



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE  
P.O. BOX 2675  
HARRISBURG, PENNSYLVANIA 17105-2675

Office of Children, Youth & Families  
Deputy Secretary's Office

Phone: 717-787-4756  
Fax: 717-787-0414

APR 30 2013

Mrs. Kay M. Rupert, Administrator  
Clarion County Children and Youth Services  
214 South 7<sup>th</sup> Avenue, Suite B  
Clarion, Pennsylvania 16214

Dear Mrs. Rupert:

RE: Clarion County Children & Youth Services  
License #414820

As a result of the Department of Public Welfare's licensing/approval inspection on January 9 - 11, 2013, of the above-named agency, we have noted areas of non-compliance. Your plan of correction has been reviewed and approved, and a copy of the signed Licensing Inspection Summary is enclosed.

A regular certificate is being issued based on the enclosed Licensing Inspection Summary. This certificate states compliance with Title 55, PA Code: Chapter 3130 and all other applicable supplemental program regulations. Your Certificate of Compliance is enclosed.

All areas of non-compliance listed on the enclosed Licensing Inspection Summary must be corrected by the dates specified on the summary. As soon as each area of non-compliance is corrected, you must notify the Regional Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Cathy Utz".

Cathy Utz  
Acting Deputy Secretary

Enclosures

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE

# CERTIFICATE OF COMPLIANCE

This Certificate is hereby granted to CLARION COUNTY COMMISSIONERS

To operate CLARION COUNTY CHILDREN AND YOUTH SERVICES

Located at 214 S. 7TH AVENUE, SUITE B, CLARION, PA 16214

ADDRESS OF SATELLITE SITE ADDRESS OF SATELLITE SITE

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To provide County Children & Youth Agencies

The total number of persons which may be cared for at one time may not exceed N/A  
or the maximum capacity permitted by the Certificate of Occupancy, whichever is smaller. (MAXIMUM CAPACITY)

Restrictions: \_\_\_\_\_

This certificate is granted in accordance with the Public Welfare Code of 1967, P.L. 31, as amended, and Regulations

**55 Pa.Code Chapter 3130: Administration of County Children and Youth Services and Other Supplementary Program Regulations**  
(MANUAL NUMBER AND TITLE OF REGULATIONS)

and shall remain in effect from February 19, 2013 until February 19, 2014,  
unless sooner revoked for non-compliance with applicable laws and regulations.

No: 414820

Robert E. Robinson  
ISSUING OFFICER

Cathy A. Witz  
ACTING DEPUTY SECRETARY

NOTE: This certificate is issued for the above site(s) only and is not transferable and should be posted in a conspicuous place in the facility.

PW 628 - 02/13

**COUNTY CHILDREN AND YOUTH AGENCY  
ANNUAL SURVEY AND EVALUATION SUMMARY**

NAME OF AGENCY/ FACILITY			TELEPHONE		OCYF REGIONAL STAFF APPROVAL	DATE
Clarion County Children and Youth Services			814-226-9280			
ADDRESS			COUNTY		<i>Leonard Davis</i>	<i>4/16/13</i>
214 South 7 <sup>th</sup> Avenue, Suite B. Clarion, PA 16214			Clarion			
INSPECTED BY			INSPECTION DATES		<i>Amber Kalp</i>	<i>4/16/13</i>
Leonard Davis; Mark Nuzzo; Cynthia Gariepy, Amber Kalp			January 9, 10, 11, 2012			
INITIAL INSPECTION	RENEWAL INSPECTION	COMPLAINT	UNANNOUNCED INSPECTION	RANDOM SAMPLE	<i>Glenn E. Bobiele</i>	<i>4/17/13</i>
	<b>X</b>					

The Department of Public Welfare, Western Regional Office of Children, Youth and Families conducted the annual licensing inspection of Clarion County Office of Children and Youth Services (CCOCYS) by means of a random sample record review, interviews with administrative and supervisory staff, internal policy/procedures review, and personnel record review. In addition, a site visit to an agency resource home was conducted on 1/10/13. During the visit the resource family described a very positive working relationship with CCOCYS and was proud of their participation in the foster parent association in Clarion County. The annual inspection occurred on January 9, 2013 to January 11, 2013 and covered the review period from January 13, 2012 through January 8, 2013.

The case sample of records selected for review was drawn from cases assigned to all program units and casework functions within the agency, these included: 10 screen outs, 7 of the 75 Child Protective Service Intake records, 3 of the 18 Placement records, 10 of the 603 General Protective Services Intake records, 2 of the 12 agency Resource Family Home records, 1 of the 2 Adoption records, 2 of the 11 Ongoing/In-home Services records, and all 6 of the personnel records of new employees.

Clarion County Office of Children and Youth Services is a public child welfare agency serving primarily a rural population of approximately 40,013 residents, with 7,755 under the age of 18, in a 601 square mile sixth class county. Clarion County's overall population has recently shown a slight increase and they have continued to see an increase in the number of individuals and children below the poverty line.

The exit conference was conducted on January 11, 2013 and one of Clarion County's commissioners was in attendance. Clarion County Office of Children and Youth Services was found to be in full compliance during the previous year's annual licensing review. The agency will participate in their 1<sup>st</sup> QSR in November of 2013. The staff from Clarion County Office of Children and Youth Services

has been participating in other QSR's to prepare. The agency has had difficulty in maintaining a stable workforce with most of the staff stating in their exit interviews that low pay is their primary reason for leaving. The agency currently has 3 supervisors, 3 intake case workers, 4 ongoing case workers, 3 specialists, and 2 aide positions filled. During the exit interview numerous strengths were identified, including: the agency's initiative on concurrent planning, their increased use of SWAN funds, the fact that the agency makes a home visit on all referrals received by the agency, within designated timeframes, and had monthly visits with 100% of the children in care through November of 2012. Recommendations made by the Western Regional Office included continued review of the Safety Assessment and Management Process and the use of a structured case note with all 6 domains identified. The county will begin utilizing CAPS in June of 2013 and the structured case note is part of this system.

All case specific regulatory references contained within the License and Inspection Summary do not contain specific identifying demographic data due to statutory prohibitions relating to confidentiality

**SUMMARY OF AGENCY PRACTICES**

OVERVIEW and RECOMMENDATIONS (if applicable)	
<p><b>Practice Area:</b> Safety Assessment and Monitoring</p>	<p>CCOCYS utilizes the Safety Assessment tool for all in home cases. During the annual review, inconsistencies in the completion of Safety Assessments and Safety Plans were noted. In one case record the safety actions on the safety plan were promissory or long-term actions and neither would have had an immediate effect on safety. In one case record the safety threats were not identified by number on the plan and the safety plan was not signed by the supervisor. In one case record a threat was not addressed in section III of the Safety Assessment. These occurred prior to the Clarion County staff's participation in a 1 day refresher training on 8/14/13 to review the Safety Assessment and Management Process. The training was recommended during the last annual survey and facilitated by the Child Welfare Resource Center.</p> <p>It was also noted that, systemically, structured case notes were only being completed when a safety assessment worksheet was done. Per SAMP gathering information on the six domains should occur throughout the life of the case and not just during the designated intervals which require additional documentation in the form of Safety Assessment worksheets.</p> <p>It is recommended that CCOCYS continue to review the Safety Assessment and Management process and that the supervisors thoroughly review and sign all safety assessments and safety plans to work toward the elimination of inconsistencies in safety assessments and safety plans. It is also recommended that CCOCYS utilize structured case notes at every contact to document consideration of all 6 domains</p>
<p><b>Practice area:</b> Casework Visitation with Family</p>	<p>CCOCYS has 4 ongoing caseworkers and has been able to maintain small caseloads which average 6 families per caseworker. CCOCYS utilizes a written visitation plan to ensure that</p>

	<p>visitation, consistent with risk level, is maintained. This process has been successful and caseworker contact has been a strength of the agency as evidenced by the fact that they had monthly visits with 100% of the children in care through November of 2012. CCOCYS conducts in-home visits twice a month at a minimum. Children that have a goal of return home have family visits scheduled weekly and infants have family visits scheduled 2-3 times a week.</p>
<p><b>Practice Area:</b> Fostering Connections Activities</p>	<p>CCOCYS has a para-legal who is charged with the responsibility of conducting diligent searches via the Accurint tool. Kinship resources are utilized whenever possible. 4 of Clarion County's current foster placements are kinship.</p> <p>During the annual review it appeared that an Accurint search had not been completed in one case because the Accurint report was not in the child's file.</p> <p>It was recommended that Accurint searches be completed for all children entering care and that logs of all Accurint searches and Accurint reports be printed and filed in the Fostering Connections section of the child files.</p> <p>A strength of the IL Program noted, included meetings which bring everyone to the table for youth meetings. This approach includes elements of Family Group Decision Making (FGDM) that utilizes partnerships with local agencies such as AAA Life Services and Clarion University. The IL Program consistently brings back the same speakers to group. This allows the IL youth to make connections with speakers outside of a group setting. One IL youth recently spoke at a dinner for AAA Life Services about the benefits of working through the IL Program to address aspects of creating healthier relationships.</p>
<p><b>Practice Area:</b> Shared Case Responsibility Activities</p>	<p>CCOCYS continued to have no shared cases during this review period. They continue to cite families' reluctance to accept CYS because they perceive the agency as an additional intrusion. CCOCYS is attempting to work with the probation office to approach the families at that office, rather than making home visits in an attempt to increase the number of shared cases.</p>
<p><b>Practice Area:</b> Family Engagement Practices</p>	<p>CCOCYS made 54 referrals for FGDM during this review period. 40 level 2 conferences were conducted and 14 level 3 conferences were conducted. FGDM is utilized primarily for truancy. There is currently a county wide plan for 12 of the county's 13 school districts in which the districts utilize the same criteria to identify truancy and the students are tracked from one district to the next if they move.</p> <p>The agency routinely includes consideration of family requests and preferences in concurrent planning. During the last quarter of FY 11-12, the agency instituted a new practice for concurrent</p>

	<p>planning to ensure full disclosure and parental understanding of the contents of the agency's AFSA brochure and parent handbook. At the time of intake, copies of paperwork and the "Kids Need Dads" brochure" is mailed to the fathers if they are not in the home. The agency is trying to do more family visits in parent's homes rather than family visits at the agency and the agency makes efforts to include all siblings in family visits.</p>
<p><b>Practice Area:</b> Family Service Planning</p>	<p>CCOCYS developed a new FSP format, which they implemented in September of 2012, it incorporates the CPP for any children in placement and monthly meetings with the family to document progress toward concurrent goals. A detailed reunification plan is developed with the family. The new plan is an addendum to the permanency plan and not only includes the goals, but identifies the current level of parent strengths, the specific tasks to be taken and by whom, the specific services necessary to develop the needed strengths and protective factors, and a target date for completion. CCOCYS also strengthened their supervised visitation form to include level of observation, goals to be accomplished at the visit and an indication of progress since the last visit. The agency has developed a color coding system which is utilized on the progress review form to help families better see their progress at a glance.</p>
<p><b>Practice Area:</b> Permanency Activities</p>	<p>The staff of CCOCYS has been active participants in the Support Information Networking Sessions about Concurrent Planning.</p> <p>The agency begins concurrent planning at intake and they address concurrent planning in all formalized plans.</p> <p>CCOCYS initiated a new FSP format in September 2012 which incorporates the CPP for any children in placement and documents monthly the progress toward concurrent goals. The intended impact of this practice change is to decrease length of placement and time to permanency for children entering care.</p> <p>Permanency Review Hearings are conducted within a 6 month time frame for all cases. Cases involving IVE are reviewed within 5 months. Goal changes are typically done at the 12 month level. APPLA is currently identified as the goal for 6 Clarion County children. In Clarion County, a transition plan, treated the same as an FSP, is done 6 months prior to planned emancipation/discharge from care. Although the assigned caseworker primarily focuses their time working toward the goal of reunification with the families who have children in care, concurrent planning is becoming more formalized. The agency's Program Specialist supervises the Foster Care Coordinator and QA/Adoption Coordinator. Within a month of a child coming into care, 1 or 2 members of this unit schedule a special concurrent planning meeting with the family. The concurrent planning meetings will be held every other month with the family as long as they have a</p>

	<p>child in care. At the initial meeting agency staff review the parent handbook that was sent to them when their case was accepted for services and explain the Adoption and Safe Families Act (each parent receives a copy of the agency's AFSA brochure when a child comes into care). Staff specifically review the family goals identified in the reunification plan and/or Court Order; the concurrent plan of adoption is specifically identified and reviewed with the family with the intent to impress upon them that they have specific times frames they must meet before the agency recommends to the Court that the goal for their child/ren be changed so that their child/ren can safely achieve permanency.</p>
<p><b>Practice Area:</b> Placement Settings</p>	<p>CCOCYS currently has 18 children in placement from 10 different families. 12 of these children are in traditional foster care homes. CCOCYS identifies kinship alternatives as a first priority. If at all possible, children are placed into kinship homes. Currently there are 4 kinship placements, 3 of which are paid. 1 child is placed in a community residential facility for sex offender treatment, and 1 child is placed in a Residential Treatment Facility for mental health treatment. The agency anticipates that 2 of their current youth in placement will age out in FY 12-13, one who completed GED classes this past year as she came into placement as a 17 year old in 9<sup>th</sup> grade and the other who also entered care as 17 year old from a failed SPLC placement. She will be turning 18 in August 2012, but has decided to remain a voluntarily dependent child and complete her senior year in high school.</p> <p>CCOCYS makes necessary accommodations so that there is educational continuity for foster children as evidenced by the provision of daily transportation assistance for children who are placed out of their home school.</p>

**REGULATORY FINDINGS REQUIRING PLAN OF CORRECTION**

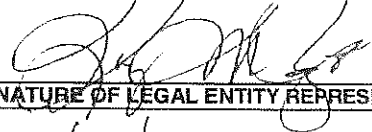
1. 55 PA CODE CHAPTER	2. NON-COMPLIANCE AREA	3. CORRECTION REQUIRED	4. REQUIRED CORRECTION DATE	5. PROVIDER'S PLAN OF CORRECTION OR RESPONSE	6. STATUS OF CORRECTION
3130.66 (a) 3490.23 5(f)	When a child is placed in emergency placement and continued placement is necessary, the county shall prepare a FSP no later than 30 days from the date the child enters emergency placement. In 1 case record the child was placed via emergency order on 6/29 requiring a CPP by 7/29. The plan in the file dated 7/27 was not signed by the family and CW/CWS until 8/24. The date of the signatures is the date of the plan, making it late.	To ensure that all CPP's are completed within the required time frames, Supervisors will track the timeliness of the initial CPP in placement packets.		<i>Supervisor assigned CW will track all documents included in placement packets for timeliness + accuracy to ensure that a CPP is completed within 30 days from the date the child enters care.</i>	<b>PLAN ACCEPTED</b>
3490.67 (a)	The agency shall send the CY-48 to ChildLine within 30-calendar days of the receipt of the report of suspected child abuse. In 1 case record, the CY-48 report was not sent within 30 days and the reason provided is not valid.	The agency will establish practices to ensure the CY-48 is sent to ChildLine within 30-calendar days of the receipt of a report of suspected child abuse.		<i>In this specific case, a referral had been made for a victim assessment to ensure that all allegations were disclosed &amp; investigated. The victim assessment was not completed within the 30 days.</i>	<b>PLAN ACCEPTED</b>
3130.61 (7) (c)	The parent or legal guardian shall be given the opportunity to sign the service plan. In 1 case	The agency will document their efforts to provide parents or legal guardians with the opportunity to sign		<i>When a caregiver is unable to locate a parent/guardian for signature on FSP, dictation will</i>	<b>PLAN ACCEPTED</b>



	record the CPP's were not signed by the parents, 1 was frequently seen and 1 was incarcerated, and there was no documentation of the agency's efforts to have the plans signed.	service plans.		<i>Clearly reflect attempts to locate them. When a parent is incarcerated, a signature will be requested &amp; documentation without request will be contained in case file.</i>	
3130.61 (7) (d)	The county shall provide family members the opportunity to participate in the development and amendment of the service plan. The method by which these opportunities are provided shall be recorded in the plan. In 1 case record the documentation does not indicate that the parents were provided an opportunity to participate in the development of the FSP's and CPP's.	The agency will document their efforts to provide family members with the opportunity to participate in the development and amendment of the service plan.		<i>This is not a systemic issue, but specific to this case record. Family engagement is &amp; will continue to be a priority.</i>	<b>PLAN ACCEPTED</b>
3130.63 (a) (1-4)	The agency shall review service plans at least every 6 months. In 1 case record a FSP was written and signed by the parents and child on 4/12/12 which means a FSP would be due in 10/12, however, no FSP could be located.	The agency initiated a new plan format on 9/1/12. They will develop a tracking system to ensure that services plans are reviewed at least every 6 months.		<i>The new plan format was again reviewed at staff to eliminate the confusion of moving from earlier plans to 1 family plan of child specific CPP's.</i>	<b>PLAN ACCEPTED</b>
3490.321 (g) (1)	The agency will complete the risk assessment	In the future the agency will define a "screen-out" as one		<i>This procedure was changed in NOV 12</i>	<b>PLAN ACCEPTED</b>

	<p>process if they have not determined the report to be without any merit after one contact. In 1 case record a referral was received on 11/7/12 for concerns regarding medical care, but the records were not obtained until 22 days later. A risk assessment was not completed, but was required because the contacts with the children took place over two days.</p>	<p>contact only and they will complete the risk assessment process if they have not determined the report to be without any merit after one contact.</p>		<p><i>after clarification by WR staff.</i></p>	
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THE LEGAL ENTITY REPRESENTATIVE MUST COMPLETE COLUMN 5, SIGN ON THE SIGNATURE LINE AT THE BOTTOM AND DATE ALL PAGES OF THIS DOCUMENT. RETURN THIS ENTIRE DOCUMENT TO YOUR REGIONAL OFFICE BY:

	<p><i>Administrator</i></p>
<p>SIGNATURE OF LEGAL ENTITY REPRESENTATIVE</p>	<p>TITLE</p>
<p><i>2/22/13</i></p>	<p><i>814/226-9380</i></p>
<p>DATE</p>	<p>TELEPHONE NUMBER</p>