for homeless men; a transitional housing project which includes providing homeless individuals with shelter for up to 24 months; a supportive services program for veterans who are homeless or at risk of homelessness; a housing for homeless and disabled persons project which provides permanent housing to homeless individuals with disabilities; and a family shelter through a partnership with the Jefferson County Housing Authority (JCHA). CAI is also a member of the Jefferson County Shelter Task Force, the Local Housing Options Team (LHOT).

### **Coordinated Planning Process**

CAI is a member of the Jefferson County Planning Team consisting of Jefferson County Children and Youth Services, Community Connections of Clearfield and Jefferson Counties, Clearfield-Jefferson Drug and Alcohol Commission, Jefferson County Area on Aging, Life and Independence for Today, and the Jefferson County Board of Commissioners. The Jefferson County Planning Team met on June 19, 2020 and developed the plan for the expenditure of Human Services Funds and conducted a public hearing on June 29, 2020 regarding expenditures.

FY 2020-2021 Homeless Assistance Program (HAP) and Human Service Development Funds (HSDF) will be used to provide case management services, rental assistance, and leverage additional grant funds from the U.S. Department of Housing and Urban Development (HUD) to operate CAI's Transitional Housing Project.

## Homeless Service Components

CAI will provide homeless assistance through HAP's case management and rental assistance components, as well as case management through HSDF. The maximum income eligibility for homeless assistance has been established at 200% of the Federal Poverty Income Guidelines.

### A. Case Management

CAI staff meet with homeless or near homeless families, assess their needs, and provide available options. Frequently CAI is able to meet the families' needs through one or more of CAI's shelter or emergency service projects. When CAI can't meet all of the family's needs, staff make referrals to other shelters and organizations. Case management services are also provided to residents of CAI's homeless shelters to assist with overcoming barriers and obtaining permanent housing arrangements.

Case management services include but are not limited to: answering homeless calls; entering and maintaining homeless individuals in the Homeless Coordinated Entry Prioritization System; completing assessments and participant intake forms, and when necessary developing mutually agreed upon participant service plans. For a family who needs additional case management, staff will schedule follow-up appointments to address needs identified in the service plan and provide referrals to assist the family. The case manager will also coordinate with other organizations and services in an effort to eliminate duplication or conflicts in established goals and further address family needs.

In FY 2020-2021, CAI proposes to serve 45 homeless or near homeless individuals with case management. Families receiving assistance under the rental assistance component also receive case management services. As a result of FY 2019-2020 funding 41 households consisting of 87 individuals benefited from case management services.

### B. Rental Assistance

The maximum rental assistance a family can receive during a consecutive 24-month period is \$1,000 for adult-only households and \$1,500 for families-with-children households. However, if a family who received assistance in the current or previous program year is determined not to have utilized the referrals provided or worked towards goal attainment, then the maximum amount is limited to one month's assistance and the family is required to pay any balance or make affordable payment arrangements. In addition, families determined to have available resources are required to contribute up to 25% of their assistance request. However, if resources were spent on nonessential item(s), then a contribution equal to the value of the nonessential item(s) will be required in addition to the regular contribution.

CAI will coordinate with the County Assistance Office for Emergency Shelter Assistance and will prevent homelessness by paying rent, mortgage arrearage, trailer lot fees, security deposits, and utilities (heat, electric, and water/sewage). The primary intent of rental assistance is to keep individuals and families in their own residences or assist them to move to more affordable housing within Jefferson County when threatened with eviction or at risk of becoming homeless. Eviction or termination must be verified in writing. Documentation for rent assistance must indicate the landlord is willing to continue to rent to the family for a minimum of 30 days.

In FY 2020-2021, CAI proposes to serve 30 homeless or near homeless individuals with rent assistance. As a result of FY 2019-2020 funding 9 households consisting of 26 individuals benefited from rent assistance services.

Jefferson County evaluates the efficacy of both case management and rental assistance in the following manner. Jefferson County allocates all of its homeless assistance funds to Community Action, Inc. (CAI). CAI is the primary homeless service provider in Jefferson County which provides comprehensive services including: homeless shelters; transitional housing for homeless; permanent housing for homeless and disabled persons; shelters for victims of domestic violence; rent and utility assistance; and homeless case management. CAI is also designated as the homeless coordinated entry site in Jefferson County for enrolling homeless into the HUD Western PA Continuum of Care Regional Coordinated Entry System which provides the homeless access to homeless services throughout the region.

Through this method Jefferson County ensures the homeless receiving case management and rental assistance through the Human Services Grant also have access to all other homeless services available in Jefferson County, as well as, the Western PA Continuum of Care Region. This is an efficient way of providing comprehensive homeless services and maximizing the benefit derived from Human Services Grant's case management and rental assistance, and avoids duplicating services.

Jefferson County also monitors the Human Services Grants and is provided regular reporting from CAI regarding the status of the programs.

#### C. Bridge Housing

CAI provides transitional housing services through other funding sources.

#### D. Emergency Shelter

CAI provides emergency shelter services through other funding sources.

#### E. Other Housing Supports

CAI does not offer other housing supportive services with homeless assistance funding. However, CAI coordinates or provides referrals for other services to address family needs.

#### Homeless Management Information Systems (HMIS)

CAI utilizes the HMIS system to report the following projects: emergency shelter for homeless men; transitional housing; family shelter; and housing for homeless and disabled persons.

#### Community Data and Indicators

A review of other homeless assistance available in Jefferson County was considered in determining how best to utilize homeless assistance funds, and it was concluded homeless assistance funds in Jefferson County are needed for case management and rental assistance.

Jefferson County will assess homeless services delivery results utilizing the following measures:

1. The number of homeless and near homeless consumers who obtained or maintained shelter as a result of receiving homeless assistance.
2. The number of homeless and near homeless consumers provided information and referral services.

**SUBSTANCE USE DISORDER SERVICES** (Limit of 10 pages for entire section)

Clearfield – Jefferson Drug and Alcohol Commission is a joinder for Jefferson and Clearfield counties. They were included in the planning process for Jefferson County and Jefferson County is in agreement with their plan. Clearfield – Jefferson Drug and Alcohol Commission’s information is submitted with Clearfield County’s plan.

**HUMAN SERVICES AND SUPPORTS/ HUMAN SERVICES DEVELOPMENT FUND (HSDF)**

Jefferson County Children and Youth Services administers the Human Development Services Fund for which the county receives \$50,000. The funds are dispersed between several agencies who utilize the monies to offer necessary services to a target population. The Jefferson County Board of Commissioners approves the process.

The availability of the HSDF grant for Jefferson County provides residents with necessary services that would, otherwise, be unavailable. Each agency has identified specific needs to be addressed through the HSDF funding.

**Adult Services:** Please provide the following:

Program Name: LIFT

Description of Services: An agency that provides life skills programs. They utilize the HSDF funds for independent living skills such as budgeting, cooking and how to clean their homes in a modified manner.

Service Category: Life Skills Education - Provides to persons the practical education and training in skills needed to perform safely the activities of daily living. The term does not include job readiness training, instruction in a language, or remedial education.

**Aging Services:** Please provide the following:

Program Name: Jefferson County Area Agency on Aging

Description of Services: The agency has a population of over 120 individuals that are at or below the poverty level. We plan to utilize these funds to help provide meals for some of that population.

Service Category: Home-Delivered Meals - Provides meals, which are prepared in a central location, to homebound individuals in their own homes.

**Children and Youth Services:** Please provide the following:

Program Name: N/A

Description of Services:

Service Category: Please choose an item.

**Generic Services:** Please provide the following:

Program Name: N/A

Description of Services:

Service Category: Please choose an item.

Please indicate which client populations will be served (must select at least **two**):

Adult  Aging  CYS  SUD  MH  ID  HAP

**Specialized Services:** Please provide the following: (Limit 1 paragraph per service description)

Program Name: N/A

Description of Services:

**Other HSDF Expenditures – Non-Block Grant Counties Only**

1. The Clearfield-Jefferson Drug and Alcohol Commission will utilize HSDF funds for the following activities: Case Management Services, Out-Patient and MAT treatment Services, CRS and other Recovery Services.
2. Community Connections of Clearfield/Jefferson Counties provides Family Based Vocational Rehabilitation and Family Supportive Services for their clients.
3. Community Action utilizes the HSDF funds for case management services for their homeless assistance program.

Only HSDF-allowable cost centers are included in the dropdowns.

Category	Allowable Cost Center Utilized
Mental Health	Facility-Based Vocational Rehabilitation (excludes client wages)
Intellectual Disabilities	
Homeless Assistance	Case Management
Substance Use Disorder	Outpatient/IOP

***Note: Please refer to Planned Expenditures directions at the top of Appendix C-2 for reporting instructions (applicable to non-block grant counties only).***

## **Appendix D**

### **Eligible Human Services Cost Centers**

#### **Mental Health**

For further detail refer to Cost Centers for County Based Mental Health Services Bulletin (OMHSAS-12-02), effective July 1, 2012.

#### **Administrative Management**

Activities and administrative functions undertaken by staff in order to ensure intake into the county mental health system and the appropriate and timely use of available resources and specialized services to best address the needs of individuals seeking assistance.

#### **Administrator's Office**

Activities and services provided by the Administrator's Office of the County Mental Health (MH) Program.

#### **Adult Development Training (ADT)**

Community-based programs designed to facilitate the acquisition of prevocational, behavioral activities of daily living, and independent living skills.

#### **Assertive Community Treatment (ACT) Teams and Community Treatment Teams (CTT)**

ACT is a SAMHSA-recognized Evidence Based Practice (EBP) delivered to individuals with Serious Mental Illness (SMI) who meet multiple specific eligibility criteria such as psychiatric hospitalizations, co-occurring mental health and substance use disorders, being at risk for or having a history of criminal justice involvement, and at risk for or having a history of experiencing homelessness. CTT services merge clinical, rehabilitation and support staff expertise within one delivery team.

#### **Children's Evidence Based Practices**

Practices for children and adolescents that by virtue of strong scientific proof are known to produce favorable outcomes. A hallmark of these practices is that there is sufficient evidence that supports their effectiveness.

#### **Children's Psychosocial Rehabilitation Services**

Activities designed to assist a child or adolescent (e.g., a person aged birth through 17, or through age 21 if enrolled in a special education service) to develop stability and improve capacity to function in family, school and community settings. Services may be delivered to the child or adolescent in the home, school, community or a residential care setting.

#### **Community Employment and Employment-Related Services**

Employment in a community setting or employment-related programs, which may combine vocational evaluation, vocational training and employment in a non-specialized setting such as a business or industry.

#### **Community Residential Services**

Care, treatment, rehabilitation, habilitation, and social and personal development services provided to persons in a community-based residential program which is a DHS-licensed or approved community residential agency or home.

### **Community Services**

Programs and activities made available to community human service agencies, professional personnel, and the general public concerning the mental health service delivery system and mental health disorders, in order to increase general awareness or knowledge of same.

### **Consumer-Driven Services**

Services that do not meet the licensure requirements for psychiatric rehabilitation programs, but which are consumer-driven and extend beyond social rehabilitation services.

### **Emergency Services**

Emergency-related activities and administrative functions undertaken to proceed after a petition for voluntary or involuntary commitment has been completed, including any involvement by staff of the County Administrator's Office in this process.

### **Facility-Based Vocational Rehabilitation Services**

Programs designed to provide paid development and vocational training within a community-based, specialized facility using work as the primary modality.

### **Family-Based Mental Health Services**

Comprehensive services designed to assist families in caring for their children or adolescents with emotional disturbances at home.

### **Family Support Services**

Services designed to enable persons with SMI, children and adolescents with or at risk of Serious Emotional Disturbance (SED), and their families, to be maintained at home with minimal disruption to the family unit.

### **Housing Support Services**

Services provided to mental health consumers which enable the recipient to access and retain permanent, decent, affordable housing, acceptable to them.

### **Mental Health Crisis Intervention Services**

Crisis-oriented services designed to ameliorate or resolve precipitating stress, which are provided to adults or children and adolescents and their families who exhibit an acute problem of disturbed thought, behavior, mood or social relationships.

### **Other Services**

Activities or miscellaneous programs which could not be appropriately included in any of the cited cost centers.

**Outpatient** Treatment-oriented services provided to a consumer who is not admitted to a hospital, institution, or community mental health facility for twenty-four hour a day service.

### **Partial Hospitalization**

Non-residential treatment services licensed by the Office of Mental Health & Substance Abuse Services (OMHSAS) for persons with moderate to severe mental illness and children and adolescents with SED who require less than twenty-four hour continuous care but require more intensive and comprehensive services than are offered in outpatient treatment.

**Peer Support Services**

Refers specifically to the Peer Support Services which meet the qualifications for peer support services as set forth in the Peer Support Services Bulletin (OMHSAS 08-07-09), effective November 1, 2006.

**Psychiatric Inpatient Hospitalization**

Treatment or services provided an individual in need of twenty-four hours of continuous psychiatric hospitalization.

**Psychiatric Rehabilitation**

Services that assist persons with long-term psychiatric disabilities in developing, enhancing, and/or retaining: psychiatric stability, social competencies, personal and emotional adjustment and/or independent living competencies so that they may experience more success and satisfaction in the environment of their choice, and can function as independently as possible.

**Social Rehabilitation Services**

Programs or activities designed to teach or improve self-care, personal behavior and social adjustment for adults with mental illness.

**Targeted Case Management**

Services that provide assistance to persons with SMI and children diagnosed with or at risk of SED in gaining access to needed medical, social, educational, and other services through natural supports, generic community resources and specialized mental health treatment, rehabilitation and support services.

**Transitional and Community Integration Services**

Services that are provided to individuals who are residing in a facility or institution as well as individuals who are incarcerated, diversion programs for consumers at risk of incarceration or institutionalization, adult outreach services, and homeless outreach services.

**Intellectual Disabilities**

**Administrator's Office**

Activities and services provided by the Administrator's Office of the County Program. The Administrator's Office cost center includes the services provided relative to the Administrative Entity Agreement, Health Care Quality Units (HCQU) and Independent Monitoring for Quality (IM4Q).

**Case Management**

Coordinated activities to determine with the individual what services are needed and to coordinate their timely provision by the provider and other resources.

**Community Residential Services**

Residential habilitation programs in community settings for individuals with intellectual disabilities or autism.



### **Community-Based Services**

Community-based services are provided to individuals with intellectual disabilities or autism who need assistance in the acquisition, retention, or improvement of skills related to living and working in the community and to prevent institutionalization.

### **Other**

Activities or miscellaneous programs which could not be appropriately included in any of the cited cost centers.

### **Homeless Assistance Program**

#### **Bridge Housing**

Transitional services that allow individuals who are in temporary housing to move to supportive long-term living arrangements while preparing to live independently.

#### **Case Management**

Case management is designed to provide a series of coordinated activities to determine, with each individual, what services are needed to prevent the reoccurrence of experiencing homelessness and to coordinate timely provision of services by the administering agency and community resources.

#### **Rental Assistance**

Payments for rent, mortgage arrearage for home and trailer owners, rental costs for trailers and trailer lots, security deposits, and utilities to prevent and/or end homelessness or possible eviction by maintaining individuals and families in their own residences.

#### **Emergency Shelter**

Refuge and care services to persons who are in immediate need and are experiencing homelessness; e.g., have no permanent legal residence of their own.

#### **Innovative Supportive Housing Services**

Other supportive housing services outside the scope of existing Homeless Assistance Program components for individuals and families who are experiencing homelessness or facing eviction. An individual or family is facing eviction if they have received either written or verbal notification from the landlord that they will lose their housing unless some type of payment is received.

### **Substance Use Disorder**

#### **Care/Case Management**

A collaborative process, targeted to individuals diagnosed with substance use disorders or co-occurring psychiatric disorders, which assesses, plans, implements, coordinates, monitors, and evaluates the options and services to meet an individual's health needs to promote self-sufficiency and recovery.

## **Inpatient Non-Hospital**

### **Inpatient Non-Hospital Treatment and Rehabilitation**

A licensed residential facility that provides 24-hour professionally directed evaluation, care, and treatment for individuals with substance use disorder in acute distress, whose addiction symptomatology is demonstrated by moderate impairment of social, occupation, or school functioning. Rehabilitation is a key treatment goal.

### **Inpatient Non-Hospital Detoxification**

A licensed residential facility that provides a 24-hour professionally directed evaluation and detoxification of an individual with a substance use disorder.

### **Inpatient Non-Hospital Halfway House**

A licensed community-based residential treatment and rehabilitation facility that provides services for individuals to increase self-sufficiency through counseling, employment and other services. This is a live in/work out environment.

## **Inpatient Hospital**

### **Inpatient Hospital Detoxification**

A licensed inpatient health care facility that provides 24-hour medically directed evaluation and detoxification of individuals diagnosed with substance use disorders in an acute care setting.

### **Inpatient Hospital Treatment and Rehabilitation**

A licensed inpatient health care facility that provides 24-hour medically directed evaluation, care and treatment for individuals with substance use disorder with co-existing biomedical, psychiatric and/or behavioral conditions which require immediate and consistent medical care.

## **Outpatient/Intensive Outpatient**

### **Outpatient**

A licensed organized, non-residential treatment service providing psychotherapy and substance use/disorder education. Services are usually provided in regularly scheduled treatment sessions for a maximum of five hours per week.

### **Intensive Outpatient**

An organized non-residential treatment service providing structured psychotherapy and stability through increased periods of staff intervention. Services are provided in regularly scheduled sessions at least three days per week for at least five hours (but less than ten).

### **Partial Hospitalization**

Services designed for those individuals who would benefit from more intensive services than are offered in outpatient treatment programs, but do not require 24-hour inpatient care. Treatment consists of the provision of psychiatric, psychological and other types of therapies on a planned and regularly scheduled basis at least three days per week with a minimum of ten hours per week.

### **Prevention**

The use of social, economic, legal, medical or psychological measures aimed at minimizing the use of potentially addictive substances, lowering the dependence risk in susceptible individuals, or minimizing other adverse consequences of psychoactive substance use.

### **Medication Assisted Therapy (MAT)**

Any treatment for addiction that includes a medication approved by the U.S. Food and Drug Administration for opioid addiction detoxification or maintenance treatment. This may include methadone, buprenorphine, naltrexone, or vivitrol.

### **Recovery Support Services**

Services designed and delivered by individuals who have experience with substance-related disorders and recovery to help others initiate, stabilize, and sustain recovery from substance use disorder. These services are forms of social support not clinical interventions. This does not include traditional 12 step programs.

### **Recovery Specialist**

An individual in recovery from a substance-related disorder that assists individuals in gaining access to needed community resources to support their recovery on a peer-to-peer basis.

### **Recovery Centers**

A location where a full range of Recovery Support Services are available and delivered on a peer to peer basis.

### **Recovery Housing**

A democratically run, self-sustaining and drug-free group home for individuals in recovery from substance related disorders.

## **Human Services Development Fund**

### **Administration**

Activities and services provided by the Administrator's Office of the Human Services Department.

### **Interagency Coordination**

Planning and management activities designed to improve the effectiveness of county human services.

### **Adult Services**

Services for adults (persons who are at least 18 years of age and under the age of 60, or persons under 18 years of age who are the head of an independent household) include: adult day care, adult placement, chore, counseling, employment, home delivered meals, homemaker, housing, information and referral, life skills education, protective, service planning/case management, transportation, or other services approved by DHS.

### **Aging**

Services for older adults (persons who are 60 years of age or older) include: adult day service, assessments, attendant care, care management, congregate meals, counseling, employment, home delivered meals, home support, information and referral, overnight shelter, personal assistance service, personal care, protective services, socialization/recreation/education/health promotion, transportation (passenger), volunteer services or other services approved by DHS.

### **Children and Youth**

Services for individuals under the age of 18 years, under the age of 21 years who committed an act of delinquency before reaching the age of 18 years, or under the age of 21 years who was adjudicated dependent before reaching the age of 18 years, and requests retention in the court's jurisdiction until treatment is complete. Services to these individuals and their families include: adoption services, counseling/intervention, day care, day treatment, emergency placement services, foster family services (except room & board), homemaker, information and referral, life skills education, protective services and service planning.

### **Generic Services**

Services for individuals that meet the needs of two or more populations include: adult day care, adult placement, centralized information and referral, chore, counseling, employment, homemaker, life skills education, service planning/case management, and transportation services.

### **Specialized Services**

New services or a combination of services designed to meet the unique needs of a specific population that are difficult to meet within the current categorical programs.

**APPENDIX C-2 : NON-BLOCK GRANT COUNTIES  
HUMAN SERVICES PROPOSED BUDGET AND INDIVIDUALS TO BE SERVED**

<b>Directions:</b>	Using this format, please provide the county plan for allocated human services expenditures and proposed numbers of individuals to be served in each of the eligible categories.
<b>1. ESTIMATED INDIVIDUALS SERVED</b>	Please provide an estimate in each cost center of the number of individuals to be served. An estimate must be entered for each cost center with associated expenditures.
<b>2. DHS ALLOCATION</b>	Please enter the county's total state and federal DHS allocations for each program area (MH, ID, HAP, SUD, and HSDF).
<b>3. PLANNED EXPENDITURES</b>	Please enter the county's planned expenditures of DHS state and federal funds in the applicable cost centers. For each program area, the expenditures should equal the allocation. If you are utilizing HSDF dollars for another program categorical, please provide a footnote in the HSDF area explaining where funds are utilized, the estimated number of individuals, and expenditures.
<b>4. COUNTY MATCH</b>	Please enter the county's planned match amount in the applicable cost centers for MH and ID only.
<b>5. OTHER PLANNED EXPENDITURES</b>	Please enter in the applicable cost centers, the county's planned expenditures not included in the DHS allocations (such as grants, reinvestment, and other non-DHS funding). Completion of this column is optional.
<p>■ Please use FY 19-20 primary allocations, less any one-time funding and less the MA-ID federal allocation (due to the implementation of the statewide RMTS). If the county received a supplemental CHIPP/forensic allocation during FY 19-20, include the annualized amount in the FY 20-21 budget.</p> <p>■ DHS will request your county to submit a revised budget if, based on the budget enacted by the General Assembly, the allocations for FY 20-21 are significantly different than FY 19-20. In addition, the county should submit a revised budget when funding is moved between cost centers or service categories in excess of the current re-budget procedures for each program covered in the Plan.</p>	

**APPENDIX C-2 : NON-BLOCK GRANT COUNTIES  
HUMAN SERVICES PROPOSED BUDGET AND INDIVIDUALS TO BE SERVED**

County:	1.	2.	3.	4.	5.
<b>Jefferson</b>	ESTIMATED INDIVIDUALS SERVED	DHS ALLOCATION (STATE & FEDERAL)	PLANNED EXPENDITURES (STATE & FEDERAL)	COUNTY MATCH	OTHER PLANNED EXPENDITURES

**MENTAL HEALTH SERVICES**

ACT and CTT					
Administrative Management					
Administrator's Office					
Adult Developmental Training					
Children's Evidence-Based Practices					
Children's Psychosocial Rehabilitation					
Community Employment					
Community Residential Services					
Community Services					
Consumer-Driven Services					
Emergency Services					
Facility Based Vocational Rehabilitation	4		\$ 20,100		
Family Based Mental Health Services					
Family Support Services					
Housing Support Services					
Mental Health Crisis Intervention					
Other					
Outpatient					
Partial Hospitalization					
Peer Support Services					
Psychiatric Inpatient Hospitalization					
Psychiatric Rehabilitation					
Social Rehabilitation Services					
Targeted Case Management					
Transitional and Community Integration					
<b>TOTAL MENTAL HEALTH SERVICES</b>	<b>4</b>		<b>\$ 20,100</b>	<b>\$ -</b>	<b>\$ -</b>

**INTELLECTUAL DISABILITIES SERVICES**

Administrator's Office					
Case Management					
Community-Based Services					
Community Residential Services					
Other					
<b>TOTAL INTELLECTUAL DISABILITIES SERVICES</b>	<b>-</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**APPENDIX C-2 : NON-BLOCK GRANT COUNTIES  
HUMAN SERVICES PROPOSED BUDGET AND INDIVIDUALS TO BE SERVED**

County:	1.	2.	3.	4.	5.
<b>Jefferson</b>	ESTIMATED INDIVIDUALS SERVED	DHS ALLOCATION (STATE & FEDERAL)	PLANNED EXPENDITURES (STATE & FEDERAL)	COUNTY MATCH	OTHER PLANNED EXPENDITURES

**HOMELESS ASSISTANCE SERVICES**

Bridge Housing					
Case Management 30 HAP \$20,198 15 HSDF \$6,100	45		\$ 26,298		
Rental Assistance	30		\$ 6,500		
Emergency Shelter					
Innovative Supportive Housing Services					
Administration			\$ 2,966		
<b>TOTAL HOMELESS ASSISTANCE SERVICES</b>	<b>75</b>	<b>\$ 29,664</b>	<b>\$ 35,764</b>		<b>\$ -</b>

**SUBSTANCE USE DISORDER SERVICES**

Act 152 Inpatient Non-Hospital					
Act 152 Administration					
BHSI Administration					
BHSI Case/Care Management	4		\$ 2,000		
BHSI Inpatient Hospital					
BHSI Inpatient Non-Hospital					
BHSI Medication Assisted Therapy	3		\$ 3,000		
BHSI Other Intervention					
BHSI Outpatient/IOP	3		\$ 2,200		
BHSI Partial Hospitalization					
BHSI Recovery Support Services					
<b>TOTAL SUBSTANCE USE DISORDER SERVICES</b>	<b>10</b>		<b>\$ 7,200</b>	<b>\$ -</b>	<b>\$ -</b>

**HUMAN SERVICES DEVELOPMENT FUND**

Adult Services	6		\$ 600		
Aging Services	12		\$ 11,100		
Children and Youth Services					
Generic Services					
Specialized Services					
Interagency Coordination					
Administration			\$ 4,900		
<b>TOTAL HUMAN SERVICES DEVELOPMENT FUND</b>	<b>18</b>	<b>\$ 50,000</b>	<b>\$ 16,600</b>		<b>\$ -</b>

If HSDF funds are being transferred to other categoricals, please list the **categorical, cost center, amount, and client count** for all funding moved into other categoricals below:

\$7200 moved to D&A to serve 10 individuals, \$20,100 moved to MH to serve 9 individuals, \$6100 moved to HAP to serve 15 individuals.

**APPENDIX C-2 : NON-BLOCK GRANT COUNTIES  
HUMAN SERVICES PROPOSED BUDGET AND INDIVIDUALS TO BE SERVED**

County:	1.	2.	3.	4.	5.
<b>Jefferson</b>	ESTIMATED INDIVIDUALS SERVED	DHS ALLOCATION (STATE & FEDERAL)	PLANNED EXPENDITURES (STATE & FEDERAL)	COUNTY MATCH	OTHER PLANNED EXPENDITURES
<b>GRAND TOTAL</b>	107	\$ 79,664	\$ 79,664	\$ -	\$ -