



JAN 19 2017

Mr. Todd Kline, Administrator
Clarion County Commissioners
214 South 7th Avenue, Suite B
Clarion, Pennsylvania 16214

RE: Clarion County Children and Youth
Services
Public Agency

License #414820

Dear Mr. Kline:

As a result of the Department of Human Services' (Western Office of Children, Youth and Families) licensing inspection on November 29, 30 and December 1, 2016 of the above agency, the violations with 55 Pa.Code Ch. 3130 and other supplementary program regulations specified on the enclosed Licensing Inspection Summary were found.

All violations specified on the enclosed Licensing Inspection Summary must be corrected by the dates specified on the Licensing Inspection Summary and continued compliance with 55 Pa.Code 3130 and other supplementary program regulations must be maintained.

Sincerely,

A handwritten signature in black ink that reads "Cathy A. Utz". The signature is written in a cursive, flowing style.

Cathy Utz
Deputy Secretary

Enclosure
Licensing Inspection Summary

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

NAME OF AGENCY/FACILITY: Clarion County Children and Youth Services				TELEPHONE: 814-226-9280	OCYF REGIONAL STAFF APPROVAL	DATE
ADDRESS: 214 South 7 th Avenue, Suite B, Clarion, PA 16214				COUNTY: Clarion	<i>John Zubryd</i> Program Representative: John Zubryd	1/10/17
INSPECTED BY: John Zubryd, Wendy Reed, Melissa Zakraysek, Cynthia Gariepy, Mark Nuzzo				QSR 11/16 - 11/18/16 and INSPECTION DATES: 11/29, 11/30 & 12/1/2016	<i>Mary Lou Warchola</i> Supervisor: Mary Lou Warchola	1/11/17
INITIAL INSPECTIO N	RENEWAL INSPECTION	COMPLAINT	UNANNOUNCED INSPECTION	RANDOM SAMPLE	<i>Amber S. Kalp</i> Regional Director: Amber Kalp	1/12/17
	X					

The Department of Human Services, Western Regional Office of Children, Youth and Families conducted the annual licensing inspection of Clarion County Children and Youth Services (CCCYS) by means of a random sample record review, conversations with administrative, supervisory, and casework staff, internal policy/procedures review, and personnel record reviews. In addition, site visits were conducted to an agency resource/kinship resource home on the following dates 11/30 & 12/1/2016.

The case sample was drawn from cases assigned to all program units and casework functions within the agency. 10 Child Protective Service (CPS) Intake records from a total of 150, 4 of 35 Placement records, 10 of 790 General Protective Services (GPS) Intake records which include the review of the 10 day supervisory logs. 4 of 35 Placement records, 9 of 9 new agency Resource Family Home records, 1 of 4 Adoption records, and 4 of 28 Ongoing/In-home Services records were reviewed. 2 of 2 personnel records of new employees as well as the training records for all staff were reviewed during the licensing inspection. In addition to program unit records, the Department reviewed the following Administrative items: Current organizational chart with caseload count for each person carrying cases; completed copy of the agency's policy and procedure manual, current list of Advisory Committee members and addresses; copy of the Advisory Committee By-Laws and minutes of meetings for the past year; and Multi-Disciplinary Team meeting minutes.

County Specific Information: CCCYS is a public child welfare agency serving primarily a rural population of approximately 39,000+ residents in a sixth class county. CCCYS had a change in leadership as the prior Director accepted the position of Human Service Director and the Independent Living Supervisor was promoted to CYS Director. The county struggles with drug addiction as prescription drugs and methamphetamines are the drug of choice. The county is providing the Ages and Stages assessment with many of the children in the homes that are not necessarily mandated for this assessment to help ensure that all children are being served. The county has been providing Family Advocacy and Support Tool (FAST) and the Child and Adolescent Needs and Strengths (CANS) assessments for all families starting in May 2016. However they stopped doing the mandatory Risk Assessments when they began utilizing the FAST and CANS tools.

It is evident that the CCCYS director, supervisors and caseworkers work diligently to ensure the safety and the needs of the children and families are being met in the county. The strengths identified in the CCCYS practices include: Intake and Social histories are written very well, quality collateral contacts with law enforcement and neighboring county CYS offices exist. Training hours of staff exceed the mandatory requirements and training is updated as needs are deemed (training on current Drug of Choice). Foster parent incident report forms are completed thoroughly. Support groups for foster parents are very helpful. The foster parents that were visited are well aware of their rates and feel supported by CCCYS.

Quality Service Review (QSR): Clarion County's QSR took place from 11/16/16 to 11/18/16, 7 cases were reviewed. There were 4 focus groups: Caseworkers, Supervisors, Youth served by Independent Living Services, and Resource Parents. All of the cases reviewed in the QSR were also reviewed at the licensing inspection. The preliminary findings show that overall the agency is working well with the families and service providers. Although in one case it was identified that there needed to be more collaboration between the county and the service providers. Of the 4 placement cases reviewed 2 still had issues with permanency which were beyond the agency's control.

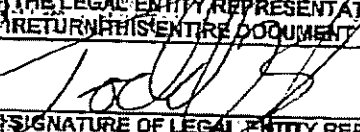
The following chapters 3350, 3700, 3130, 3490, CPSL and Chapter 20 were reviewed during the annual licensing review. Based on violations with regard to chapters 3490 & 3130, the Department of Public Welfare, Office of Children, Youth and Families is issuing the following citations which require a plan of correction.

REGULATORY FINDINGS REQUIRING PLAN OF CORRECTION

1. 55/PA CODE CHAPTER	2. NON-COMPLIANCE AREA	3. CORRECTION REQUIRED	4. REQUIRED CORRECTION DATE	5. PROVIDERS PLAN OF CORRECTION OR RESPONSE	6. STATUS OF CORRECTION
3490.235(e)	In 5 of the GPS cases reviewed, #11354, 1701, 11271, 10669, 11494 the 10 calendar day supervisory reviews were not documented as to all of the requirements. It is required that the county agency supervisor shall review each report alleging a need for GPS services which is being assessed on a regular and ongoing basis to assure that the level of services are consistent with the level of risk to the child, to determine the safety of the child and the progress made toward reaching a determination on the need for protective services.	The agency must devise, develop and submit a plan to the Department which encompasses how agency supervisors will document their 10 day calendar reviews of each report alleging a need for GPS services. These reviews shall assess on a regular and ongoing basis that the level of services are consistent with the level of risk to the child, to determine the safety of the child and the progress made toward reaching a determination on the need for protective services.	Immediately	*Agency will continue weekly supervisor and caseworker meetings to discuss progress of case and interventions put in place. The 10 day review will have a brief statement regarding progress made toward reaching determination, what services are in place, and any supervisor feedback received. It will also rate overall severity and risk on a low, moderate, or high level. The 10 day reviews will now be documented in CAPS as "other collateral / supervisor 10 day review" so they will be approved by the supervisor before being sent to CWIS.	PLAN ACCEPTED
3490.321(a-j)	In 5 cases that were reviewed, #769529, 7646728, 10158,	The agency must submit a plan to the Department that the agency will	Immediately	*Effective 12/1/2016, the agency went back to completing →	

	11462, 851, the risk assessments were not completed at intake or as often as necessary. At the time of the inspection, the CYS Director stated that the agency stopped completing the Risk Assessments as they moved toward completing the FAST and CANS assessments as they felt those assessments provided a more complete assessment. The agency did not submit a waiver request to the Department to waive the regulation.	ensure that the Risk Assessments that the state has identified in the 3490 regulations will be completed by the agency as per regulation.		risk assessments prior to close of any intake (GPS or CPS), and at necessary intervals for ongoing cases. It was also decided that a CANS assessment will be completed for any child in placement at the same intervals and in coordination with the risk assessments. There is also a plan to submit a waiver to replace risk assessments with the FAST/CANS as it is a more accurate assessment tool.	PLAN ACCEPTED
3130.90	In one foster family file there was no documentation of renters insurance. If the county agency directly approves and supervises foster family homes, persons providing foster family care shall purchase or otherwise obtain general liability insurance and fire insurance coverage for the premises where foster family care is provided as a condition of approval. No foster home should be certified as a licensed foster home without ensuring all insurances have been secured.	The agency must submit a plan to the Department to ensure that all foster families have general liability and fire insurance.	Immediately	*The agency will request/submit a waiver for the particular foster home in question that was lacking renter's insurance. It has also been decided that no child will be placed in a foster home until the foster home meets the minimum state requirements requested, or a waiver request for a non-safety issue is approved.	PLAN ACCEPTED
3130.21(b) as per OCYF Bulletin: 3490.08.05	The child in case 11083 was not seen since placement which was in April of 2016. OCYF requires monthly caseworker visits to the child in placement for dependent and shared case management children under the care and responsibility of the county children and youth agency and juvenile probation office.	The agency must submit a plan to the Department to ensure that all children under their care will receive monthly caseworker visits to see them in their placement facilities..	Immediately	*Child was documented as being seen in CAPS on 5/20/16; 9/9/16; 9/22/16; 9/29/16; 10/13/16; 11/1/16; 11/23/16. After review of case record, it was determined that there were 2 missing contacts on 7/27/16 and 8/2/2016 that were recently entered by the ongoing Casework Supervisor who had	PLAN ACCEPTED (flip) →
3350	In Compliance	None	None	None	Full Approval Recommended

the visits documented on a monthly visitation report that the child in question was seen. The worker previously assigned the case quit working at the agency, therefore not entering all of the necessary contacts. Effective immediately it is the responsibility of the direct supervisor to verify that the dates of contact are accurately entered into CAPS per the monthly visitation report that is completed. Per state requirements, children in placement will be seen at a minimum of one time per month at their placement location.

3700	In Compliance	Non	None	None	Full Approval Recommended
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: DECEMBER 23, 2016					
 SIGNATURE OF LEGAL ENTITY REPRESENTATIVE		Administrator			
11/20/17 DATE		814-226-9280 TELEPHONE NUMBER			

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